

Foster Transition MoveIt File Transfer How-To Guide

For transferring copies of records to ODDS, you will use the MoveIt Transfer Link. Below is a step-by-step guide on how to access the website and upload the files.

Some important information before we get started

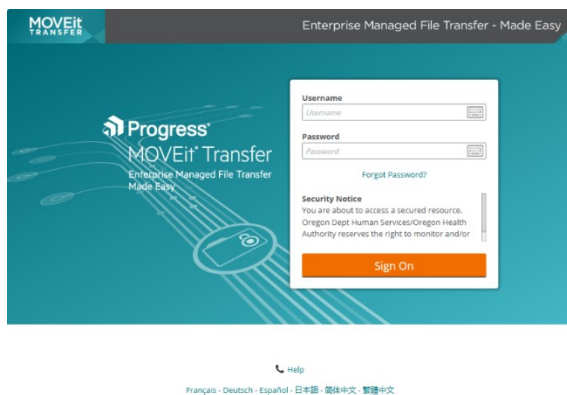
Files must be uploaded by provider name.

You will be able to upload files only, not folders. However, you can upload many files at once. You can also create sub-folders in the system.

Files must contain a standard naming convention, that includes Provider Name, Document Name, and Date, in any order.

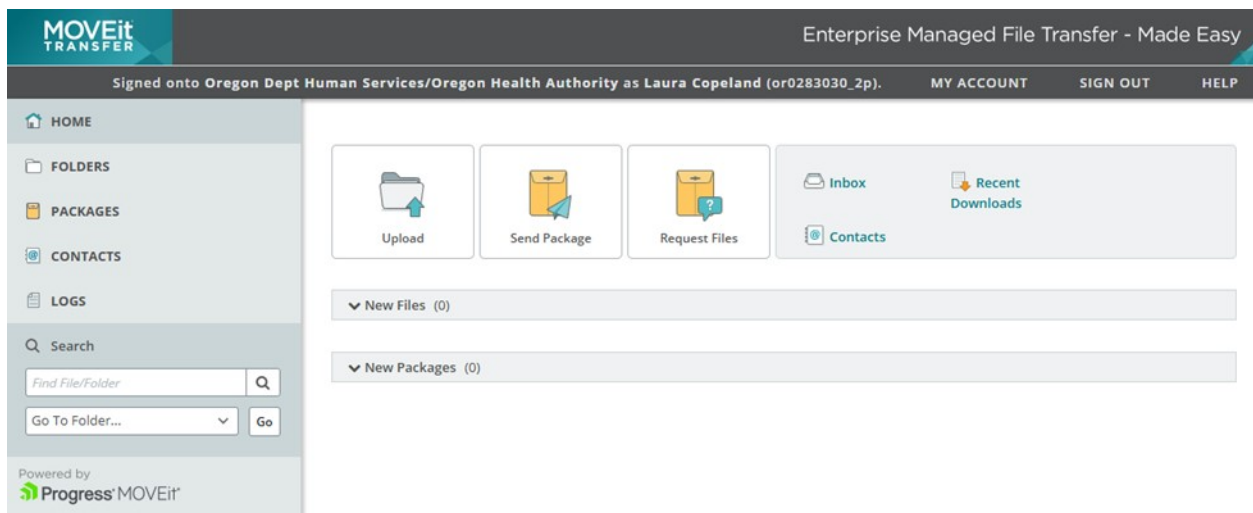
Step 1: Access the correct website and folders

