# "ATTACH"
## Helping you send sensitive/confidential documents via e-mail

This document is merely a basic tutorial on how to send one or more large files to a single user. While there are many other features and functions available, the process set forth below is the only supported process. For assistance, please e-mail _____ .

To access Attach from within the DBPR network, open Internet Explorer and type the word **attach** in the address field. The login screen will appear (shown below in figure 1-1). Login in using your network login andpassword. To access Attach from outside of the DBPR network type in https://attach.dbpr.state.fl.us and select Public Access.
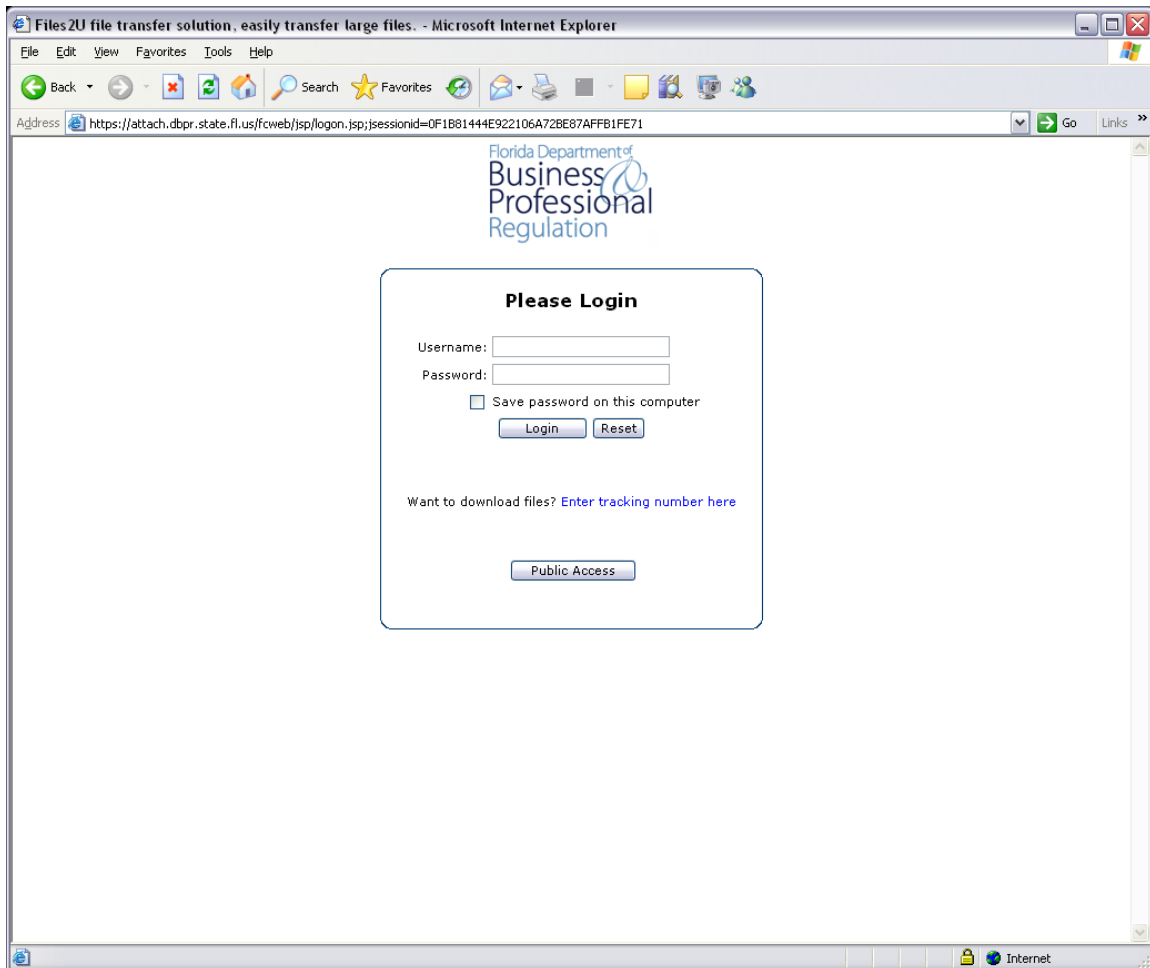
(Figure 1-1)

