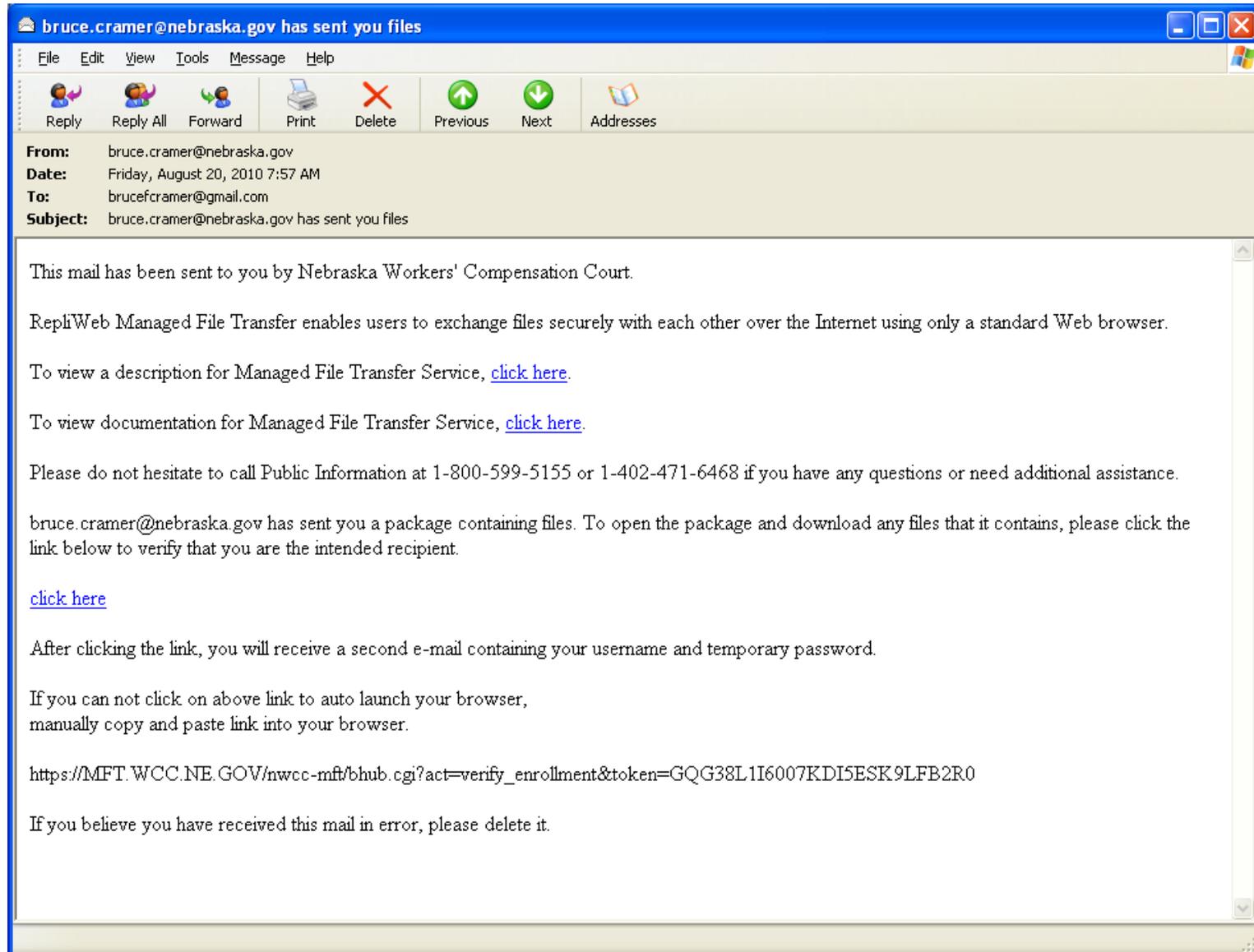


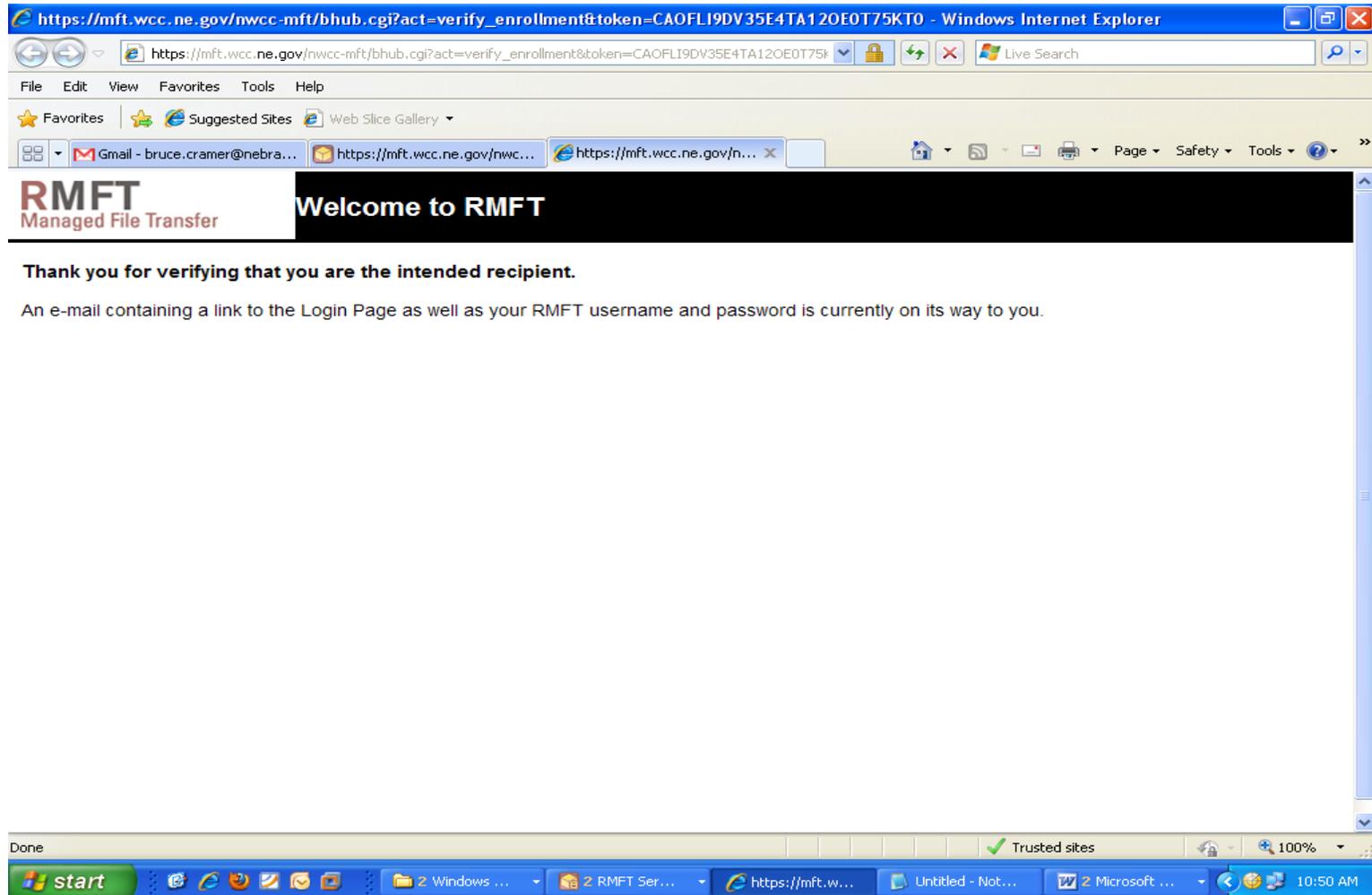
Documentation for MFT

1. An MFT e-mail is sent to the **external user** requiring them to verify that they are the intended recipient. To verify, the **external user** will click on the link inside the e-mail. **This is a one-time only verification.**

****IMPORTANT**** Please add e-mail domain “@nebraska.gov” to your safe senders list to prevent MFT e-mail from getting blocked or forwarded to your spam or junk e-mail folder.

