SUBMITTING DIGITAL DATA
to the Montana Cultural Resource Database Portal

Step 1 – To submit digital data (reports, site record forms, GIS files) through our portal, you will need to create a State of Montana File Transfer Service account. Once you have a file transfer account, proceed to step 2.

Step 2 – Follow this link to the Montana Cultural Resource Database (https://svc.mt.gov/adsams/) and click on SUBMIT DATA TO SHPO on the task bar.

MONTANA CULTURAL RESOURCE DATABASE
State Historic Preservation Office
Montana Historical Society
Welcome
Login   login.mt.gov
CRIS ▾   Submit Data to SHPO   Instructions   Feedback

Step 3 – LOG IN to your State of Montana File Transfer Service account https://transfer.mt.gov/Home/Login

login mt gov
Login
Have questions?

Step 4 – On the DOCUMENT SUBMISSION page, select the appropriate Agency, Consulting Firm, and a Project Name/Number.

‼ *Agency and Project Name/Number are required fields. Project name/number must match the paper copy of the report submitted to SHPO.*

DOCUMENT SUBMISSION

Instructions for Data Submission

This page is intended for agency, or cultural resource personnel, to submit their required digital data to the State Historic Preservation Office for review. Paper documentation should be submitted with a cover letter stating when digital was uploaded. If you have any questions, please contact dmurdo@mt.gov

Agency ⓘ   Consulting Firm ⓘ   Project Name/Number ⓘ

Please have CRIS forms submitted separately from the Report Document

SEND FILES:

Report Documents   Site Forms   GIS Files

Drop files here to upload   Drop files here to upload   Drop files here to upload

Step 5 – DRAG AND DROP files: Reports, site record forms, GIS files need to be submitted separately and in the appropriate box.

Step 6 – Once all your files have been dropped into the appropriate boxes click on the green SUBMIT button.

Submit

* After submitting your documents please do not close your browser window until you see the blue processing complete box in each of the three columns.

Step 7 – After submitting your documents and you see the "File successfully transferred" and "Processing complete" messages you can close your browser.

File successfully transferred:

Processing complete