

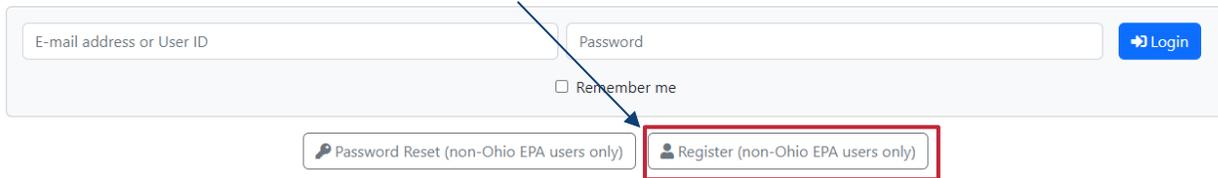
Large File Submission for State Revolving Loan Fund Nominations

Nominations with attachments more than 10 MB must be submitted via Ohio EPA's File Share system.

File Share System Account and Submission Guidance

To set up an account, go to [Ohio EPA's Large File Transfer site](#) powered by LiquidFiles.

- 1) Click on the **'Register (non-Ohio EPA users only)'** button to create an account.

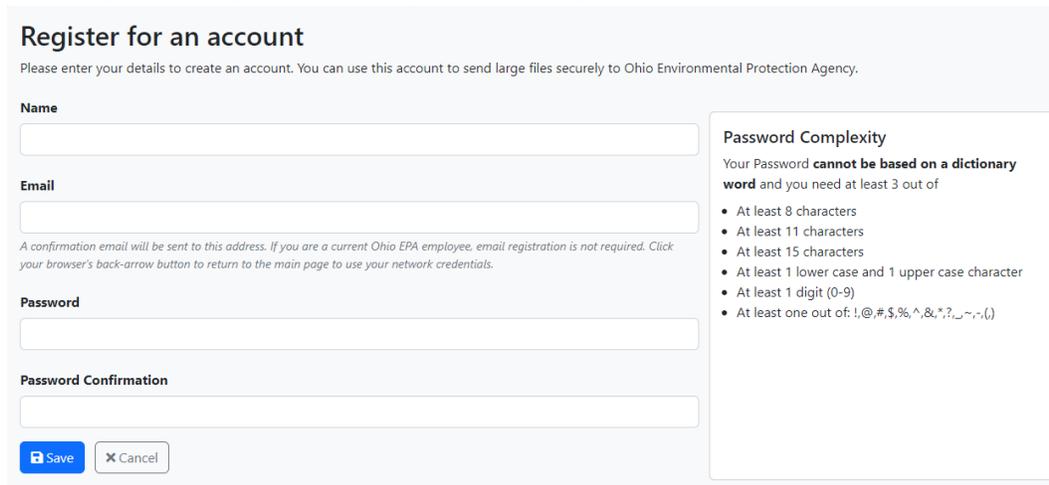


E-mail address or User ID Password Login

Remember me

Password Reset (non-Ohio EPA users only) **Register (non-Ohio EPA users only)**

- 2) Provide your name, email address, and create a password to create an account.



Register for an account

Please enter your details to create an account. You can use this account to send large files securely to Ohio Environmental Protection Agency.

Name

Email

A confirmation email will be sent to this address. If you are a current Ohio EPA employee, email registration is not required. Click your browser's back-arrow button to return to the main page to use your network credentials.

Password

Password Confirmation

Password Complexity
Your Password **cannot be based on a dictionary word** and you need at least 3 out of

- At least 8 characters
- At least 11 characters
- At least 15 characters
- At least 1 lower case and 1 upper case character
- At least 1 digit (0-9)
- At least one out of: !, @, #, \$, %, ^, &, *, ?, _ ~, -, (,)

Save Cancel

- 3) An email will be sent to you to activate your account. Click on **'Verify Email Address'** or enter the Validation Token on the Ohio EPA's Large File Transfer registration page.



[fileshare.epa.ohio.gov] Activate account Inbox x

 EPA.InfrastructureTeam@epa.ohio.gov
to me

Account Activation

You have recently registered for an account at <https://fileshare.epa.ohio.gov>.
Please click on the following button to verify your email address.

Verify Email Address

Example of a validation token.

Alternatively, please enter the following Validation Token in your Web Browser:

qr4rbenrIiEiDit4gTDeIO

Large File Submission for State Revolving Loan Fund Nominations

Validate Your Email

A Secure Token has been sent to your email address: **The email on your account** . Please either click on the link or enter the Secure Token here to verify your email address and continue.

✓ Verify

🔄 Resend Validation Email

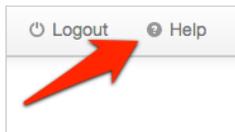
- 4) You will receive a **‘Welcome to Ohio EPA file share LiquidFiles system’** message only the first time you register. After that, you will login through the *landing page* where you first registered for an account.

Welcome to Ohio EPA file share LiquidFiles system ✕

Welcome to Ohio EPA's file share system powered by LiquidFiles, the easiest way to send large files securely.

For basic operations, it works just like a webmail system.

This message will only be displayed this one time, and if you ever get stuck, or you want to discover some more advanced features, please click on the 'Help' button in the top right corner of the menu bar.



✕ Thank you

- 5) When submitting via *Ohio EPA's File Share system*, please send to kevin.spurbeck@epa.ohio.gov and amy.walkenspaw@epa.ohio.gov, include community and project name in subject line, and project specific information in the message body.

Message

To

+ add cc

+ add bcc

Subject

Message



Message

Tip! Paste content with Control-Shift-V to remove formatting when pasting.

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6) Select 'Authentication Not Required' and upload/attach nomination-related files. Click 'Send.'

Authentication Required Authentication Not Required

Do you require recipients to authenticate to access this message or not?

Access Restriction
Who can access this message?

Recipients Only Recipients + Locals Recipients + Domains Anyone (Secret Link)

- Anyone that has the secret, randomized URL can download the files.
- The email or URL can be forwarded to anyone.
- Login is **not** required to download the files.
- A **Basic** Download Receipt will be sent when the first download by anyone occurs (authentication is required to know who downloaded what).

Message Expires: 08/16/2023

Recipient Can Reply

Send a copy to myself

Private Message

Send

Attached files

Drop Files Here

0 files (0 Bytes)

+ Add Files...

Limitations
Max size: 4 GB (Limit per message)
[Blocked Extensions](#)

7) If successful, you will receive 'Your message has been sent.'

Your message has been sent

Message ID: q7OMNlqO1mThmnZgkdHT5n

Subject: Test

Message Sent: August 01, 2023 12:38

Message Expires: August 16, 2023

Authorization

- Anyone that has the secret, randomized URL can download the files.
- The email or URL can be forwarded to anyone.
- Login is **not** required to download the files.
- A **Basic** Download Receipt will be sent when the first download by anyone occurs (authentication is required to know who downloaded what).

Public URL
<https://fileshare.epa.chio.gov/message/q7OMNlqO1mThmnZgkdHT5n>
(You can send this link to anyone)

Send More Files