Instructions for Accessing Electronic Local Report

Table of Contents:

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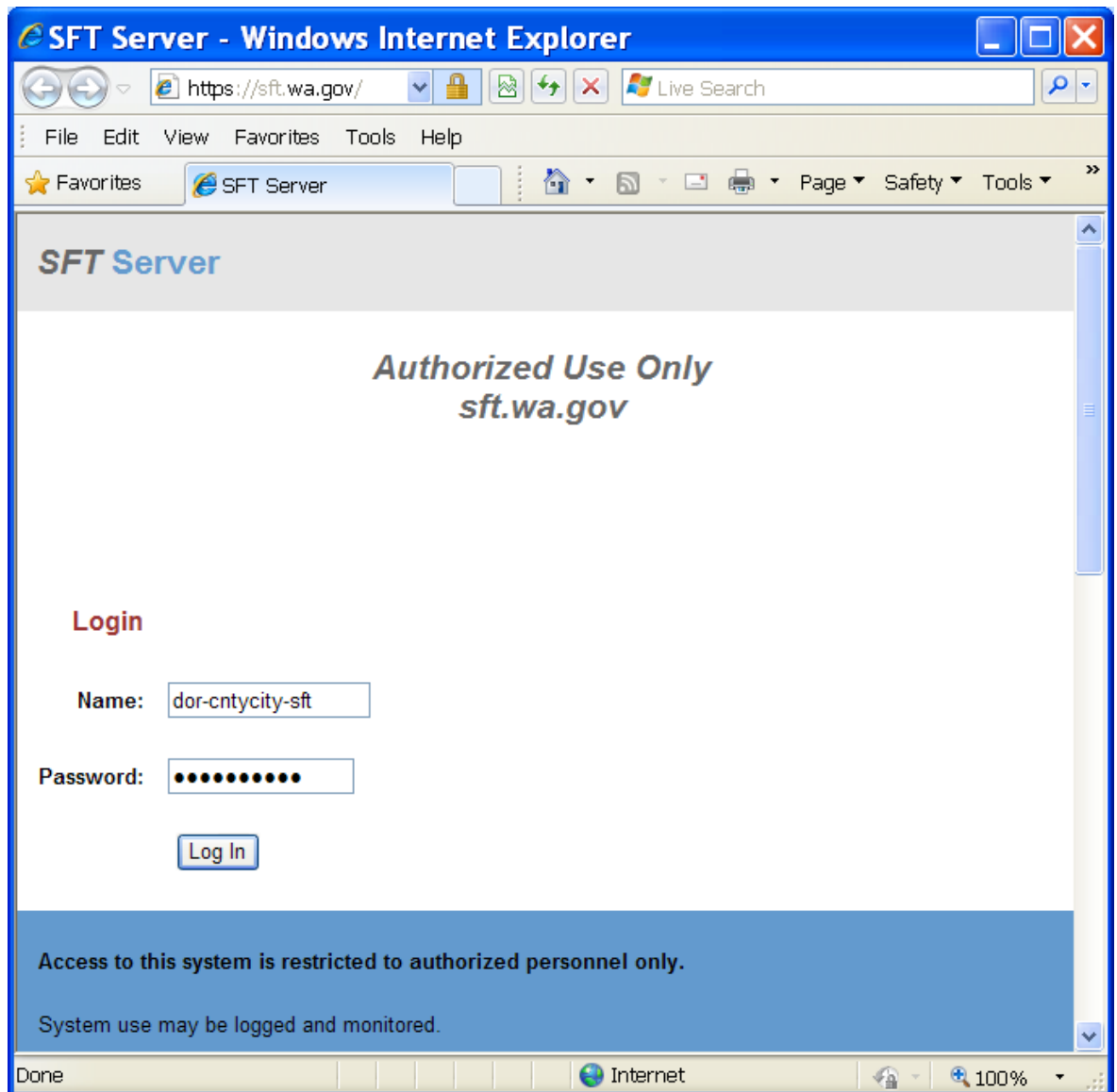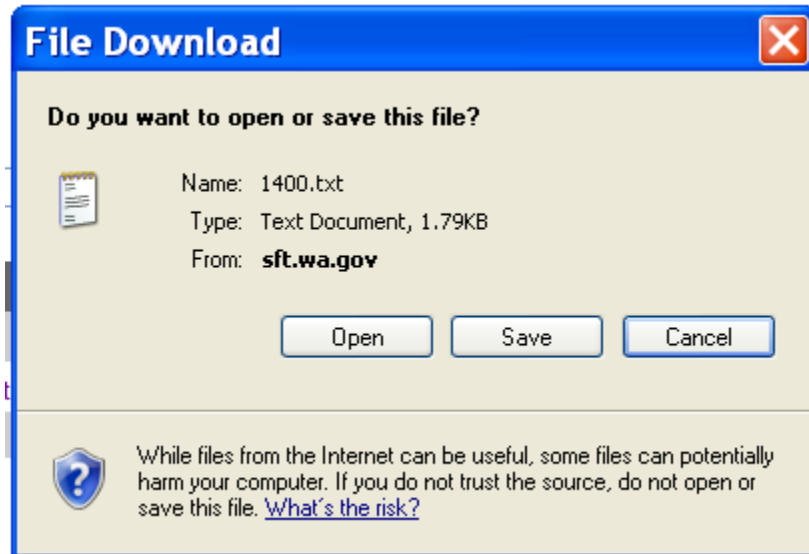
1. Enter the account name supplied by DOR in the *Name* text box
2. Enter the password for that account in the *Password* text box.
3. Click the *Log In* button
4. The first time you enter you will need to change the password
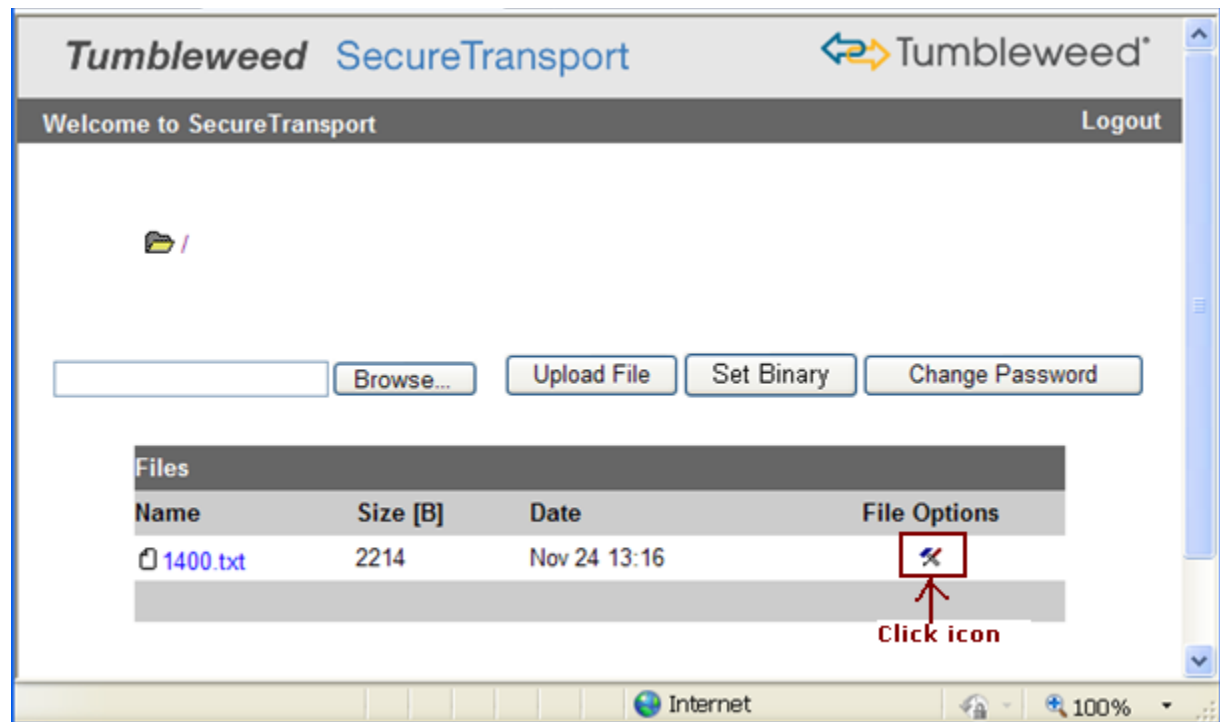
Accessing the File

