Instructions For Uploading Documents to FileDrop

1. Visit **website**: https://filedrop.cloudfs.ohio.gov/

2. Click Drop-off button **Drop-off** to drop-off (upload) file(s).
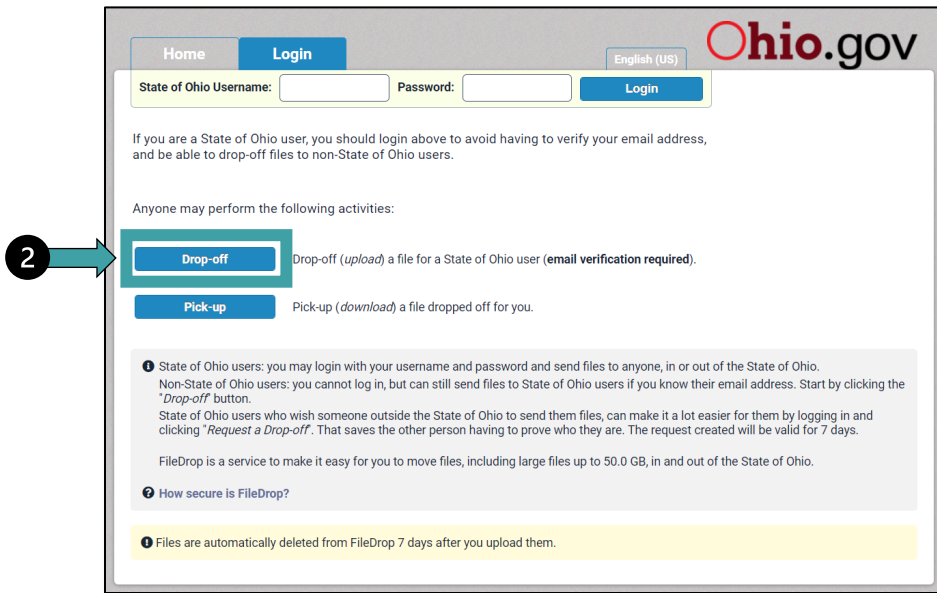
1. On the next screen, enter **sender name, organization name** and **email address.**
2. Check **I'm not a robot.**
3. Click **Send confirmation** **Send confirmation** .

