

# Instructions on how to receive and send files to MnDOT using Managed File Transfer Workspace

## Overview

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MnDOT uses Managed File Transfer (MFT) to exchange files between MnDOT employees and local agencies.

Anyone that has an account must log in **every 30-45 days** to keep your account active. After **45 days** your password expires. *Five days before your password expires you will receive an automated email from [mftadmin.dot@state.mn.us](mailto:mftadmin.dot@state.mn.us) warning you reset your password.* After **60 days** of no activity, accounts become locked. After **90 days** of no activity, accounts are deleted.

## How to set up and use

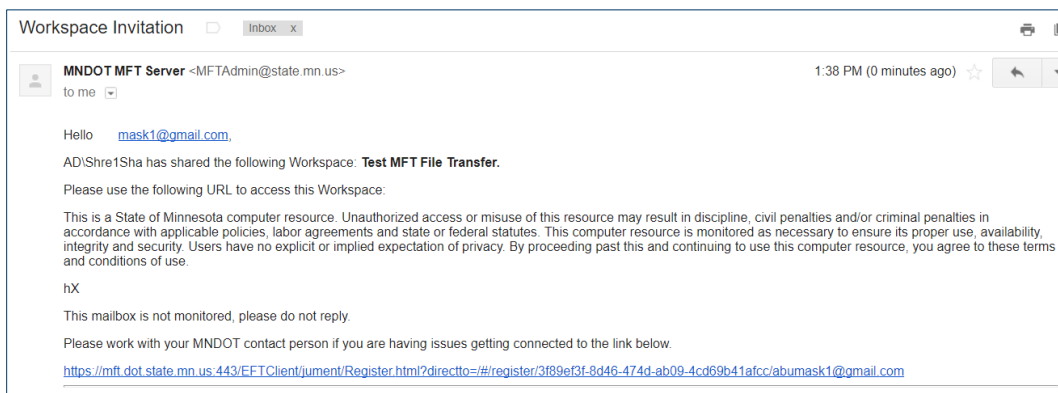
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- [How to get an account in MFT Workspace](#)
- [How to receive and download file\(s\) from State Aid](#)
- [How to send files to State Aid](#)

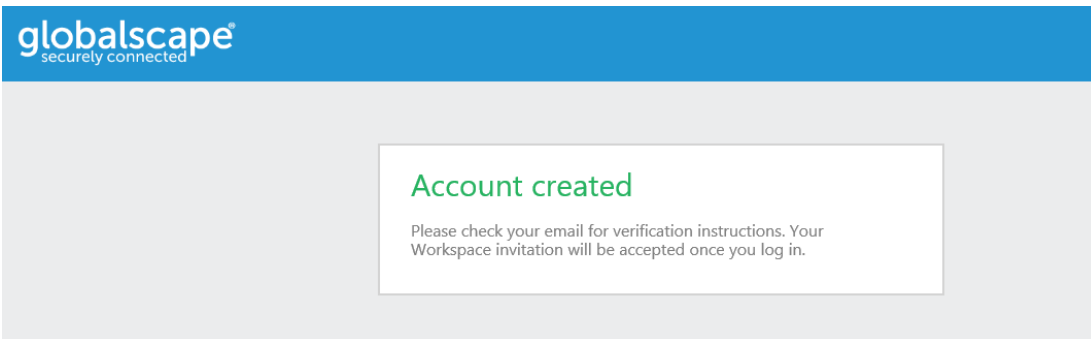
**To start you'll need to request an account. Please send a request to your State Aid contact you want to receive/send files to (District, CO, or Bridge).**

## How to get an account in MFT Workspace

- 1) To request access to Managed File Transfer (MFT) Workspace, contact your State Aid contact (District, CO, or Bridge) you want to receive/send files to.
- 2) You will then receive an email invitation with a secure link to create an account.



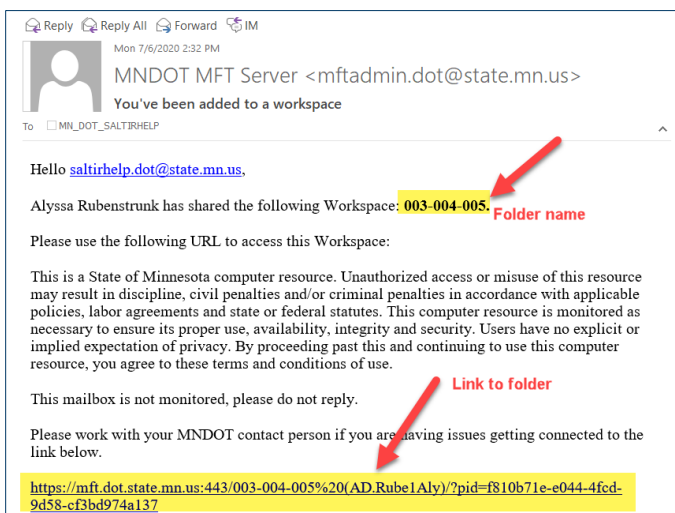
- 3) Create an account.  
**NOTE:** password must contain a minimum of 8 characters.