You will be presented with the "Upload Screen".   The first time you visit it will look similar to the following (figure 1-2). On subsequent visits, previous transactions will be listed with the corresponding "Upload ID" and "Status" field allowing you view details of the transaction or re-send.
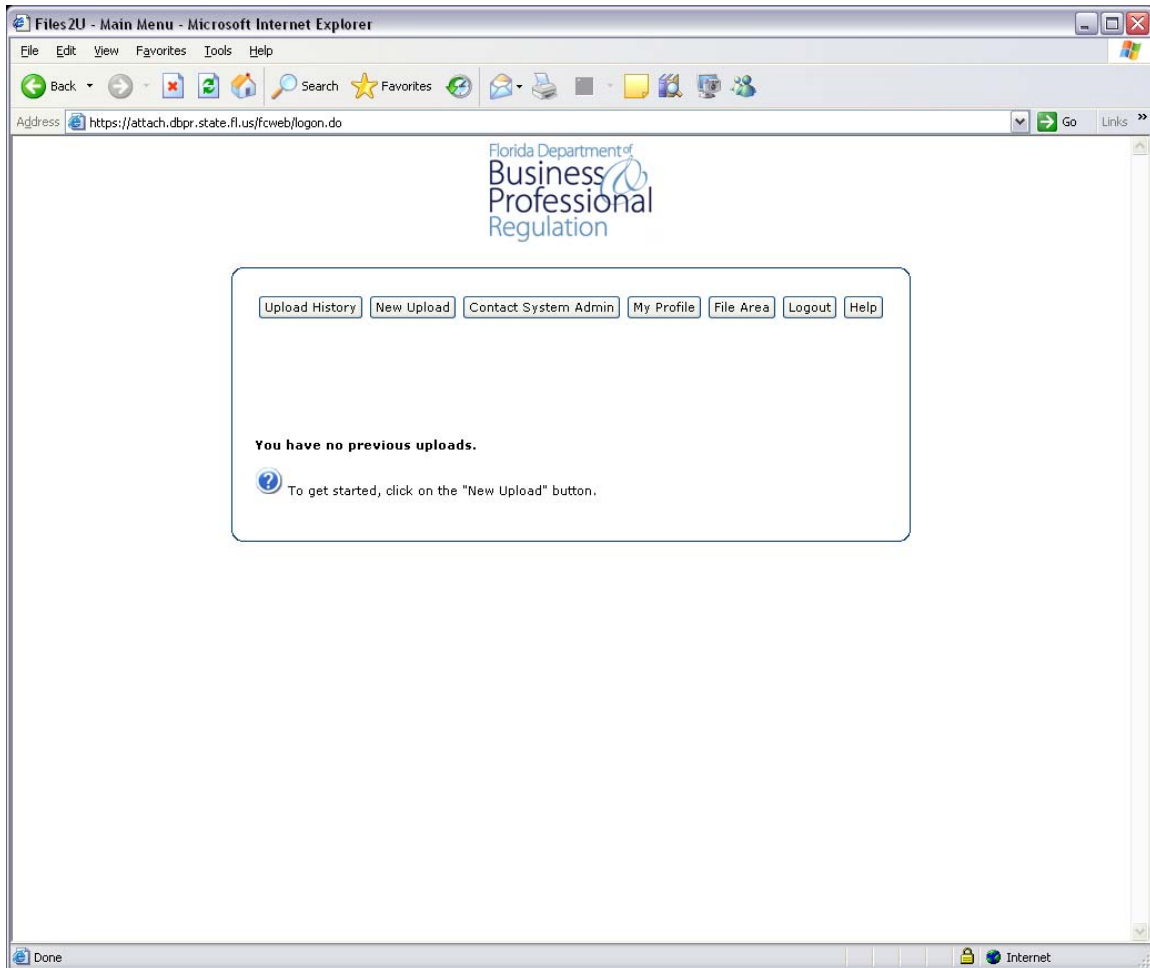
(Figure 1-2)

