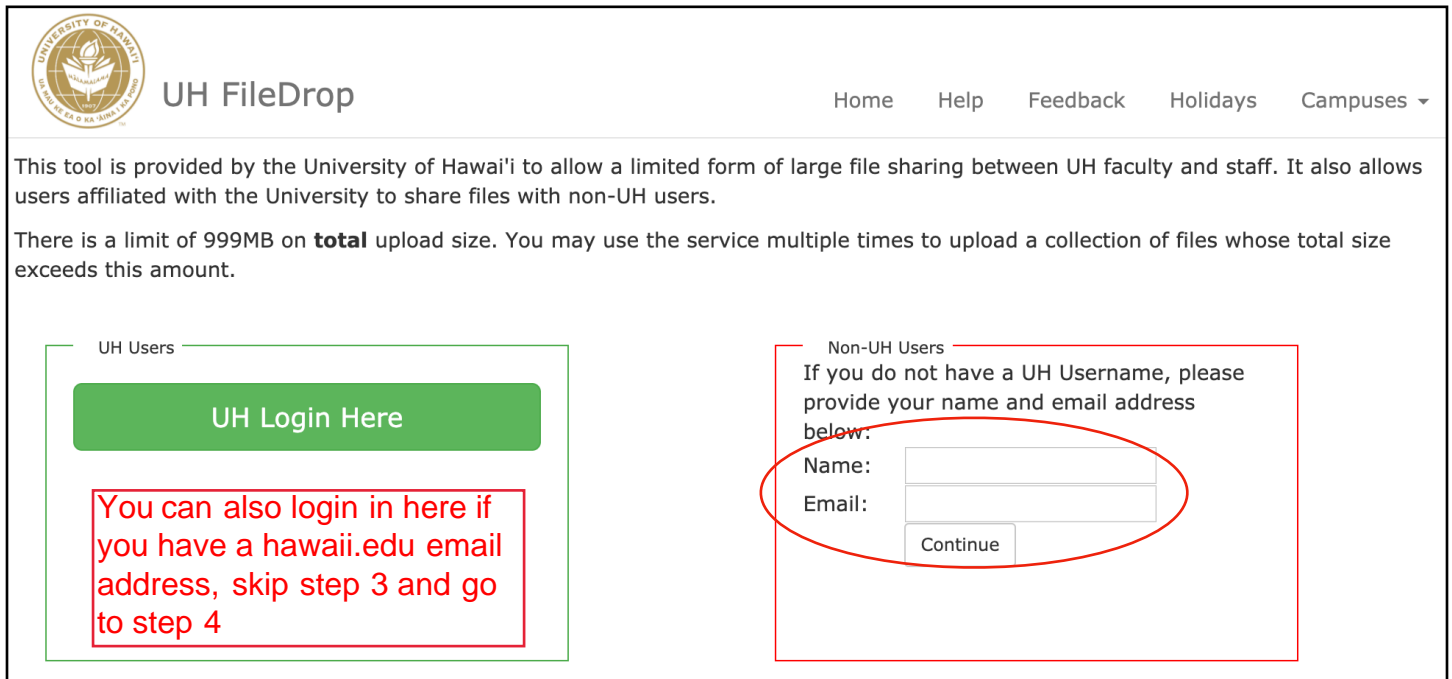


## How to submit documents via UH Filedrop

1. Go to the UH Filedrop website at [hawaii.edu/filedrop/](http://hawaii.edu/filedrop/)
2. Enter your Name and Email address in the **red** box on the right side then press continue



The screenshot shows the UH FileDrop website interface. At the top left is the University of Hawaii logo and the text "UH FileDrop". To the right are navigation links: "Home", "Help", "Feedback", "Holidays", and "Campuses". Below the header, a paragraph explains the service: "This tool is provided by the University of Hawai'i to allow a limited form of large file sharing between UH faculty and staff. It also allows users affiliated with the University to share files with non-UH users. There is a limit of 999MB on **total** upload size. You may use the service multiple times to upload a collection of files whose total size exceeds this amount."

There are two main sections for user login:

- UH Users:** A green button labeled "UH Login Here". Below it, a red-bordered box contains the text: "You can also login in here if you have a hawaii.edu email address, skip step 3 and go to step 4".
- Non-UH Users:** A red-bordered box containing the text: "If you do not have a UH Username, please provide your name and email address below:". Below this text are two input fields labeled "Name:" and "Email:", and a "Continue" button. The "Name:" and "Email:" labels and their respective input fields are circled in red.

3. After pressing continue, you will receive an email from UH FileDrop to Validate and send your document
  1. Click on the link to continue the process

### University of Hawai'i FileDrop Service Email Validation

You, or someone using the email address

**if you used a hawaii.edu you will skip this step**

has attempted to use UH's FileDrop service to upload files. To use the service click on the link below and follow the remaining instructions. The link can be used multiple times but will at some point expire, after which you must use the service to send another validation email.

[CLICK HERE TO CONTINUE](#)

If you did not intend to use the FileDrop service, someone may have attempted to use your email address as the apparent uploader of a file. You may wish to report this to UH staff.

4. You will be redirected to the UH FileDrop Service Website
  1. **Your email address** should appear at the top next to **Sender:**
  2. Enter the email address that you would like to send your document to next to **Recipient:**
  3. You may leave **Require Authentication** and **Expiration Timer** on the default options
  4. You may provide an optional message to be send with the document.
  5. Then press **Proceed**

Upload Details

**Sender email**

Sender:

**Recipient email**  
Enter the UH Username or email address for the recipient.

Recipient:

**Require Authentication** ⓘ  
If the recipient is a UH person, you may additionally require the recipient to login before retrieving the files.

Yes, require recipient to log in using the UH Login (recommended).  
 No login required (unsecure download available to anyone).

**Expiration Timer**  
Expire the upload and remove the files after this amount of time.

5 days ▾

**Optional message**  
You may provide a message to be included in the email to the recipient. An explanation is especially useful if the recipient is not expecting the file, since good security habits would suggest they not click URLs or download files from unknown or unexpected sources.

5. The name of the person you are sending the document to will show up in the top right hand corner
  1. You can attach the files you would like to send and press **Start Upload** to send

UH FileDrop

Home Help Feedback Holidays Campuses ▾

Choose the files to upload. You may upload as many as five files in a single drop. You may also include a short description of each file. Remember: the maximum **total** upload size is 999MB.

File uploads can sometimes take a considerable time, so be patient.

Your recipient will be \_\_\_\_\_, a UH recipient.  
If this is not your intended recipient, [click here](#) to re-enter the recipient.

File 1  
File:  No file chosen  
Description:

File 2  
File:  No file chosen  
Description:

File 3  
File:  No file chosen  
Description:

File 4  
File:  No file chosen  
Description:

File 5  
File:  No file chosen  
Description:

Please make sure your filenames reflect the following  
If sending all separate files:  
last name, first name\_imi app2021  
last name, first name\_consent form2021  
last name, first name\_science prereqs2021  
If sending all in one file:  
last name, first name\_imiapp2021