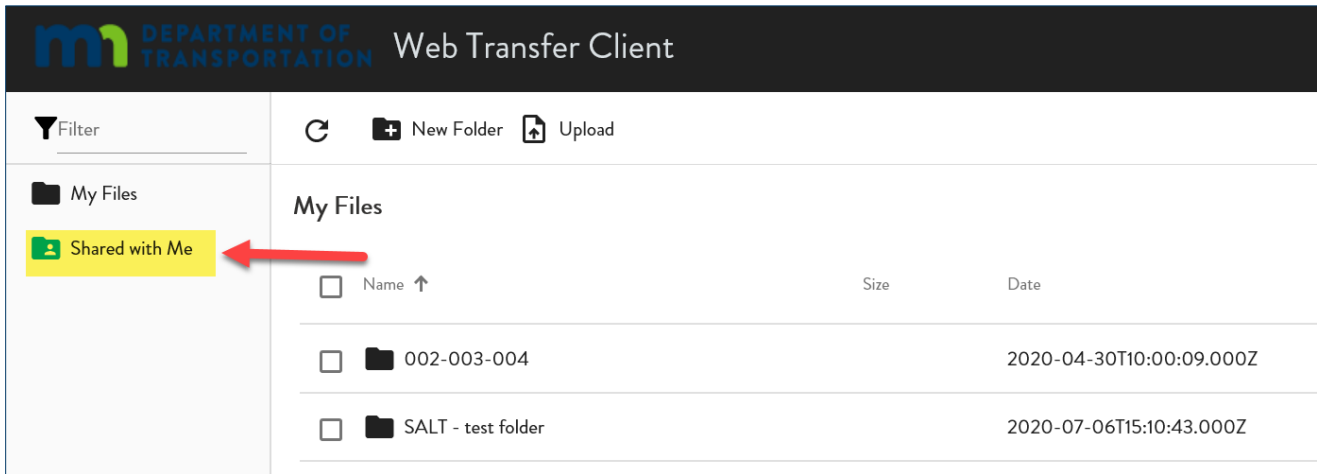
- 4) Verification email is sent to the recipient with a secure link.
  - a. Select the secure link to verify the account.
- 5) Now you have an account in MFT Workspaces. This will enable you to receive and send files.
- 6) **Only one account is needed to send/receive files with anyone in MnDOT.**

## How to receive and download files from State Aid

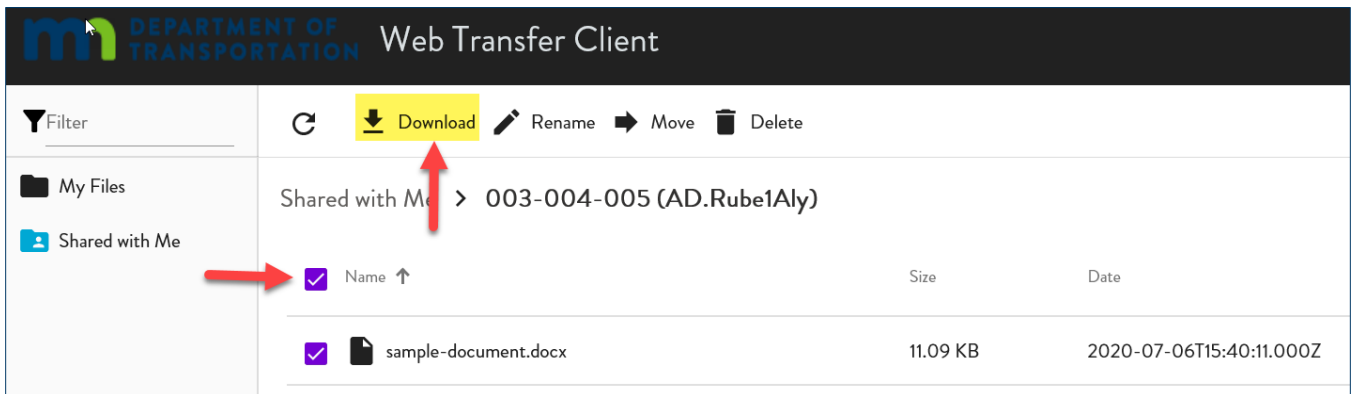
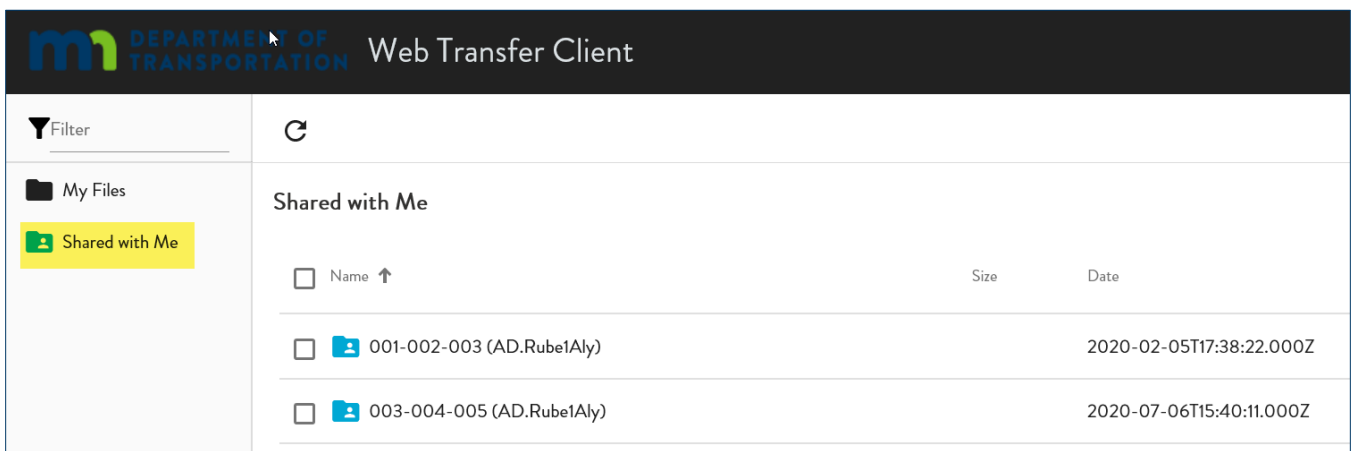
- 1) A State Aid person shares a folder and files with you. You will then receive an email with a secure link to the files. Click on the link and log in.