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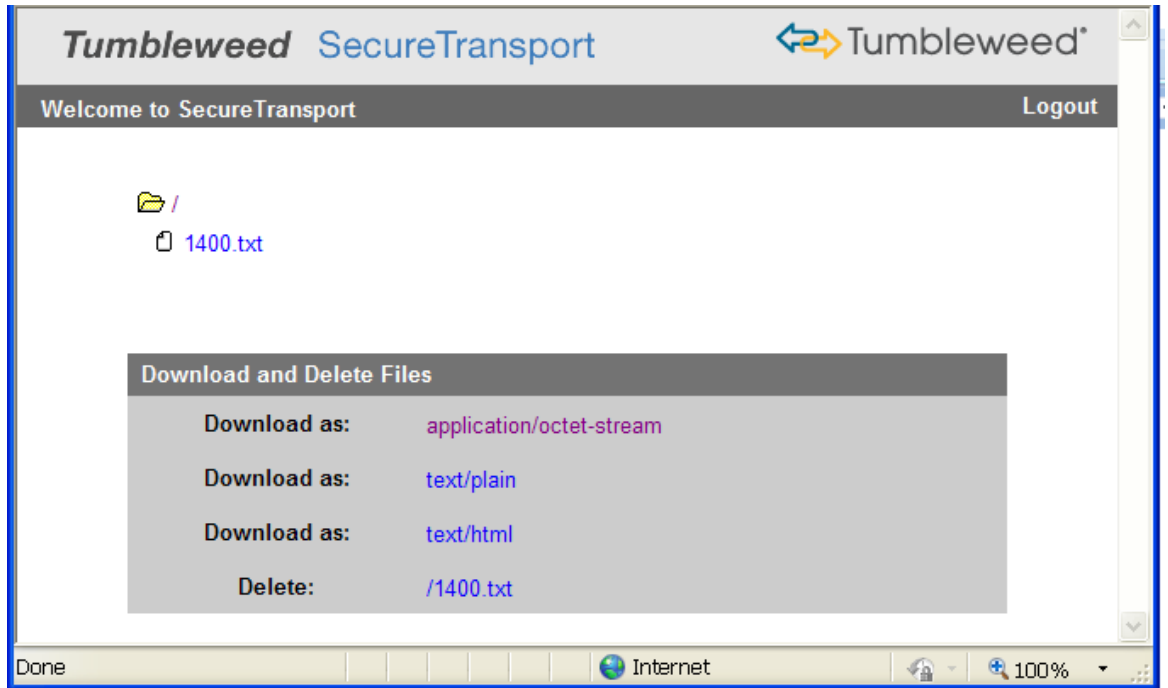2. Click on the file name. The File Download window will open.

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.