

File Drop

Prospective vendors must submit electronic responses using File Drop

Prospective vendors go to the URL below to submit your response electronically

- Access to the page:
<https://filedrop.cloudfs.ohio.gov/>
- Log in with MyOhio ID & Password

Prospective vendors do not need a MyOhio ID & Password to submit its response

Home

Login

English (US)

Ohio.gov

Ohio Username:

Password:

Login

If you are a Ohio user, you should login above with your email address, and be able to drop-off files to non-Ohio users.

Anyone may perform the following:

Drop-off

Drop-off (*upload*) a file for a Ohio user (**email verification required**).

Pick-up

Pick-up (*download*) a file dropped off for you.

- Ohio users: you may login with your username and password and send files to anyone, in or out of the State of Ohio.
- Non-Ohio users: you cannot log in, but can still send files to Ohio users if you know their email address. Start by clicking the "Drop-off" button.
- Ohio users who wish someone outside the State of Ohio to send them files, can make it a lot easier for them by logging in and clicking "Request a Drop-off". That saves the other person having to prove who they are. The request created will be valid for 7 days.

FileDrop is a service to make it easy for you to move files, including large files up to 20.0 GB, in and out of the State of Ohio.

How secure is FileDrop?

Files are automatically deleted from FileDrop 5 days after you upload them.

Select "Drop-off" and be prepared to provide your email

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.

Enter the pertinent information regarding your organization and complete confirmation

Now wait for the email message from the FileDrop service 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.

This is the system message once you "Send Confirmation"

[FileDrop] You are trying to drop off some files



Storage.Tech <storage.tech@das.ohio.gov>

To  Mike Henthorn

 Reply

 Reply All

 Forward



Mon 3/23/2020 2:46 PM

Ohio.gov

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

Name: mike henthorn

Organization: Ascendum

Email: mike.henthorn@ascendum.com

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 your web browser):

<https://filedrop.cloudfs.ohio.gov/dropoff?auth=253915bfed880955547cd9785e764864>



Click the link
contained in the email

Name: Office of Contracts
& Acquisitions
Email: OCA_PURCHASING_
REQUEST@jfs.ohio.gov

Outbox

Logout

English (US)

Files are scanned
Users are also **strongly encouraged** to

This web page will allow you to drop-off
email containing the information you enter
recipient for identity confirmation purposes.

From:

Tserev, Tuyata <tuyata.tserev@ofcc.ohio.gov>

To:



Short note to the Recipients:

1000 / 1000 left

Add Recipients

Add One

Add Many

Name:

Email:

Add

Add & Close

Add Recipients

Add One

Add Many

Bulk add recipients

Example1@example.com

Example2@example.net

Example3@example.ohio.gov

One recipient per line, for example:
Recipient's Name email@example.com

Verify

Click to Add Files or Drag Them Here

Filedrop automatically encrypts all documents

An encryption passphrase is not required, however if used it must be shared with the recipient

Encryption Passphrase

This passphrase will not be sent to the recipients. You need to do this yourself.

Passphrase:

And again:

Hide characters

OK

Cancel

Encrypt every file

Add Short Note

From:

Tserev, Tuyata <tuyata.tserev@ofcc.ohio.gov>

To:

tuyata <tuyata.tserev@ofcc.ohio.gov>

Short note to the Recipients:

IMPORTANT! The passphrase is not stored on FileDrop, and cannot be recovered if lost. No one can access the files without it.

PLEASE NOTE
Files uploaded to FileDrop 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 every file if any contain sensitive information (e.g. personal private information)!

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

From:
Tserev, Tuyata <tuyata.tserev@ofcc.ohio.gov> State of Ohio

To: **1** Jean Stephenson <jean.stephenson@ofcc.ohio.gov>

Include solicitation #
in the Short note to
recipients

Short note to the Recipients:

2 Hello Jean,
I created a fact sheet for Ariel Opera House. I need your approval to use this sheet for Cultural Facilities Map.
T.

5 Encrypt every file
(Optional)

Encrypting every file is
not necessary

3 **Find the document**
Click to Add Files or Drag Them Here

4 **Check the attachment**

Filename	Size	Description
1: Cultural Map Fact Sheet.pdf	1.2 MB	Ariel Opera House Fa
	145.3 KB	Featured image

Keep Technical
Proposal separate
from Cost Proposal

6 1.4 MB / 20480 MB
Drop-off Files

Click 'Drop-off Files' to send

Drop-Off Summary

Your files have been sent successfully.

