ODOT MOVEit Outline- External

Requesting an Account for MOVEit Transfer from an ODOT Employee

1. Go to http://mft.odot.state.or.us
2. Click on Register and Send Files.
3. Enter the email of a valid ODOT employee (valid meaning active ODOT employee and MOVEit user)
4. Type in your email (where you wish to receive the registration emails)
5. Click Register and Send Files
6. Open the email from Oregon Department of Transportation Notification Service.
7. Click on the link in this email.
8. Set your password for your login.

Password Requirements:
- Must be at least 8 characters.
- Must no contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper and lower case letters.
- Must not match any of the previous 5 passwords.

Registering for a MOVEit Transfer Account- Welcome email

1. In your email inbox, open the email from your ODOT contact with the subject New Package Waiting.
2. Click on the email from Oregon Department of Transportation Notification Service.
3. Then click on the link provided in the email.
4. At the New User Password Request screen, enter your user ID (email address used at registration).
5. Click Request Password
6. Return to your email
7. You will receive another email from ODOT
8. Open that new email and Click on the link provided
9. At the "Set Password…" page, enter your choice of password in the New Password and New Password Again boxes.
10. Click "Set Password"
11. That completes the registration for MOVEit Transfer

Password Requirements:
- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper and lower case letters.
- Must not match any of the previous 5 passwords.

Receiving a Package in MOVEit Transfer

1. Open the your email (email you provided during registration)
2. Click and open the "new package notification" email
3. Click on the link provided
4. Enter your username (email used when registering) and the password you selected
5. Click Sign On
6. Select Download
7. Save or open the package as needed

Sending a Package with the MOVEit Transfer Web Portal

1. Go to https://mft.odot.state.or.us
2. Enter your username (email you provided during registration) and password (you set up during registration)
3. Click Sign On
4. Click Send a new package…
5. Enter the email of the recipient
6. Enter a subject

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7. Click on the Upload/Download Wizard to add an attachment

8. Click Add File or Add Folder

9. Select the file or folder

10. Click next

11. Select the upload options as appropriate

12. When the upload is complete, click ok

13. Enter a message in the Note field

14. Select the options you desire: Secure the note, Delivery Receipt(s), Prevent "Reply All", Download limit and Expiration days

15. Click send