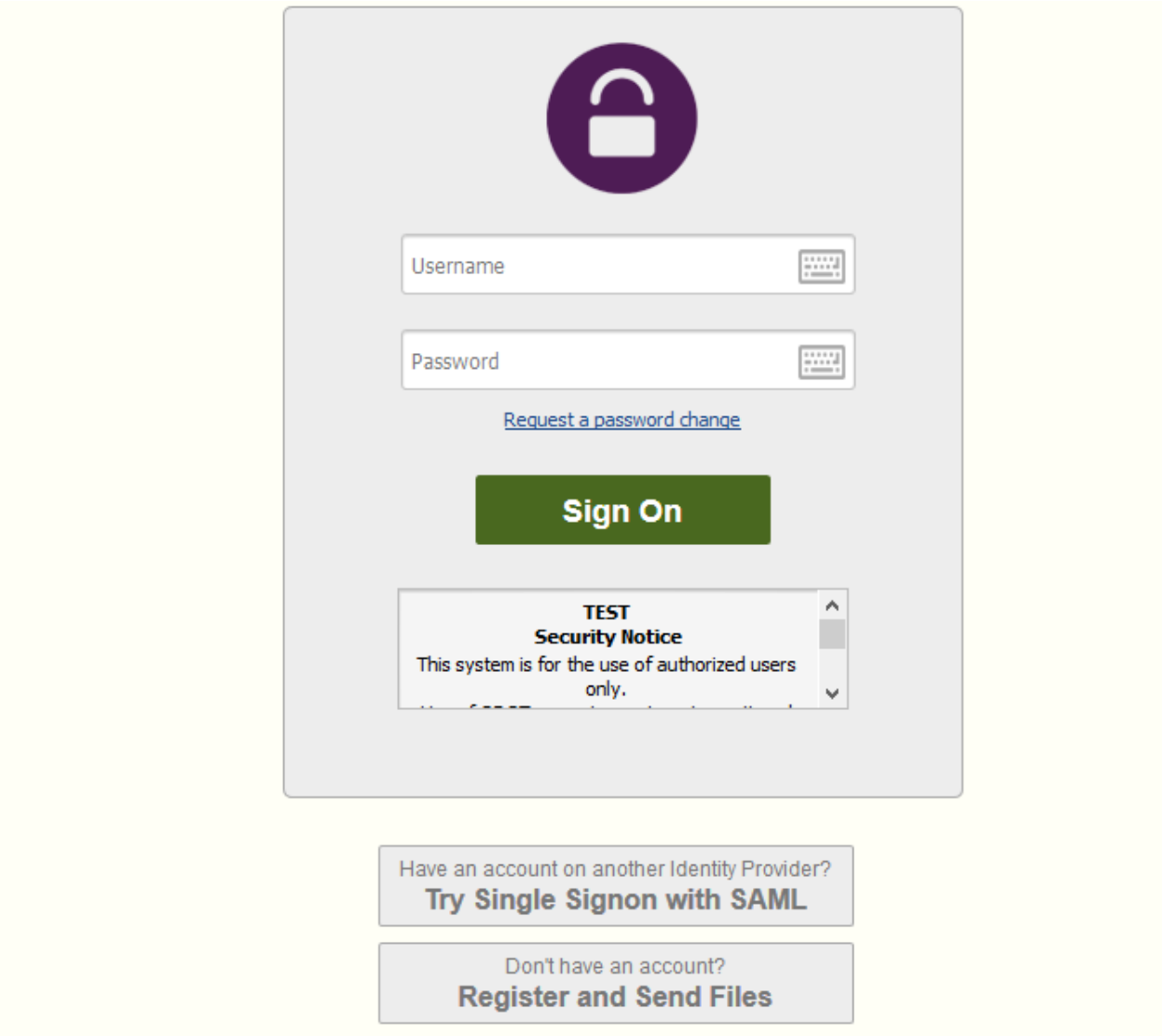
Purpose:

The purpose of this document is to provide instructions for customers, external to ODOT, sending secured files (new packages) via the MOVEit DMZ Portal.

