

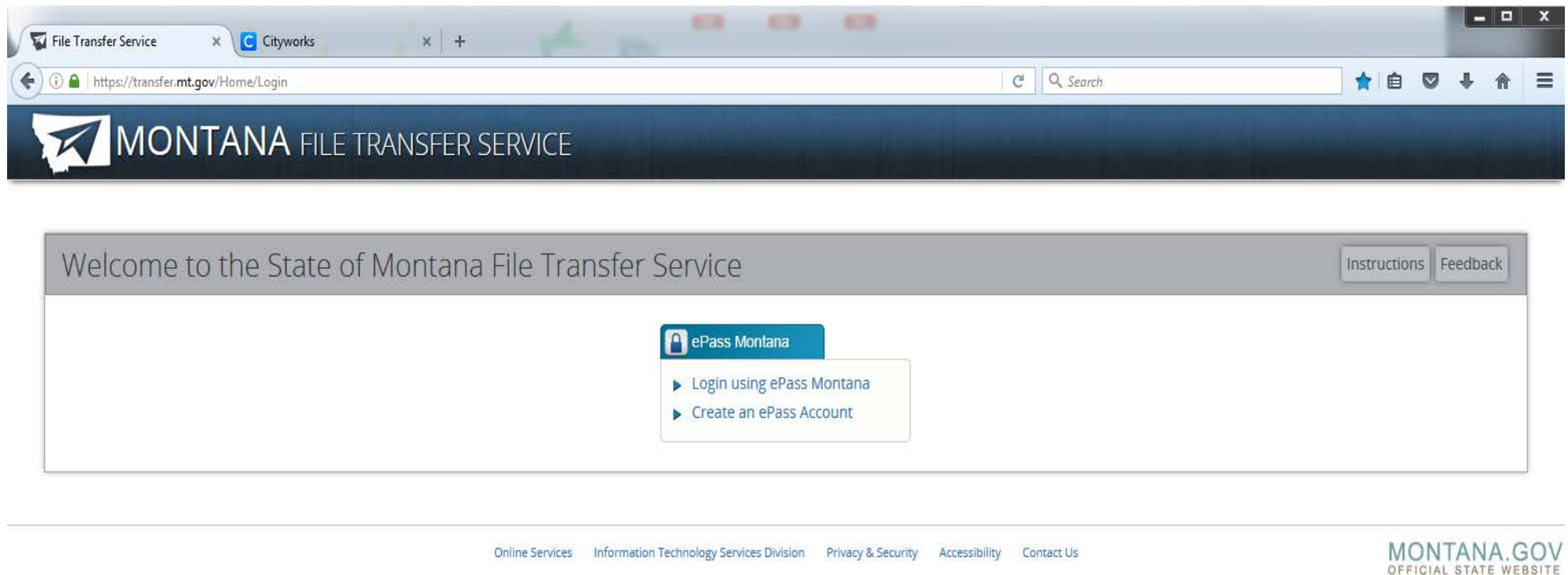
## MONTANA FILE TRANSFER SERVICE – ePass Citizen Account Instructions

The City of Kalispell is now utilizing the File Transfer Service provided through the State of Montana.

As of January 1, 2017 members of the public will be able to **send and/or receive** electronic building permit applications and plan drawings to the City of Kalispell Building Department. In order to use this service you will need to create an ePass Account.

### To create an ePass Account:

1. Open <https://transfer.mt.gov/Home/Login>



The screenshot shows a web browser window with the URL <https://transfer.mt.gov/Home/Login>. The page header includes the Montana File Transfer Service logo and navigation links for "Instructions" and "Feedback". The main content area features a blue "ePass Montana" button with a dropdown menu containing two options: "Login using ePass Montana" and "Create an ePass Account". The footer contains links for "Online Services", "Information Technology Services Division", "Privacy & Security", "Accessibility", and "Contact Us", along with the "MONTANA.GOV OFFICIAL STATE WEBSITE" logo.

1. Select create an ePass Account
2. Complete all of the required fields (\*indicates required field)



# Home » Create ePass Montana Account

ePass Montana provides access to all authorized eGovernment services using one username and password.

[Instructions](#)

[How Do I](#)

[Feedback](#)

Important – About your username and password: Username must be at least 6 characters long, password must be at least 8 characters long, password must use both letters and numbers, password must be different than your username, password is case sensitive.

[Cancel](#)

[Save Changes](#)

## Personal Information ⓘ

\*First Name:

\*Last Name:

Daytime Phone:

\*Primary Email:

\*Verify Primary Email:

Alternate Email:

## ePass Montana ID Details ⓘ

\*Username:

\*Password:

\*Verify Password:

\*Password Hint:

The image shows a web form with two main sections. The left section is titled "Security Info" and contains three security questions, each with a dropdown menu and a text input field. The right section is titled "Registered User Information" and contains two text input fields for "Registered User Login" and "Registered User Password". At the bottom of the form are two buttons: "Cancel" and "Save Changes".