- 2) Once you are logged in, the folder will be displayed on the left side under “Shared with Me.”



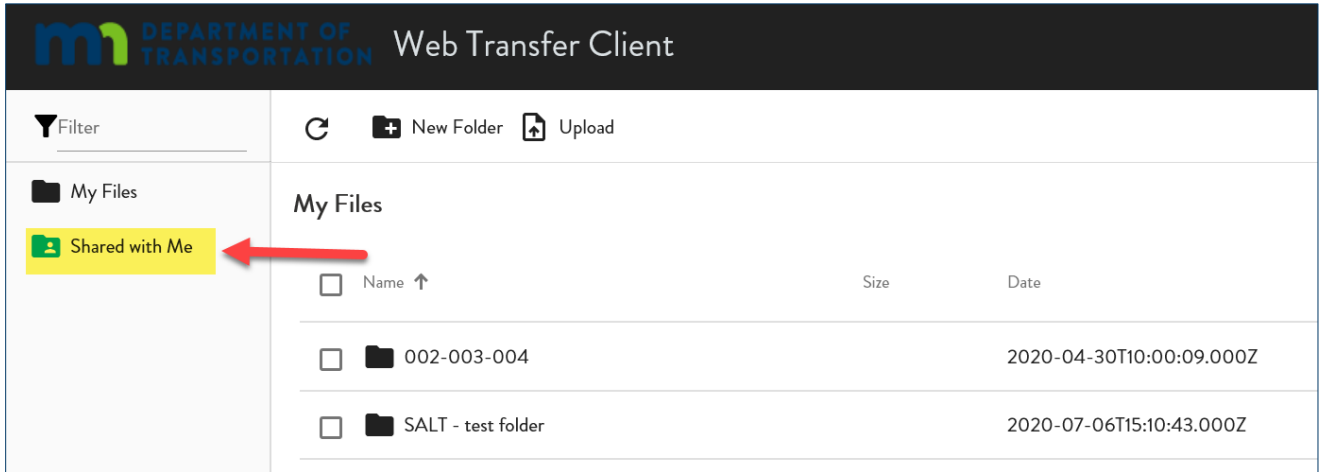
3) To download files, select the folder and files. Then select the “Download files” icon to save.



