



MFT CLIENT REGISTRATION AND LOGIN

Effective Date: June 15, 2024

Joe Bouchard
jbouchard@wearemoore.com

TABLE OF CONTENTS

Revision History	2
Purpose	2
Prerequisite.....	2
1 New User Registration	3
2 Logging In	7
3 Forgot Password	8
4 Troubleshooting.....	10
Appendix A.....	11
A. Password Requirements	11
B. Using a 3 rd Party SFTP Client	11

REVISION HISTORY

Effective Date	Version	Description of Change	Section(s) Affected	Edited By
July 1 2024	1.0	Initial Release		Joe Bouchard
August 14, 2024	1.1	Added language to clarify permissions are not set at first log in.	Step 9	Michelle Estes

PURPOSE

Follow these instructions to make a new user account in the Moore MFT System. These instructions are intended for our external clients and not our employees.

PREREQUISITE

Before you can register, you will need to install a multi-factor / 2 Factor Authorization application that can scan a QR Code, such as Microsoft Authenticator, Duo, Okta, Google Authenticator, Authy or any other similar app. You can find the instructions for each of these apps on their own websites, and they are not provided here.

1 NEW USER REGISTRATION

1. Using your internet browser application navigate to <https://mooremft.wearemoore.com>
2. Click the “Register” link



Moore File Manager

Enter email and password then click Login.

Email:*	
Password:	
Moore SSO Login Reset password Register	LOGIN

[Disclaimer](#)

3. Complete all the required fields, and press “Register” when complete
 - a. See Appendix A for Password Requirements



Register a new account

Name:*	Joe Elliot
Email:*	jelliot@
Password:*	
Confirm:*	



Enter the letters above:*

deacle	
-------------------------------------	---

☒ I agree to [terms and conditions](#).

4. If everything went smoothly you should see notification that an email was sent with instructions to complete registration.



Moore File Manager

Enter email and password then click Login.

✓ An email message has been sent with instructions on how to complete registration.

Email: *

Password:

[Moore SSO Login](#) [Reset password](#) [Register](#)

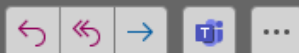
Disclaimer

5. The email will come from MooreMFT@wearemoore.com and look like below. Click on the link to confirm your email address and complete registration. If you do not receive the email, please check your SPAM or Junk email folders.

Registration verification



MooreMFT@wearemoore.com
To: Joe Elliot



1:07 PM

To confirm registration please click on the link below.

<https://mooremft.wearemoore.com/ve?c=4d6f6f7265-GlUn9H5fhNhUwg2xJweohEuITEddpM5iTMvWSG2V>

6. Once your email has been confirmed you can continue the login process.



Moore File Manager

Enter email and password then click Login.

✔ Account successfully registered.

Email: *

Password:

[Moore SSO Login](#)

[Reset password](#)

[Register](#)

[LOGIN](#)

[Disclaimer](#)

- Using your authentication application on your phone scan the QR Code that is displayed in your browser window and enter the 6-Digit code displayed on your phone in the verify dialog window.



Multi-factor authentication



Shared Secret:*

Verify:*

OK

Disclaimer

- You will be directed to the MFT Home page once you have successfully logged in.



Logged in as: **Jelliotg** under domain **Moore**
 Last login: 6/12/2024, 1:14:28 PM
[Download AnyClient](#)

My Storage

Shared with Me

My Account

Logout

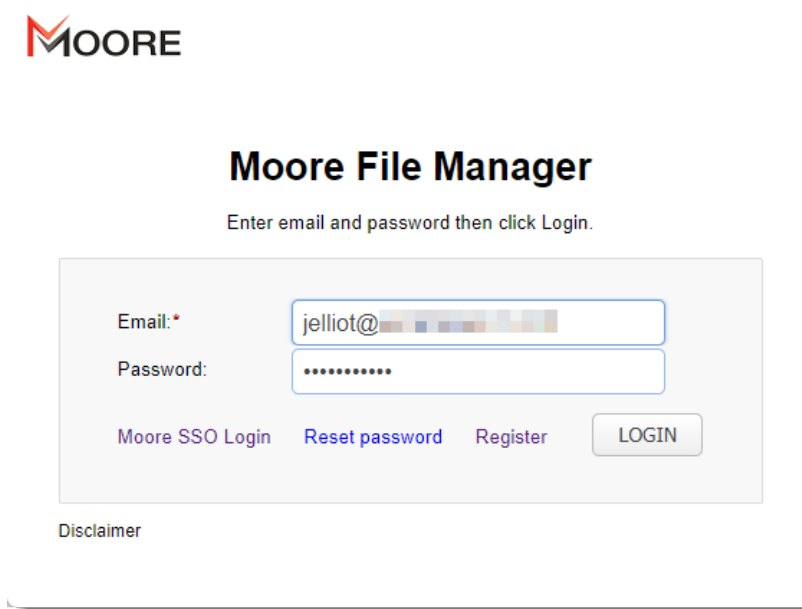
Upload New Directory Rename Delete Zip Download Change Directory Refresh

☐	Name	Path	Size	Date

- You cannot see any files or upload to folders on your initial log in. Your Account Manager will help you with testing file upload/download when access configuration is complete.