Step1: Access the MOVEit DMZ Portal

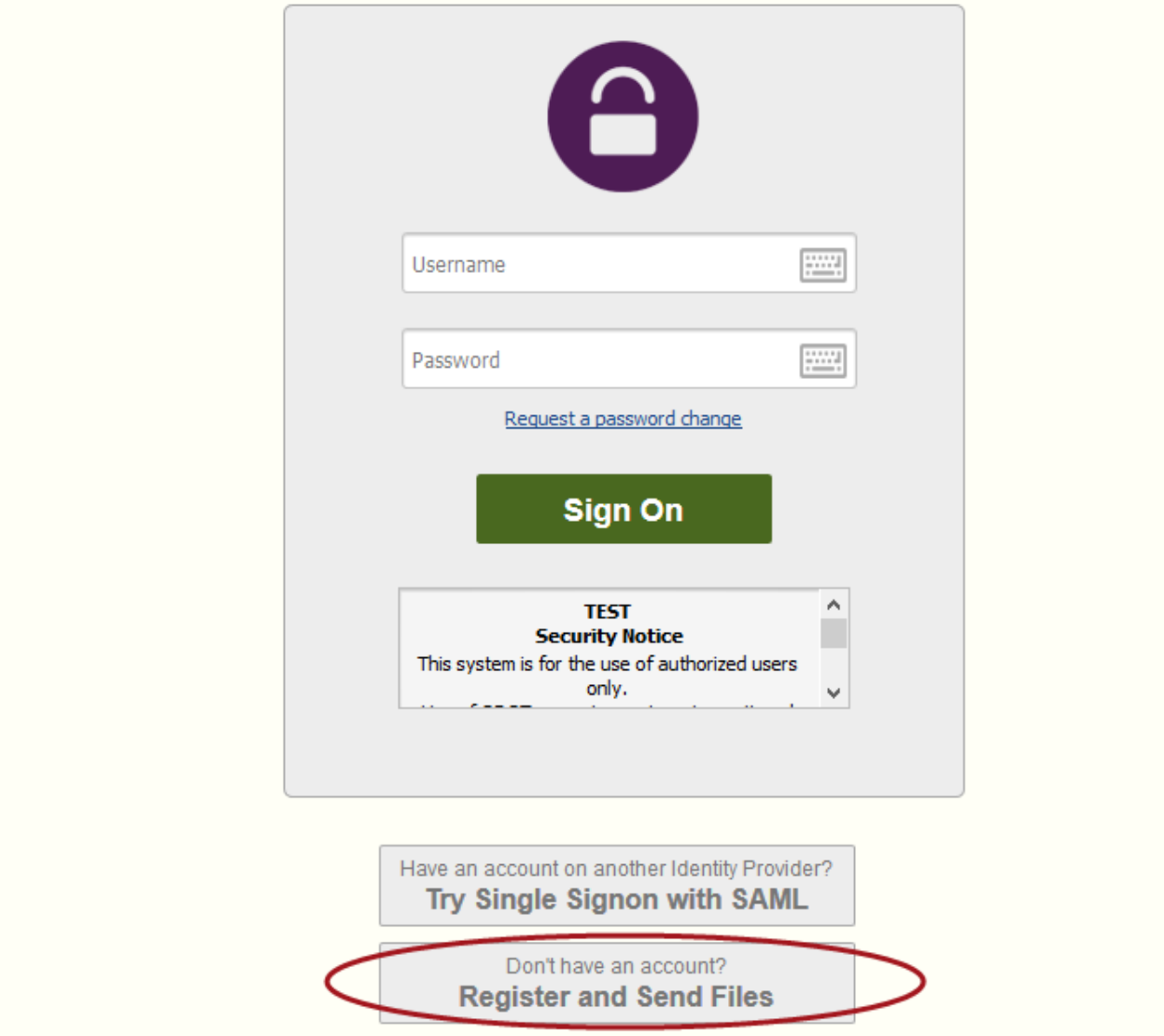
From your browser, go to https://mft.odot.state.or.us. The page below will open in your browser.



*If you have already set up a MOVEit account and password with ODOT, skip to **Step 4.***

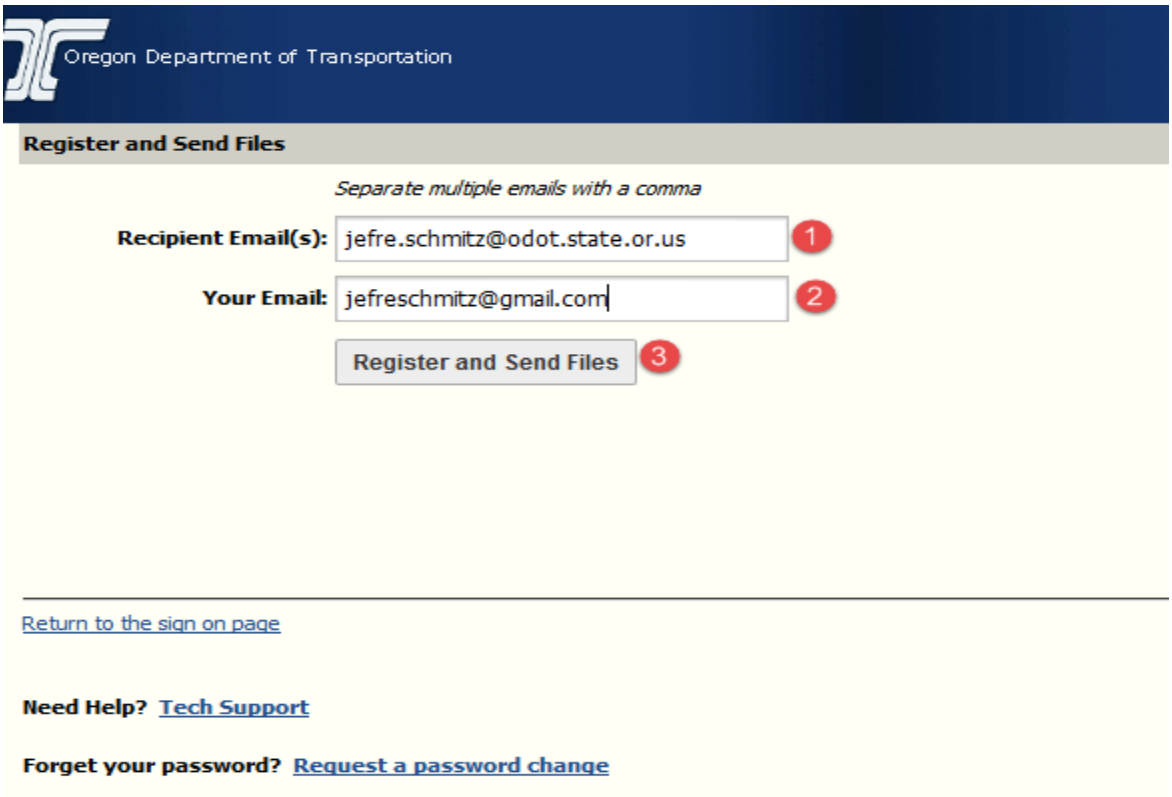
Step 2: Register and create your MOVEit account

If you have never had a MOVEit account and password account set up with ODOT, click the "Register and Send Files" button.

