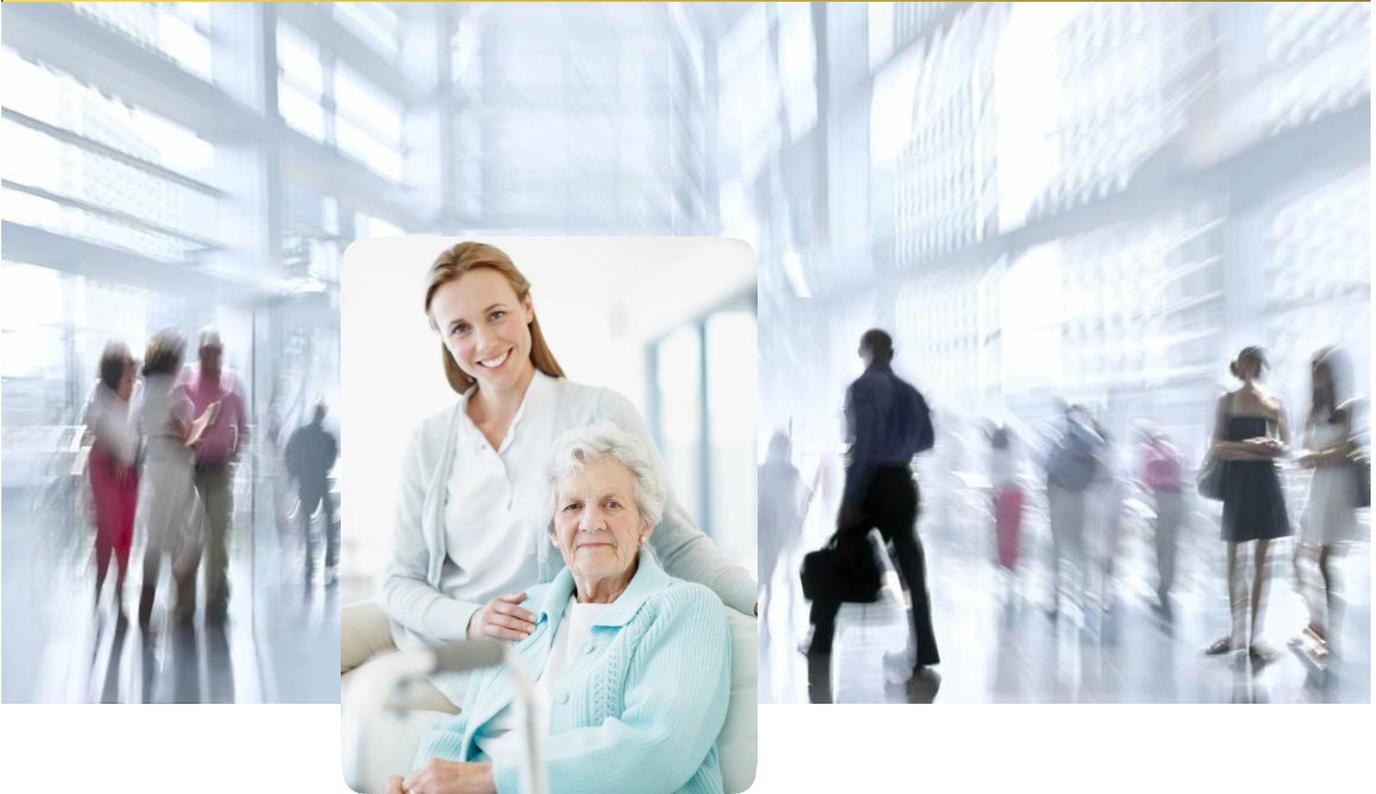


*Helping Government **Serve the People**<sup>®</sup>*



# **MOVEit XChange Secure File Transfer for Montana Workers Compensation**

Reference v. 4.0 (2/7/16)  
Controlled electronic version prevails over printed copy of this document.

