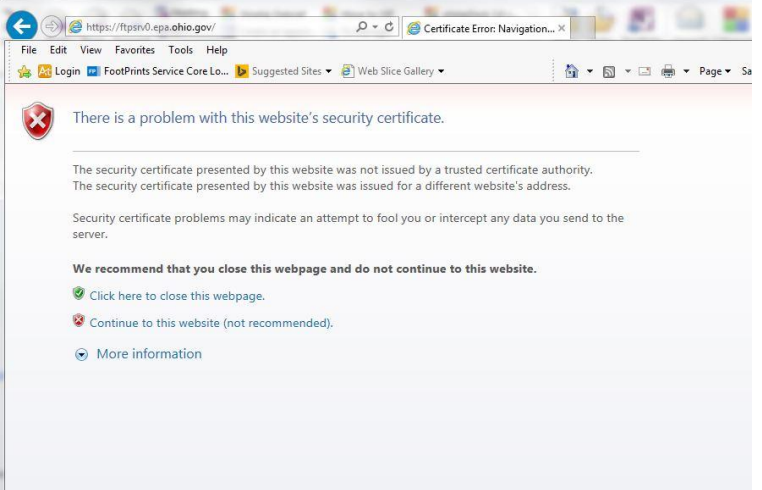
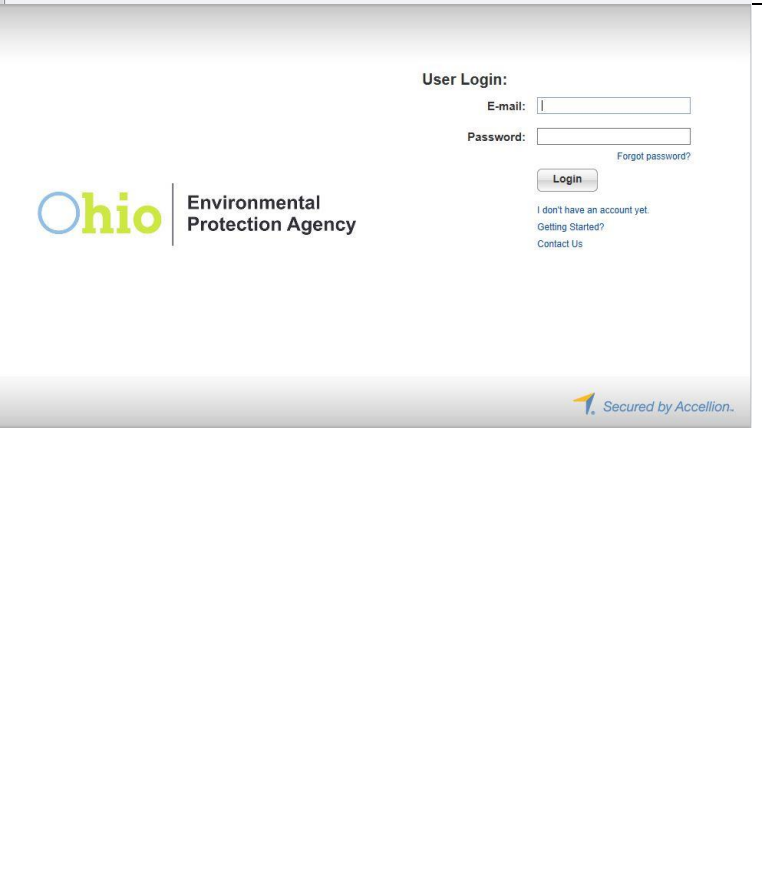
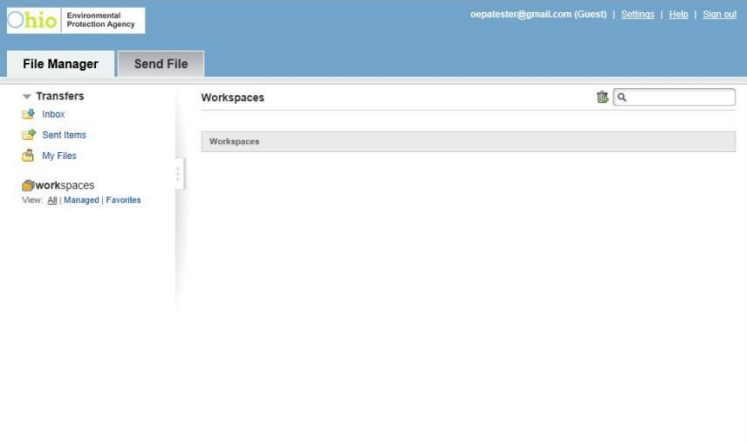
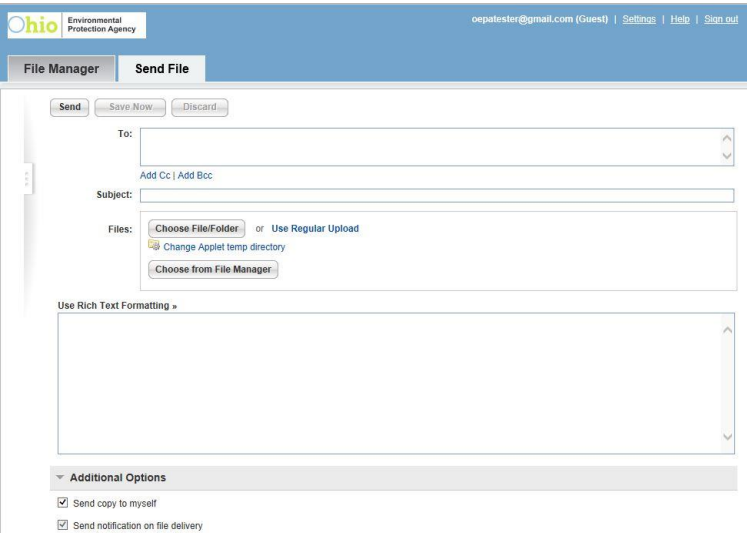
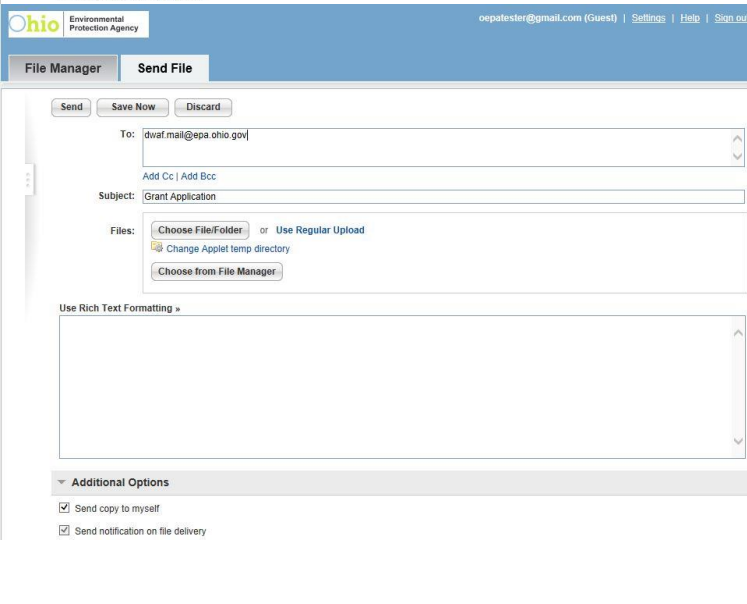