Go to <https://odhsoha.mft.oregon.gov>

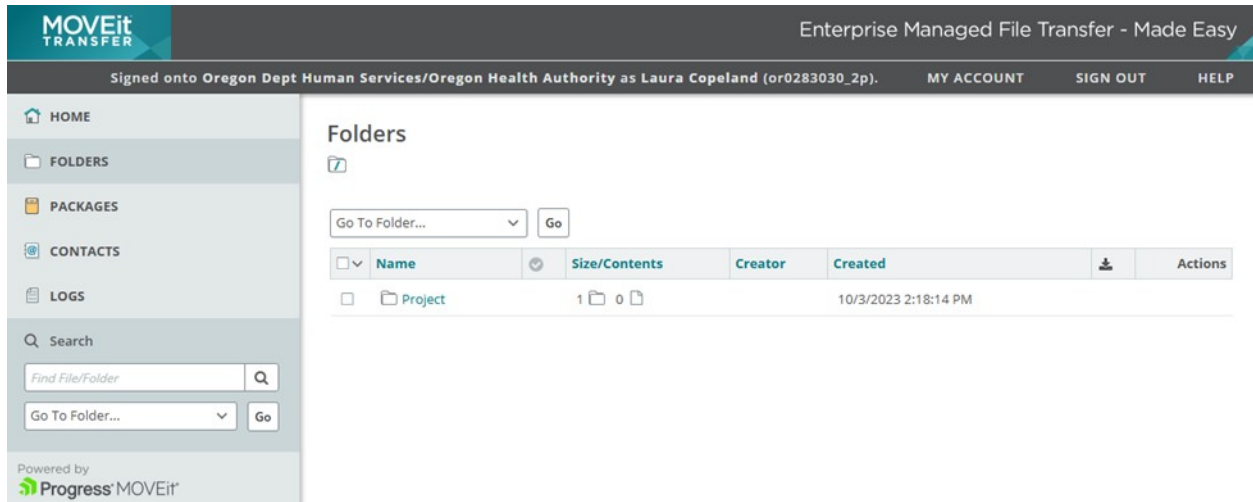


Login using the username and password emailed to you. If this is the first time logging in, you will be prompted to change your password.

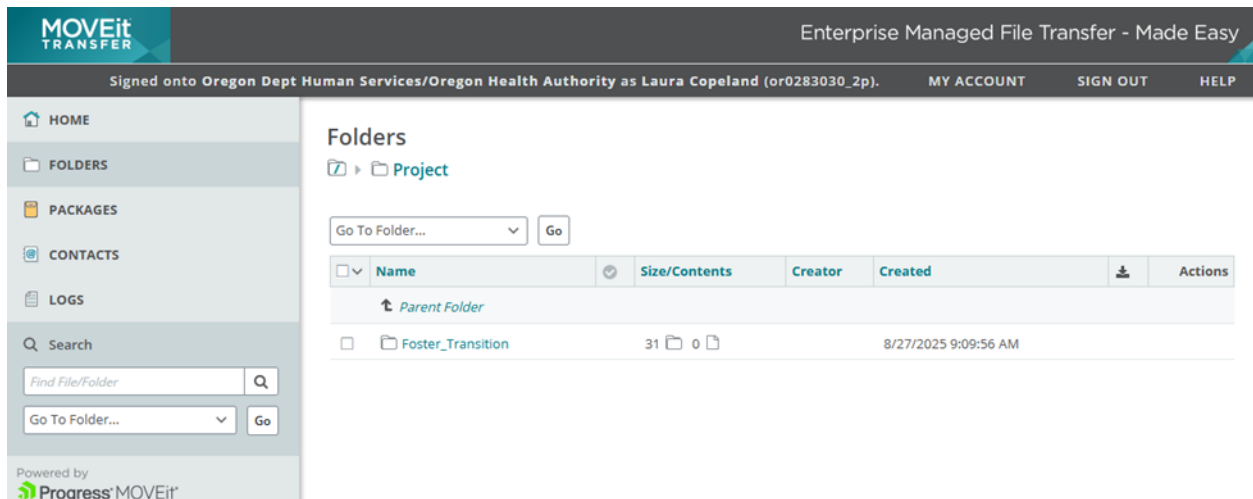
Click on “Folders” from the left menu.



Click on the "Project" folder



Click on the "Foster_Transition" folder



Click on the folder available for your county.

MOVEit TRANSFER Enterprise Managed File Transfer - Made Easy

Signed onto Oregon Dept Human Services/Oregon Health Authority as Laura Copeland (or0283030_2p). MY ACCOUNT SIGN OUT HELP

HOME FOLDERS PACKAGES CONTACTS LOGS

Search Find File/Folder Go To Folder... Go

Powered by Progress MOVEit

Folders

Project > Foster_Transition

Go To Folder... Go Drop files to upload. Upload Files Add Folder

<input type="checkbox"/>	Name	Size/Contents	Creator	Created	Actions
Parent Folder					
<input type="checkbox"/>	Baker			9/4/2025 9:57:17 AM	✕ ⚙
<input type="checkbox"/>	Benton			9/4/2025 9:57:28 AM	✕ ⚙
<input type="checkbox"/>	CCS_Gilliam_Grant_Lake_Morrow_Wheeler			9/4/2025 10:06:24 AM	✕ ⚙
<input type="checkbox"/>	Clackamas			9/4/2025 9:57:43 AM	✕ ⚙
<input type="checkbox"/>	Clatsop			9/4/2025 9:57:53 AM	✕ ⚙

Step 2: Upload and organize the files

Start by creating a folder for the Provider.