# What is the MOVEit/XChange Secure File Transfer System?

The MOVEit XChange Secure File Transfer system is a file transfer system that allows for the secure handling of sensitive information. It allows users to quickly and easily exchange files through a web browser using the HTTP over SSL (https) protocol. In addition, all files received by MOVEit are securely stored using FIPS 140-2 validated AES encryption, the U.S. Federal and Canadian government encryption standard.

MAXIMUS has implemented the MOVEit XChange Secure File Transfer system to provide a fast and secure way to send and receive case information. By using this system to send case files, we can ensure that case files will be received by MAXIMUS Federal as quickly as we can manage. By following the policies outlined below, we can all be assured that PHI will be safeguarded from improper disclosure.

More information on the features of MOVEit can be found here:

[http://www.ipswitchft.com/lpswitchft/media/lpswitch-Media-Library/pdfs/moveit/DS-MOVEit-FT-DMZ-v20\\_1.pdf](http://www.ipswitchft.com/lpswitchft/media/lpswitch-Media-Library/pdfs/moveit/DS-MOVEit-FT-DMZ-v20_1.pdf)

## How to receive a MOVEit/XChange user account

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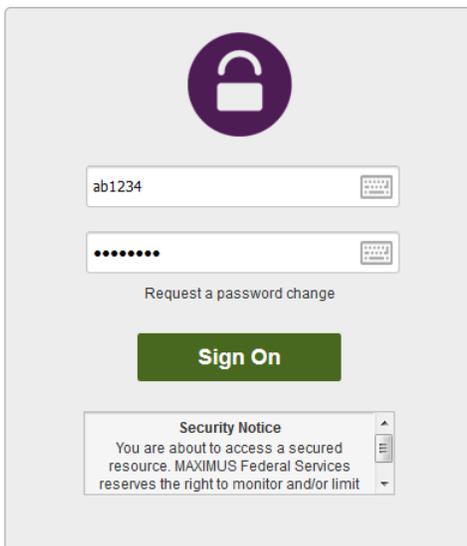
To receive a MOVEit account, send an email to [MontanaWC@maximus.com](mailto:MontanaWC@maximus.com), indicating you need a MOVEit account to send documents to MAXIMUS. Please include name(s) and email address(es) for the individuals requiring an account.

## Accessing MOVEit/XChange

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To access the MOVEit XChange Secure File Transfer system, open a web browser and enter the following address:

<https://maxfedxchange.maximus.com>



ab1234

.....

Request a password change

**Sign On**

**Security Notice**  
You are about to access a secured resource. MAXIMUS Federal Services reserves the right to monitor and/or limit

## Change Your Password

The first time you access the MOVEit XChange Secure File Transfer System site, you will need to change your password. Follow these steps to do so

1. Go to <https://maxfedxchange.maximus.com>
2. At the logon screen, click the **Request a password change** link, below the password field
3. Follow the prompted instructions to change your password.

You are required to change your password now.

 My Account [REDACTED]

⇒ [Change Password...](#)

Requirements:

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not match any of the previous 3 passwords.

Enter your **New Password**:  

Enter your **New Password Again**:  

Now press the "Change Password" button:

## Password Selection Tips

When selecting a password for the MOVEit XChange Secure File Transfer system, you will want to make it as obscure as possible, so it cannot be guessed. Here are some tips that will help you create a password.

- Do not use words or phrases that have personal significance.
- Mix letters, numbers, and symbols, and use both upper- and lower-case letters. An example of this would be **Pa5sw0rd!** instead of **password**.
- Make the password at least 8 characters long. Longer passwords are more difficult to crack than short passwords.
- Find a good way to remember your passwords, such as choosing the first letters of a sentence that you will remember. For example, **I live for the weekend** becomes the password **Il4tW!**

## Installing the Upload/Download Wizard

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When you access the site, you may be prompted to install an optional Upload/Download Wizard plug-in that works with your browser to help web-based users quickly upload and download large and/or multiple files and folder trees from the MOVEit Secure File Transfer website.

