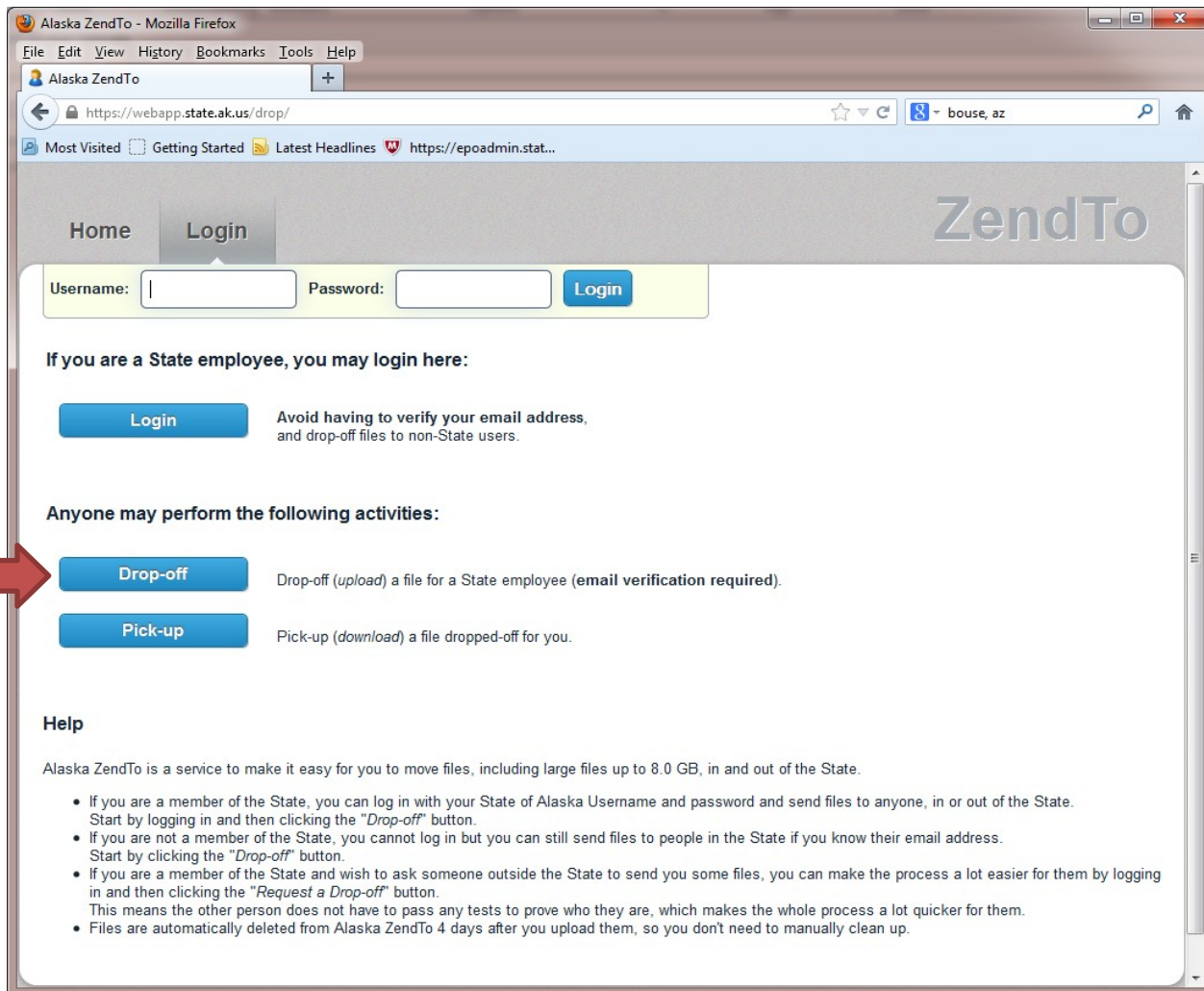


# Uploading ANCSA Proxy Filings via Alaska ZendTo

Alaska ZendTo is a program that allows people to securely transfer files to one another via the Internet. Through the program, a person may upload a file to the server and the program automatically sends an email to the person intended to receive the file. Once that person receives the email, they must click on a link provided in the email to receive the file. Without the link provided in the email, a user cannot access the file that was sent by the sender.

To access Alaska ZendTo, go to <https://drop.state.ak.us/drop/>.

