

Statewide HR MFT Account Request

This Statewide HR Managed File Transfer (MFT) 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 MFT account to transfer data and/or obtain validation reports.

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

SWHR MFT 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):

Validation Reports Folder

Data Folder

Primary Institution Contact for Statewide HR MFT Accounts?

Yes

No

If No, name of institution primary point of contact:

Institution Approvals - Payroll or HR Manager

Requested By:

Approved By:

Title:

Title:

E-mail Address:

E-mail Address:

Date:

Date:

MFT Account Initiation - Completed by OFM ITS

SNAP Ticket #:

ITS Systems Analyst:

Root Directory: