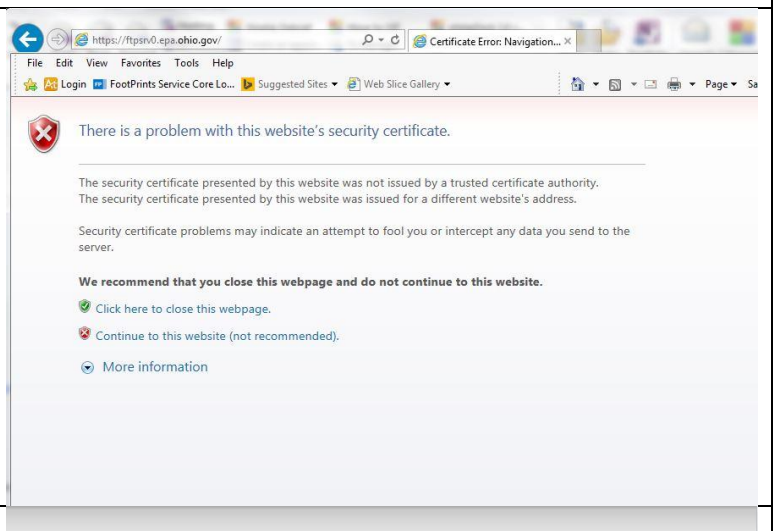
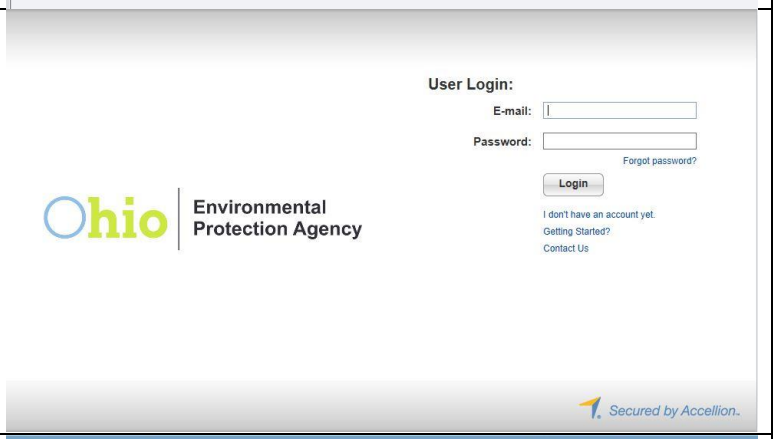
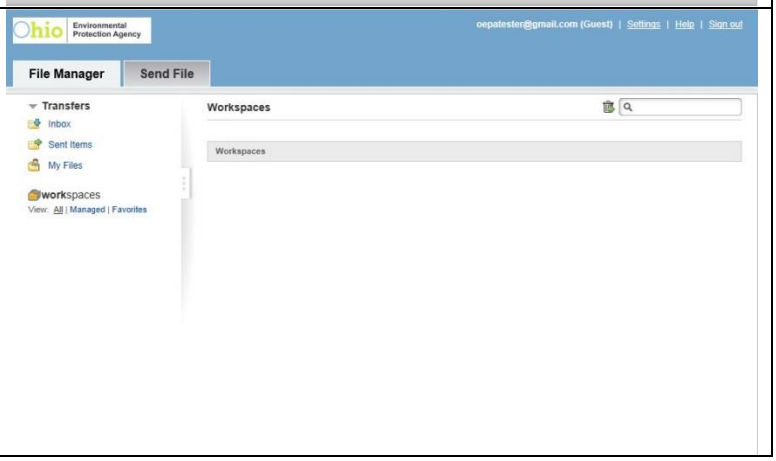
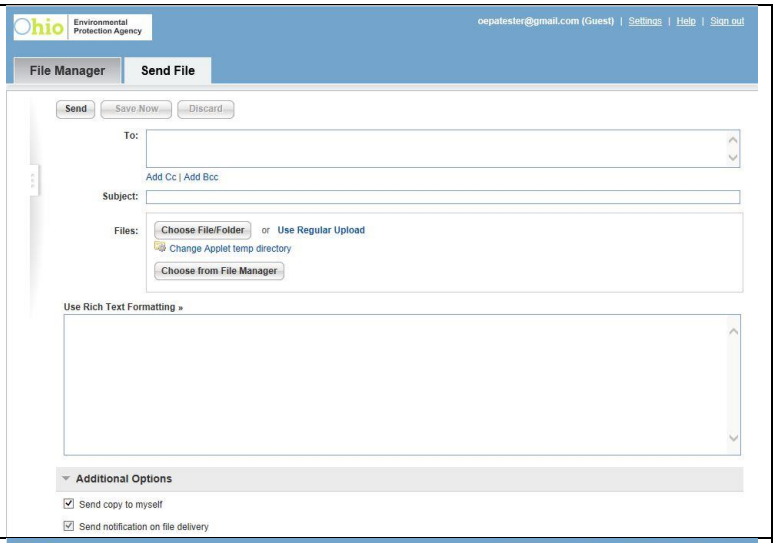
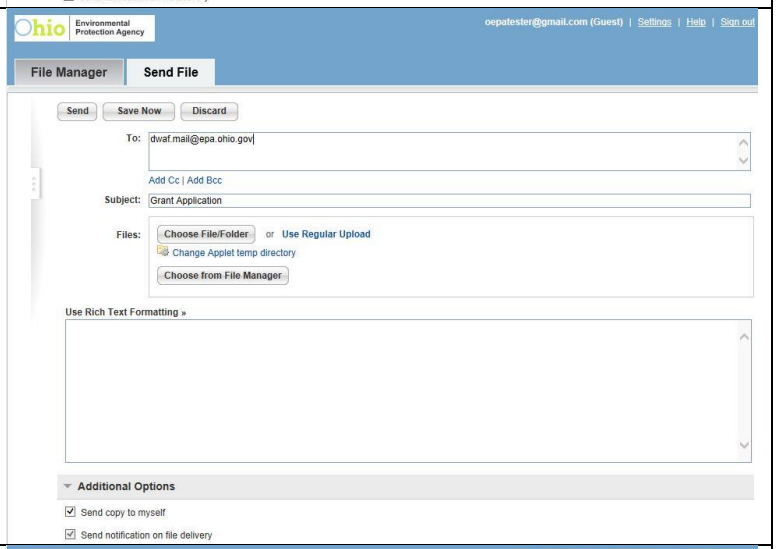
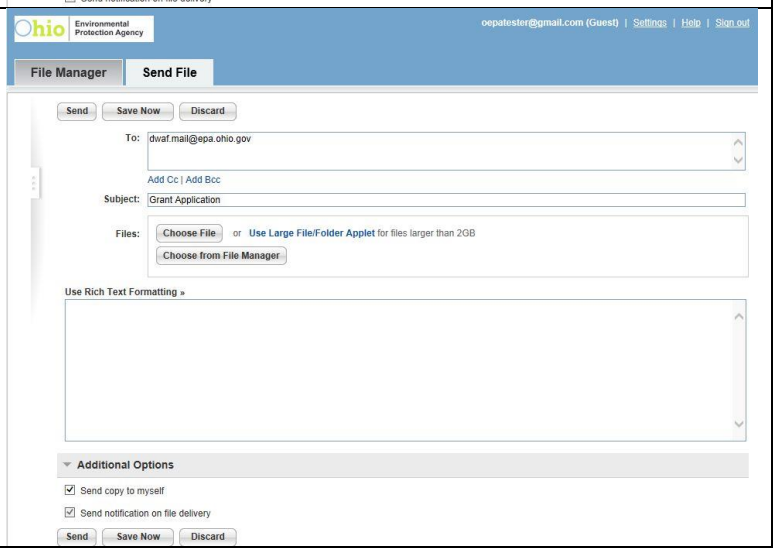
How to Send Large Files to Ohio EPA Users

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 "*Continue to the website*". A replacement certificate is in the works.	
3.	Once you clicked "*Continue to the website*", you will be taken to this screen. Enter your e-mail address and your State of Ohio User ID password to access the system. Once you have done that, click the **Login** button. (NOTE: If you are a first-time user, you do not need to click on the "I don't have an account yet." link. This is for external users who want to send large files to EPA users.)	
4.	Once you have successfully logged in, you will be taken to this view. Click the **Send File** tab.	

5.	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.	
6.	a. Enter the e-mail address which you will be sending the large file to. b. In the subject line, put anything in that you make it aware that you are sending the files. c. In the *Files* section, click *Use Regular Upload*. (You will use this if the total size of the files is less than 2 GB.)	
7.	After you clicked the *Use Regular Upload* link, click the **Choose File** button.	

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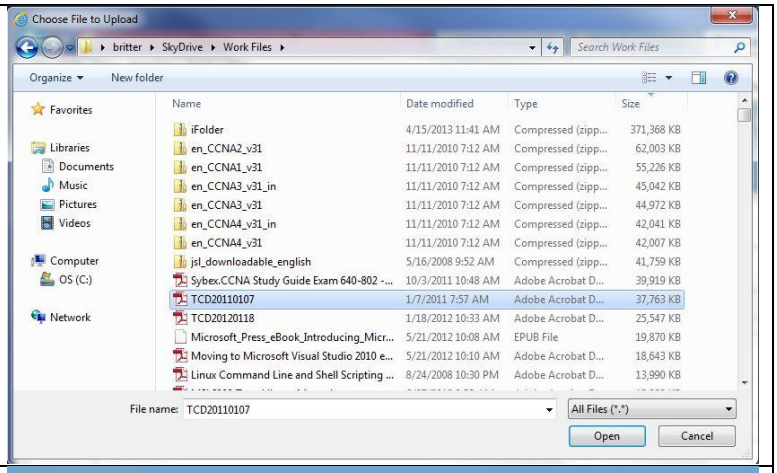
