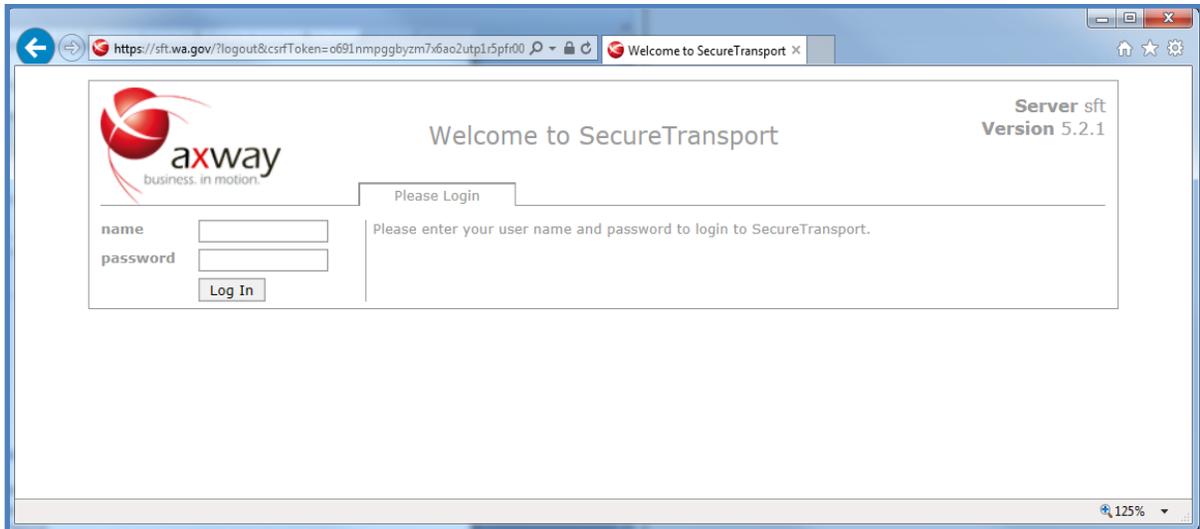


## E-Withhold Procedures for Financial Institutions – Accessing the SFT Server

The first page you will see on the system is the initial logon page for SFT server:

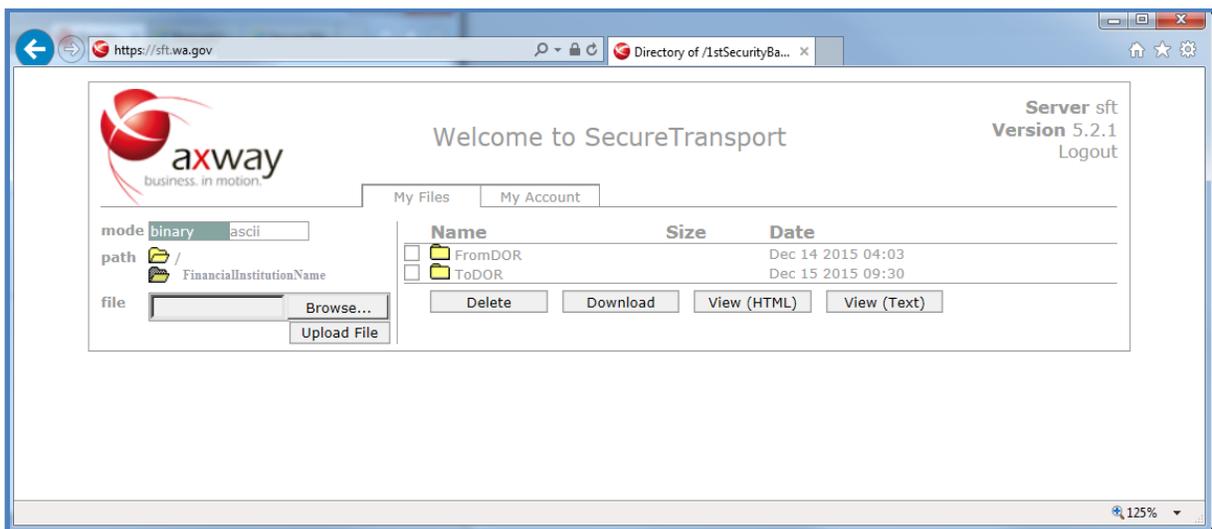


Your login information and temporary password were previously sent via e-mail. If you do not have this information, or need to have your password reset, please send an e-mail to [DOREWithholds@dor.wa.gov](mailto:DOREWithholds@dor.wa.gov) and request assistance.

