Instructions for Accessing Electronic Local Report

Table of Contents:

Logging In

Accessing the File

Changing the Password

SFT Server - Microsoft Internet Explorer			
Eile Edit View Favorites Tools Help	A		
Address 🗃 https://sft.wa.gov/	💌 🄁 Go		
SFT Server			
Authorized Use Only sft.wa.gov			
Login Name: Password: Log In			
Access to this system is restricted to authorized personnel only. System use may be logged and monitored.			
🗉 Done 🕒 🔮 🕐 Interne	et		

Logging In

- 1. Enter the account name supplied by DOR in the *Name* text box
- 2. Enter the password for that account in the *Password* text box.
- 3. Click the *Log In* button
- 4. The first time you enter you will need to change the password



Accessing the File

- 1. After logging to into the SFT site, locate the file you want to download.
- 2. Click on the file name. The File Download window will open.

File	Download 🛛 🔀
Do ya	ou want to open or save this file?
	Name: 1400.txt Type: Text Document, 1.79KB From: sft.wa.gov
t	Open Save Cancel
0	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

3. Another way to download the file is to click on the *File Options* icon for more options

Tumbleweed	SecureTransport		🖘 Tumbleweed"	^
Welcome to SecureTran	sport		Logout	
۲ 🖻				
	Browse	Upload File Set B	inary Change Password	
Files				
Name	Size [B]	Date	File Options	
🖸 1400.txt	2214	Nov 24 13:16	*	
			\wedge	
			Click icon	~
		😌 Internet	n 🖓 - 🔍 100% -	

4. This will take you to the File Options screen.

You can click one of the *Download as* links to get the file.

Tun	nbleweed	Secure	Transport		🗢 Tur	mblew	eed°	~
Welcom	e to SecureTran	sport					Logout	
	▷ / ① 1400.txt							
	Download and	Delete Files	i					
	Download	las: ;	application/octet-	stream				
	Download	d as: t	ext/plain					
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	Delete	e /	/1400.txt					
								\checkmark
Done				😌 Internet		•	100% -	

Changing the Password

- 1. Click the Change Password button from the Logon Screen
- 2. You will now be on the Change Password screen
- 3. Follow instructions for changing the password and click on the "Set Password" button
- 4. You will be logged out of the SFT site. You'll need to log in again with the new password.

SecureTransport Change Password -	Microsoft Internet Explorer				
<u> </u>					
Address 🕘 https://sft.wa.gov/ToDOR/?T		💌 🄁 Go			
Tumbleweed Secure	Transport	🗢 Tumbleweed"			
Welcome to SecureTransport		Logout			
Password must be changed	as follows:				
 Password must have at 	least 8 characters total.				
 Password must have at 	 Password must have at least 2 alpha character(s). 				
Password must have at	least 2 numeric character(s)				
 Password must have at 	ieast 2 special character(s).				
Browser users will have to r	eauthorize after change.				
Change Password					
Old Password:	•••••				
New Password:	•••••				
Retype Password:	•••••				
	Set Password	CLICK BUTTON to			
		change password			
🕘 Logout		🔒 🥥 Internet			