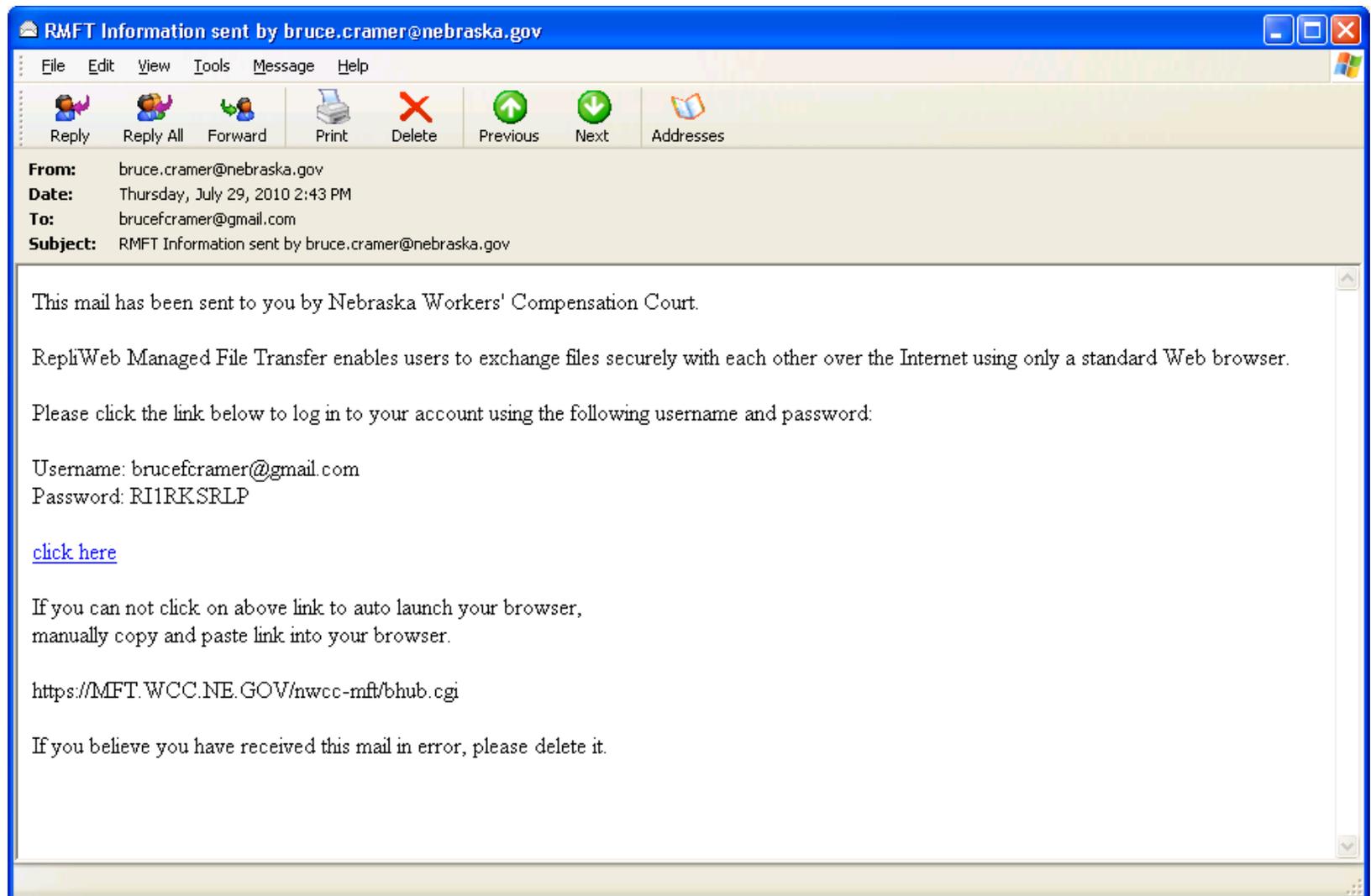


2. After verification is completed, a "Thank You" response is displayed stating that and another e-mail was sent to the **external user** that contains a link to the MFT Login Page and temporary password (one-time only).