Upon clicking Send confirmation, the following message will appear and sender will receive an email from Storage.Tech@das.ohio.gov.
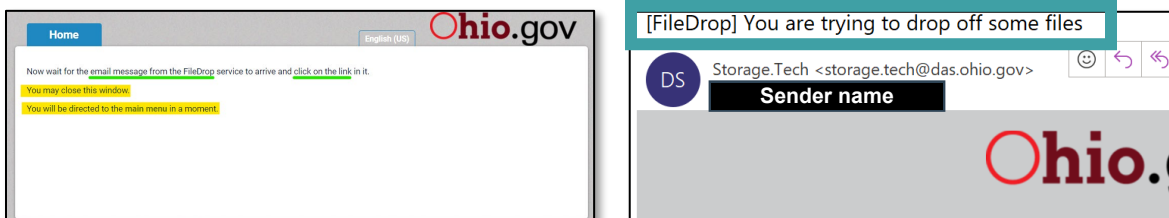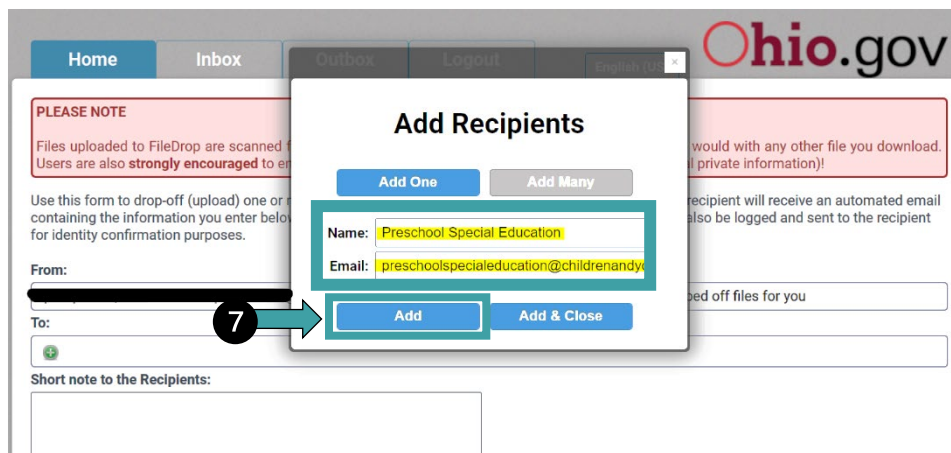
4. The email will **include a link** that will allow sender to upload document(s) to FileDrop. **Click on the link** located at the bottom of the email.
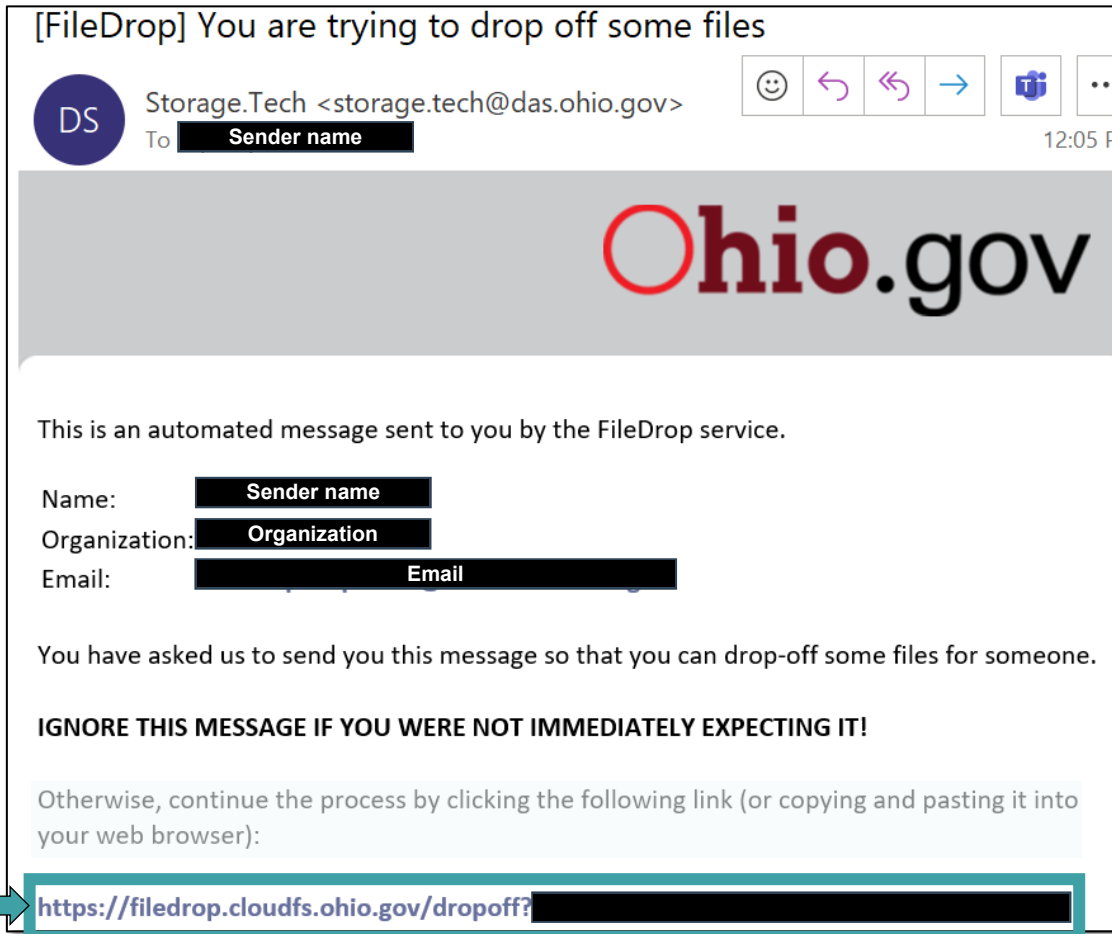
5. **Fill in the text fields** with the Recipient (Preschool Special Education) information. **Click Add.**

> **Name:** Preschool Special Education
> **Email:** preschoolspecialeducation@childrenandyouth.ohio.gov

6. Email address will appear in To: text box. A message to the Recipients (PSE team) can be entered.

7. Click on **Click to Add Files or Drag Them Here** to begin uploading file(s).

8. Once files are added, **click Drop-off Files.**

9. After files have been dropped off (uploaded), sender will receive a **Drop-Off Summary** listing all files sent.

10. Sender will receive a message when files have been picked up by PSE team.