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HOME FOLDERS PACKAGES CONTACTS LOGS

Search Find File/Folder Go To Folder... Go

Powered by Progress MOVEit

Folders

Project > Foster_Transition > Baker

Go To Folder... Go Drop files to upload. Upload Files Add Folder Settings

Parent Folder

There are no files or folders in this folder.

Label each folder with the provider's name, then click "Add Folder." If the provider has more than one home, please separate these into two different folders.

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HOME FOLDERS PACKAGES CONTACTS LOGS

Search Find File/Folder Go To Folder... Go

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Project > Foster_Transition > Baker

Add New Folder

Name: SMITH, BOB & BOBINA - SESAME

Add Folder

~ OR ~ [Return to the folder list](#)

Note: You can continue to add all folders on this screen by editing the name and clicking “Add Folder” afterwards.

Once finished, you can return to your county folder by clicking on your county name. It’s time to start uploading files.

Click the Provider Name that you want to start uploading files for.

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HOME FOLDERS PACKAGES CONTACTS LOGS

Search Find File/Folder Go To Folder... Go

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Project > Foster_Transition > Baker

Deleted folder OK.

Folders

Go To Folder... Go Drop files to upload. Upload Files Add Folder Settings

<input type="checkbox"/>	Name	Size/Contents	Creator	Created	Actions
Parent Folder					
<input type="checkbox"/>	SMITH, BOB & BOBINA - DETROIT			9/8/2025 8:55:30 AM	✕ ⚙
<input type="checkbox"/>	SMITH, BOB & BOBINA - SESAME			9/8/2025 8:55:17 AM	✕ ⚙

Selected File/Folder Actions:

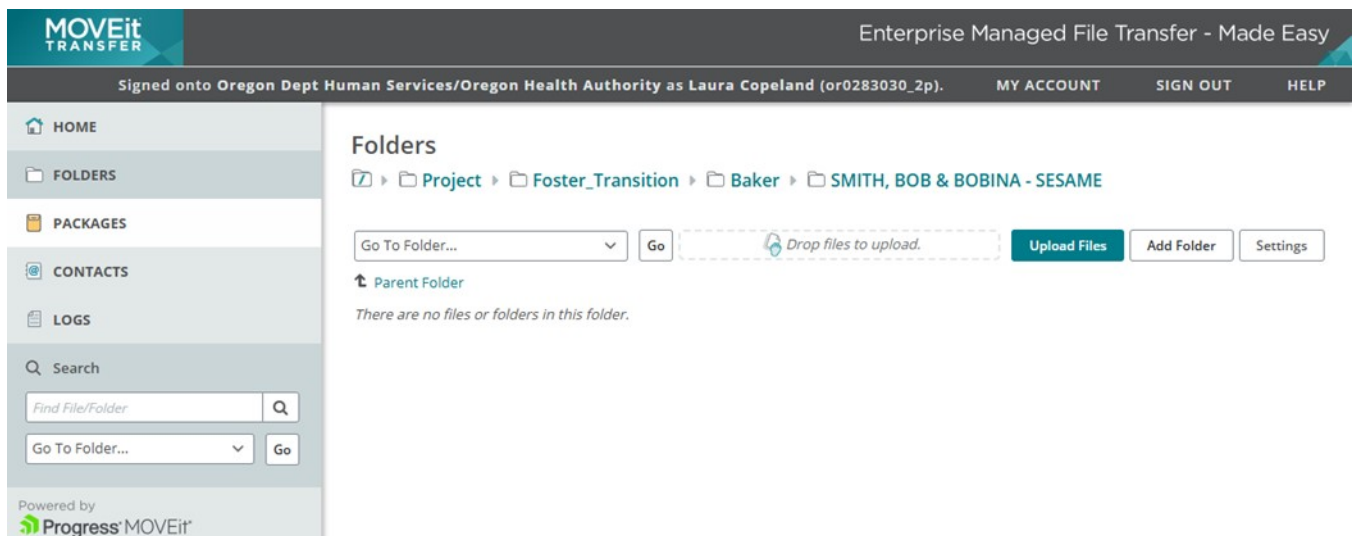
Delete Send Download

Select destination folder Copy Move Advanced Copy/Move Options

You can upload files in 2 different ways.