The main screen looks like this:



From the main page, click the . The following screen will appear:

All you need to do is enter your name, organization and email address, check the box next to **I'm not a robot** and then click

**Send confirmation**

. Make sure NO is highlighted for, "Have you been given a 'Request Code.'"

Alaska ZendTo

Home Login

ZendTo

Information about the Sender


Have you been given a "Request Code"?

Your name:  (required)

Your organization:

Your email address:  (required)

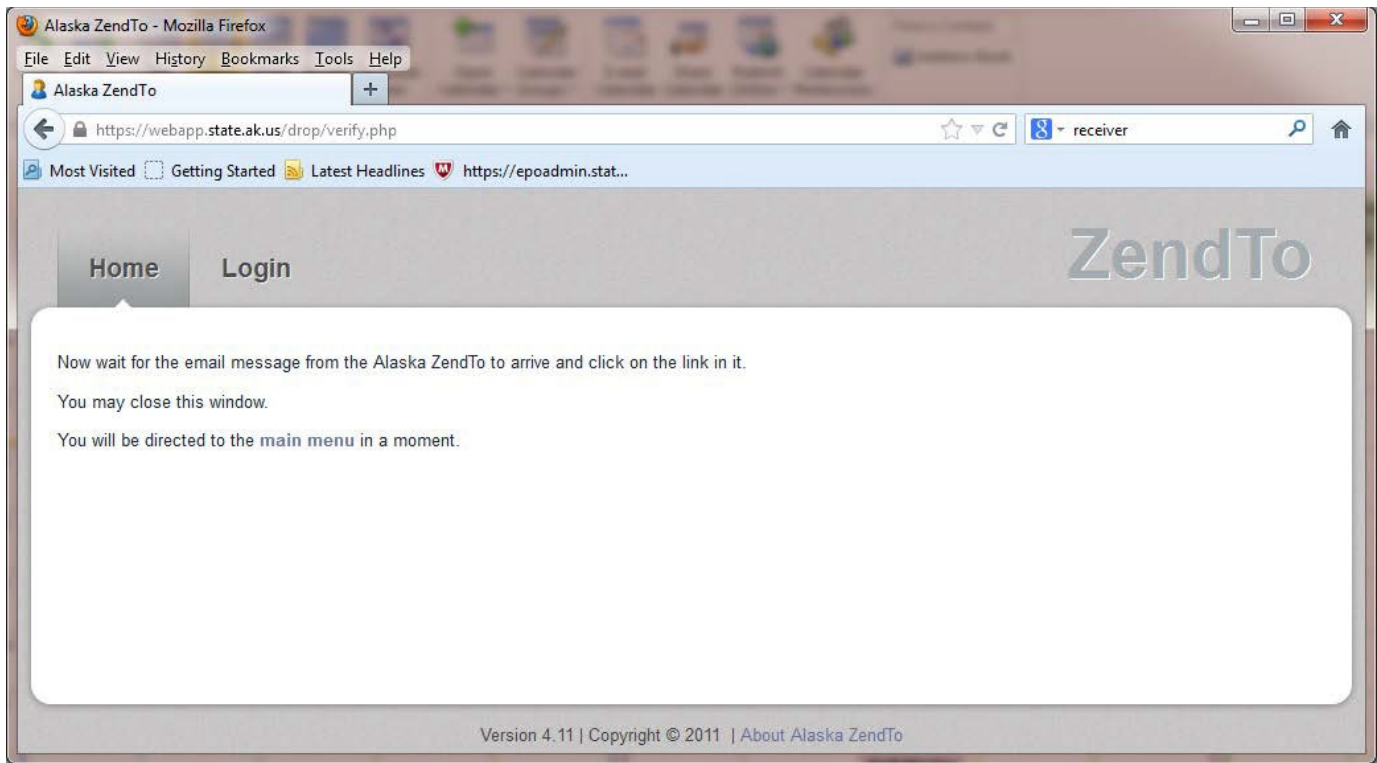
To confirm that you are a *real* person (and not a computer), please complete the quick challenge below:

I'm not a robot  reCAPTCHA  
Privacy - Terms

I now need to send you a confirmation email.  
When you get it in a minute or two, click on the link in it.

