

STEP-BY-STEP CREATING A MONTANA E-PASS ACCOUNT

1. Open a web browser and go to: <https://app.mt.gov/epass/epass>

You will be presented with a page like that shown below. Select the Create an Account button.



The screenshot shows the ePass Montana website. At the top left is the mt.gov logo with the tagline "Montana's Official State Website". To the right is a banner with the text "EPASS MONTANA" and a navigation menu with links: "Access Your Government", "Tourism", "Working & Living", "Online Services", "Business", "Government", "Education", and "Home". Below the menu are three buttons: "Instructions", "How Do I", and "Feedback". The main heading is "Welcome to ePass Montana". To the left is an image of a briefcase. To the right is a paragraph: "ePass Montana is a convenient and secure way to use your state government services. State agencies may request your username, but will never request your password. Never share your password with anyone." Below this are two panels. The "Existing Customer" panel has fields for "Username:" and "Password:", a "Forgot your password?" link, a "Montana State Employees" link, and a "Login" button. The "New Customer" panel has the text "Create an ePass Montana account by selecting the button below:" and a "Create an Account" button. A large red arrow points from the "Create an Account" button towards the bottom right. At the bottom center is the DGAA logo (Digital Government Achievement Award) with "2009 WINNER" below it. The footer contains links for "Privacy & Security", "Accessibility", "Contact Us", and "Search", along with the mt.gov logo and tagline.

2. Once you have done this, you will be taken to the registration page where you will enter your name, phone, e-mail address and create your username and password. See the image below. **Please note that you must enter a valid e-mail to activate your account and your password hint cannot be the same as your password.**

mt.gov
Montana's Official State Website

EPASS MONTANA

Access Your Government | Tourism | Working & Living | Online Services | Business | Government | Education | Home

[Instructions](#) | [How Do I](#) | [Feedback](#)

Create an ePass Account

Personal Information

* Required field

*First Name:

*Last Name:

Your First & Last Name

Contact Information

Daytime Phone: (555-555-5555)

Primary Email:

Alternate Email:

Please enter your phone & a valid e-mail address. You will be sent an e-mail to activate your account.

Login Information

*Username:

*Password:

*Verify Password:

*Password Hint:

Your Password Hint cannot be the same as your password.

About your username and password:

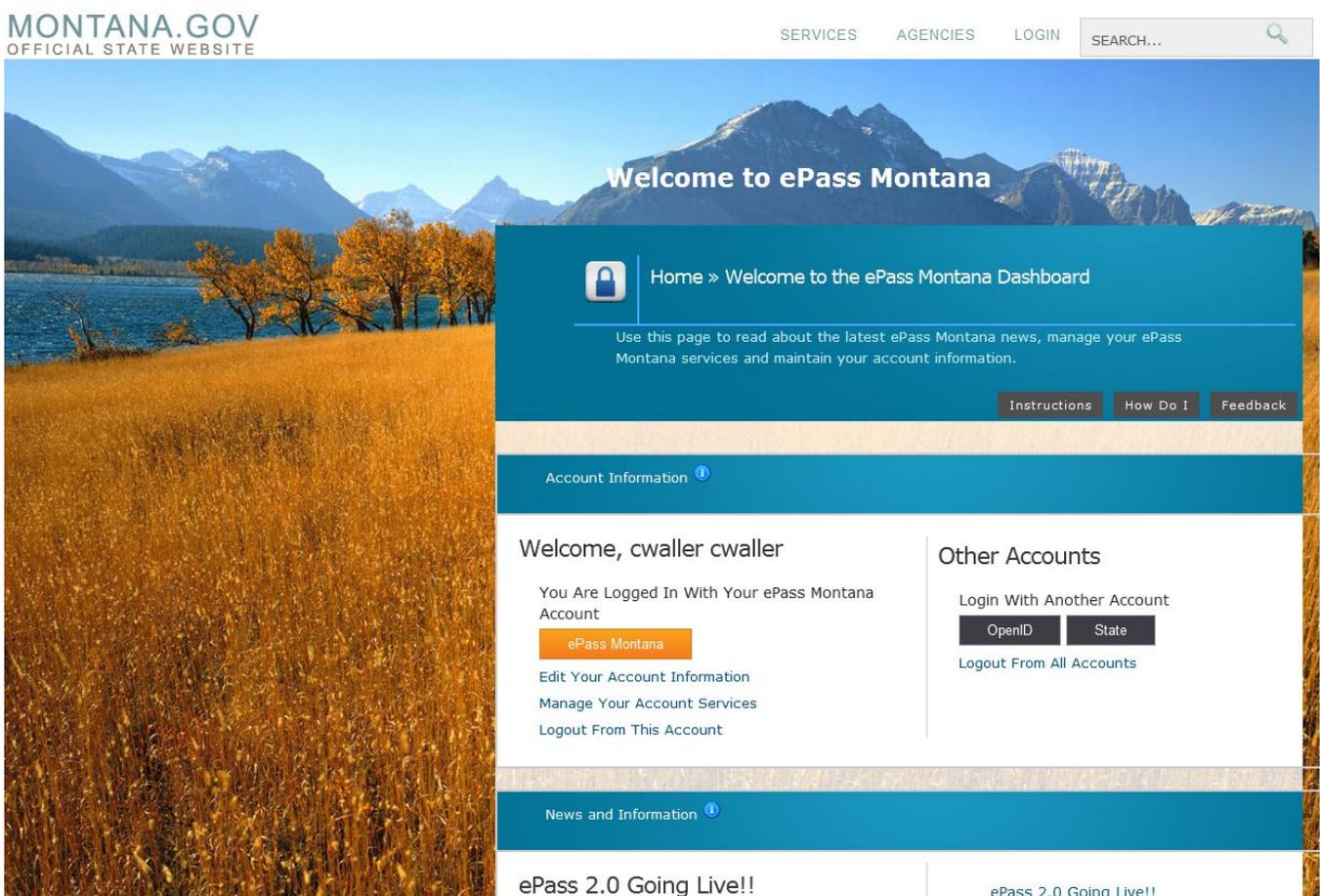
- username must be at least 6 characters long
- password must be at least 8 characters long
- password must use both letters and numbers
- password must be different than your username
- password is case sensitive

Privacy & Security | Accessibility | Contact Us | Search

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Once you have completed the form, select the Continue button at the bottom of the page.

3. When the systems accepts your username and password, you will be taken to Your E-Pass Welcome screen and homepage where you may select the Montana CANS System (MCS) services you want to use and access. As an MCS User, you will see links for "DPHHS CANS (ePass) and "DPHHS CANS Reports (ePass)." If you are also an MCS Provider Administrator, you will see a link for "DPHHS CANS Admin (ePass)." If these links/services are not listed under "Your Services" on the ePass homepage, you may choose these service from the "Add a Service?" section of the ePass homepage and add them to your "Your Services."



Example of ePass Welcome Screen and home page above.



2000 or <http://servicedesk.mt.gov>, or send an email to ePass@egovmt.com.

Your Services ⓘ

Edit

Montana Connections (ePass) ★

DPHHS CANS (ePass) ★

DPHHS CANS Admin (ePass) ★

DPHHS CANS Reports (ePass) ★

File Transfer Service (ePass) ★

Most Popular ⓘ

State Job Application

Business Tax Express (Bustax)

File Transfer Service

Add a Service? ⓘ

Edit

BFI eLicense Intranet

BOI STIP Transactions

Business Entity Search

This is example of Montana CANS links available under "Your Services" at ePass Welcome Screen and homepage.