SECURE FILE TRANSFER INSTRUCTIONS
## CHAPTER RCW 10.101 APPLICATION: 2025

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. Because the average Outlook account has an attachment limit of 20MB to 25MB, this process will help ensure secure transfer of large files with multiple attachments. Please follow the instructions below to submit your application.

1) Prepare Your Application and Attachments:

- Complete the entire application. If you need assistance with navigating or filling out the application, contact: Sarah Lawson (she/they) | Sarah.Lawson@opd.wa.gov | 360-586-3164 ext. 138.
- Prepared all of the attachments by using the file-naming conventions provided in the application.

2) Accessing MFT:

- Log on to https://mft.wa.gov/webclient/Login.xhtml
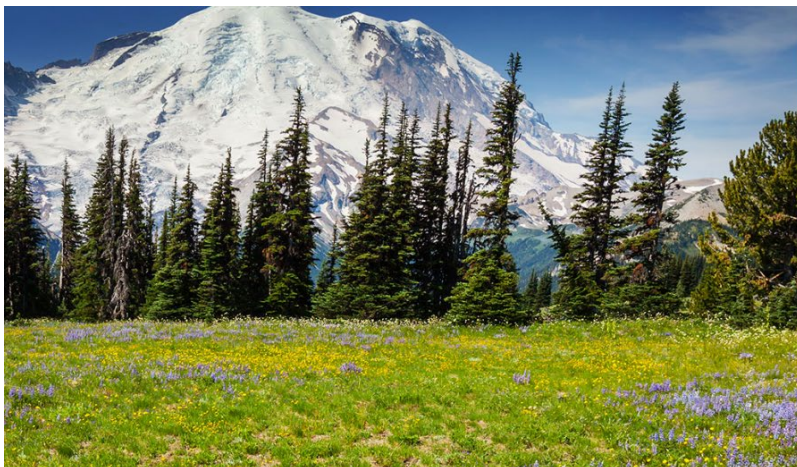
- Login information (username and password) will be provided to your primary contact by OPD in the email containing this year's application.
- Each county/city will only have one set of login credentials; however, you may share the credentials with anyone on your team who is responsible for submitting the application.
- If you think you did not receive the login information, or if you require assistance with using the MFT site, contact:
  - ◆ Sarah Lawson (she/they) | Sarah.Lawson@opd.wa.gov | 360-586-3164 ext. 138.

3) Uploading your Materials:

- Select "Upload" at the top of the screen to open your computer file directory.
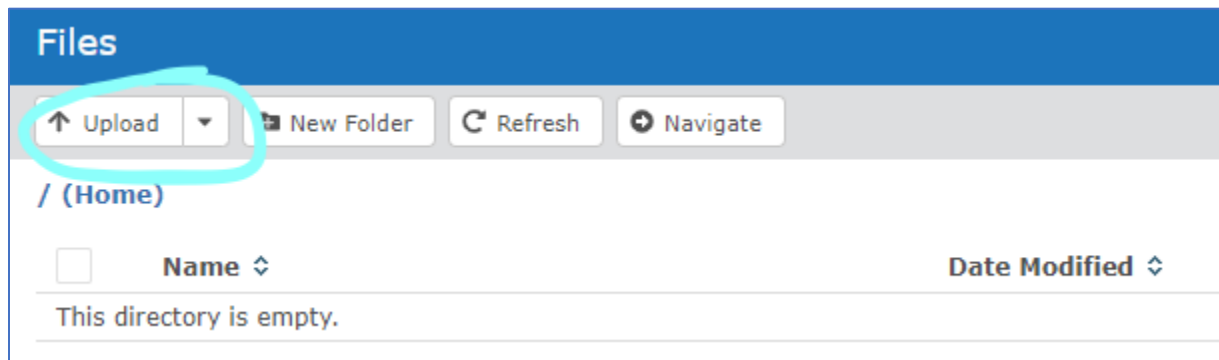
- Select the file(s) you would like to upload and click "Open."
- As a file starts uploading, you will see the document name in the center of the screen where it previously said "This directory is empty."
- In the bottom-center of the screen, a blue box will appear containing an "Upload Dialog" indicating how many files are uploading.
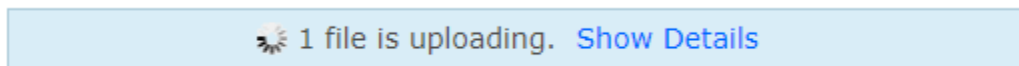

- You can click "Show Details" to open the Dialog and track the upload progress.

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.

4) Verify Your Uploads:

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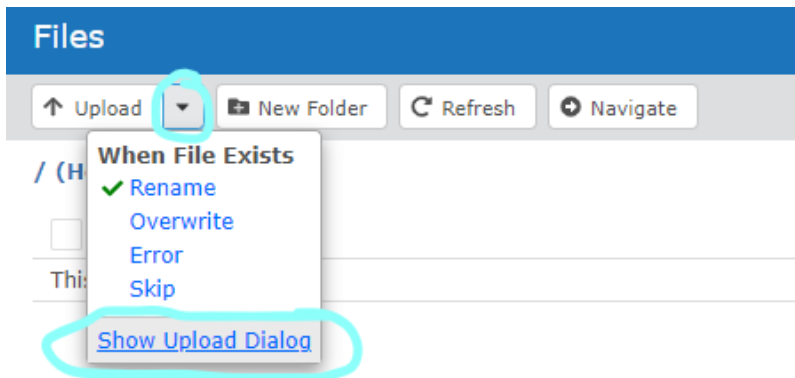
- The uploaded document(s) should be listed with the status as "Successful."

- 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.**

5) <u>Completing Your 10.101 Application Submission:</u>

6) 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.

7) OPD will reach out to the 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:

   ♦ Sarah Lawson (she/they) | Sarah.Lawson@opd.wa.gov | 360-586-3164 ext. 138.