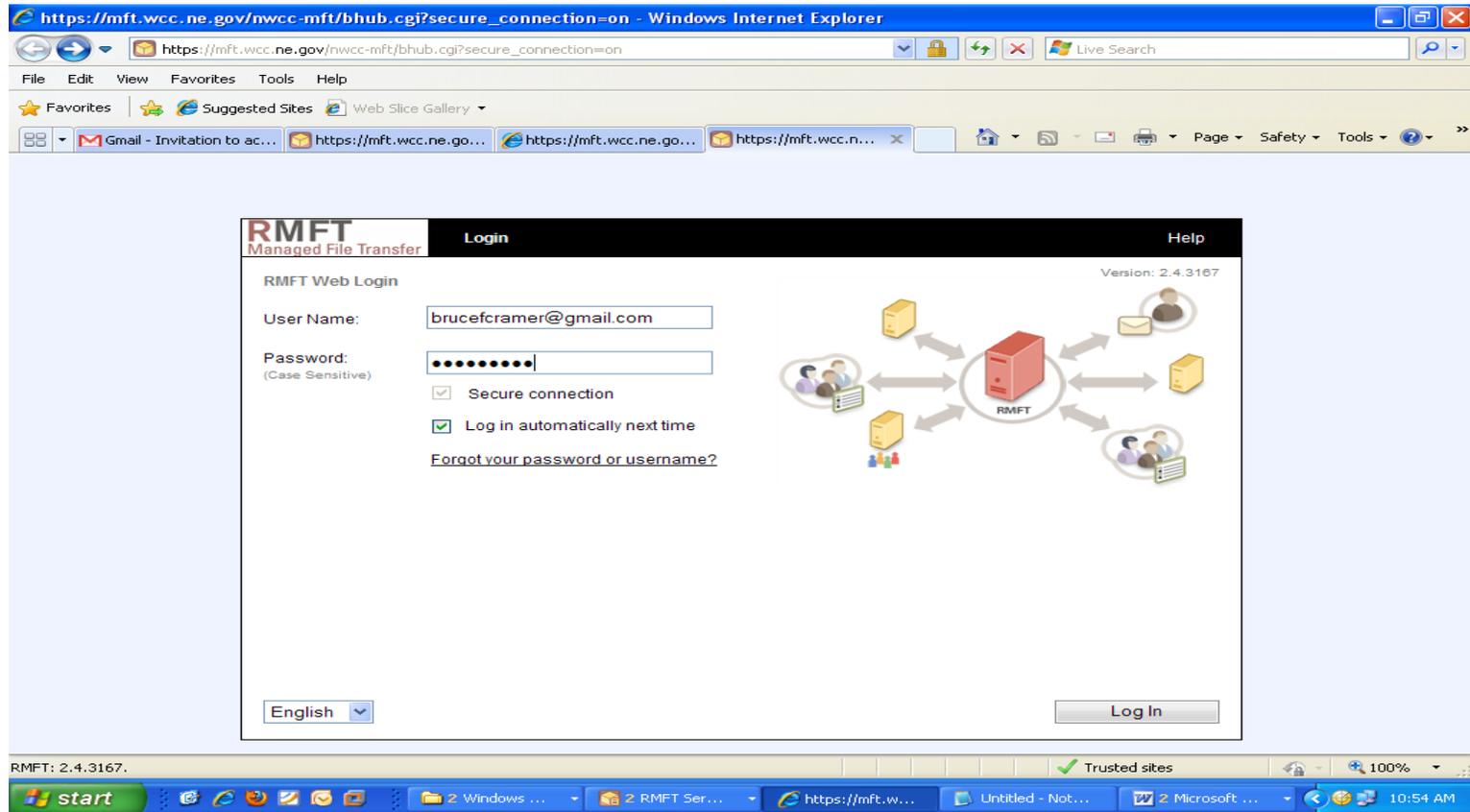


3. **External user** will receive the second e-mail referred to in #2 above.

****IMPORTANT**** Please add e-mail domain “@nebraska.gov” to your safe senders list to prevent MFT e-mail from getting blocked or forwarded to your spam or junk e-mail folder.