2 LOGGING IN

1. Using your internet browser application navigate to <https://mooremft.wearemoore.com>
2. Enter your email address and password you used when registering for your account.



MOORE

Moore File Manager

Enter email and password then click Login.

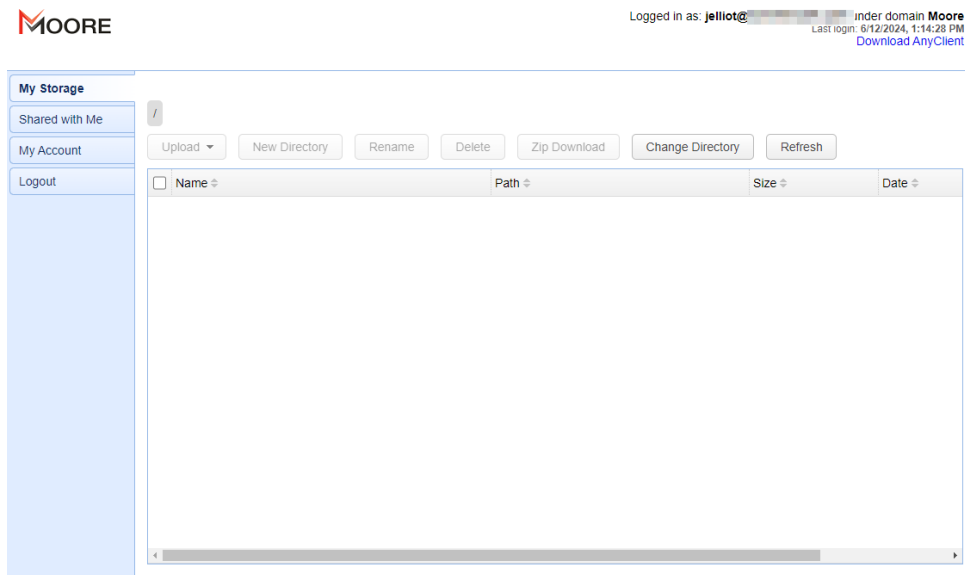
Email: *

Password:

[Moore SSO Login](#) [Reset password](#) [Register](#)

[Disclaimer](#)

3. You will be directed to the MFT Home page once you have successfully logged in.



MOORE

Logged in as: **jelliot@** under domain **Moore**
Last login: 6/12/2024, 1:14:28 PM [Download AnyClient](#)

My Storage

[Shared with Me](#)

[My Account](#)

[Logout](#)

☐	Name	Path	Size	Date

3 FORGOT PASSWORD

If you have forgotten your password, you can use these steps to reset it.

1. Using your internet browser application navigate to <https://mooremft.wearemoore.com>
2. Click on "Reset Password"



Moore File Manager

Enter email and password then click Login.

 **A problem occurred with your request:**
Invalid username or password.

Email:

Password:

[Moore SSO Login](#) [Reset password](#) [Register](#)

[Disclaimer](#)

3. Enter your password and press "Reset Password"



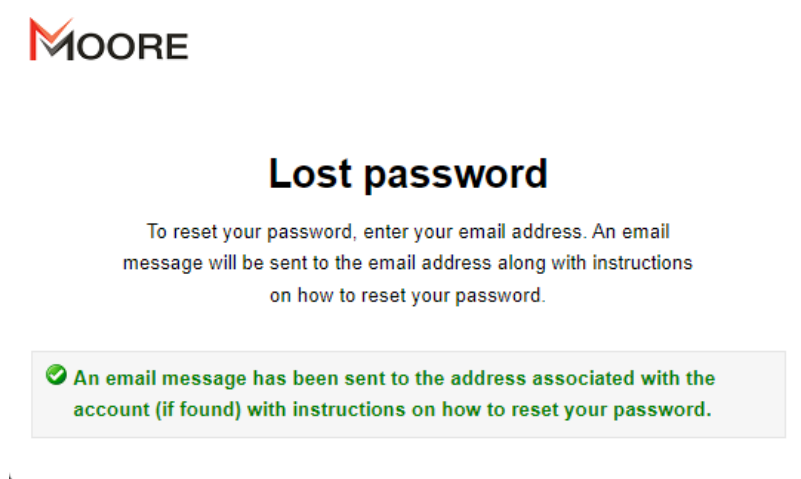
Lost password

To reset your password, enter your email address. An email message will be sent to the email address along with instructions on how to reset your password.