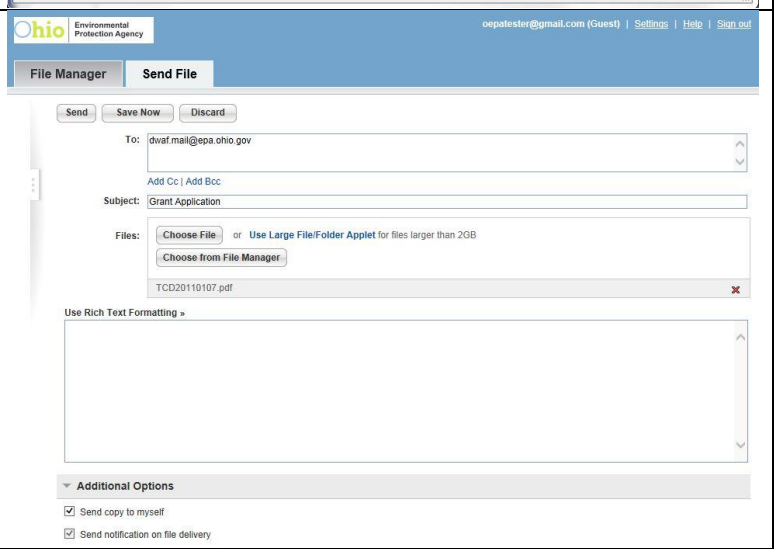
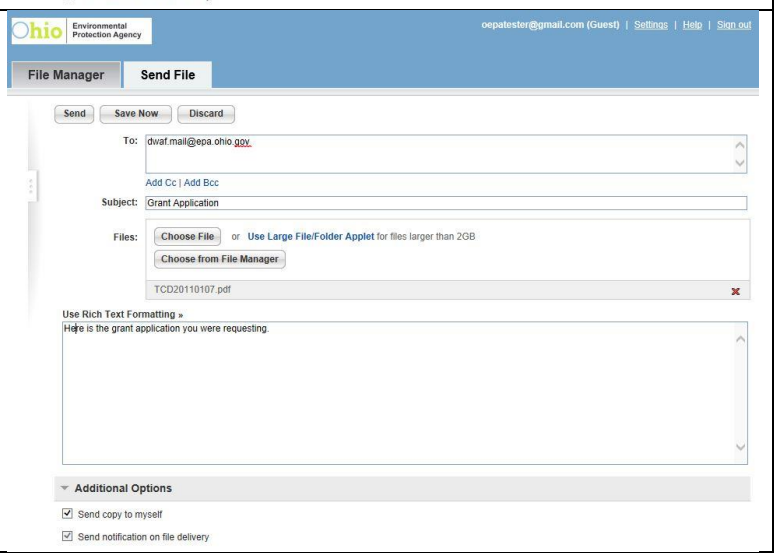
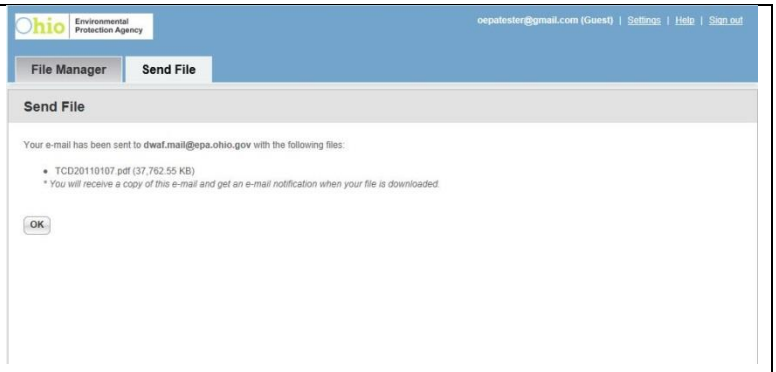
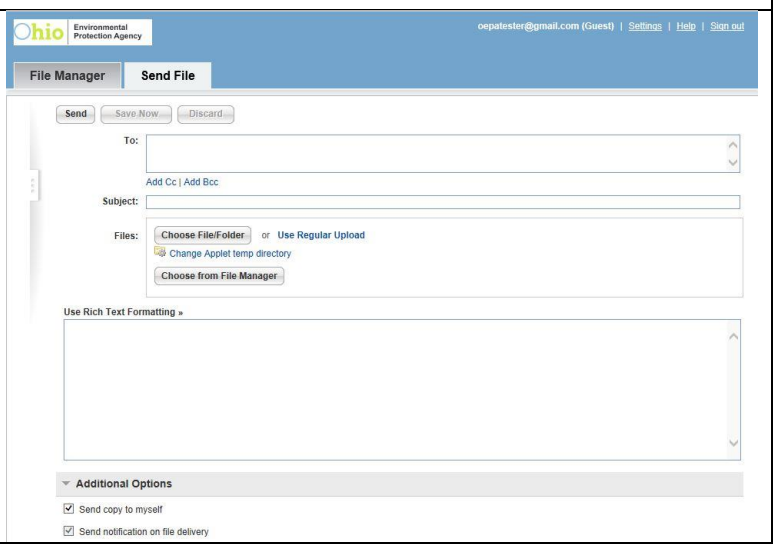
8.	A list of files on your computer will appear. What you have displayed on your computer will be different than what is pictured here. This is just an illustration. Find the file, click on the name once and click the **Open** button.	
9.	At the bottom of the *Files* window you will see the file name that you selected. Proceed to enter a small message in the large editing window below the *Files*.	
10.	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 *Drafts* folder on the system. If you want to do away with everything, click the **Discard** button.	

11.	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. Click **OK** when the message and file has been sent.	
12.	You will then be returned to this screen where you can send another file to another user, or click the *Sign out* link near the top-right corner of the browser window.