

Statewide HR SFT Account Request

This Statewide HR Secure File Transfer (SFT) Account Request form is required for new user access. A signed [OFM Non-Disclosure Agreement \(NDA\)](#) must be submitted with the access request.

Institution Payroll or HR manager signature required. The manager must have authority to designate the user as the institution's representative to establish an SFT account to transfer data and/or obtain validation reports.

Submit completed forms to: HereToHelp@ofm.wa.gov.

SWHR SFT Access Information	
Institution/Agency Name:	Date of Request:
Position Number:	OFM Personnel ID or Institution Personnel ID:
Name (First & Last):	
E-mail Address:	Phone Number:
Title (Job class code and title):	
User access needed (select all that apply):	
<input type="checkbox"/> Validation Reports Folder	
<input type="checkbox"/> Data Folder	
Primary Institution Contact for Statewide HR SFT Accounts? No <input type="checkbox"/> Yes <input type="checkbox"/>	
If No, name of institution primary point of contact:	
Institution Approvals <i>Payroll or HR Manager</i>	
Requested By:	Approved By:
Title:	Title:
E-mail Address:	E-mail Address:
Date:	Date:
SFT Account Initiation <i>Completed by OFM ITS</i>	
SNAP Ticket #:	ITS Systems Analyst:
Root Directory:	