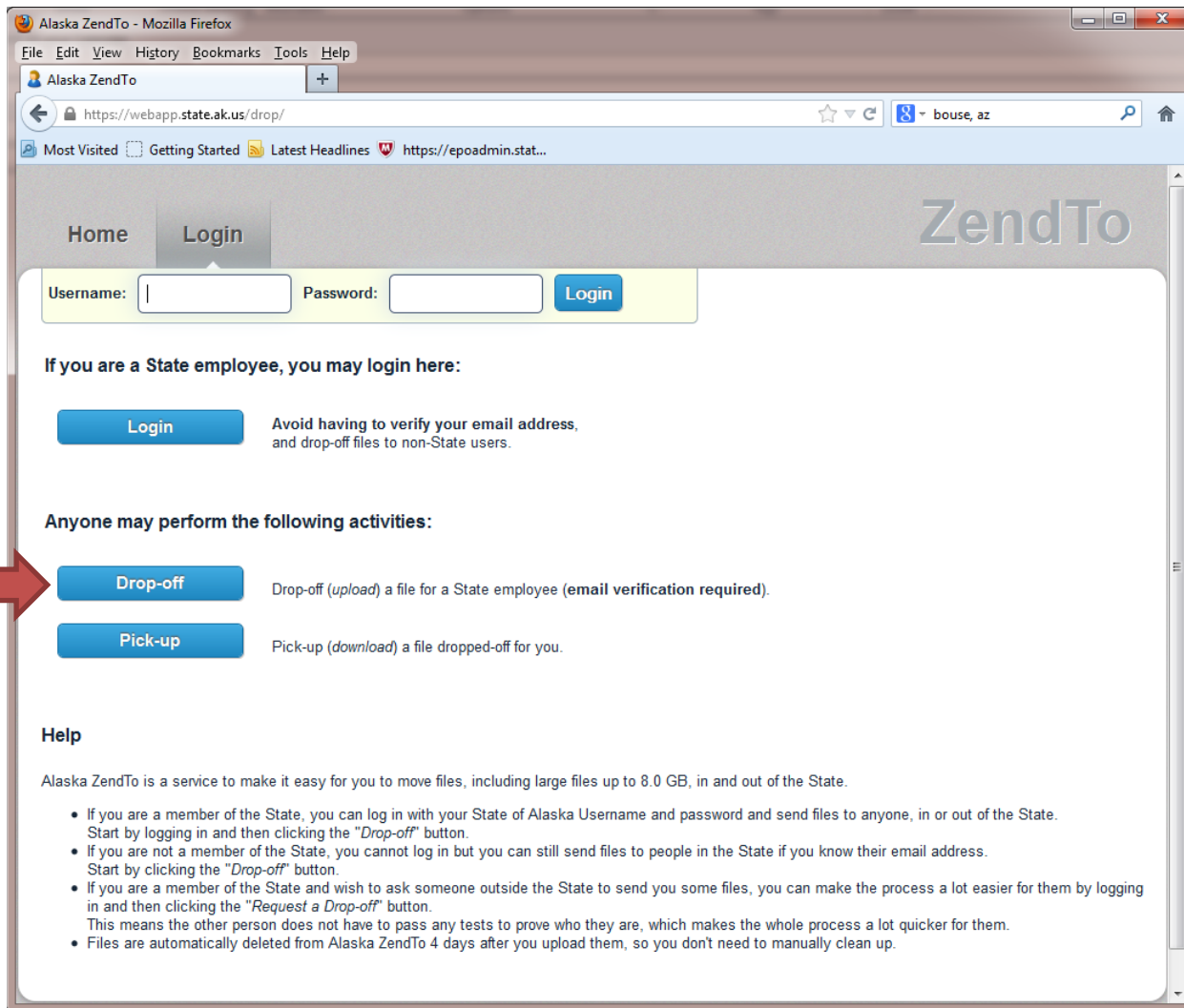


# Uploading ANCSA Proxy Filings via Alaska ZendTo

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 following screen will appear:

All you need to do is enter your name, organization and email address, then enter the phrase displayed and click

**Send confirmation**

. You do NOT need to enter a request code.

Alaska ZendTo - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Alaska ZendTo

https://webapp.state.ak.us/drop/verify.php

Home Login

# ZendTo

## Information about the Sender

If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.