### To Access the System

Enter your name and password. Click the "Log In" button.

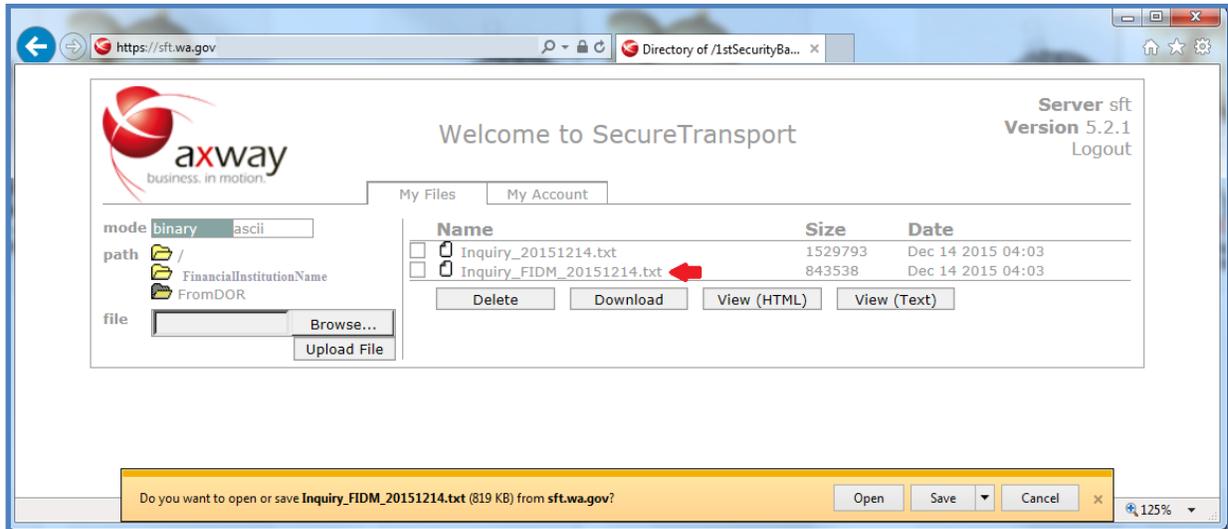
You will be taken directly to your designated location. It will look like this:



## Getting a file from DOR

Click on the “FromDOR” link.

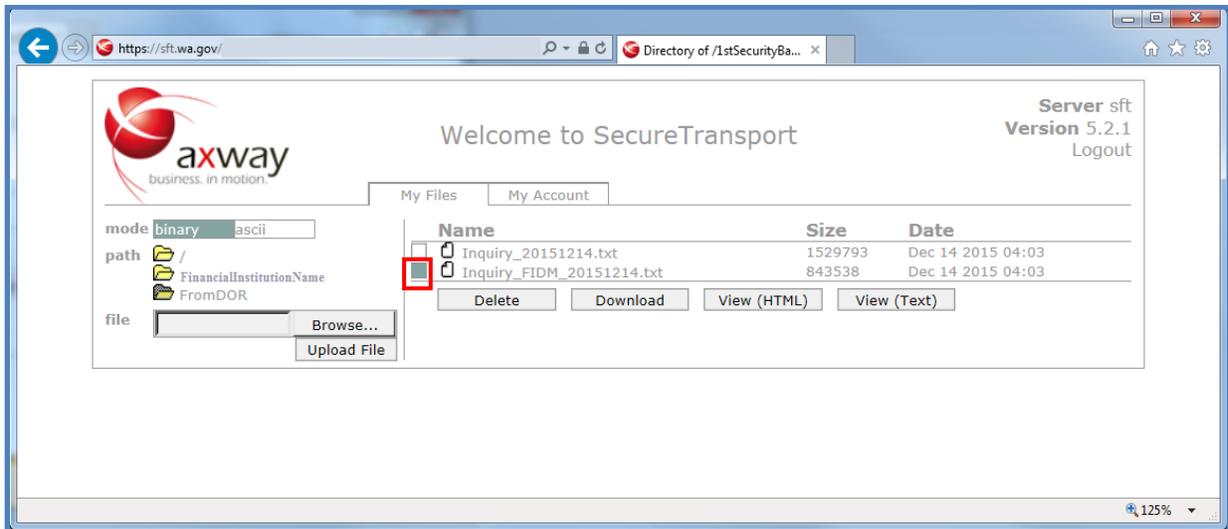
Click on the file name. The “File Download” window will open.