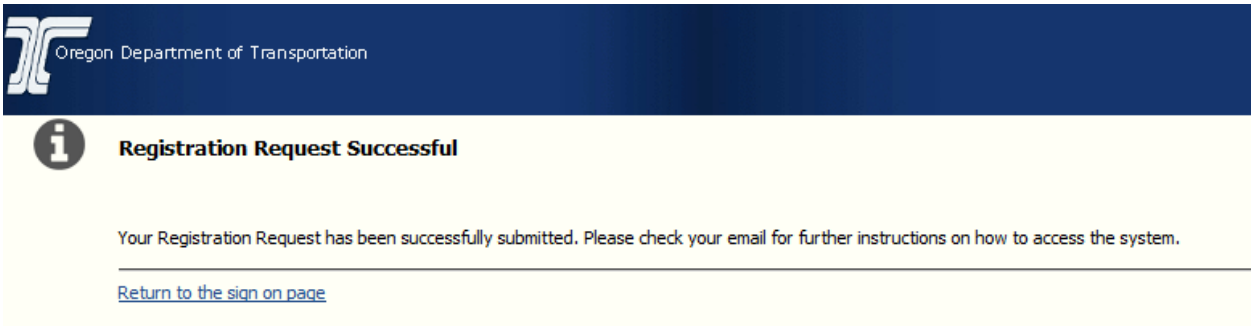


The page below will open in your browser.

1. Enter the email address(es) of the recipient(s) to which you wish to send a package.
2. Enter your email account. Your email account will become your MOVEit username for your new MOVEit account. *In this example, we are using jefreschmitz@gmail.com as the email account and username.*
3. Click the "Register and Send Files" button.



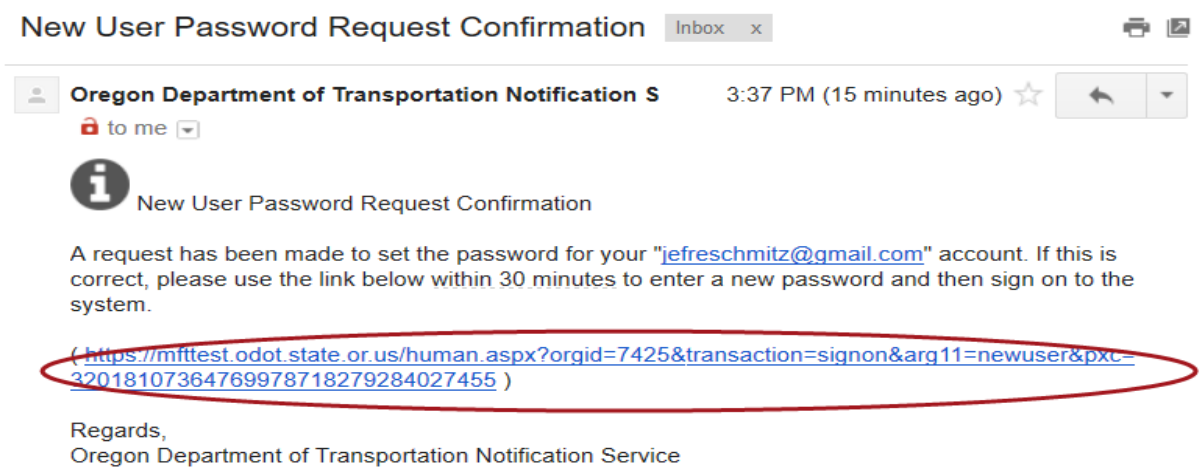
The page below will open in your browser, indicating you have successfully registered a new MOVEit account and to check your email for further instructions on how to access the system.



Step 3: Set up a new password

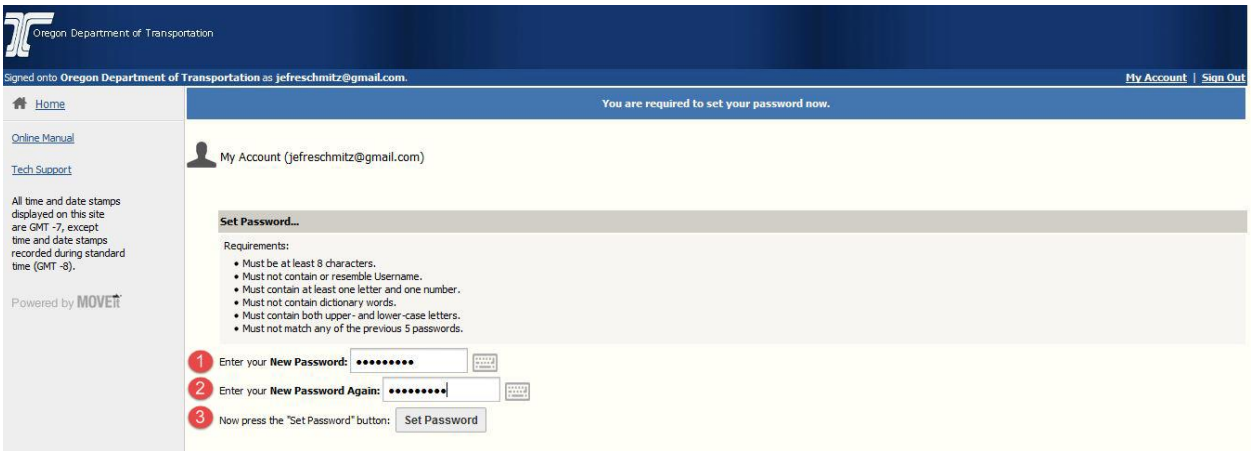
Access your email and note you have received an email from an ODOT internal email account.

