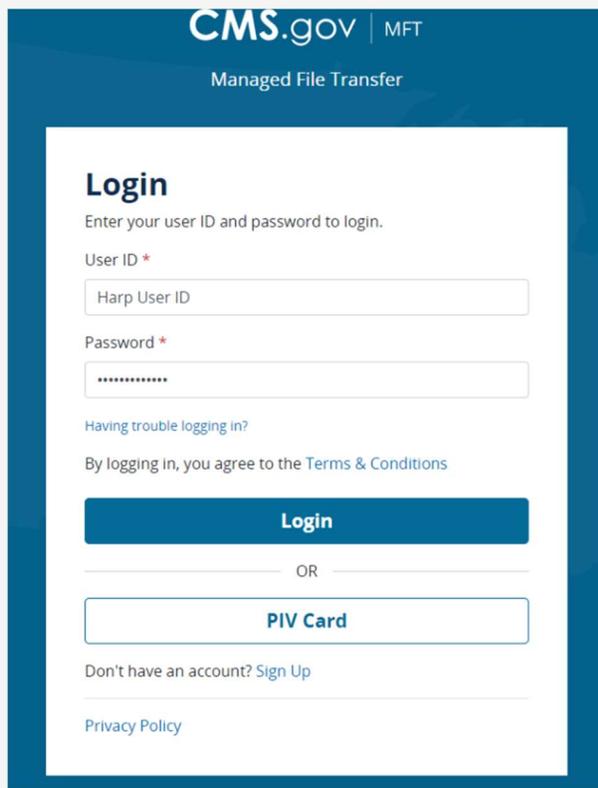


MFT WORK REQUEST PROCESS GUIDE

For Custom MFT work or enhancement requests, users will need to submit requests by completing the MFT Secure Form "MFT Request Form". This Secure Form allows users to submit requests/enhancements for the MFT application.

1. Log into MFT using your HARP credentials: <https://qnetmft.cms.gov>



The screenshot shows the login interface for the CMS.gov Managed File Transfer (MFT) application. The page has a blue header with the CMS.gov logo and 'MFT Managed File Transfer' text. The main content area is white and contains a 'Login' section. It prompts the user to enter their user ID and password. There are two input fields: 'User ID *' with the placeholder text 'Harp User ID' and 'Password *' with a masked password '*****'. Below the password field, there is a link for 'Having trouble logging in?' and a statement 'By logging in, you agree to the Terms & Conditions'. There are two buttons: a blue 'Login' button and a white 'PIV Card' button. At the bottom, there is a link for 'Don't have an account? Sign Up' and a 'Privacy Policy' link.

2. Choose '**Available Forms**' and then **MFT Request Form**

CMS.gov | MFT
Managed File Transfer

Forms > Available Forms

MFT Request Form
Let our team know what you need here! All requests are prioritized by the Product Owner against all other work in queue so target dates must be justified.

- Files
 - / (Home)
 - Shared Files
- Mail
- Forms
 - Available Forms
 - Drafts
 - Submitted

3. Fill out all fields on the form and then click **Submit**

Forms > MFT Request Form

Submit Save Cancel

Let our team know what you need here! All requests are prioritized by the Product Owner against all other work in queue so target dates must be justified.

Target Date

Feature or Customization Name *

Customization Name if Other

Feature / Customization Description *
1000 Characters Remaining

Goals / Acceptance Criteria *
1000 Characters Remaining

Product Owner *

Point of Contact *

Anything else we should know?
1000 Characters Remaining

4. A JIRA Ticket is assigned, and work prioritized.