

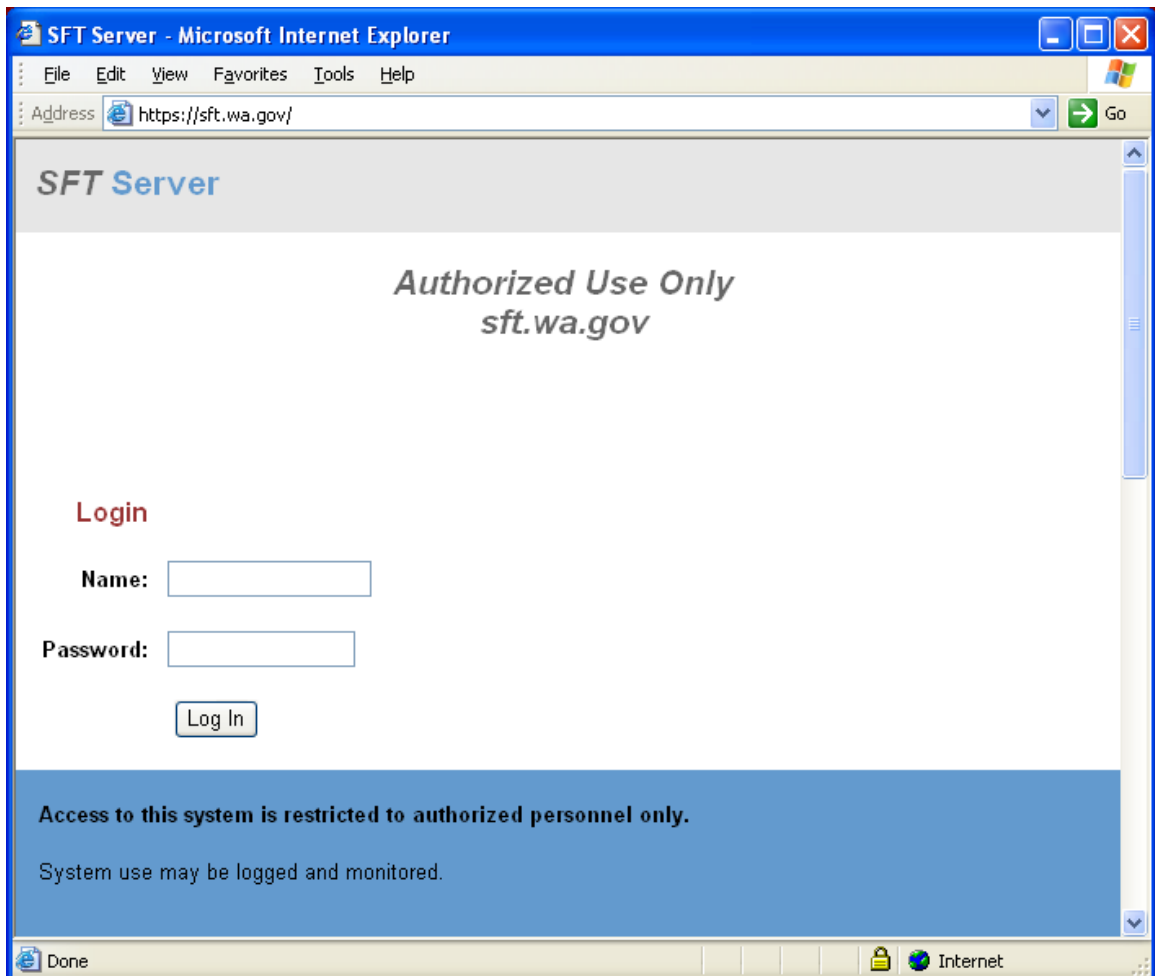
Instructions for Accessing Electronic Local Report