Open the email then click the link that will direct to you a page allowing you to create a password for your new MOVEit account.

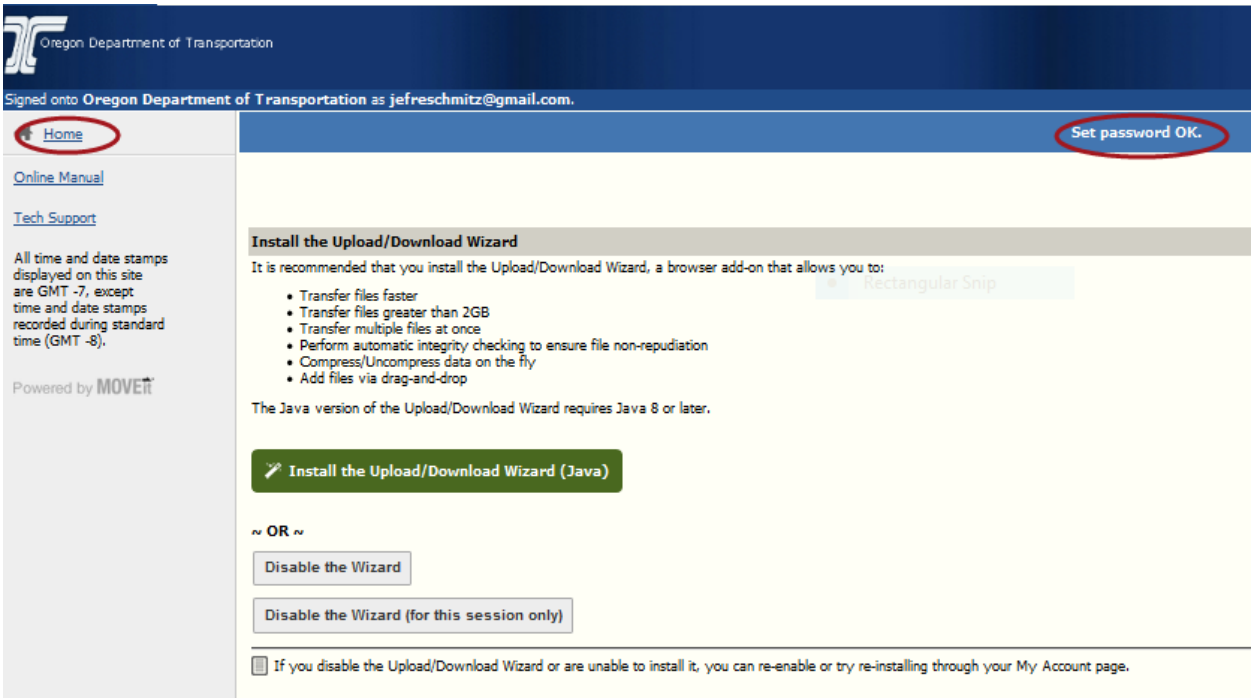


The page below will open in your browser.

1. Enter a new password for your newly created MOVEit account. (be sure to note the password requirements listed above the **New Password** field)
2. Reenter your new password for confirmation.
3. Click the **Set Password** button.

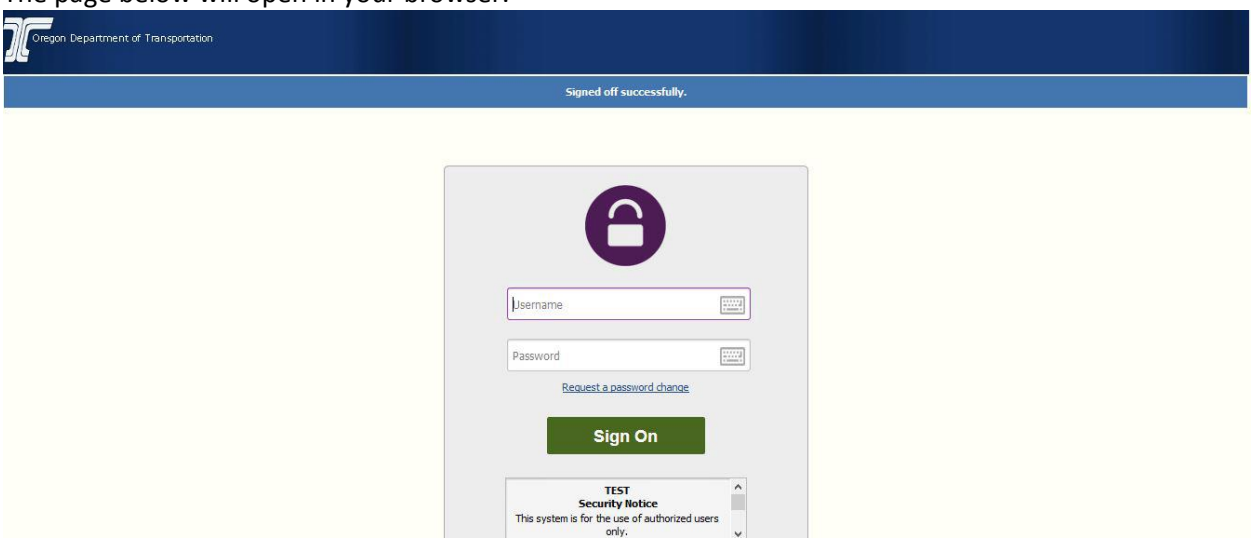


The page below will appear, indicating you have successfully set your new password. Click the "Home" link, then go to Step 5 of this documentation.