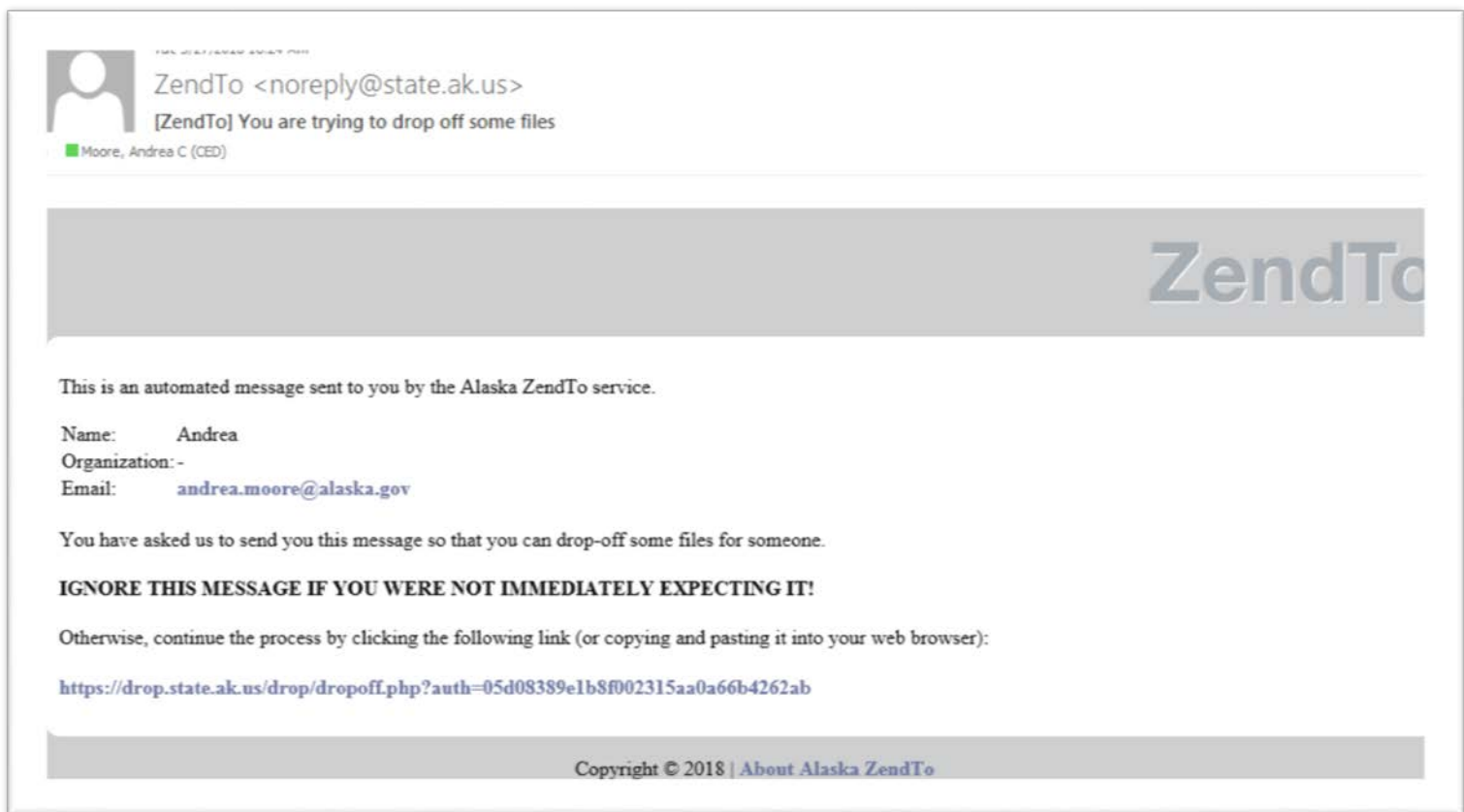
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After you click **Send confirmation** you should see the following screen:



After this screen comes up, check your email. Alaska ZendTo will send you a confirmation email with instructions. The email shown below is sent to the email address you provided.

Click on the link in the email to continue the process.



This takes you to the Drop-off screen shown below.

**PLEASE NOTE**

Files uploaded to Alaska ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt any files containing sensitive information (e.g. personal private information) using a tool such as "7-Zip", before sending them via Alaska ZendTo!