To send a file to someone, simply click on the button labeled **"New Upload"**. You will be presented with the following screen (figure 1-3):
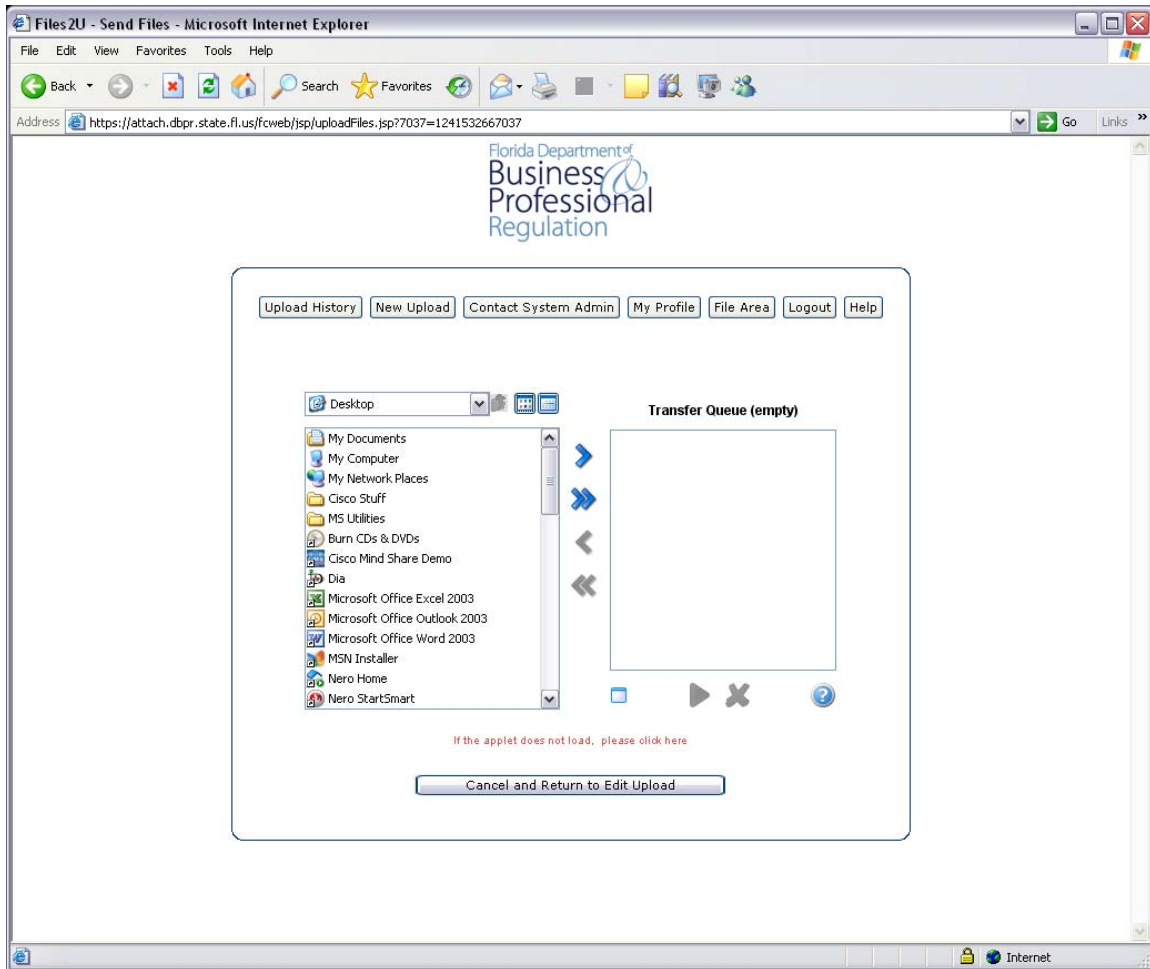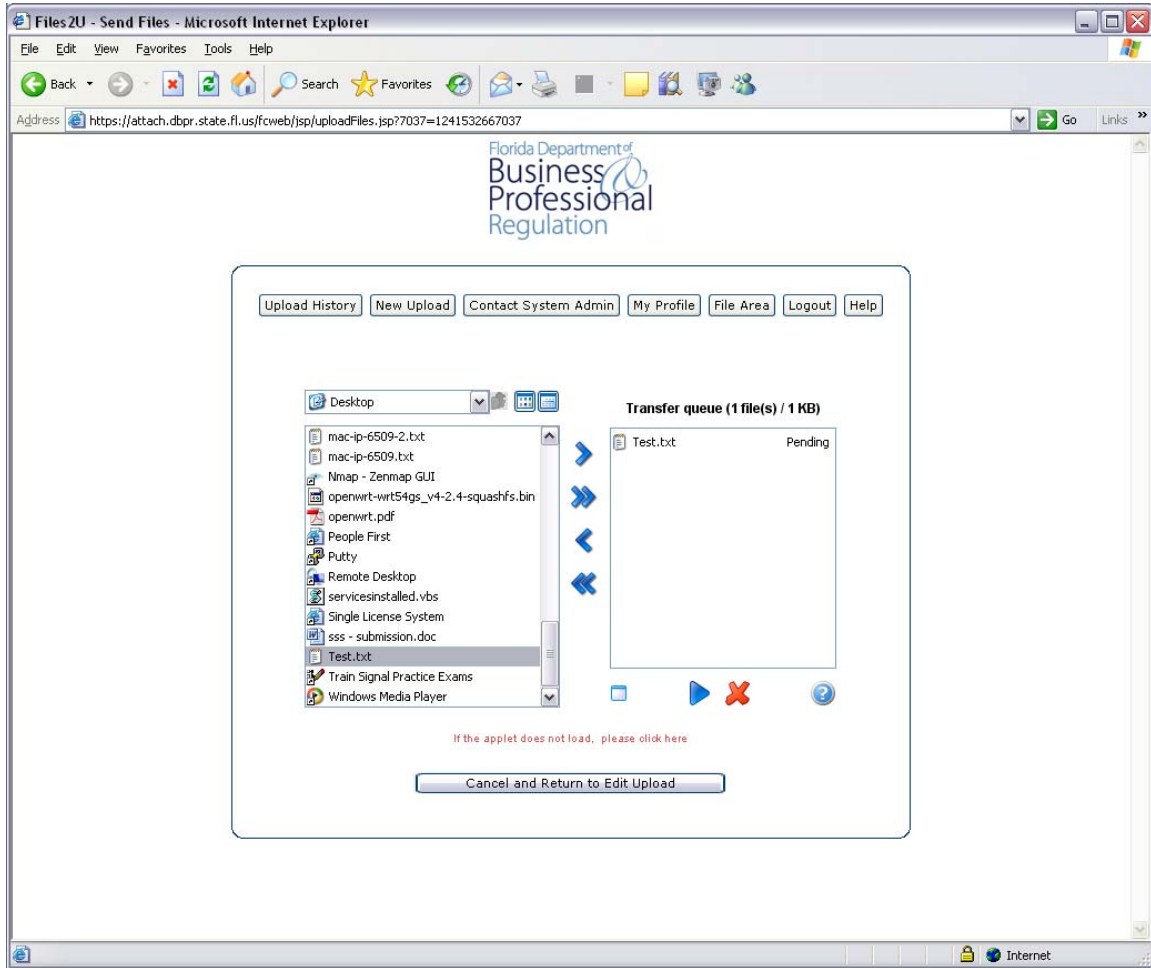