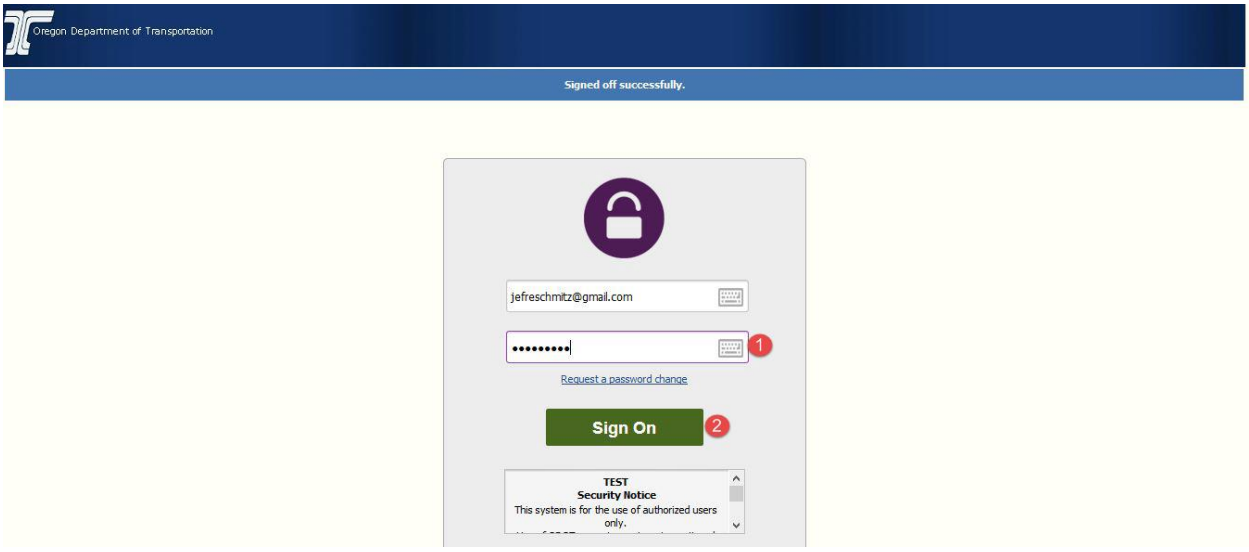


Step 4: Log into your MOVEit account

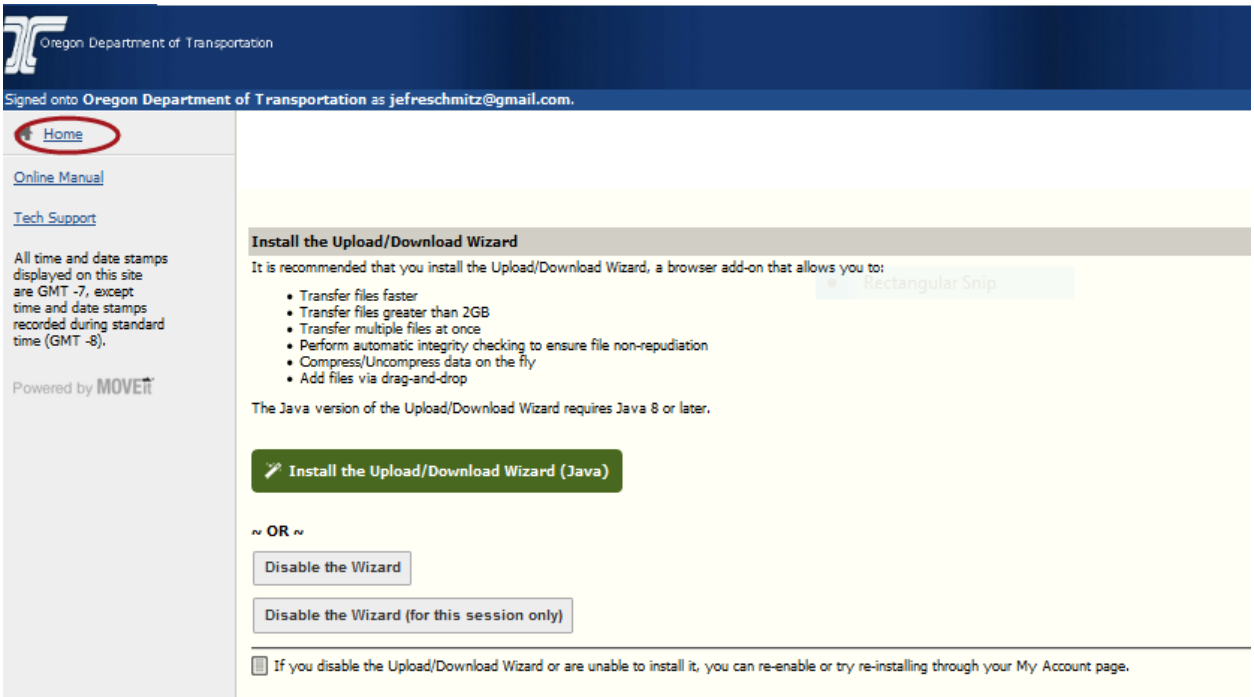
The page below will open in your browser.



