

Accellion: Self-Register for an Account



1.	Go to: https://ftpsrv0.epa.ohio.gov on your web browser.	
2.	You may see a screen similar to this about certificate warning. Click <i>"Continue to the website"</i> . A replacement certificate is in the works.	
3.	Once you clicked <i>"Continue to the website"</i> , you will be taken to this screen. For first time use, click <i>"I do not have an account yet"</i> link (see circled item in the image).	
5.	This screen will appear. Enter your e-mail address that you will be sending your files from.	

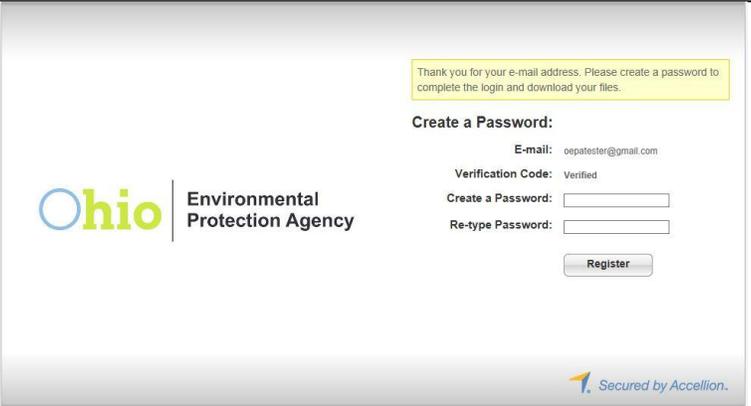
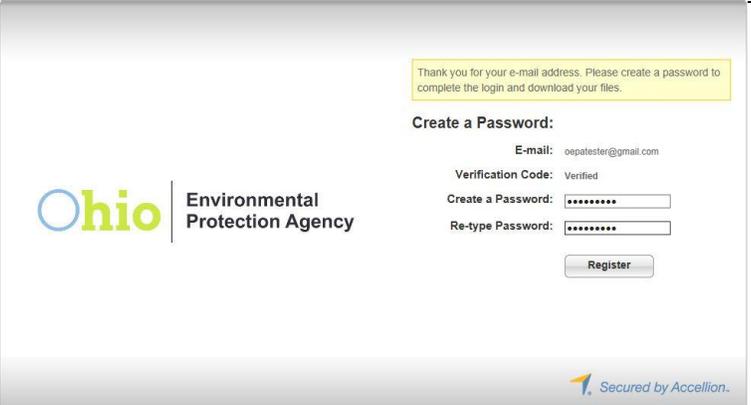
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<p>6.</p>	<p>Once you have entered your e-mail address, click the Register button.</p>	<p>The screenshot shows the Ohio EPA registration page. At the top right, there is a yellow box with text: "To send and receive files using Ohio Environmental Protection Agency (EPA) - ITS Secure File Sharing enter your e-mail address below." Below this, the heading "Create your account:" is followed by an "E-mail:" field containing "oepalester@gmail.com". The "Register" button is circled in red. Below the button is the text "I have an account already." The Ohio EPA logo is on the left, and "Secured by Accellion." is at the bottom right.</p>
<p>7.</p>	<p>An e-mail will be sent to the address you provided in step 5. Go to your e-mail account and look for an e-mail from ftpadmin@epa.state.oh.us.</p>	<p>The screenshot shows an email confirmation message. The heading is "Create your account". The text says: "Thank you for registering. You will receive an e-mail shortly with appropriate instructions. Note: Occasionally the e-mail from ftpadmin@epa.state.oh.us is interpreted as an unsolicited e-mail. If you have not received the e-mail after a short period of time, please check your spam folder." There is an "OK" button at the bottom.</p>
<p>8.</p>	<p>In this example, you will see a new message from ftpadmin. Your In-box may vary depending on what you use for e-mail. Open the new message from ftpadmin.</p>	<p>The screenshot shows a Gmail inbox. The "Inbox (3)" section is expanded, showing a new message from "ftpadmin" with the subject "Ohio Environmental Protection Agency (EPA) - ITS Secure File Sha" and a time of "7:58 am". Other messages from "no-reply" and "Gmail Team" are also visible.</p>
<p>9.</p>	<p>This is what the message will look like. Click on the link to verify your e-mail address. A new browser window/tab will appear.</p>	<p>The screenshot shows an email verification message from "ftpadmin@epa.state.oh.us" received at "7:58 AM (1 minute ago)". The subject is "Ohio Environmental Protection Agency (EPA) - ITS Secure File Sharing Account Verification". The main content says: "Please verify your e-mail address. Please click on the following link to verify your e-mail. https://fptrsv0.epa.ohio.gov/awva/068885yin2HSRUm1001387889899. This verification link expires in 7 day(s). Beyond this timeframe, please click here to request a new verification link. Thank you for using Ohio Environmental Protection Agency (EPA) - ITS Secure File Sharing." There is a "Secured by Accellion" logo at the bottom right.</p>

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10.	This is what the new window/tab looks like.	
11.	Enter your password in the “Create a Password:” field and enter the same password again in the “Re-type Password:” field. Passwords must have a minimum length of 8 characters. The password must contain a number and an uppercase letter. Once you have done that, click the Register button.	
12.	If you have successfully registered, you will be taken to the user interface to send large files. Please refer to the document “How to Send Large Files to EPA Users.”	