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:

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s://webapp.state.ak.us/drop/		
d Getting Started Latest Headlines W https://epoadmin.stat		
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Login Avoid having to verify your email address, and drop-off files to non-State users.		
and drop-off files to non-State users.		
may perform the following activities:		
Drop-off		
Drop-off (upload) a file for a State employee (email verification required).		
Pick-up Pick-up (download) a file dropped-off for you.		
ndTo is a service to make it easy for you to move files, including large files up to 8.0 GB, in and out of the State.		
ou are a member of the State, you can log in with your State of Alaska Username and password and send files to rt by logging in and then clicking the "Drop-off" button.		
ou are not a member of the State, you cannot log in but you can still send files to people in the State if you know rt by clicking the " <i>Drop-off</i> " button. ou are a member of the State and wish to ask someone outside the State to send you some files, you can make		loggin
ind then clicking the " <i>Request a Drop-off</i> " button. s means the other person does not have to pass any tests to prove who they are, which makes the whole proces is are automatically deleted from Alaska ZendTo 4 days after you upload them, so you don't need to manually cli		
	M PRESS	

From the main page, click the

. The following screen will appear:

Drop-off

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

Alaska ZendTo	x +	
→ C' ûr	A https://drop.state.ak.us/drop/verify.php	♥ ☆
		ZendTo
	Home Login	Zenure
	Information about the Sender	
	Have you been given a "Request Code"? Yes No	
	Your name: (required)	
Street h	Your organization:	
	Your email address:	
Can A	To confirm that you are a <i>real</i> person (and not a computer), please complete the quick challenge below:	
	I'm not a robot	
	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	
	Version 5.02 Copyright © 2018 About Alaska ZendTo	

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

🕑 Alaska ZendTo - Mozilla Firefox				
<u>Eile Edit View History Bookmarks Iools Help</u>				
Alaska ZendTo		_		
← A https://webapp.state.ak.us/drop/verify.php 🔂 マ C 📓 マ receiver 🔎				
🙆 Most Visited 🗌 Getting Started 😹 Latest Headlines 🖁 https://epoadmin.stat				
Home Login	ZendTo			
Now wait for the email message from the Alaska ZendTo to arrive and click on the link in it. You may close this window. You will be directed to the main menu in a moment.				
Version 4.11 Copyright © 2011 About Alaska Zen	ndTo			

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.

[ZendTo] You are trying to drop off some files	
Moore, Andrea C (CED)	
	ZavalT
	ZendT
This is an automated message sent to you by the Alaska ZendTo service.	
Name: Andrea	
Organization: -	
Email: andrea.moore@alaska.gov	
You have asked us to send you this message so that you can drop-off some files for someone.	
IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!	
Otherwise, continue the process by clicking the following link (or copying and pasting it into y	our mak hearman).
	our web browser).
ould wise, commute the process by checking the following time (or copying and pasting it into y	
https://drop.state.ak.us/drop/dropoff.php?auth=05d08389e1b8f002315aa0a66b4262ab	

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 of download. Users are also strongly encouraged to encrypt any files containing sensitive information (e.g. personal 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 received	Il private information) using a
containing the information you enter below and instructions for downloading the file. Your IP address will also be logg for identity confirmation purposes.	
Andrea <andrea.moore@alaska.gov> -</andrea.moore@alaska.gov>	
	ssage to recipients Passcode as well as Claim ID
Short note to the Recipients:]
1000 / 1000 left	
Click to Add Files or Drag Them Here Version 5.02 Copyright © 2018 About Alaska ZendTo	

FIRST: Check all four boxes under the From box.

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

Add Recipients		
1	Add One Add Many	
Name:		
Email:		
	Add Recipient	

After name: type in ancsa

After Email: type in ancsa@alaska.gov

Click 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 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**.

Home Login			ZendTo
PLEASE NOTE			
Files uploaded to Alaska ZendTo are scanned for v download. Users are also strongly encouraged to e ool such as "7-Zip", before sending them via Alaska Z	ncrypt any files containing		
nis web page will allow you to drop-off (upload) one on ntaining the information you enter below and instruc- r identity confirmation purposes.			
rom:			
Andrea <andrea.moore@alaska.gov> -</andrea.moore@alaska.gov>			
Calculate SHA-256 checksum of each file.		Send e	mail message to recipients
Send an email to me when each recipient picks u	up the file(s).	which i	ncludes Passcode as well as Claim ID
):			
o: Andrea <andrea.moore@alaska.gov></andrea.moore@alaska.gov>	ivision of		
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o: Andrea <andrea.moore@alaska.gov></andrea.moore@alaska.gov>	1vision of 917 / 1000 left		
o: Andrea <andrea.moore@alaska.gov> ort note to the Recipients: (This is where you type in a note to the Di Banking and Securities Staff)</andrea.moore@alaska.gov>	\$	Them Here	
o: Andrea <andrea.moore@alaska.gov> fort note to the Recipients: (This is where you type in a note to the Di Banking and Securities Staff)</andrea.moore@alaska.gov>	917 / 1000 left Click to Add Files or Drag	Them Here Description	
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o: Andrea <andrea.moore@alaska.gov> ort note to the Recipients: (This is where you type in a note to the Di Banking and Securities Staff) Filename</andrea.moore@alaska.gov>	917 / 1000 left Click to Add Files or Drag Size	Description ANCSA sample file	X
o: Andrea <andrea.moore@alaska.gov> fort note to the Recipients: (This is where you type in a note to the Di Banking and Securities Staff) Filename</andrea.moore@alaska.gov>	917 / 1000 left Click to Add Files or Drag Size 636.5 KB	Description ANCSA sample file	×

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:

Home Log Drop-Off Sumn		ZendTo
Filename ANCSA_ZendToIns	445935CF108B47	6 Checksum Description 7074FDD3897760E024 ANCSA sample file
From: Andrea <andrea.moore@alas To: Andrea <andrea.moore@ala< th=""><th>ka.gov> - from 10.3.206.21 on 2018-03-27 1 ska.gov></th><th>10:35</th></andrea.moore@ala<></andrea.moore@alas 	ka.gov> - from 10.3.206.21 on 2018-03-27 1 ska.gov>	10:35
	Comme (This is where you type in Division of Banking and Sec	a note to the
None of the files has been pic	ked-up yet.	
Sector Sector	Version 5.02 Copyright © 20'	18 About Alaska ZendTo

An email will then be sent to ancsa@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)

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 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.

ZendTo