This web page will allow you to drop-off (upload) one or more files for a State of Alaska user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

**From:**  
Andrea <andrea.moore@alaska.gov> -

Calculate SHA-256 checksum of each file.  
 Send an email to me when each recipient picks up the file(s).

Send e-mail message to recipients  
 which includes Passcode as well as Claim ID

**To:**

**Short note to the Recipients:**

1000 / 1000 left

[Click to Add Files or Drag Them Here](#)

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**FIRST:** Check all four boxes under the From box.

**SECOND:** Click in the **TO** box. The following screen will pop up:

**Add Recipients**

[Add One](#) [Add Many](#)

Name:

Email:

[Add Recipient](#)

After **name:** type in ancsa

After **Email:** type in [ancsa@alaska.gov](mailto:ancsa@alaska.gov)

Click [Add Recipient](#). Then you may close the window by clicking the "x" in the upper right hand corner of the popup window.

**NEXT:** You can add a brief note to send to the Division if you like in the space provided.

**NEXT:** On the drop off screen click [Click to Add Files or Drag Them Here](#). This button will bring up a file menu to allow you to select the file(s) you want to upload. Once you have selected a file, its location on the computer will appear under **FILENAME 1**.

The screenshot shows the ZendTo web interface. At the top, there are navigation links for 'Home' and 'Login', and the 'ZendTo' logo. A red-bordered box contains a 'PLEASE NOTE' section with text about virus scanning and encryption. Below this is a paragraph explaining the service. The 'From:' field is filled with 'Andrea <andrea.moore@alaska.gov>'. There are four checkboxes: 'Calculate SHA-256 checksum of each file.', 'Send an email to me when each recipient picks up the file(s).', 'Send e-mail message to recipients', and 'which includes Passcode as well as Claim ID'. The 'To:' field also contains 'Andrea <andrea.moore@alaska.gov>'. A text area for a 'Short note to the Recipients:' is present, with a character count of '917 / 1000 left'. A blue button 'Click to Add Files or Drag Them Here' is centered. Below is a table with columns 'Filename', 'Size', and 'Description'. One file is listed: '1: ANCSA\_ZendToInstructions.pdf' with a size of '636.5 KB' and a description of 'ANCSA sample file'. A red 'x' icon is next to the description. At the bottom, there is a blue button 'Drop-off Files' and a total size indicator '636.5 KB / 10240 MB'.

You can add additional files by clicking [Click to Add Files or Drag Them Here](#). You can also add descriptions of each file in the Description boxes.


Once you have selected all of the files you want to upload, click [Drop off Files](#).

When you click [Drop off Files](#), the following screen will appear:

ZendTo

Home Login

## Drop-Off Summary

Filename	Size	SHA-256 Checksum	Description
 ANCSA_ZendToInstructions.pdf	636.5 KB	445935CF108B477074FDD3B97760E024 999BADFEDF60CE8A3ACC4BC72DCD5981	ANCSA sample file

1 file

**From:**  
Andrea <andrea.moore@alaska.gov> - from 10.3.206.21 on 2018-03-27 10:35

**To:**  
Andrea <andrea.moore@alaska.gov>

**Comments:**  
(This is where you type in a note to the Division of Banking and Securities Staff)


None of the files has been picked-up yet.


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An email will then be sent to [anca@alaska.gov](mailto:anca@alaska.gov) with a secure link to allow Division staff to pick up the file.

When the file is picked up, you will receive a confirmation email similar to the following:

Tue 3/27/2018 10:21 AM

 ZendTo <noreply@state.ak.us>  
[ZendTo] andrea.moore@alaska.gov has picked up your drop-off!

To  Moore, Andrea C (CED)

ZendTo

This is an automated message sent to you by the Alaska ZendTo service.

The drop-off you made (claim ID: QFoizgdw2aNapPZM) has been picked-up.

The file "ANCSA\_ZendToInstructions.pdf" was picked up.

[andrea.moore@alaska.gov](mailto:andrea.moore@alaska.gov) made the pick-up from 10.3.206.21.

Note: You will not be notified about any further pick-ups of files in this drop-off by this recipient.

Full information about the drop-off:

Claim ID: QFoizgdw2aNapPZM

Date of Drop-off: 2018-03-27 10:18:57

**If you received a confirmation from Alaska ZendTo and you do not receive the confirmation email showing that the Division has picked up your file within one week from drop off, please contact the Division of Banking and Securities at (907) 269-8140.**