

# Instructions:


1. Files must be in .zip format when multiple documents (forms) are submitted.
2. Forms 100, 107, 701, 400 and 401 must be **single page**, worksheet/instructions page must be removed.
3. Forms with attachments must be sent via regular mail, **except for 104A, 104B and 104C**.
4. Do not send copy of already uploaded documents in any other format (ex. mail or fax), unless specifically requested.
5. **No confirmation will be sent, you will be contacted only when an issue with the submission arise.**

## Testing must be completed before actual files can be accepted


1. Please follow **Upload** instructions below for testing prior to production submission.
2. You must upload actual form(s) with actual or made-up data filled-in required fields.
3. **The file must be named/identified as Test. EX. TESTZIP1, TESTZIP2, TESTDDMMYYYY**
4. Once testing is completed successfully, you will be notified via e-mail with subject line **"Approved"**.

## Upload:

Go to - <https://dxgweb.state.mi.us>

1. Click on 
2. **Recipient:** Must enter the mailbox id to which file is being uploaded. **EX: WCMICLMS, WCMIBOM, WCMIAGENCY OR WCMIWCDAC**
3. **Class ID:** Enter file type or any identifiable information. (Ex: 05052016ZIP).
4. **Transfer Mode: Must choose Binary.**
5. **File:** A file can contain as many forms as necessary. (100, 107, 701, 400, 401, 104A, 104B and/or 104C).
  - Individual forms within the .zip file must be .pdf(s) and each .pdf must be named starting with corresponding form number followed by period. Example: 400.mmddyyyy1, 401.mmddyyyy2.
  - No subfolder(s) within the .zip file.
6. Click Upload.

Seconds Remaining: [899]

**DTMB File Transfer Service**  **MICHIGAN.GOV**  
Michigan's Official Website

State of Michigan FTS Web Client. [Home](#) [Help](#) [Switch Mailbox](#) [Change Password](#) [Logout](#)

Mailbox: WCMICLMS

**Available** **Downloaded** **Canceled** **Uploaded** **1** [Upload Message](#)

**Upload Message**

2 Recipient:

3 Class ID:

4 Transfer Mode: ☒ Binary ☐ Text

5 File:  Thomas Reme...XX-XX-3110.pdf

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Powered by MessageWay (Non-Java mode)  
Transfer Limits: Download: 250Mb (Max) Upload: 2Gb-4Gb

**ipswitch**  
Secure. Control. Perform.

**MI.gov** 