Request Code:

If you do not have a "Request Code" then please complete the rest of this form:

Your name:  (required)

Your organisation:  (required)

Your email address:  (required)

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

letedBn bring

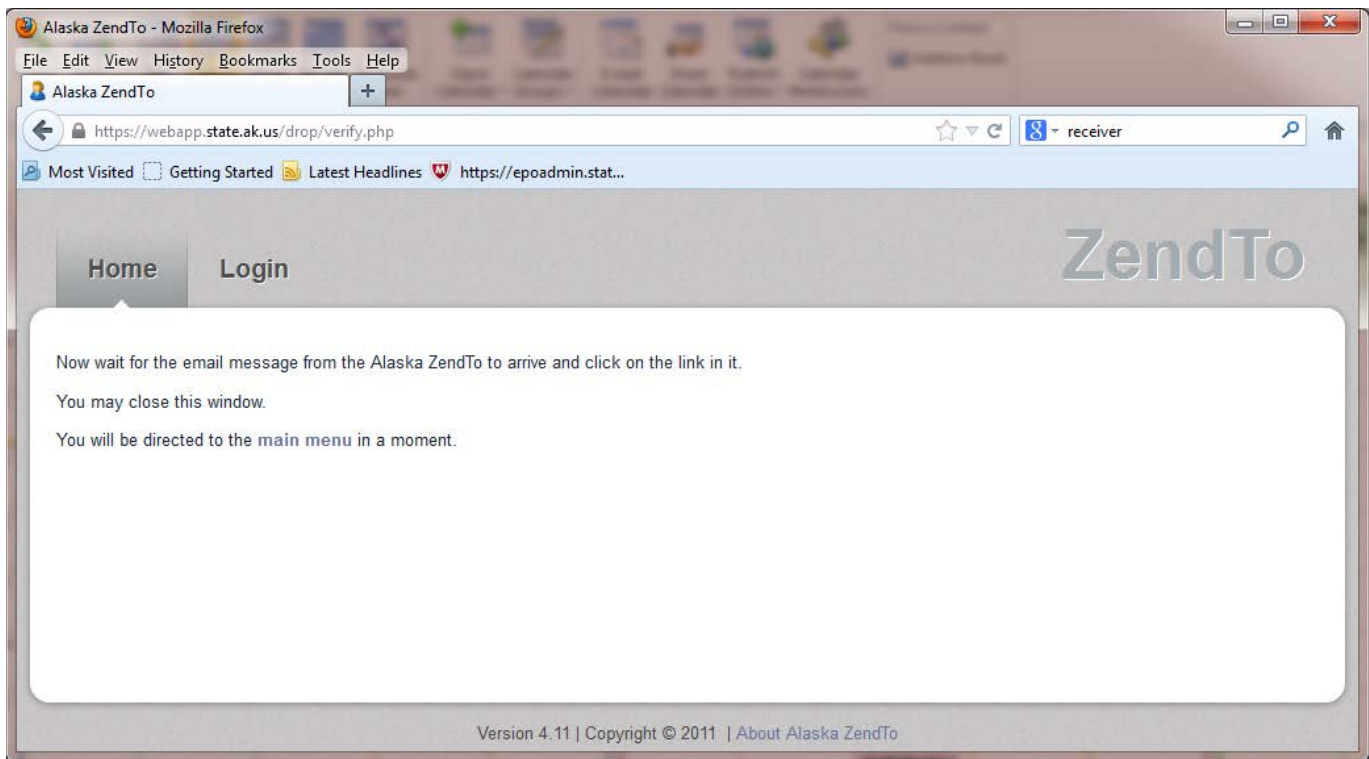
Type the two words:

reCAPTCHA™ stop spam. read books.