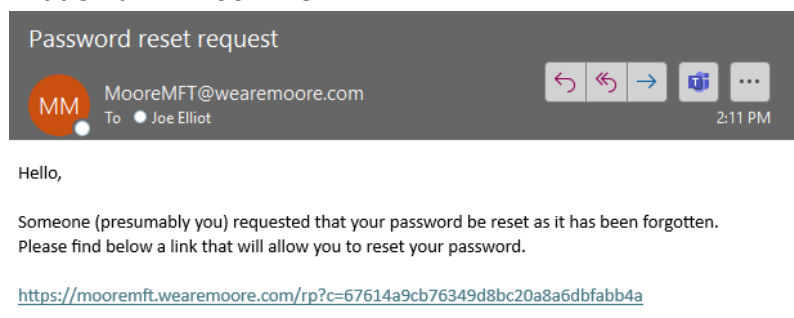
Email:

[Cancel](#)

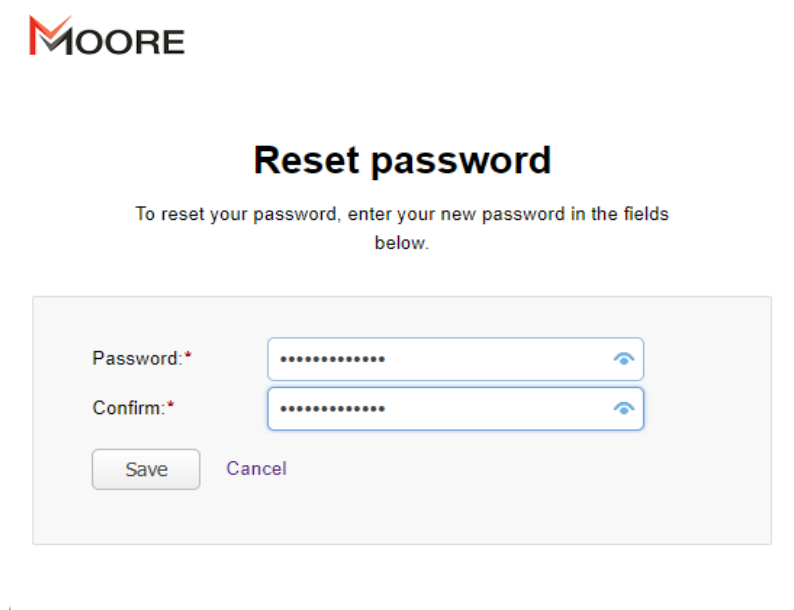
- The following screen displays indicating that a link to reset your password has been sent to your email address if it exists.



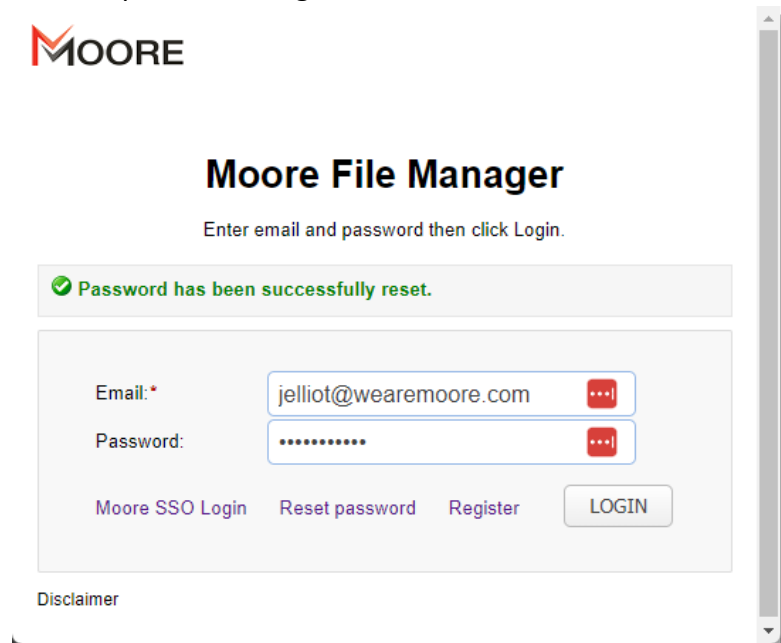
- That email will look like.



- Enter your new password and confirm.



7. You can proceed to login.



MOORE

Moore File Manager

Enter email and password then click Login.

✔ Password has been successfully reset.

Email: *

Password:

[Moore SSO Login](#) [Reset password](#) [Register](#)

[Disclaimer](#)

4 TROUBLESHOOTING

Please contact your Moore Account Manager for any questions or issues.

APPENDIX A

A. PASSWORD REQUIREMENTS

- Minimum Length = 12 Characters
 - Uppercase
 - Lowercase
 - Numeric
 - Non alpha-numeric (e.g. !, #, \$, %)
- Expires in 90 Days
 - Notification sent 14 days prior
- Can only be changed once every 24hours
- Cannot match the last 10 passwords

B. USING A 3RD PARTY SFTP CLIENT

- Client must support MFA / Interactive Login, (FileZilla has been tested)
- Protocol = SFTP – SSH File Transfer Protocol
- Host = mooremft.wearemoore.com
- Port = 22
- Login Type = Interactive

