# Montana DOJ Kit Track Portal Guide

## Law Enforcement Agencies

## 1. Register with ePass & Signing In

You must have a registered account with Montana ePass to access the Montana Kit Track Portal. If you already have registered with ePass and are signing in, proceed to Step 2 below.

a. Navigate to the Kit Track Portal URL: https://svc.mt.gov/doj/kittrack
b. The browser will redirect to the ePass Montana login page.
c. Select the hyperlink "here" to create a new ePass account.
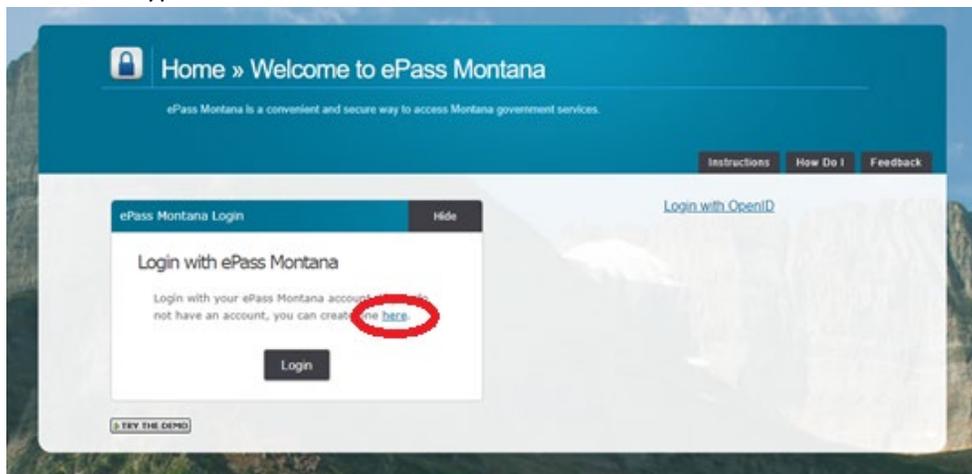


d. Fill in the required fields and note the specified username and password you created. This will be used for future Kit Tracking access. Select "Save Changes" at the bottom of the registration page.
e. ePass will create a new account and bring up the "Register With Account" page.

f.  Complete the information on the account (Law Enforcement Agency) you are registering with. For a list of all LE agencies available, click on the search icon. 🔍

g.  Select "Register" when complete.

h.  You will be directed to the Law Enforcement Kit Tracking home page.

## 2. Signing In

a.  Navigate to the Kit Track Portal URL: https://svc.mt.gov/doj/kittrack

b.  The browser will redirect you to the ePass Montana login page.

c.  Select the "Login" button and enter ePass login credentials.
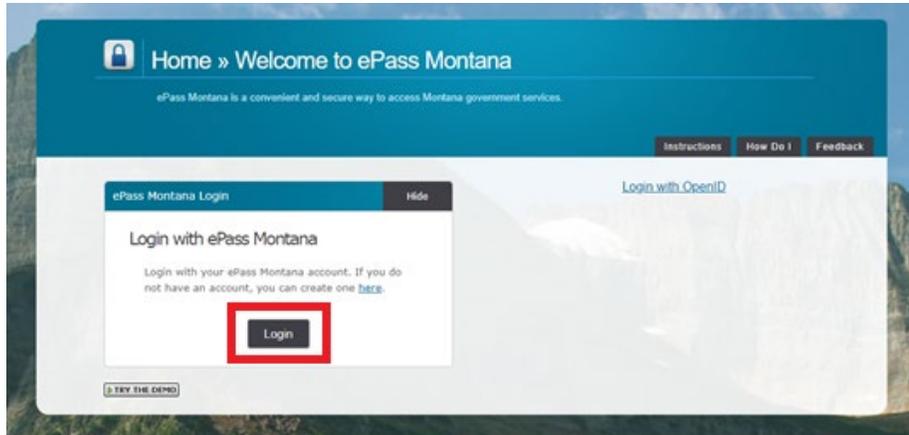


d.  Upon successful login, the browser will redirect to the Law Enforcement Kit Tracking home page in which the ePass account is registered.

## 3. Signing out

a.  In the top right corner of the portal, select your name.

b.  A drop down menu will appear; select "Sign Out."
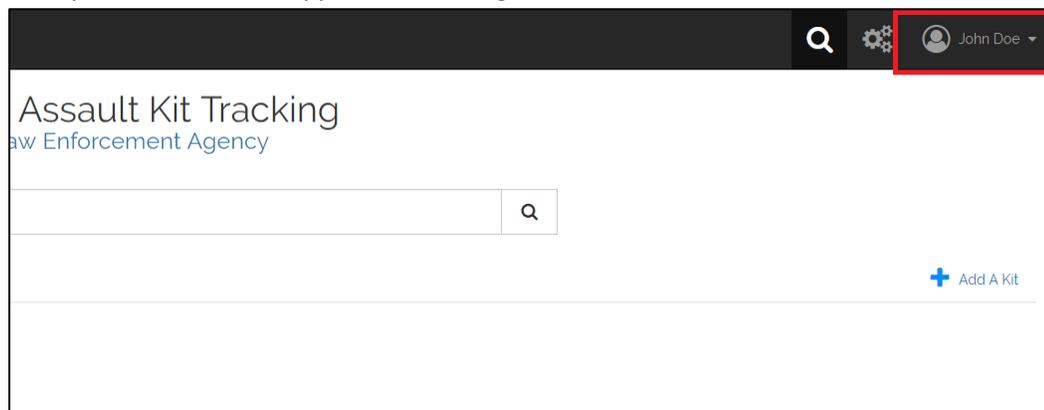


## 4. Receive a Collected & Sealed Kit from a Medical Facility

a.  Click on the "Transfers In" tile from the home page then proceed to step B. If you are scanning a kit ID or manually entering the kit ID from the home page, proceed to step C.

b.  Check the box next to the kit you want to transfer into Evidence, then click on "Select."