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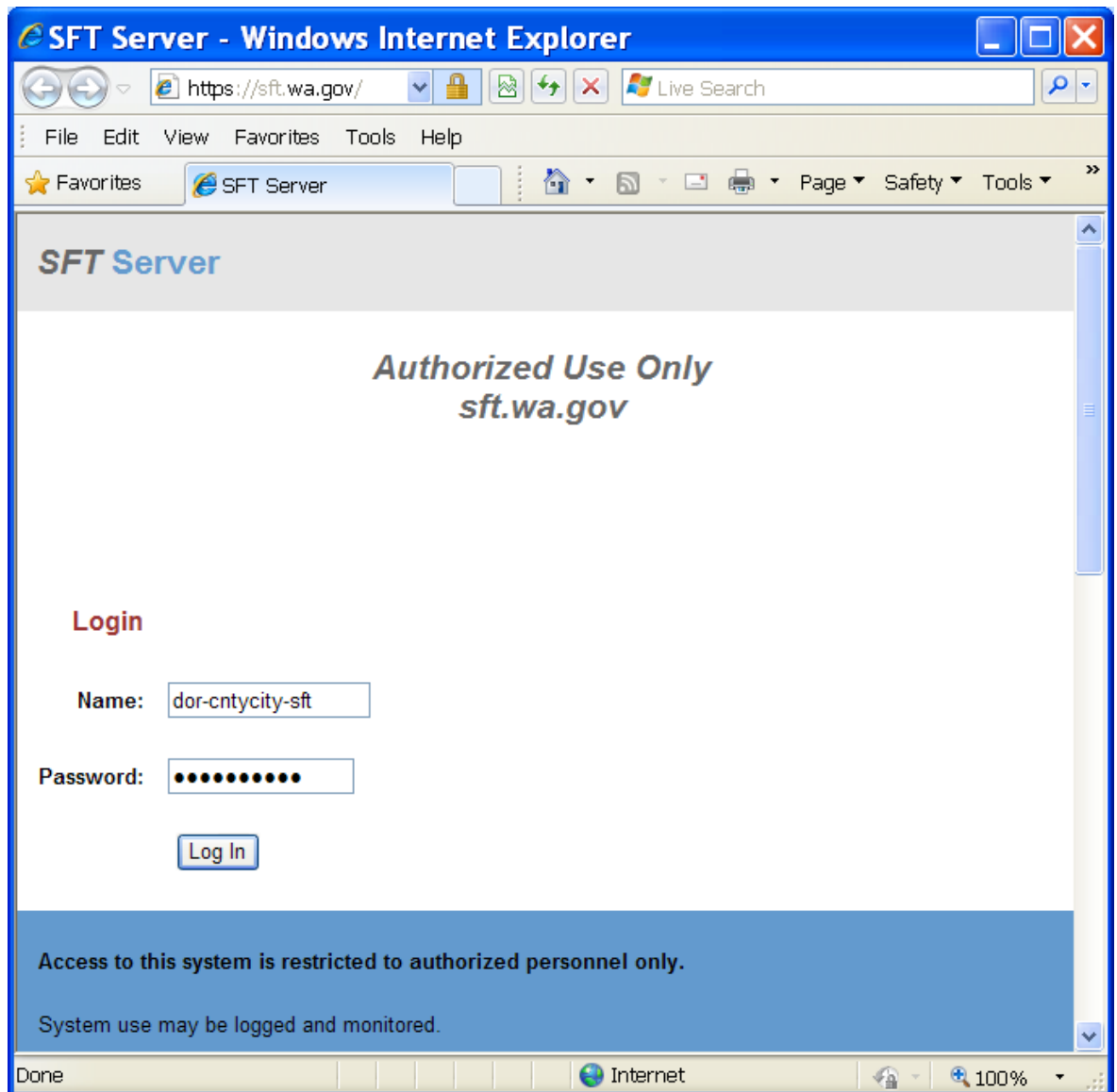
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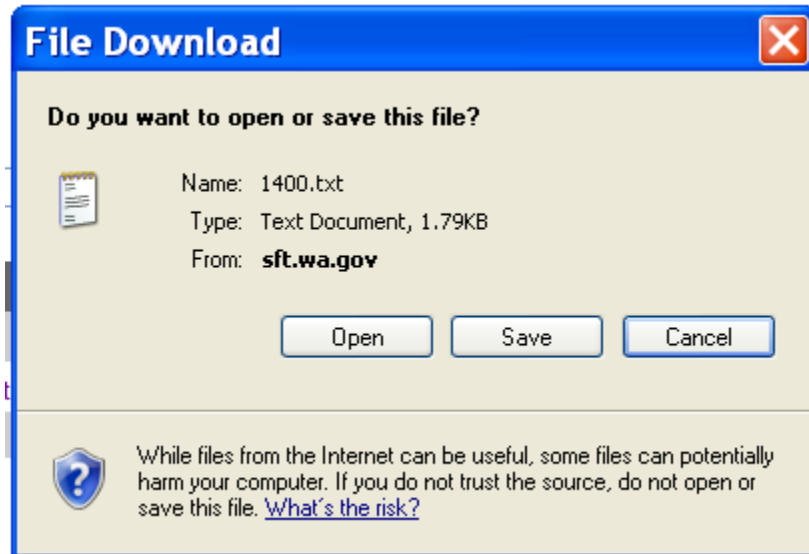
Logging In

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](#)