Click on the “Open” button.

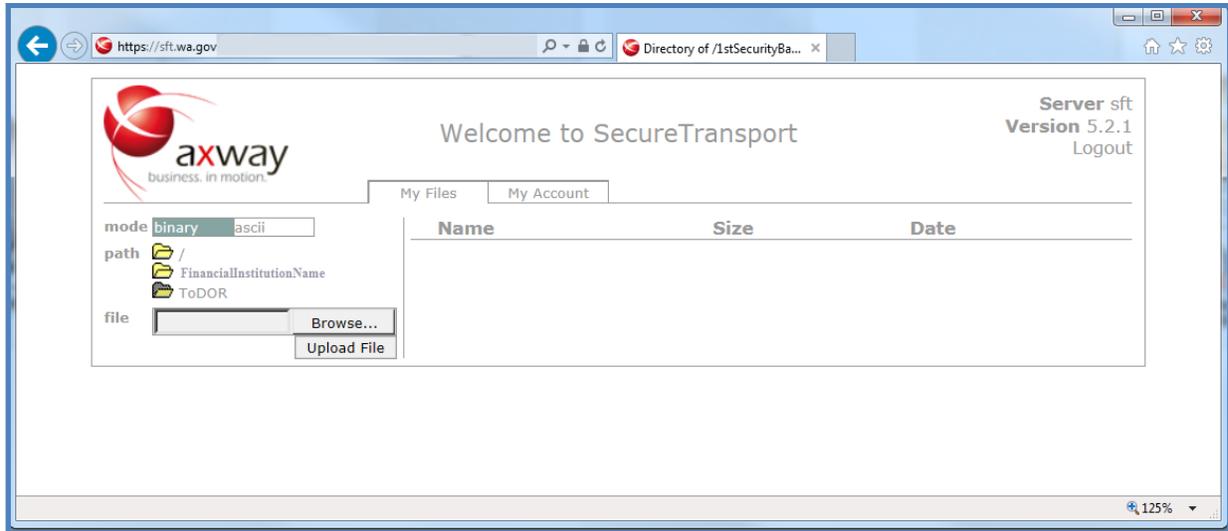
Or

Click the box next to the file name. Then select one of the links underneath the files to Delete, Download, or View.