1. Enter your assigned username and password. *In this example, we are using jefreschmitz@gmail.com as the assigned username account.*
2. Click the **Sign On** button to complete logging into your MOVEit account.



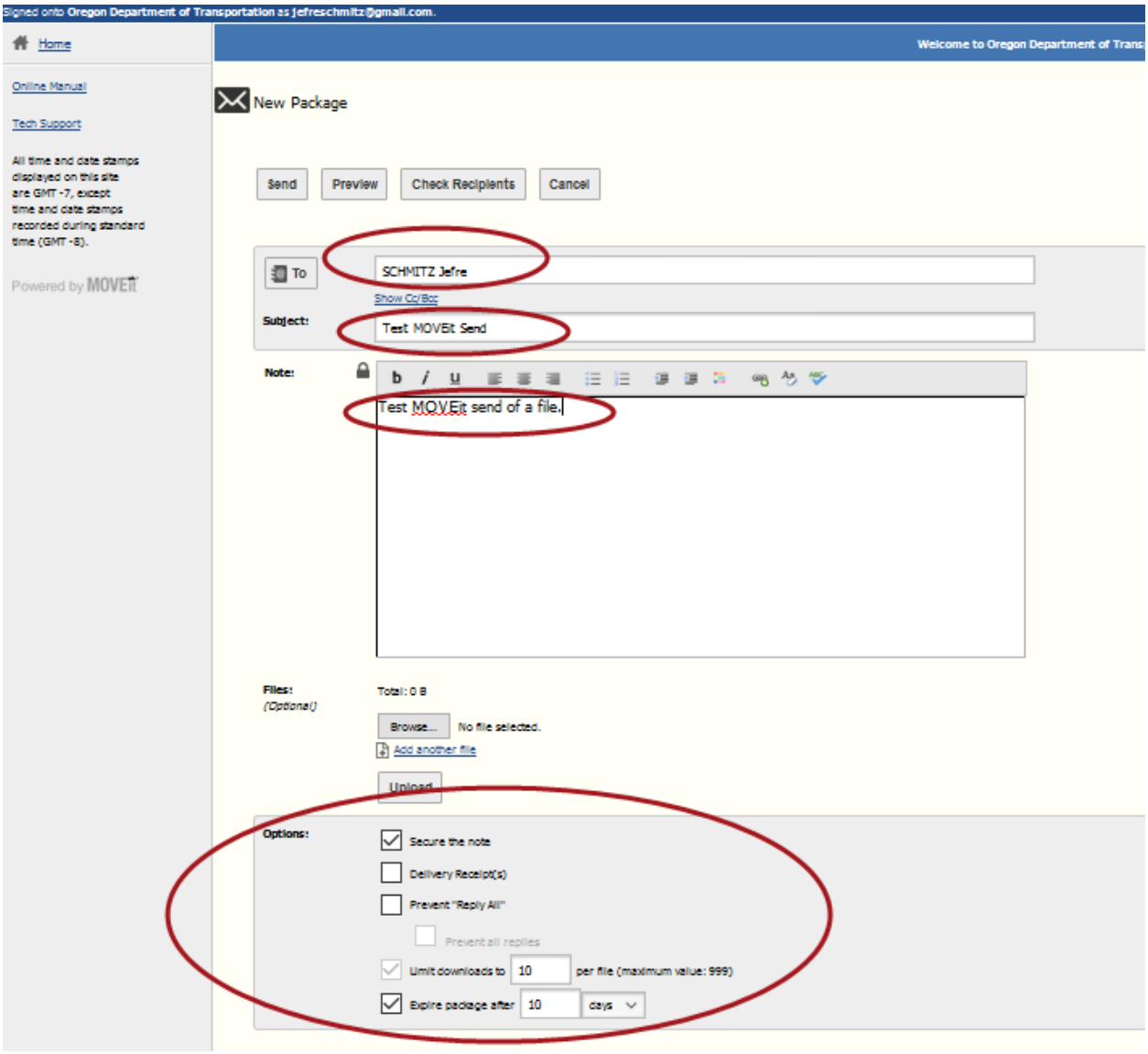
The page below will appear, indicating you have successfully set your new password. Click the "Home" link.



Step 4: Specify email-like information for the sending of your package

The page below will allow you to create a new package to send to an ODOT employee.

