Purpose:
The purpose of this document is to provide instructions for customers, external to ODOT, receiving secured files (new packages) sent to them via MOVEit Transfer.

Step 1: Receive notification to set up a new MOVEit account
If you have already set up a MOVEit account and password with ODOT, skip to Step 3.

If you have never had a MOVEit account and password account set up with ODOT, you will automatically receive an email containing your login ID (which will be your email address). Click on the link below in the email. You will then be brought to a MOVEit page to set your password.

NIETO Alexandria N. 2 New Package Is W... - New Package Notification A new package has been posted for you.

Then...

1. Note the username assigned to you is your email address. In this example, we are using isd655@gmail.com as the email account and username.
2. Click the link and then perform Step 2 to set up your new MOVEit account with a password.

To begin using this account and to view your new package, use the following link. You will be prompted to enter your username, after which you will receive further instructions on how to access the system.


For more information and instructions on ODOT MOVEit, please visit our website: http://www.oregon.gov/ODOT/pages/MoveIt.aspx

Regards,
Oregon Department of Transportation Notification Service-MFT66
Step 2: Request and set up a new password

The page below will open in your browser.

1. Enter your assigned username. *In this example, we are using isd655@gmail.com as the assigned username account.*
2. Click the **Request Password** button.

The page below will appear, indicating you have successfully initiated a Set Password Request.

You will now automatically receive an email from an Oregon Department of Transportation internal mail account to your email account, confirming your New User Password Request.
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 Change Password button, then Finish on the next screen after you set your password.
You will then be brought to your MOVEit message.

Skip to Step 5.
Step 3: Receive notification of a New Package

You will automatically receive an email from an ODOT internal email account to your email account. The email is a New Package Notification, indicating someone sent you secured files (packages) via MOVEit Transfer.

Open the email then click the link to access a webpage on the ODOT MOVEit server then perform Step 4 to log into your MOVEit account.
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 isd655@gmail.com as the assigned username account.*
2. Click the **Sign On** button.
Step 5: Download and save the file sent to you

Click on the message in your MOVEit Inbox to open the message/attachments sent to you.

The page below will appear. Click the Download button to initiate the process of saving the file sent to you to your PC or network server.

Depending on what browser you are using you could get the standard pop up asking where you want to save the document or the document could download and you open it from the browser, some files open in the browser and you would need to save the files if necessary to a desired location on your computer.

**Please note these packages have a default expiration date of 10 days. MOVEit is not a repository for files, only secure file transfer.**