If you are using Internet Explorer as your browser, click the Install the Upload/Download Wizard (ActiveX) link that appears on the screen.

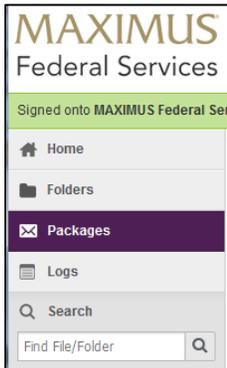


**Note:** Chrome and Firefox are supported. If you are using Firefox or Chrome you will need to install the Java version of the Upload/Download wizard

## Sending Documents to MAXIMUS via MOVEit/XChange

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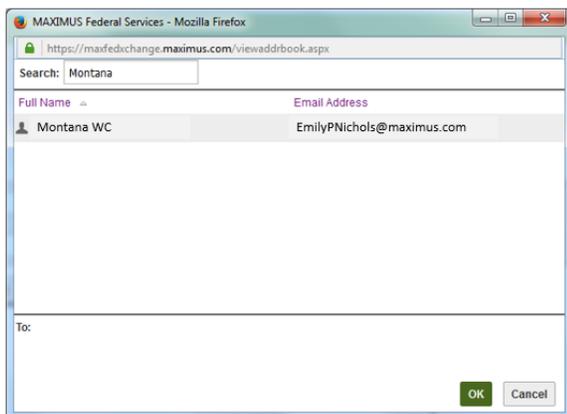
1. Go to the Packages screen:



2. Click the Send Package button, under Package Actions:



3. In the New Package screen, click the To: icon 
4. In the dialog box that opens, search for Montana WC. The account will appear as follows:



5. Be sure the Montana WC is selected and click OK.
6. Enter Subject, and Note (if applicable). Then click the Browse button to select documents to be sent.

To: Montana WQ  
Show Cc/Bcc

Subject:

Note:

Files: Total: 0 B  
(Optional) Browse... No file selected.  
Add another file  
Upload

Options:

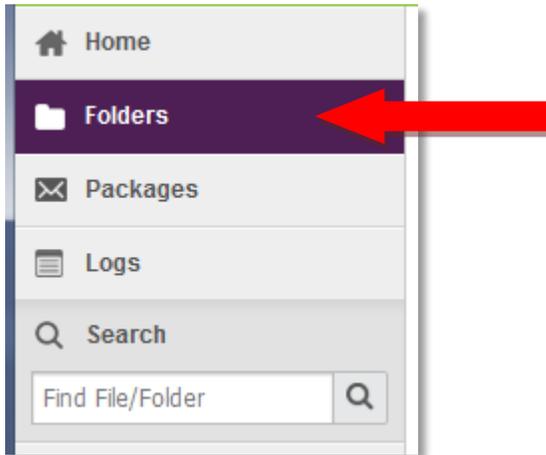
- Delivery Receipt(s)
- Prevent "Reply All"
- Prevent all replies

Send Preview Check Recipients Cancel Save As Draft Save As Template

- After documents have been selected, click the Upload button: 
  - If necessary, use the Add another file link to upload additional documents
- After successfully uploading all files, click the Send button:  .

## Receiving Documents sent to Montana via MOVEit/XChange

1. To receive documents, go to the **Folders** link from the left pane



2. Navigate to the **/Federal\_Services/State/Montana/To\_Montana** folder.



**Note:** You will not see the folders for other organizations. You will only have access to your organizations folder.

3. In this folder you will see a list of documents that can be downloaded.

### Folders

**/ Federal\_Services/ State/ Montana/ To\_Montana/**

Find File/Folder:

<input type="checkbox"/>	Name	Created	Size/Contents	Creator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>↑ Parent Folder</b>					
<input type="checkbox"/>	TestDocument.docx	2/8/2016 9:24:09 AM	11.1 KB	Grady Herendeen	-	<input type="checkbox"/>

4. To download and open documents, click the download button: 

5. To delete documents, click the delete button: 