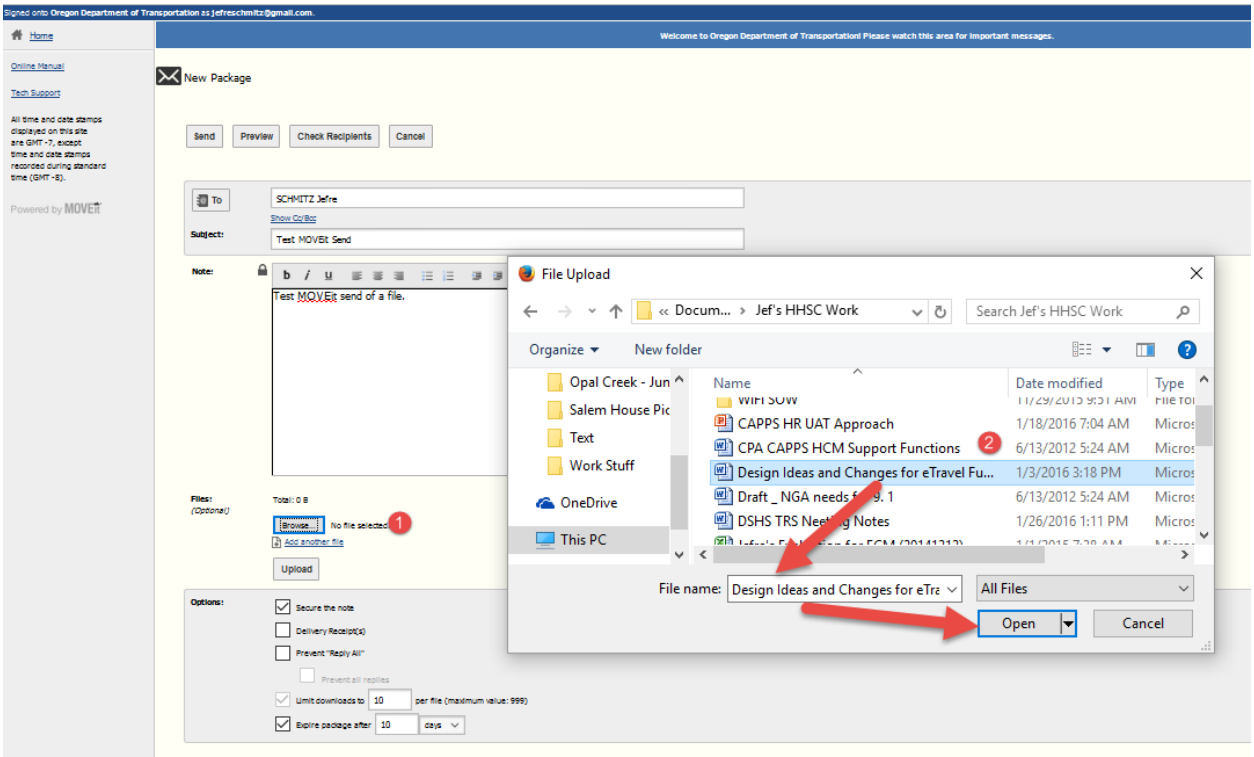
Specify all the information you would normally provide in preparation to send an email with a file attachment. For the **Options** section**, s**et parameters that best fit the business needs for the sending of your secured file(s).



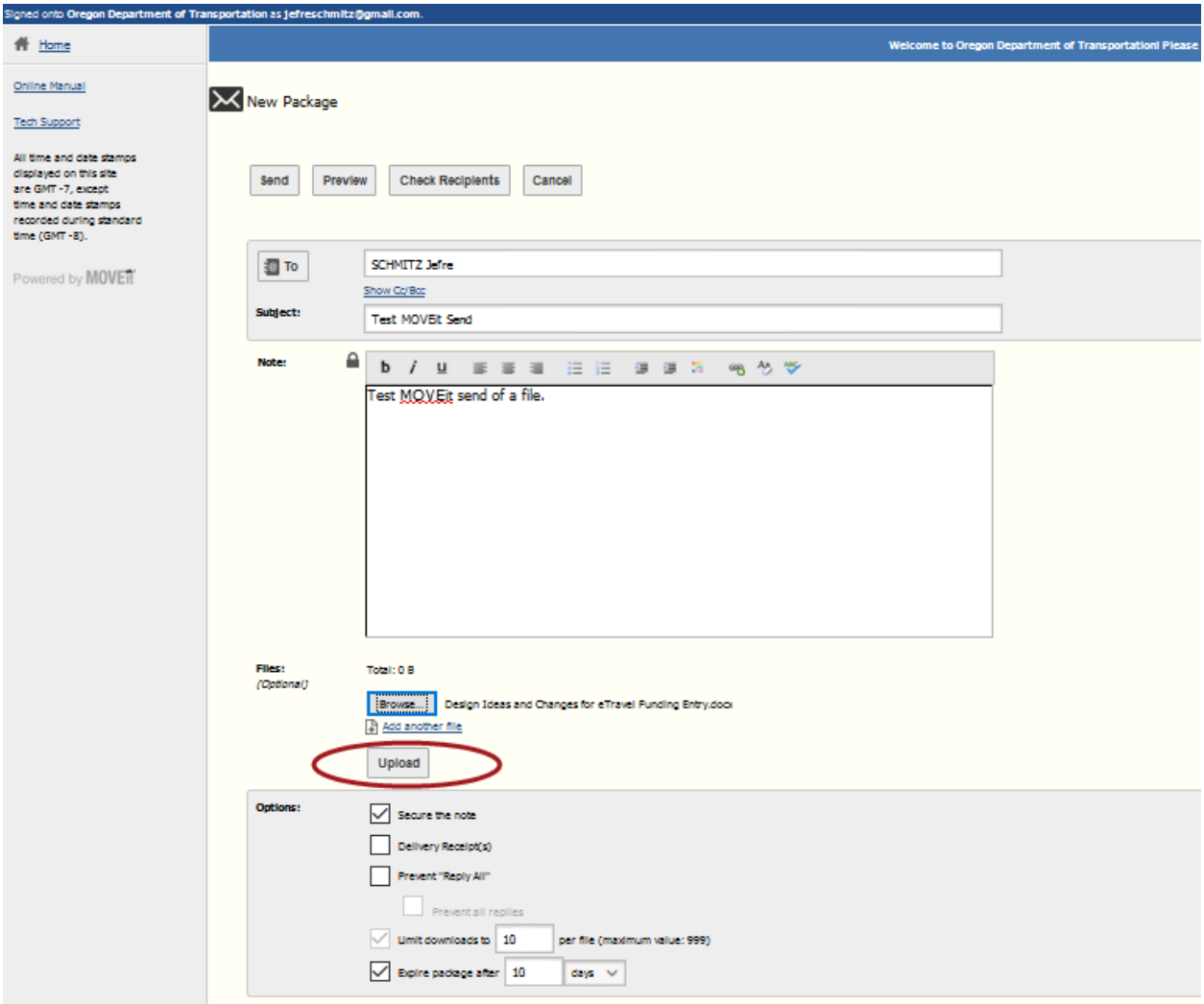
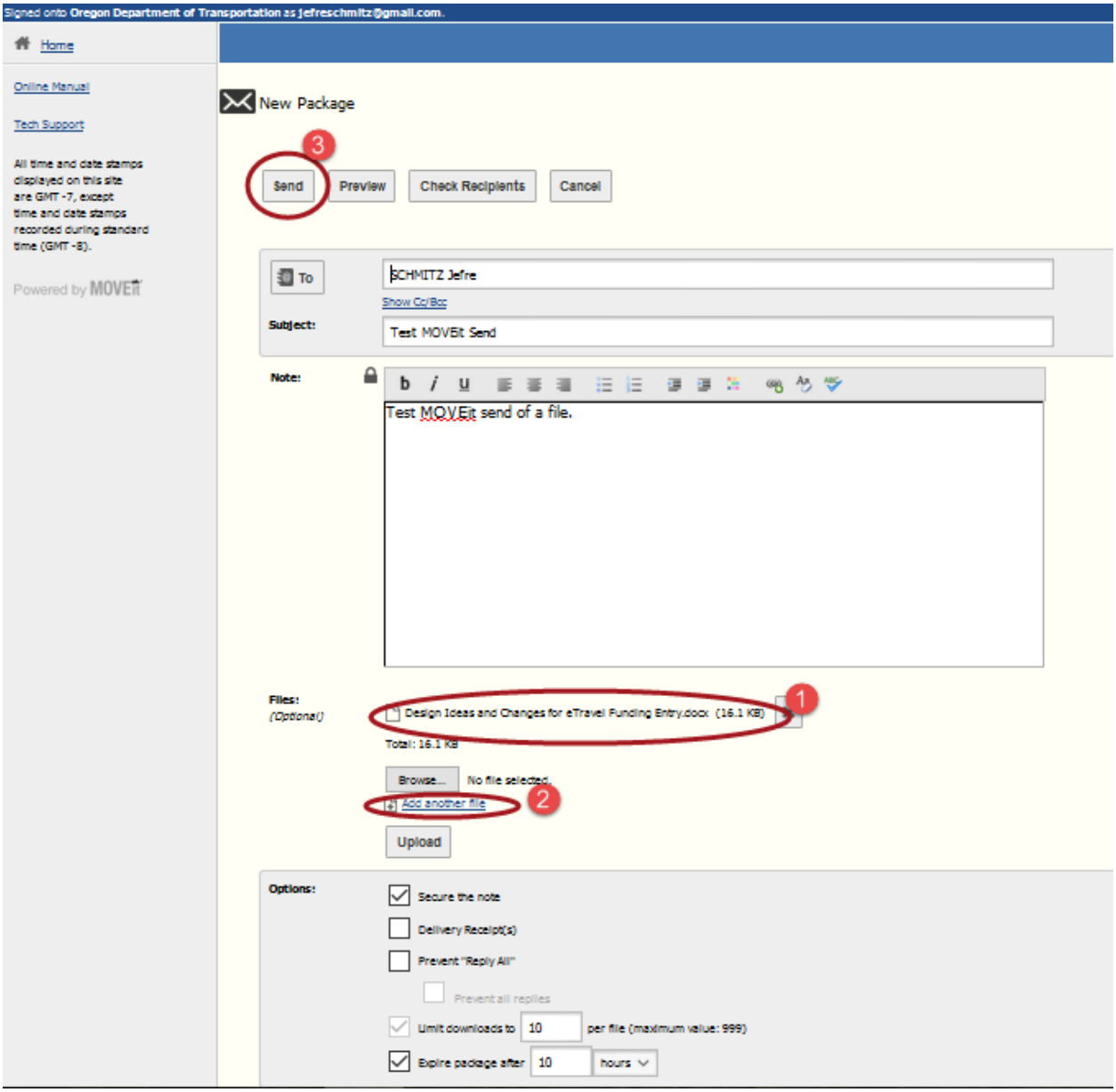
Step 5: Select files to attach as part of your package and then send

To attach files,

1. Click the “Browse” button and a popup window will appear that will allow you to choose a file to send.
2. Select the desired file to send then click the “Open” button.



Click the “Upload” button to complete attaching the file you wish to send. It might take a few seconds to complete the upload and attach the file.



1. The filename will appear once it has been uploaded, attached and ready to send.
2. Click the “Add another file” link and repeat the same steps as above if you wish to choose another file to send.
3. Click the “Send” button when you have added all the files you wish to send. Your designated recipient will receive an email notification that they have received a new package from you.