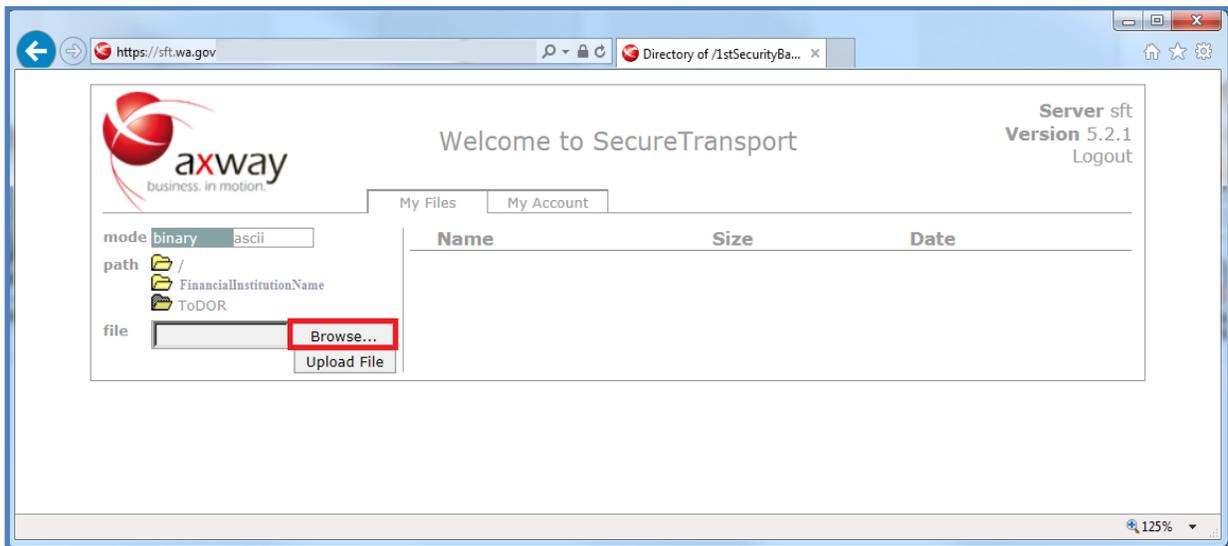


## Manually putting files on SFT

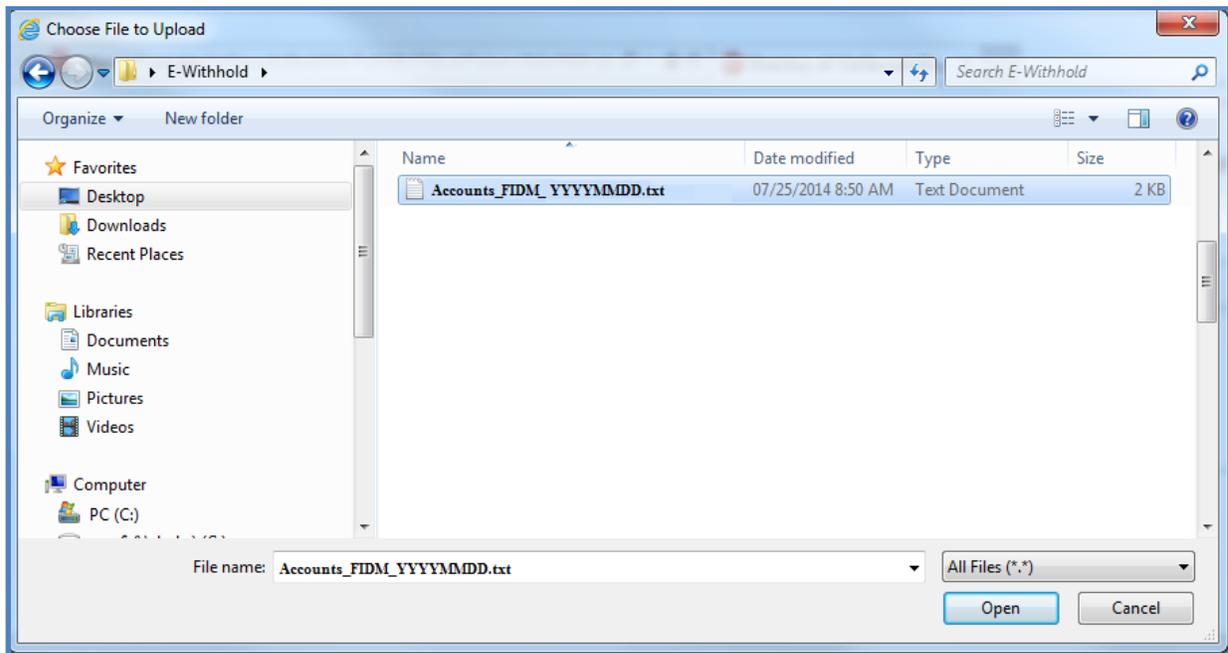
Select the “ToDOR” folder to place a file on the SFT site.