(Figure 1-3)

From here you are required to provide the recipient's e-mail address. As shown above, the Password field is optional. If you choose to use a password, you must get the password to the recipient through alternative means. One additional option is to add a short note which will appear in the body of the e-mail under the section "Message From Sender". To add files to be sent, select the Upload Files button. Note: you must fill out the required fields *before* you can select files to send.

After clicking on the "Upload Files" button and loading the next page, you will be presented with a screen similar to the following (figure 1-4), of course it will have a list of the files on **YOUR** computer on the left-hand-side browse pane.
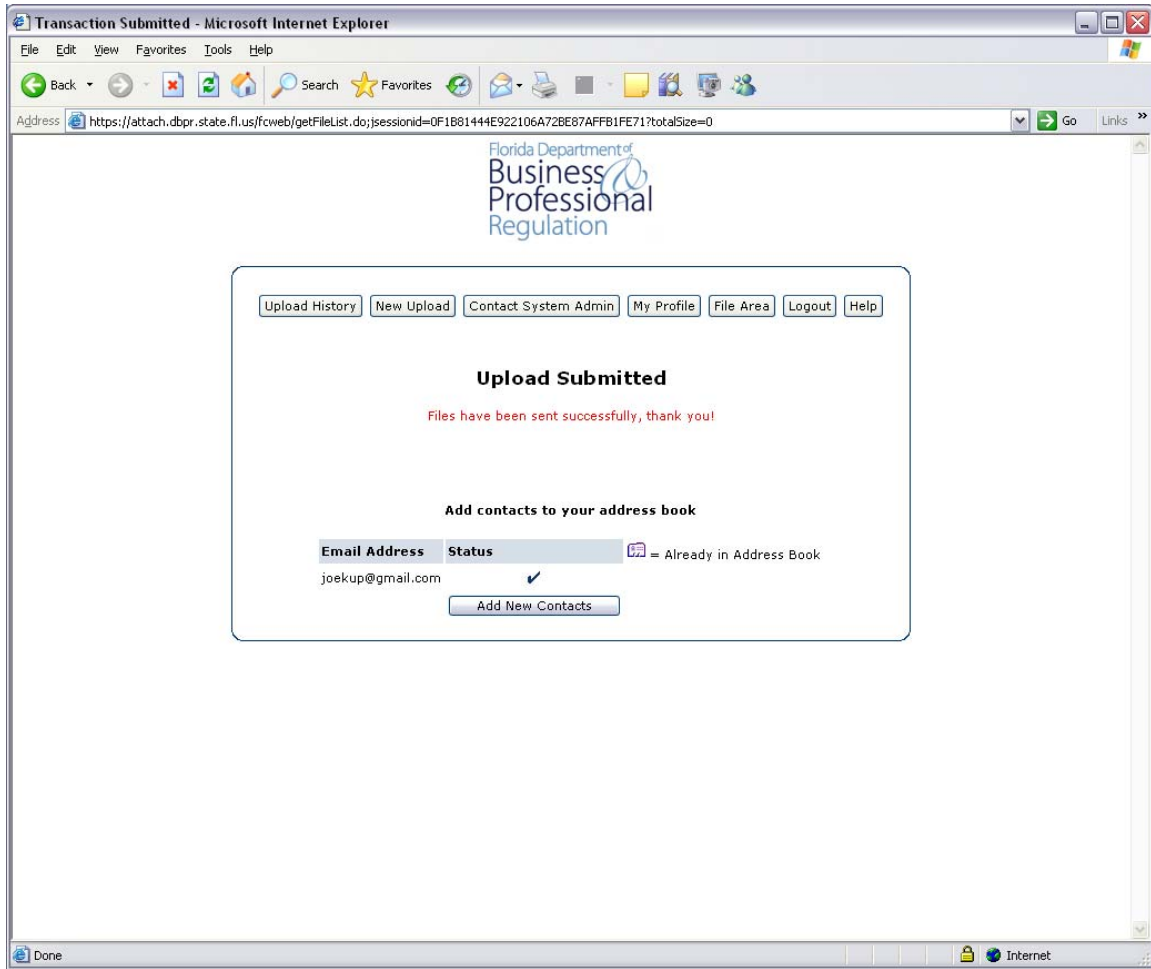