4. The **external user** logs into the MFT Server for the first time with their temporary password.



5. After logging into MFT for the first time, the **external user** will be presented with a MFT Registration Page (one-time only).

Note: If a recipient registers using a "group" e-mail address and wants others who access the group account to be able to send and receive MFT packages, the recipient will need to share the account **User Name** and **Password** with those individuals.

Note: Please remember that if the e-mail address is changed during the registration process, the previous e-mail address will still need to be entered as the **User Name** when logging on to the MFT account. The court recommends **NOT** changing the e-mail address.

https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi - Windows Internet Explorer

https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Web Slice Gallery

⌵ Gmail - Invitation to ac... | https://mft.wcc.ne.go... | https://mft.wcc.ne.go... | https://mft.wcc.n... x

RMFT
Managed File Transfer

Welcome to RMFT

Because your account was created automatically, the system does not have any information about you other than your e-mail address. Please complete the following fields and then click **Continue**.

Fields marked with an asterisk are required.

General Details:

First Name: *

Last Name: *

Company: *

Phone Number: *

E-mail Address: *

Change Password:

New Password: *

Verify Password: *

Done Trusted sites 100%

start | 2 Windows ... | 2 RMFT Ser ... | https://mft.w... | Untitled - Not... | 2 Microsoft ... | 10:54 AM

6. External user will enter their profile information and change their temporary password (one-time only).

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi>. The page content includes the RMFT logo and a 'Welcome to RMFT' header. Below the header, a message states: 'Because your account was created automatically, the system does not have any information about you other than your e-mail address. Please complete the following fields and then click **Continue**.' A note indicates that fields marked with an asterisk are required.

General Details:

- First Name: *
- Last Name: *
- Company: *
- Phone Number: *
- E-mail Address: *

Change Password:

- New Password: *
- Verify Password: *

The browser's status bar at the bottom shows 'Done', 'Trusted sites', and a zoom level of 100%. The Windows taskbar at the very bottom displays the Start button, several application icons, and the system clock showing 10:57 AM.

7. After the **external user** enters their profile information and clicks on the Continue button, they will be directed to their MFT Inbox:

The screenshot displays the RMFT (Managed File Transfer) web interface. The browser window title is "https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi?id=4JRKEUIGFPLS48EUDDIQBI04B2&act=show_main&h=921962d5 - Windows Internet Explorer". The address bar shows the URL "https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi?id=4JRKEUIGFPLS48EUDDIQBI04B2&act=show_main&h=921962d5". The page content includes a sidebar on the left with the following sections:

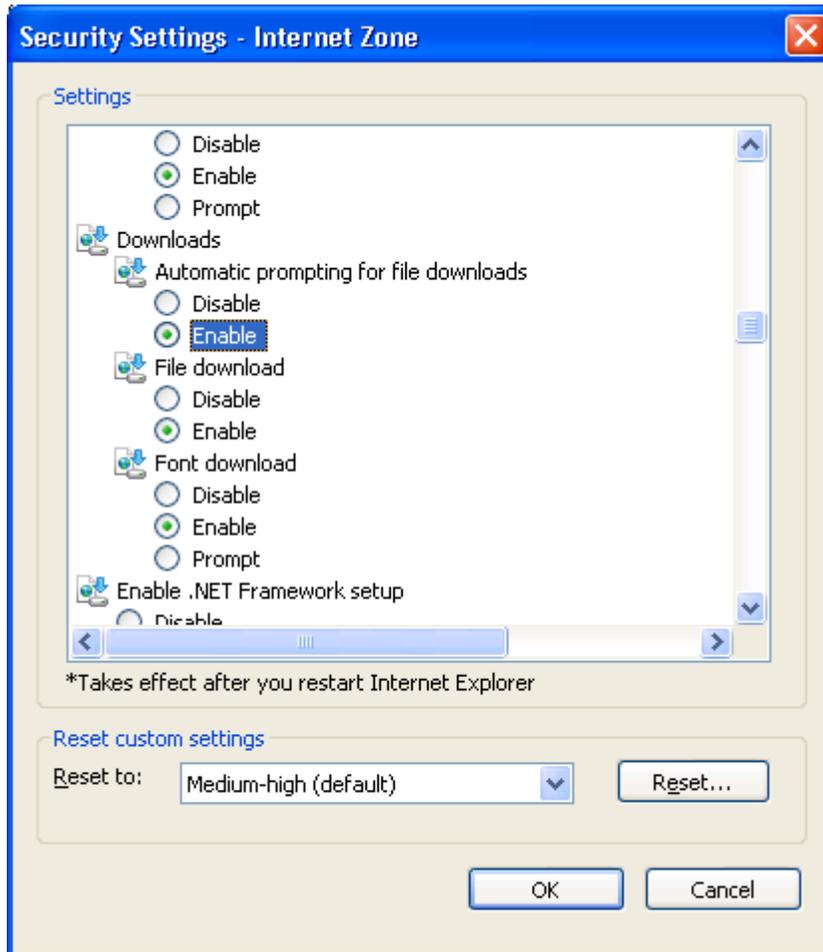
- Welcome, brucecramer@gmail.com**
Version: 2.4.3167
Last Login: June 10, 2010 13:45
Display Mode: Packages
- New** (with a star icon) and **Refresh** (with a circular arrow icon)
- Folders**
 - [Inbox](#)
 - [Sent Packages](#)
- Tools**
 - [Preferences](#)
 - [Find Packages](#)
 - [Resume Transfers](#)
 - [User Details](#)