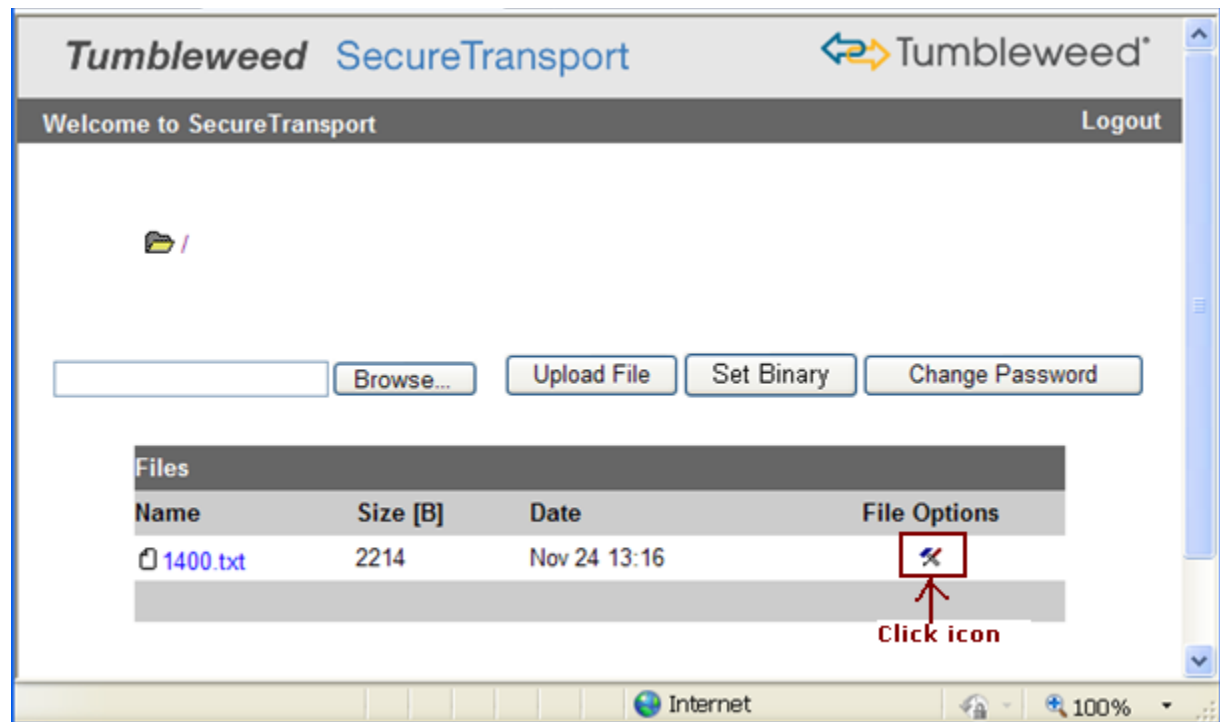


Accessing the File

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.

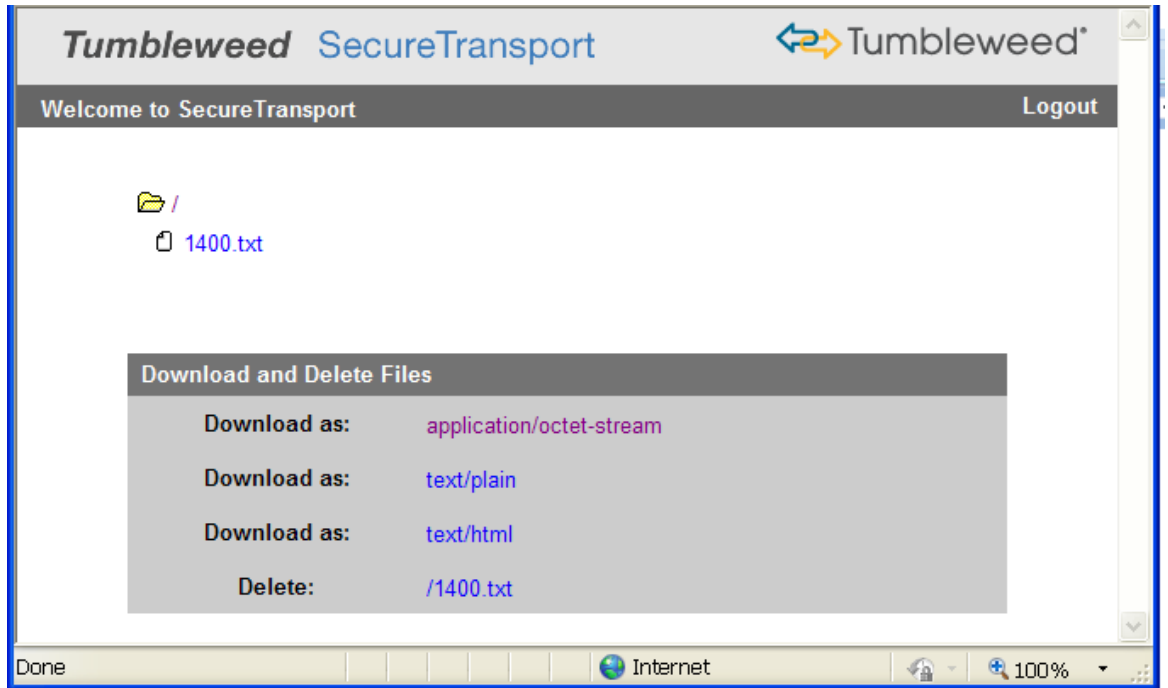


3. Another way to download the file is to click on the **File Options** icon for more options



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

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



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

File Edit View Favorites Tools Help

Address <https://sft.wa.gov/ToDOR/?T> Go

Tumbleweed SecureTransport Tumbleweed®

Welcome to SecureTransport Logout

Password must be changed as follows:

- Password must have at least 8 characters total.
- Password must have at least 2 alpha character(s).
- Password must have at least 2 numeric character(s).
- Password must have at least 2 special character(s).

Browser users will have to reauthorize after change.

Change Password

Old Password:

New Password:

Retype Password:

CLICK BUTTON to change password

Logout Internet