



Washington State Office of Public Defense

Secure File Transfer Instructions

The Washington State Office of Public Defense (OPD) uses a secure website (mft.wa.gov) to receive large county application files. Log-in credentials will be provided to applying cities by OPD upon request.

- If your application is **under 20MB**, you must email it to PDIP@opd.wa.gov.
- If your application is **over 20MB**, you must upload it using MFT.

Prepare Your Application

Name Your Application

To help OPD sort and process submissions, your main application file must be named exactly as follows: **FY27_10.101_[City].pdf**

Example: FY27_10.101_Seattle.pdf

Naming Your Attachments

Throughout your application, you were prompted to attach supporting documents. These attachments are a required part of your submission and must be attached *inside* the application. **Do not send these documents separately** alongside your application.

Each attached file must be named using the required format, starting with the question number, followed by the applying city's name, and the document name.

Example: 2.01-Seattle-CaseWeightingPolicy.pdf

If you are experiencing issues attaching your supporting documents to your application, contact PDIP@opd.wa.gov.

Important:

You will upload 1 single file. Do not upload multiple files.

Log Into MFT (For Applications Over 20MB)

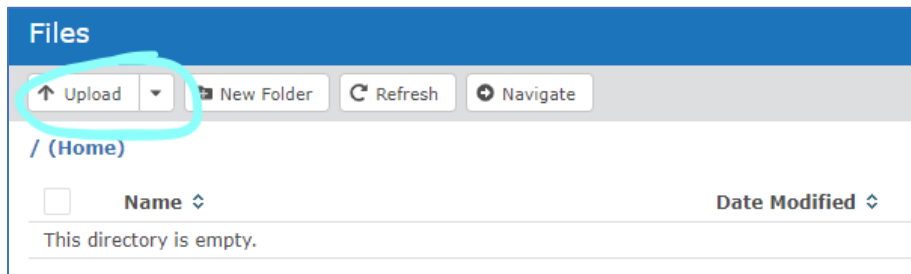
Go to: <https://mft.wa.gov/webclient/Login.xhtml>

- Login credentials are created by OPD for cities upon request prior to the deadline.
- Each city will be given one login, but you may share it with your team members responsible for submitting the application.
- If you are experiencing issues with your log in, contact PDIP@opd.wa.gov.

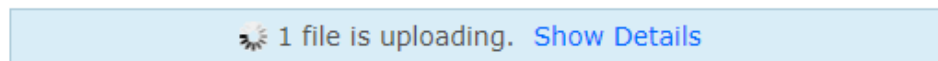


Upload Your File

1. Click **“Upload”** at the top of the screen.



2. Select your application file from your computer and click **“Open.”**
3. You will see the file name appear in the center of the screen.
4. A blue **“Upload Dialog”** box will appear at the bottom showing upload progress.
5. Click **“Show Details”** to monitor progress.

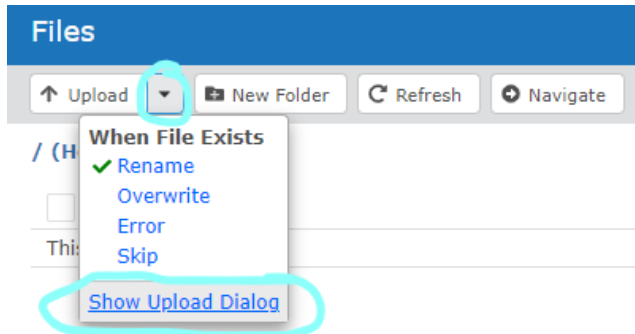


Important:

Do not log out until your file finishes uploading. Logging out will stop the upload and your submission will not be completed.

Confirm Your Upload Was Successful

- After uploading, the file name may disappear from the main screen. This is normal.
- To confirm your upload:
 - Click **“Show Details,”** or go to **“Upload”** (top left), click the dropdown arrow, and select **“Show Upload Dialog.”**



- Make sure the status says **“Successful.”** If the status does not say **“Successful,”** try uploading again. If problems continue, contact PDIP@opd.wa.gov.

Note:

- The Upload Dialog only shows files uploaded during your current login session.
- If you log out and log back in, previous uploads will not appear in the list.

Final Submission & Confirmation

- Once your upload is complete, OPD automatically receives a notification.
- Please upload the entire application at one time. Do not send separate attachments.
- OPD will contact the county contact listed provided in the application within 3–5 business days to confirm receipt.
- If you do not receive confirmation after five business days, contact PDIP@opd.wa.gov.