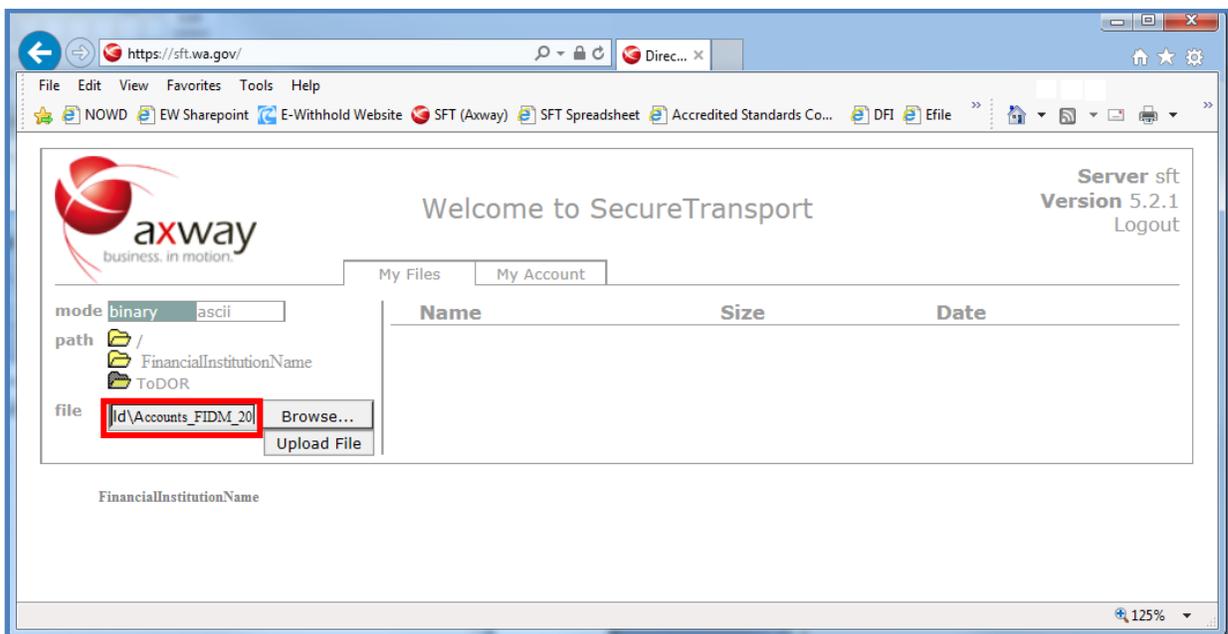
Click the “Browse” button to locate the file designated for upload.