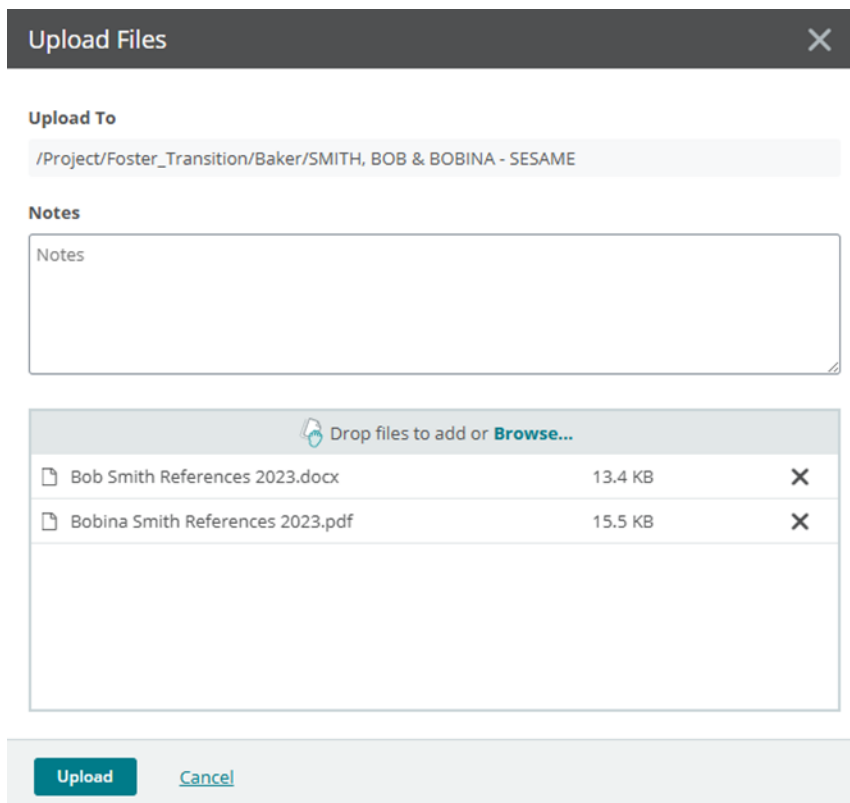
Drag and drop files into the folder

By clicking the blue “Upload Files” button



or click “Browse” to upload the files directly from your computer.

You can locate the applicable files, and upload all of them at once by clicking “Open”, then click “Upload”



Once complete, the files will be listed in the folder.

Enterprise Managed File Transfer - Made Easy

Signed onto Oregon Dept Human Services/Oregon Health Authority as Laura Copeland (or0283030_2p).
MY ACCOUNT
SIGN OUT
HELP

HOME
FOLDERS
PACKAGES
CONTACTS
LOGS

Search
Find File/Folder
Go To Folder...

Powered by

Folders

Project
Foster_Transition
Baker
SMITH, BOB & BOBINA - SESAME

Go To Folder...
Go
Drop files to upload.
Upload Files
Add Folder
Settings

<input type="checkbox"/>	Name	<input checked="" type="checkbox"/>	Size/Contents	Creator	Created		Actions
Parent Folder							
<input type="checkbox"/>	Bob Smith References 2023.docx	<input checked="" type="checkbox"/>	13.4 KB	Laura Copeland	9/8/2025 10:17:24 AM	-	✕ ⬇
<input type="checkbox"/>	Bobina Smith References 2023.pdf	<input checked="" type="checkbox"/>	15.5 KB	Laura Copeland	9/8/2025 10:17:24 AM	-	✕ ⬇

Selected File/Folder Actions:

Delete
Send
Download

Select destination folder
Copy
Move
Advanced Copy/Move Options

Repeat these steps until all files outlined in the Action Request have been uploaded.