**Security Info** ⓘ

For your protection, these questions will help us verify your identity in the future.

\*1. Security Question:  
Choose one ...

\*2. Security Question:  
Choose one ...

\*3. Security Question:  
Choose one ...

**Registered User Information** ⓘ

If you have a Registered User account, please provide your Registered User login information. [What is a Registered User account?](#)

Registered User Login:

Registered User Password:

Cancel Save Changes

3. Select – Save Changes (**Be sure and record your login and password for future reference**)
4. You will then receive an email to validate your ePass account. You **must** validate the account before you can use your ePass account.

Once validated you will need to log into the ePass Montana site and the dashboard below should appear.



# Home » Welcome to the ePass Montana Dashboard

Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information.

[Instructions](#)[How Do I](#)[Feedback](#)

## Account Information ⓘ

[Hide](#)

### Welcome, Kari Hernandez

You Are Logged In With Your ePass Montana Account

ePass Montana

[Edit Your Account Information](#)[Manage Your Account Services](#)[Logout From This Account](#)

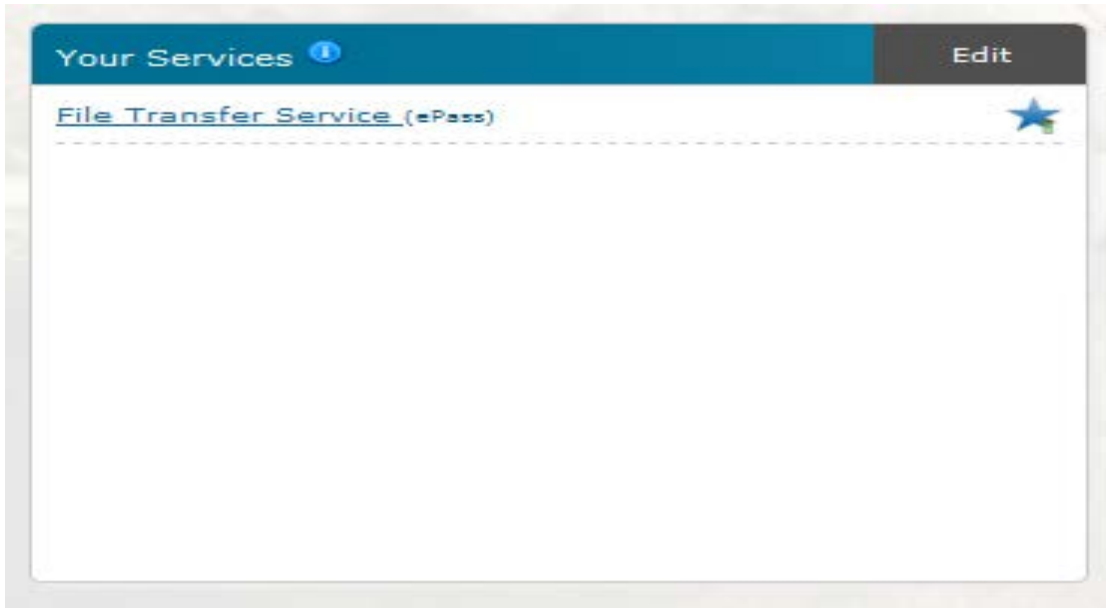
### Other Accounts

Login With Another Account

[OpenID](#)[State](#)[Logout From All Accounts](#)

To send a file to the Kalispell Building Department do the following:

1. Scroll down to the Your Services box and select File Transfer Service.



2. Select the sent files tab, then choose send a new file



3. You can drag & drop files/folders into the upload box or simply click in the box to browse for the file/folder (maximum 100 files); Select continue once all files are uploaded.

Select Files To Upload [Instructions](#) [Feedback](#)



\* Uploading folders is not supported.

[← Back](#) [Continue →](#)

4. On the recipient options page, under the general section, click State Employee or ePass Montana customer

Recipient Options

Please select the appropriate link below:

General

[State Employee or ePass Montana Customer](#)

5. In the recipient section, select Find a State Group and type in the following group:
  - a. City of Kalispell

## Recipients

To:

[Find a State Employee](#)[Find a State Group](#)[Search](#)

\* Please contact the recipient if you are unsure of the name of the email group.

Existing Groups (1 found):

[+ City of Kalispell Building Dept](#)

## File(s)

C of O Procedure Handout.pdf

## Message

[Home](#)[Back](#)[Send](#)

6. Click Search

7. Click the [+ City of Kalispell Building Dept](#) button to add the group

8. Add a message (optional) and click Send

9. The recipient will get an email from [TransferService@MT.gov](mailto:TransferService@MT.gov) indicating a new message was sent using the File Transfer Service from State of MT.

10. The file can be accessed/downloaded by clicking the link in the email from [TransferService@MT.gov](mailto:TransferService@MT.gov).

**Notes:**

1. Files are automatically deleted after 15 days
2. The max file size is 2 GB (maximum 100 files)