How to Send Large Files to Ohio EPA Users



1.	If you have already logged in to our system, proceed to step 4 of this document. Otherwise, open your browser to: https://ftpsrv0.epa.ohio.gov .	
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.	 A screenshot of a web browser displaying a security warning. The address bar shows "https://ftpsrv0.epa.ohio.gov/". The warning message reads: "There is a problem with this website's security certificate. The security certificate presented by this website was not issued by a trusted certificate authority. The security certificate presented by this website was issued for a different website's address. Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server. We recommend that you close this webpage and do not continue to this website." Below the message are three options: "Click here to close this webpage." (with a green checkmark), "Continue to this website (not recommended)." (with a red X), and "More information" (with a blue circle and arrow).
3.	Once you clicked <i>“Continue to the website”</i> , you will be taken to this screen. If you have already registered, enter your e-mail address and your password to access the system. Once you have done that, click the Login button. If you have not registered, go to step 3 in the document <i>“Self-Register for an Account to Send Large Files to Ohio EPA”</i> (attached at the end of this document) and register for an account.	 A screenshot of the "User Login" page on the Ohio EPA website. The page features the Ohio EPA logo on the left and a login form on the right. The form includes fields for "E-mail:" and "Password:", a "Login" button, and a "Forgot password?" link. Below the form, there are links for "I don't have an account yet.", "Getting Started?", and "Contact Us". At the bottom right, there is a "Secured by Accellion." logo.