**Q TRANSFERS IN**

| | SAK ID | Status Reason | Source | Reason for Transfer |
|---|---|---|---|---|
| ☐ | 123459 | Processed | DOJ State Crime Lab | Archive |
| ☐ | 123462 | Collected | Benefis Health System | Enter Evidence |
| ☑ | 456125 | Collected | Benefis Health System | Enter Evidence |
| ☐ | 987665 | Collected | Benefis Health System | Enter Evidence |

Search

c.  The kit will be displayed.  Select "Receive Evidence."



456125    Collected    ×

Broadus Police Department
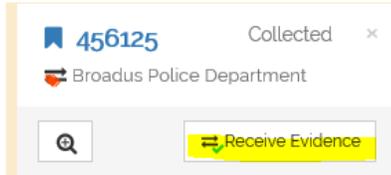
🔍    ⇄ Receive Evidence

d.  Enter the Evidence details and then select "Receive."



⇄ Receive Evidence

**Current Location Details**

Selected Kits (1)

456125

**Transfer to Evidence Received By** *

Test Sakiscript    × 🔍

**Transfer to Evidence Received On** *

5/21/2019 2:41 PM

**Notes**

Cancel    Receive

e.  The kit will be removed from "Transfers In" and added to the "Collected" tile on the home page.



**📍 Broadus Police Department**
Law Enforcement Agency

Scan or Enter Kit Ids...

| TRANSFERS IN | TRANSFERS OUT | COLLECTED |
|---|---|---|
| 3 | 4 | 2 |

## 5. Transfer Collected Kit into Evidence

a.  Click on the "Collected" tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.

b.  Check the box next to the kit you want to transfer into Evidence, then click on "Select."

c.  The kit will be displayed. From the drop down menu, select "Enter into Evidence."
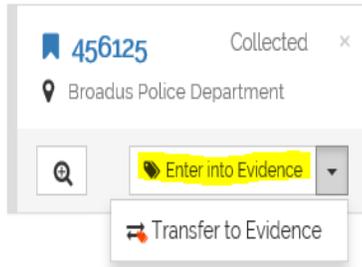


d.  Enter the Evidence details, then select "Enter into Evidence."



e.  The kit will be removed from "Collected" and added to the "In Evidence" tile on the home page.
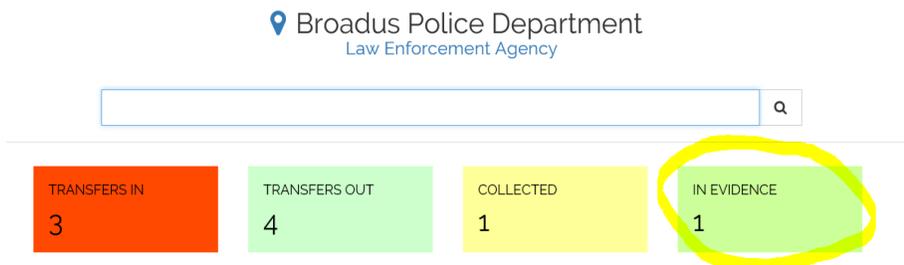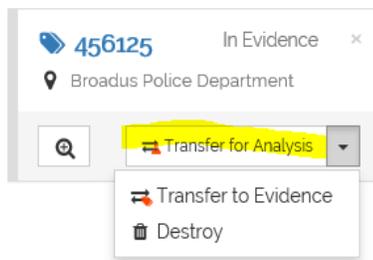
## 6. Transfer Kit to Lab for Analysis

a. Click on the "In Evidence" tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.

b. Check the box next to the kit you want to transfer to the lab for analysis, then click on "Select."

**Q IN EVIDENCE**

| | | SAK ID | Current Location Details | Primary Jurisdiction | Status Reason |
|---|---|---|---|---|---|
| ☑ | | 456125 | aisle b, row 7 | Broadus Police Department | In Evidence |

c. The kit will be displayed. From the drop down menu, select "Transfer for Analysis."



d. Enter the transfer details, then select "Transfer for Analysis."



e. The kit will be removed from "In Evidence" and added to the "Transfers Out" tile on the home page.

## 7. Receive Processed Kit from Lab

a. Click on the "Transfers In" tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.

b. Check the box next to the kit you want to receive from the lab, then click on "Select."



c. The kit will be displayed.  Select "Receive for Archival."



d. Enter the Archival details, then select "Receive."



e. The kit will be removed from "Transfers In" and added to the "Processed" tile on the home page.

## 8. Archive the Processed Kit

a. Click on the "Processed" tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, then proceed to step C.

b. Click on the box next to the kit you want to Archive, then click on "Select."



c. The kit will be displayed. Select "Archive."



d. Confirm the Archive Details, then select "Archive."



e. The kit will be removed from "Processed" and added to the "Archived" tile on the home page.

## 9. Updating Profile Information

    a. In the top right corner of the portal, select your name.

    b. A drop down menu will appear; select "Profile."

    c. Update profile information, then select "Save & Close."



## 10. Register an Additional Law Enforcement Account

    a. In the top right corner of the portal, select your name.

    b. A drop down will appear; select "Register With Account."

    c. Complete the information on the account (LE) you are registering with. For a list of all Law Enforcement Agencies available, click on the search icon.

    d. Select "Register" when complete.

## 11. Switching Between Law Enforcement Accounts

    a. In the top right corner of the portal, select your name.

    b. At the top of the drop down menu, the current active account you are in is displayed.

    c. Under "Switch Account," all facilities you are registered with will be listed. Select the appropriate account and you will automatically be redirected to it.