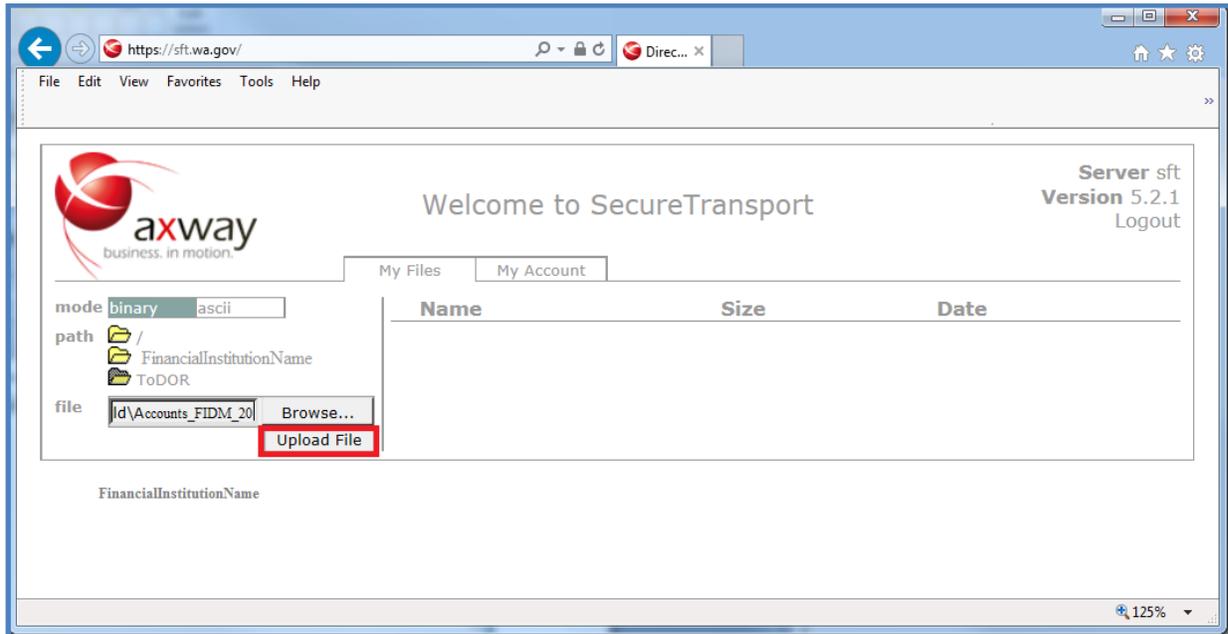
When the “Choose file” window opens, select the file to put on the SFT server and click the “Open” button.



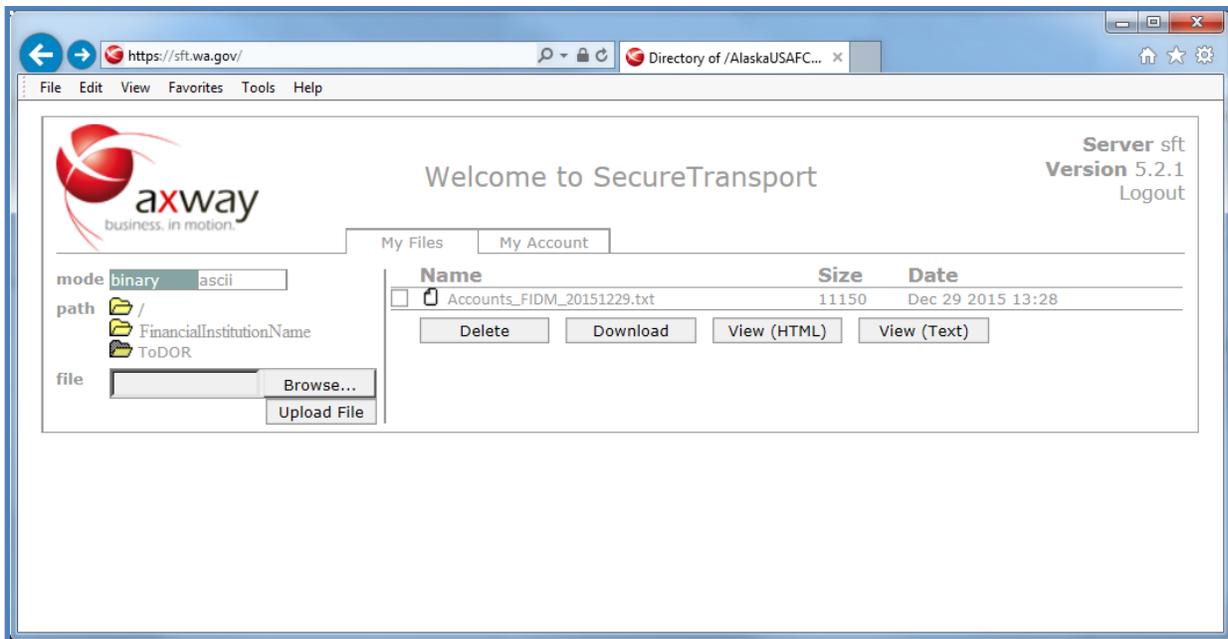
The filename and path will appear in the text box next to the “Browse” button.