<p>4.</p>	<p>Once you have successfully logged in, you will be taken to this view. Click the Send File tab.</p>	
<p>5.</p>	<p>This is what the contents of the Send File tab looks like. The interface looks similar to something like accessing Gmail or Yahoo! Mail using your web browser.</p>	
<p>6.</p>	<p>a. Enter the e-mail address which you will be sending the large file to. For example: firstname.lastname@epa.ohio.gov kitty.hawk@epa.ohio.gov</p> <p>IMPORTANT NOTE: A general mailbox such as epa.DEFAMail@epa.ohio.gov cannot be used. A person's name must be used.</p> <p>b. In the subject line, put anything in that you make it aware that you are sending the files related to what you are about to send.</p>	

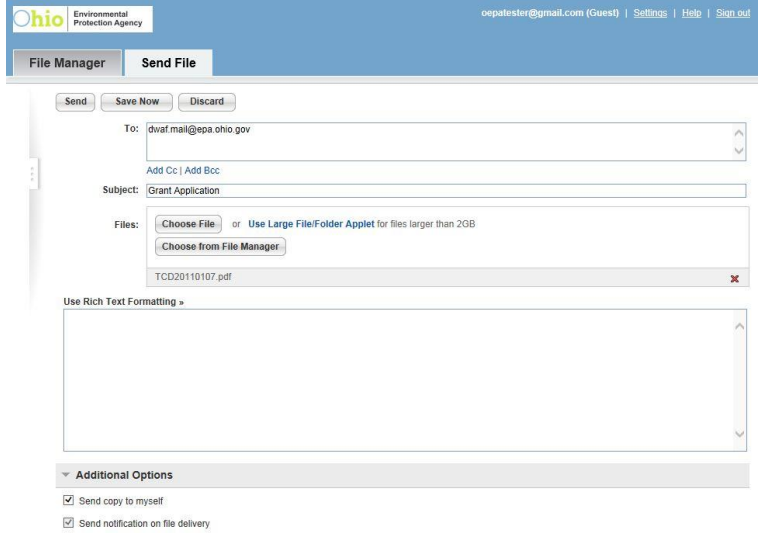
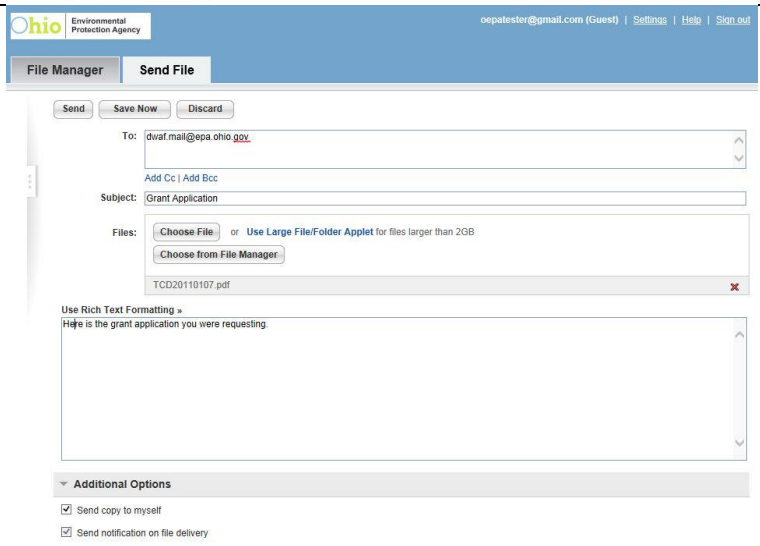
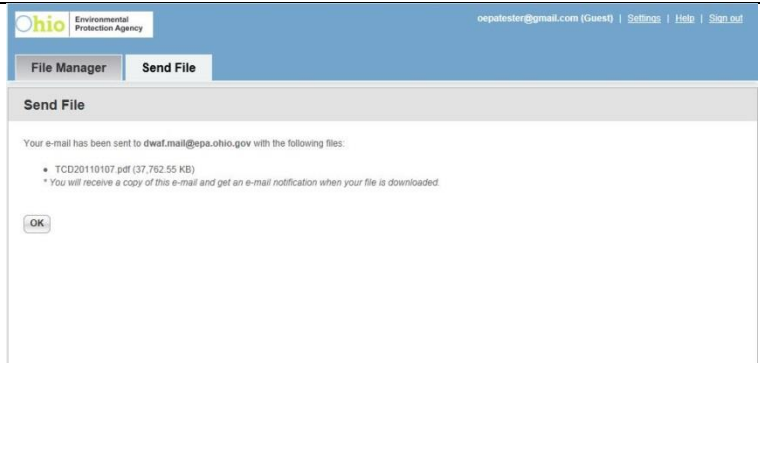
How to Send Large Files to Ohio EPA Users