The main content area is titled **Inbox** and shows "Showing 1 of 1 packages, 0 selected". It contains a table with the following data:

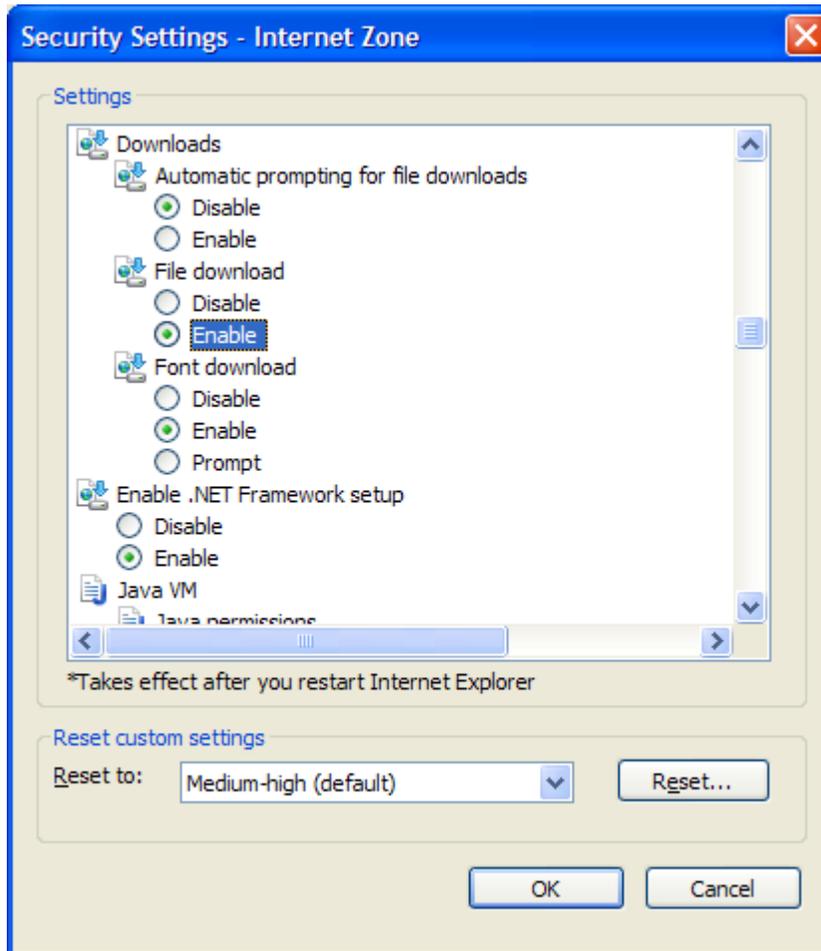
<input type="checkbox"/>	From	Subject	Date	Size	Status
<input type="checkbox"/>	bruce.cramer@ne...	RMFT Prod 6/8/2010 4:04 P...	June 8, 2010 16:05	20 B	Distributed

At the bottom of the page, there is a navigation bar with "Packages 1-1 of 1" and a status bar showing "RMFT: 2.4.3167.A" and "Trusted sites".