Click the “Upload File” button to place the file in the folder.

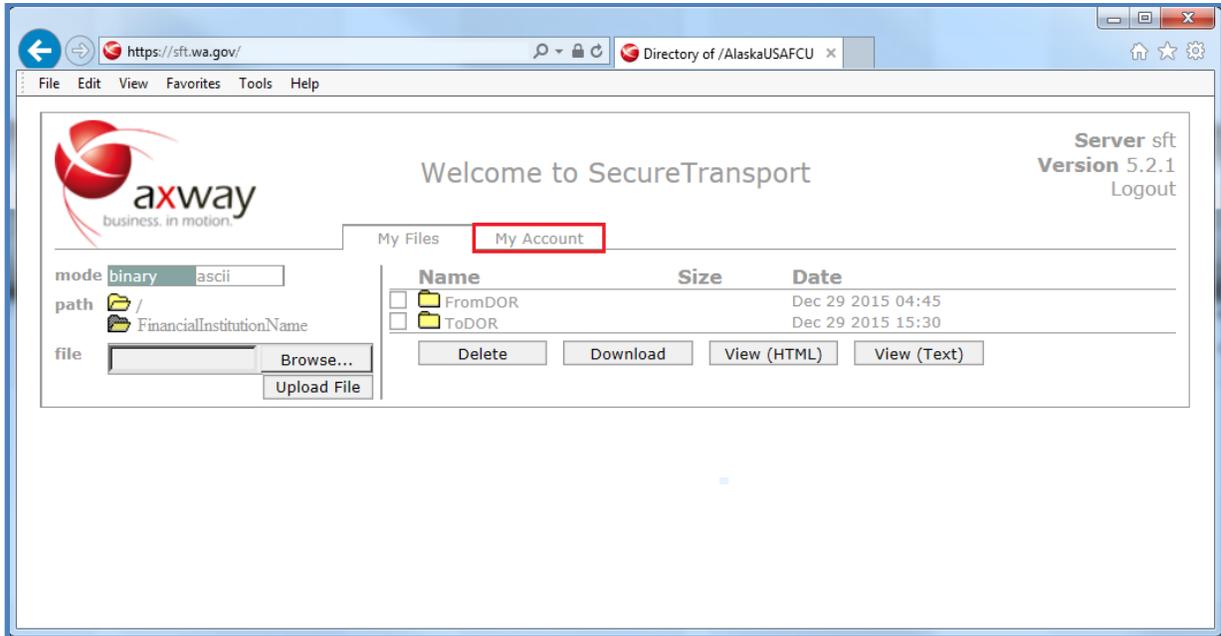


The screen below shows how the located file will appear.