	<p>c. In the <i>Files</i> section, click <i>Use Regular Upload</i>. (You will use this if the total size of the files is less than 2 GB.)</p>	
<p>7.</p>	<p>After you clicked the <i>Use Regular Upload</i> link, click the Choose File button.</p>	
<p>8.</p>	<p>A list of files on your computer will appear. What you have displayed on your computer will be different than what is pictured here. This is just an illustration. Find the file, click on the name once and click the Open button.</p>	

How to Send Large Files to Ohio EPA Users



<p>9.</p>	<p>At the bottom of the <i>Files</i> window you will see the file name that you selected. Proceed to enter a small message in the large editing window below the <i>Files</i>.</p>	 A screenshot of the Ohio EPA 'Send File' interface. The page has a blue header with the 'Ohio Environmental Protection Agency' logo and navigation links. Below the header, there are tabs for 'File Manager' and 'Send File'. The 'Send File' section includes buttons for 'Send', 'Save Now', and 'Discard'. The 'To:' field contains 'dwaf.mail@epa.ohio.gov'. The 'Subject:' field contains 'Grant Application'. The 'Files:' section shows a file named 'TCD20110107.pdf' with a red 'x' icon next to it. Below the file list is a large text area for the message body, which is currently empty. At the bottom, there are 'Additional Options' with checkboxes for 'Send copy to myself' and 'Send notification on file delivery', both of which are checked.
<p>10.</p>	<p>Leave all check marks checked. These are set by default. Once you have completed the message and attached the file, click the Send button. If you want to come back to it at another time, you can click the Save Now button. This will deposit the message in a <i>Drafts</i> folder on the system. If you want to do away with everything, click the Discard button.</p>	 A screenshot of the Ohio EPA 'Send File' interface, similar to the previous one. The 'Files:' section still shows 'TCD20110107.pdf'. The large text area for the message body now contains the text: 'Here is the grant application you were requesting.' The 'Additional Options' at the bottom remain checked.
<p>11.</p>	<p>Once you have clicked Send, the file will be uploaded to the system and a link to that file on the system will be generated and attached to the message. That message and the link will be sent to the recipient. The time it takes to upload the file will depend on how big the file is. The larger the file, the longer it will take to upload it.</p> <p>Click OK when the message and file has been sent.</p>	 A screenshot of a confirmation dialog box titled 'Send File'. The text inside reads: 'Your e-mail has been sent to dwaf.mail@epa.ohio.gov with the following files:'. Below this, there is a list of files: '• TCD20110107.pdf (37,762.55 KB)'. A note below the list says: '* You will receive a copy of this e-mail and get an e-mail notification when your file is downloaded.' At the bottom of the dialog box is an 'OK' button.



12. You will then be returned to this screen where you can send another file to another Ohio EPA employee, or click the *Sign out* link near the top-right corner of the browser window.

A screenshot of the Ohio EPA File Manager "Send File" interface. The interface is displayed within a browser window. At the top, there is a header bar with the "hio" logo and "Environmental Protection Agency" text on the left, and a user profile "oepatester@gmail.com (Guest)" with links for "Settings", "Help", and "Sign out" on the right. Below the header, there are two tabs: "File Manager" and "Send File", with "Send File" being the active tab. The main content area contains a "Send" button, a "Save Now" button, and a "Discard" button. Below these are input fields for "To:", "Add Cc | Add Bcc", and "Subject:". The "Files:" section includes a "Choose File/Folder" button, a "Use Regular Upload" link, a "Change Applet temp directory" link, and a "Choose from File Manager" button. There is a "Use Rich Text Formatting" dropdown menu and a large text area for the message body. At the bottom, there is an "Additional Options" section with two checked checkboxes: "Send copy to myself" and "Send notification on file delivery".