## How to send file(s) to State Aid

**You will only be able to upload files to folders that have been shared with you.**

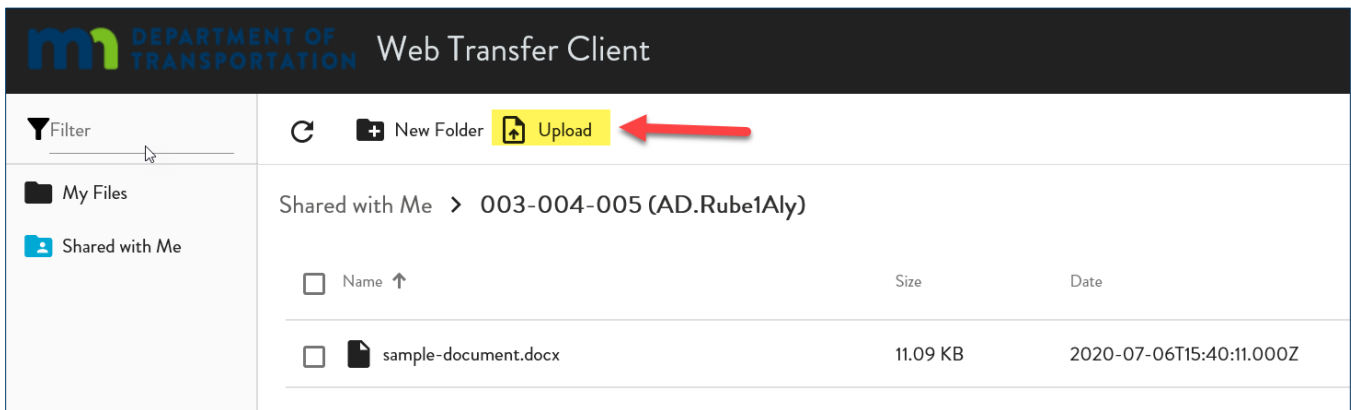
- 1) Go to <https://mft.dot.state.mn.us/> and log in.
- 2) Under “Shared with Me” select the folder you want to upload the files to.  
**NOTE:** you can only upload files to folders that are under “Shared with Me.” If you don’t see a folder, reach out to your State Aid contact (District, CO, or Bridge).



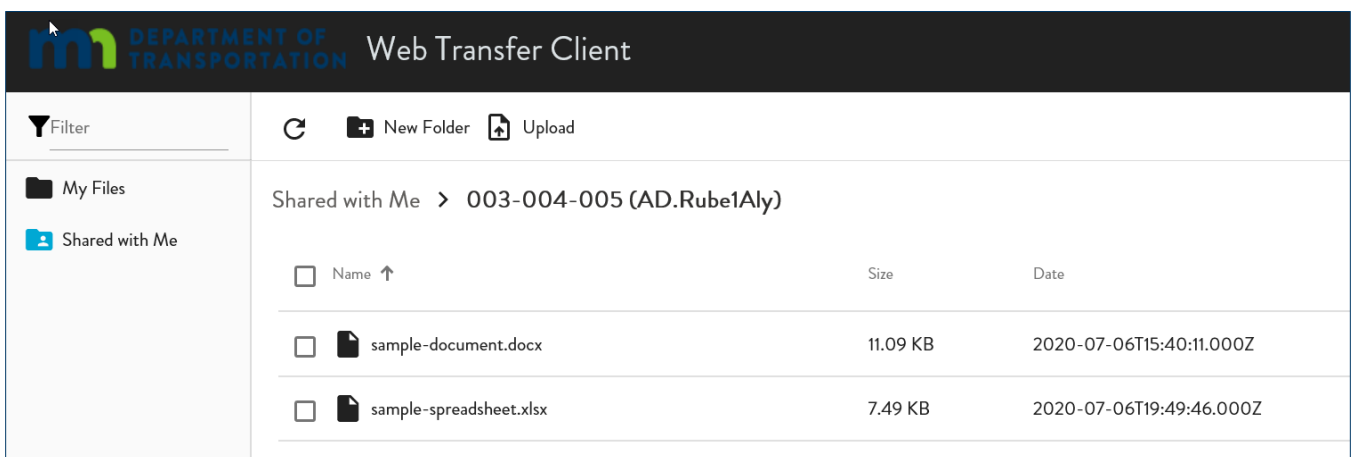
3) Upload files.

A. Select the "File Upload" icons to upload files

NOTE: you may also use the "Folder Upload" and "New Folder" methods.




B. Loaded documents will be displayed.




4) The State Aid contact will then receive an email notifying them of the uploaded documents.

Reply Reply All Forward IM

Mon 7/6/2020 2:57 PM

 MNDOT MFT Server <mftadmin.dot@state.mn.us>  
File Action Notification

To 

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003-004-005: sample-spreadsheet.xlsx was uploaded by [saltirhelp.dot@state.mn.us](mailto:saltirhelp.dot@state.mn.us) from 151.111.215.168 on 7/6/2020 at 2:57:19 PM. You can log in at <https://mft.dot.state.mn.us/> to access.

### Special notes -

- Folder content expires in 90 days
- If using Chrome, you must clear out your filter to view folder content.
- Sometimes the email invite might get sent to junk or spam email folder