(Figure 1-4)

From here, you can select one or more files to place in your transfer queue. Select a file or files (use the CTRL button to select multiple files) and click on the Add selected files to the transfer queue button   ❯   to place files in the "Transfer Queue". Your screen should now appear similar to the following (figure 1-5):
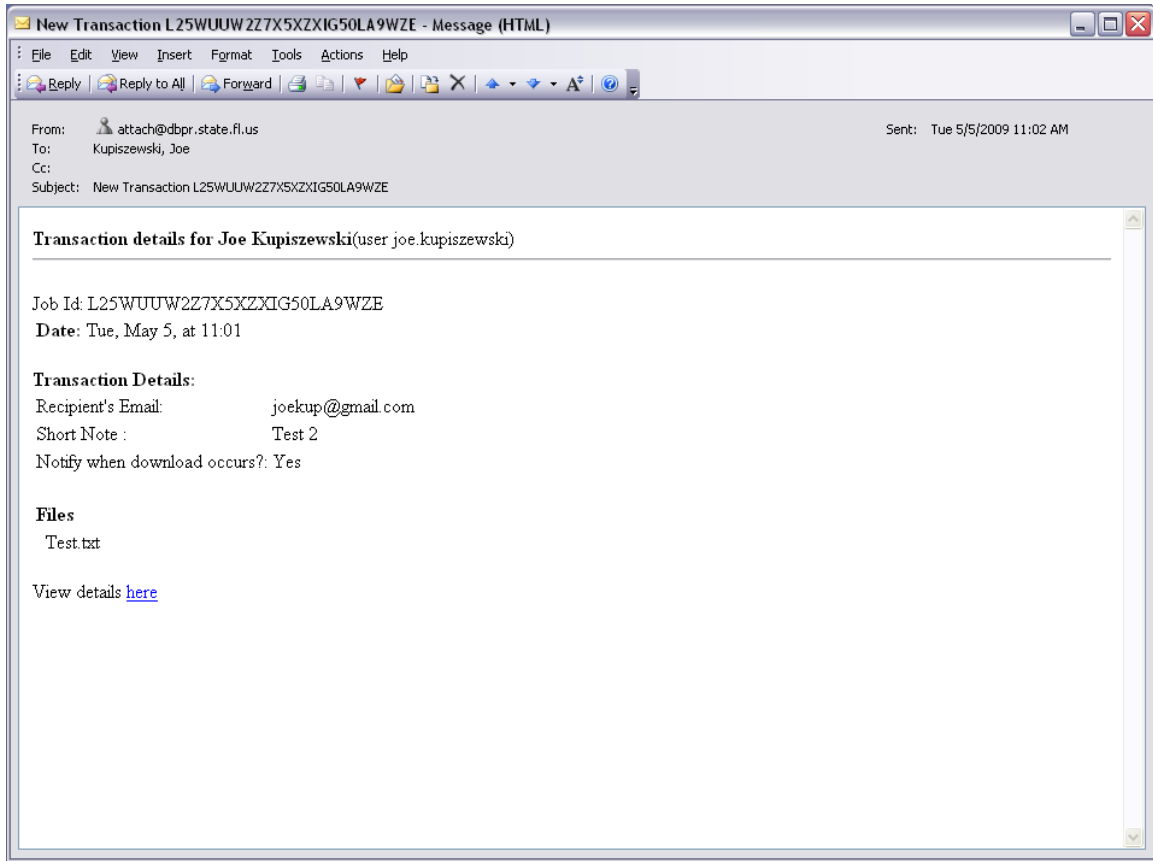