Filename	Size	SHA-256 Checksum	Description
 JFS_Taxonomy.pptx	43.4 KB	0AA393CAB125A8A29673580BDEBF0AEB DD23C1F82825DB906C40400D23ECC731	

1 file

From:

mike henthorn <mike.henthorn@ascendum.com> Ascendum from dasstgsocpfs01.cloudfs.ohio.gov on 2020-03-23 14:49

Comments:

Here is a Filedrop test, see attached.

This is the system message that confirms your files were sent

[FileDrop] brandon.smith@jfs.ohio.gov has picked up your drop-off!



Storage.Tech <storage.tech@das.ohio.gov>
To Mike Henthorn

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Mon 3/23/2020 2:55 PM



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

The drop-off you made (claim ID: yhSZgcUMqBqw3hT9) has been picked-up.

The file "JFS_Taxonomy.pptx" was picked up by brandon.smith@jfs.ohio.gov.

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: yhSZgcUMqBqw3hT9
Date of Drop-off: 2020-03-23 14:49:01

Note:

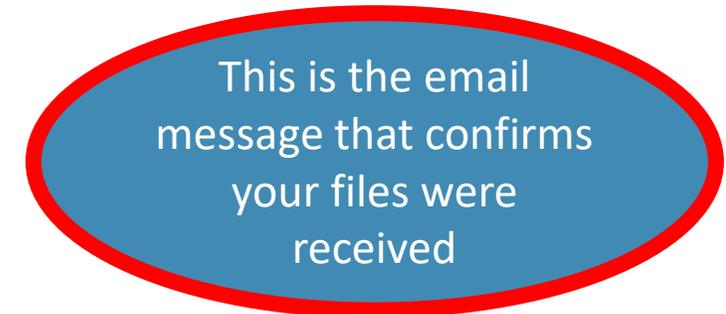
Here is a Filedrop test, see attached.

— Sender —

Name: mike henthorn
Organization: Ascendum
Email Address: mike.henthorn@ascendum.com

— File —

Name: JFS_Taxonomy.pptx
Description:
Size: 43.4 KB
SHA-256 Checksum: 0AA393CAB125A8A29673580BDEBF0AEBDD23C1F82825DB906C40400D23ECC731
Content Type: application/vnd.openxmlformats-officedocument.presentationml.presentation



Email notification

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

Tserev, Tuyata <Tuyata.Tserev@ofcc.ohio.gov> has dropped off a file for you.

IF YOU TRUST THE SENDER and are expecting to receive a file from them, you may choose to retrieve the drop-off by clicking the following

[https://filedrop.cloudfs.ohio.gov/pickup?claimID=TjMrcD6b3ERgRdp4&claimPasscode=z8s7BuVF6bSAXg74&emailAddr=tuyata.tserev%](https://filedrop.cloudfs.ohio.gov/pickup?claimID=TjMrcD6b3ERgRdp4&claimPasscode=z8s7BuVF6bSAXg74&emailAddr=tuyata.tserev%3Atuyata.tserev@ofcc.ohio.gov)

You have 5 days to retrieve the drop-off; after that the link above will expire.

If you wish to contact the sender, just reply to this email.

The sender has left you a note:

This is a draft presentation for tech10. Let me know what you think. I created a new logo for tech10 as well.

Full information about the drop-off:

Claim ID: TjMrcD6b3ERgRdp4
Claim Passcode: z8s7BuVF6bSAXg74
Date of Drop-off: 2019-06-27 16:13:29

— Sender —

Name: Tserev, Tuyata
Organization: State of Ohio
Email Address: Tuyata.Tserev@ofcc.ohio.gov

— File —

Name: tech10.pptx
Size: 2.6 MB
SHA-256 Checksum: CE68CAB3FDBE2D68E5D655FD04DA5854FB70D2033FBB69E1AEFA65CDD8EF1C01
Content Type: application/vnd.openxmlformats-officedocument.presentationml.presentation

Claim ID &
Passcode:



This is the email the
State will receive



What is File Drop?



- FileDrop is a state service used to accept vendor responses with file sizes up to 20.0 GB
- Use your email to send your response to the State
- <https://filedrop.cloudfs.ohio.gov/>

- Files transferred across the network securely encrypted by using HTTPS protocol
- Files are secure and protected from disclosure
- User may further encrypt the files being transported with user defined phrase