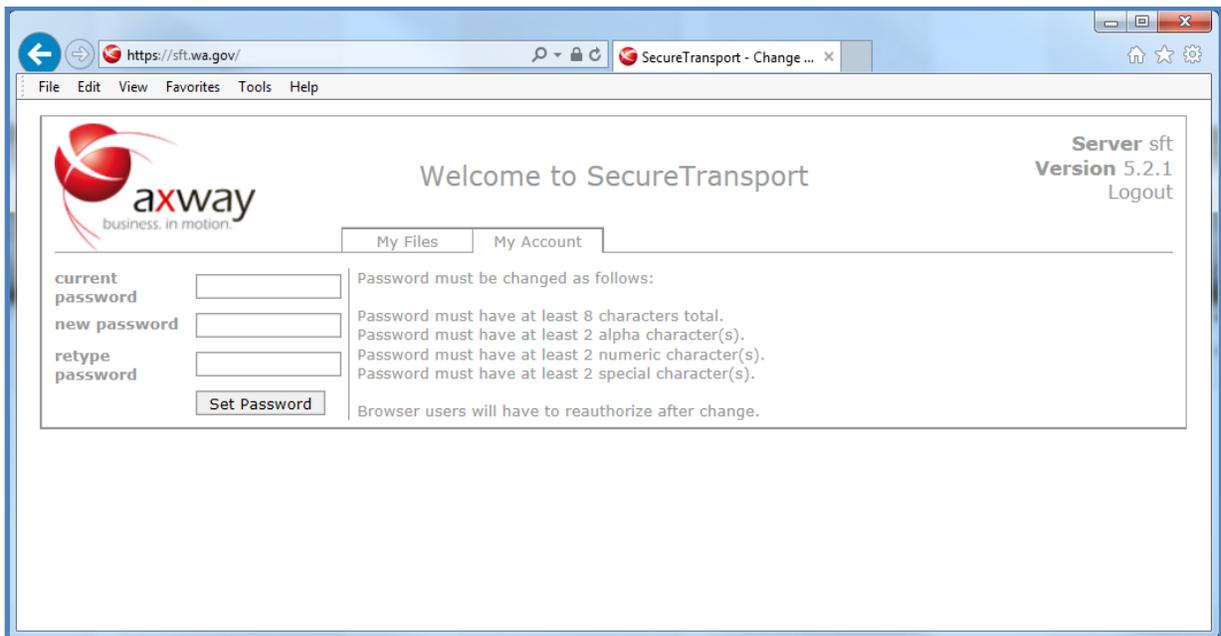


## Change Password

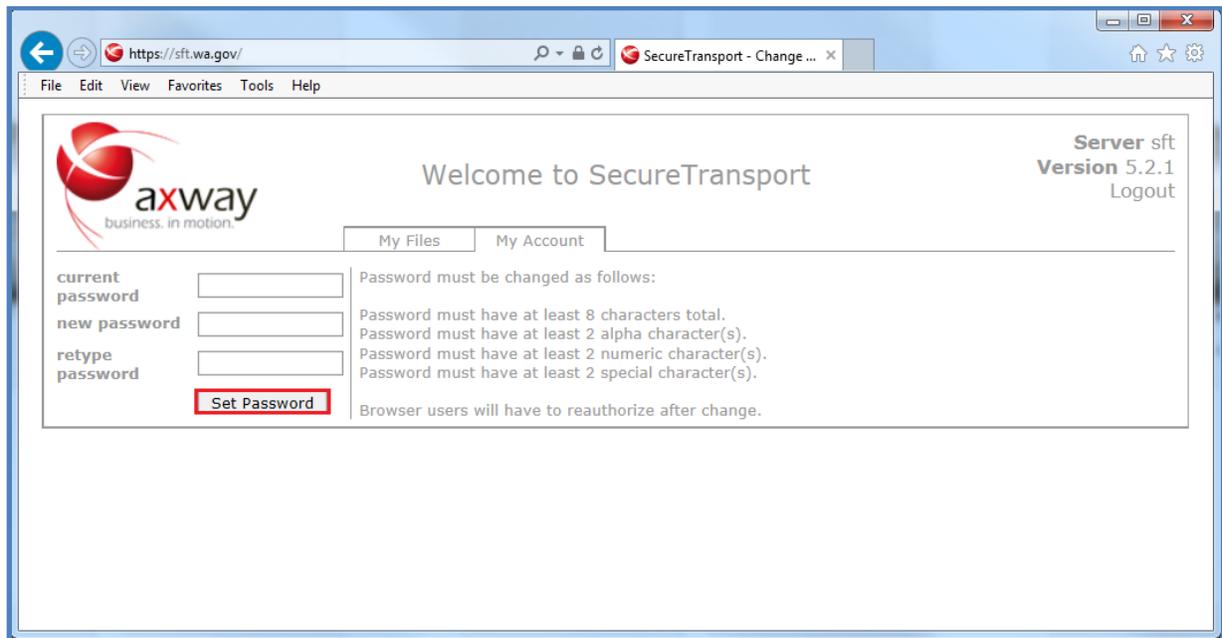
Click the “My Account” button.



This will take you to the “Change Password” screen.



Follow instructions for changing the password (the number and type of characters needed) and click on the “Set Password” button.



Changing your password will take you out of the SFT site. You'll need to log in again with the new password.