



## Secure File Transfer of Chapter 10.101 RCW Applications User Instructions

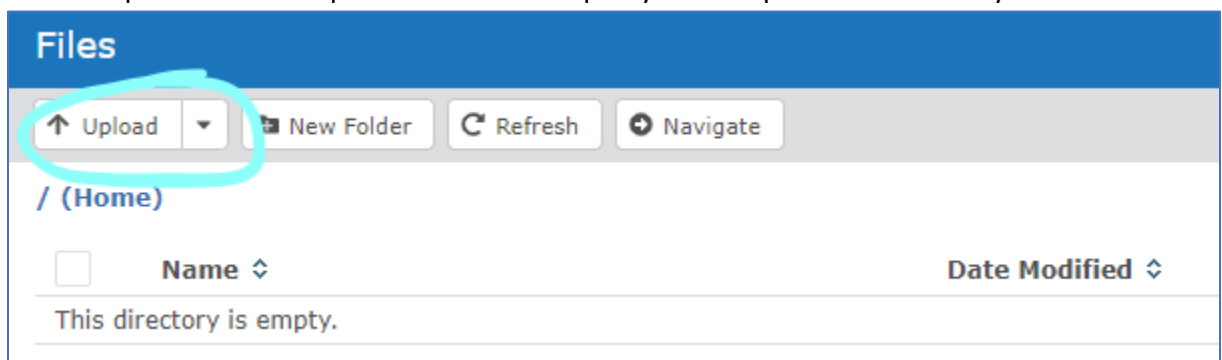
The Washington State Office of Public Defense (OPD) has a new, secure method for receiving city and county applications for Chapter 10.101 RCW funds using the website [mft.wa.gov](https://mft.wa.gov). This process will help ensure secure transfer of large files with multiple attachments.

Please follow the instructions below to submit your application:

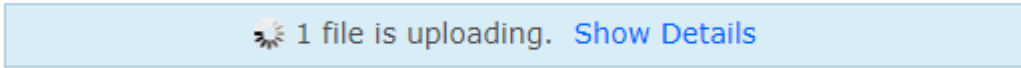
- Login information (username and password) will be provided to your primary county contact by OPD in the email containing this year's application.
- Each county will only have one set of login credentials; however, you may share the credentials with anyone on your team who is responsible for submitting the application.
- If you think you did not receive the login information, or if you require assistance with using the MFT site, please contact Lindsey Townsend (she/her) at [lindsey.townsend@opd.wa.gov](mailto:lindsey.townsend@opd.wa.gov) or by calling 360-586-3164 ext. 150.

### Submit Your Application and Attachments:

- Wait until you have the entire application and all of the attachments completed and organized for submission.
- Log on to <https://mft.wa.gov/webclient/Login.xhtml>
- Select "Upload" at the top of the screen to open your computer file directory.

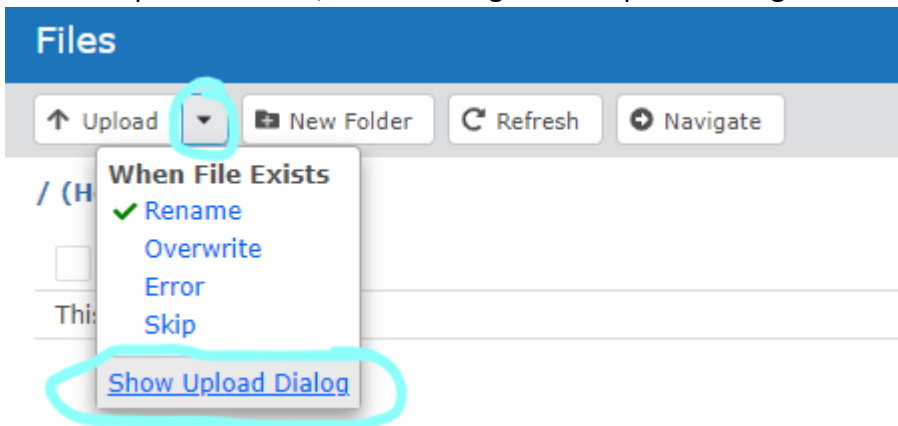


- Select the file(s) you would like to upload and click “Open.” As a file starts uploading, you will see the document name in the center of the screen where it previously said “This directory is empty” and in the bottom-center of the screen, a blue box will appear containing an “Upload Dialog” indicating how many files are uploading. You can click “Show Details” to open the Dialog and track the upload progress.



**WARNING:** Do not logout before the files have finished uploading. If you log out, the upload will stop and it will not be successfully completed.

- **Note:** your file names will disappear shortly after the upload completes as they are sent to OPD, but this does not mean the upload failed. To confirm your files have been uploaded, access the “Upload Dialog” either 1) by clicking “Show Details” as described above, or 2) by going back to “Upload” in the top left corner and clicking the downward arrow to open the menu, and selecting “Show Upload Dialog.”



- The uploaded document(s) should be listed with the status as “Successful.”



- If the status does not say “Successful,” try again and then reach out to OPD for more assistance if you continue to have issues with the upload process. **Note: The “Upload Dialog” will only list documents uploaded during your current login session. If you log out and log back in, the Dialog will clear and you will not see any prior uploads listed.**
- Once the upload is complete, OPD will automatically receive an email notification prompting us to download the submission(s). Therefore, it is helpful that you wait to submit any documents until the entire application can be submitted at once so we can ensure that your file is kept together.
- OPD will reach out to the county contact(s) listed on page one of the application within three to five business days to confirm that the application has been received. If you have not received confirmation from OPD after five business days, please contact Lindsey Townsend as the upload may not have been successful.

If you have any questions, please contact Lindsey Townsend at [lindsey.townsend@opd.wa.gov](mailto:lindsey.townsend@opd.wa.gov) or 360-586-3164 ext. 150.