8. Before opening a package and downloading the file(s), the web browser's security settings will need to be changed to allow **multiple** "Save As" dialog boxes to open (for when more than one file is sent with a package):
 - a. In the Internet Explorer browser, go to Tools→Internet Options→Security→Custom Level. Then scroll down to "Downloads"
 - b. Under "Automatic prompting for file downloads," select **Enable** (shown below):



- c. Under “File download,” select **Enable** (shown below):



- d. Select “OK” to close the Custom Level window, then select “OK” again to close the Internet Options window.

9. The **external user** will now be back in the MFT Inbox and can click on the package (the underlined text under the Subject column as shown below) in order to open it.

Note: To delete packages, check the box next to the package(s) and press the “Delete” on your keyboard.

The screenshot displays the RMFT Managed File Transfer web application. The browser window title is "https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi?id=4JRKEUIGFPLS48EUDDIQBI04B2&act=show_main&h=921962d5 - Windows Internet Explorer". The address bar shows the URL "https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi?id=4JRKEUIGFPLS48EUDDIQBI04B2&act=show_main&h=921962d5". The page content includes a sidebar with user information for "Welcome, brucecramer@gmail.com" and navigation options like "New" and "Refresh". The main area is titled "Inbox" and shows "Showing 1 of 1 packages, 0 selected". A table lists the package details:

<input type="checkbox"/>	From	Subject	Date	Size	Status
<input type="checkbox"/>	bruce.cramer@ne...	<u>RMFT Prod 6/8/2010 4:04 P...</u>	June 8, 2010 16:05	20 B	Distributed

At the bottom of the interface, there are navigation controls for "Packages 1-1 of 1" and a status bar indicating "RMFT: 2.4.3167.A" and "Trusted sites".

10. The screen shot below shows the opened package. The **external user** may view the message from the sender (if any) as well as download any files sent with the package.

To highlight and download a file(s), click the checkbox next to “File Name,” then click on the “Download” button in the lower right corner of the screen. A dialogue box will pop up and prompt the **external user** to save the file(s) on their computer hard drive.

Package Details Package Audit Reply Reply to All Forward Delete Help

Package information

From: bruce.cramer@nebraska.gov

To: [Bruce Cramer \[brucecramer@gmail.com\]](mailto:brucecramer@gmail.com)

Subject: [RMFT Production](#)

Message: Bruce, per your request, please find the information you requested in the attached files.

Regards,

Files:

<input checked="" type="checkbox"/> File Name ▲	Size
<input checked="" type="checkbox"/> file1.txt	20 B
<input checked="" type="checkbox"/> file2.txt	9 B

Note: To enable multiple Save As dialogs to open, enable 'Automatic prompting for file downloads' and 'File download' in your browser's Download security settings.

More >>

Download Close

Internet 100%

11. **External user** accounts will expire after 45 days, if not used. The next time the **external user** tries to log in, he or she will see an “Unable to Continue” message. To re-enable the account, contact the Nebraska Workers’ Compensation Court at 800-599-5155 or 402-471-6468 and ask for MFT Support.

https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi - Windows Internet Explorer

https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi

File Edit View Favorites Tools Help

https://mft.wcc.ne.gov/nwcc-mft/bhub.cgi

RMFT
Managed File Transfer

Login Help

RMFT Web Login Version: 2.4.3167

User Name:

Password:

(Case Sensitive)

Secure connection (https)

Log in automatically next time

[Forgot your password or username?](#)

Unable to continue: Your user account is disabled or expired. Please contact the Nebraska Workers' Compensation Court at 800-599-5155 or 402-471-6468 and ask for Information Technology, RMFT Support, to have your RMFT account enabled.

English

RMFT: 2.4.3167.A Trusted sites 100%