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

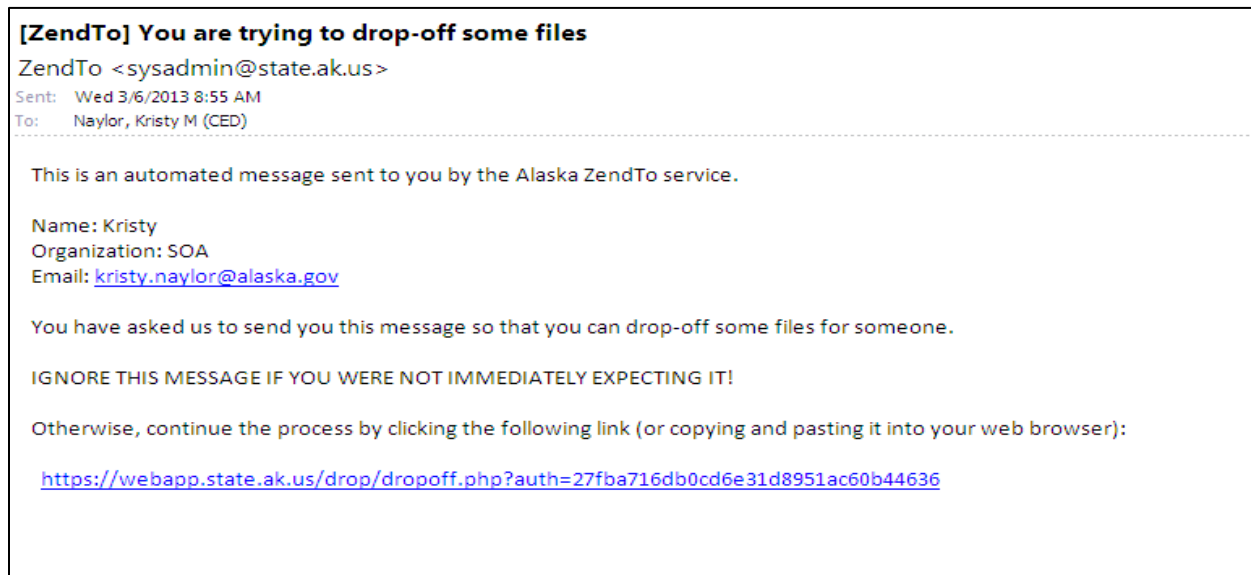
**Send confirmation**

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.

Home Login ZendTo

**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 "Winzip" or "Encrypt Files", before sending them via Alaska ZendTo!

This web page will allow you to drop-off (upload) one or more files for a State employee. 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:

Send e-mail message to recipients  
 Send an email to me when the recipient picks up the file(s).

To:

Choose the File(s) you would like to upload

File 1:   Description:

File 2:   Description:

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

**Add Recipients** x

Name:

Email:

After **name:** type in ancsa

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

Click  . 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  . This button will bring up a file menu to allow you to select the file you want to upload. Once you have selected a file, its location on the computer will appear in the box after **File 1:**

**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 "Winzip" or "Encrypt Files", before sending them via Alaska ZendTo!

This web page will allow you to drop-off (upload) one or more files for a State employee. 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:

Kristy (kristy.naylor@alaska.gov) SOA

- Send e-mail message to recipients  
 Send an email to me when the recipient picks up the file(s).

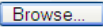
To:

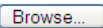
anrsa (anrsa@alaska.gov)  

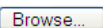
Short note to the Recipients

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


Choose the File(s) you would like to upload


File 1: C:\Documents and Settings\kmmnaylor\Desktop\ANCSA s  Description:

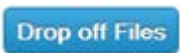
File 2:   Description:

File 3:   Description:

**Drop off Files**


You can add additional files by clicking  next to **File 2;** **File 3;** etc. 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 .

When you click , the following screen will appear:

Home Login ZendTo

## Drop-Off Summary

Filename	Type	Size	Description
 ANCSA sample file.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	12.5 KB	

1 file

From:

Kristy (kristy.naylor@alaska.gov) SOA from 10.3.206.20 on 06 Mar 2013 01:01:52 PM

To:

ancca (ancca@alaska.gov)

Comments:

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

None of the files has been picked-up yet.

An email will then be sent to [ancca@alaska.gov](mailto:ancca@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:

**[ZendTo] ancca@alaska.gov has picked up your drop-off!**

ZendTo <sysadmin@state.ak.us>  
 Sent: Wed 3/6/2013 9:04 AM  
 To: Naylor, Kristy M (CED)

---

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

The drop-off you made (claim ID: 9sYnGk5Sxdrt6aRf) has been picked-up.  
 The file ANCSA sample file.docx was picked up.  
[ancca@alaska.gov](mailto:ancca@alaska.gov) made the pick-up from 10.3.206.20.

**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.**