(Figure 1-5)

Once you have selected the file (or files) you wish to send click the activate queue button ▶ to send your file. You will be taken to the following screen (figure 1-6):
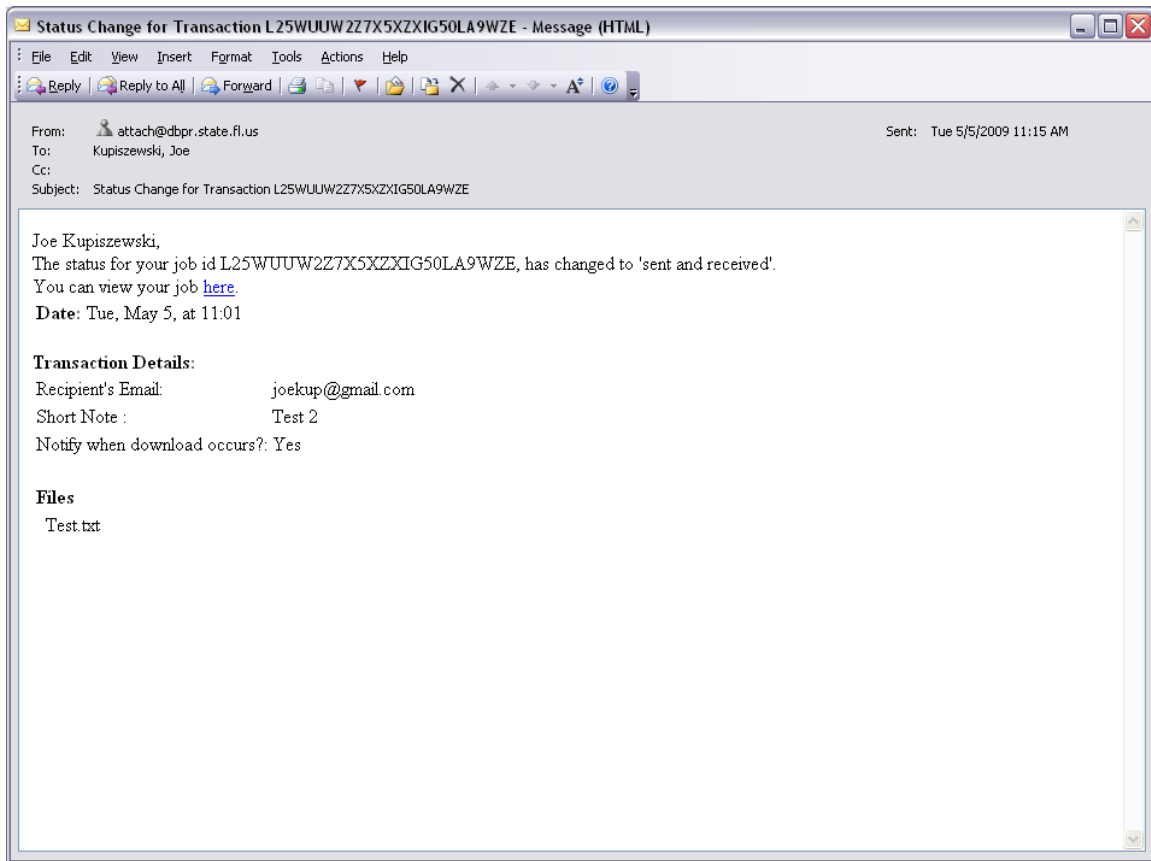

(Figure 1-6)

At this point you should also receive a confirmation e-mail similar to the following (figure 1-7):

(Figure 1-7)

Finally, when the recipient downloads the file, if you have chosen to do so, you will receive a confirmation e-mail similar to the following (figure 1-8):

(Figure 1-8)

Note, this is a status change and the new status will read 'sent and received'.