

Using Forgot Password

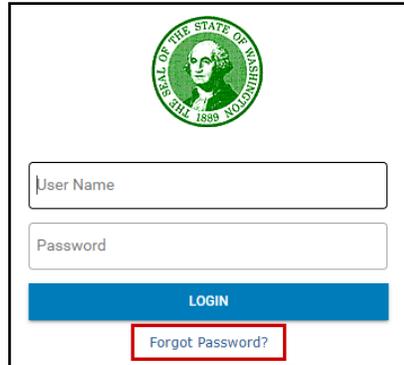
MFT provides the ability for users to request a password reset when their password has been forgotten. Passwords will expire after 3 months of non-use. A password has expired notification will be received, however it requires the entry of the current password. If that password is unknown use these instructions to reset your password.

Open MFT

1. Using Chrome or Edge
2. Go to <https://mft.wa.gov/>

MFT Log-in page displays

1. Click Forgot Password Link



Specify Account Information displays

1. Enter User Name
2. Enter CAPTCHA Letters from Image
3. Click Submit

Email will now be sent



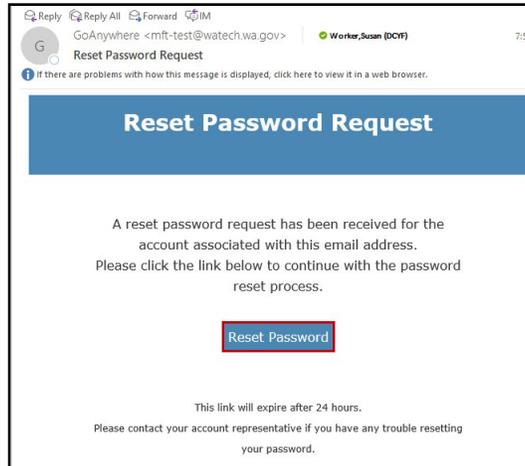
Open Outlook

1. Click Email from GoAnywhere



Email will open

1. Click Reset Password



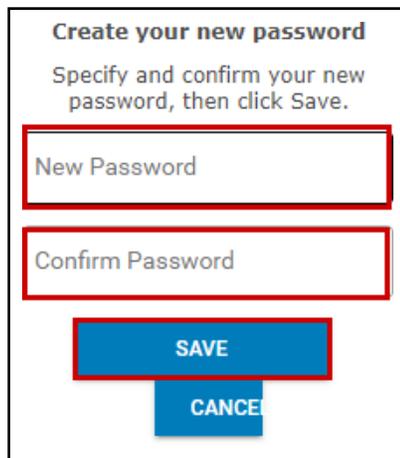
Confirm your username displays

1. Enter User Name
2. Click NEXT



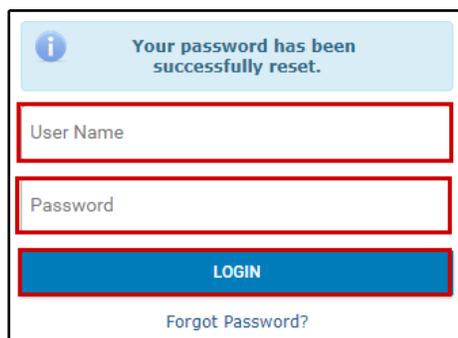
Create your new password displays

1. Enter New Password
2. Confirm: New Password
3. Click SAVE



Password successfully reset displays

1. Enter User Name
2. Enter Password
3. Click LOGIN



Access to MFT is now available