

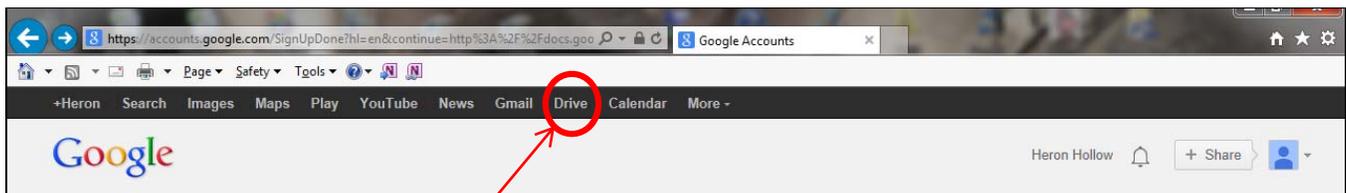
Google Accounts Setup for File Sharing

The first step in File Sharing is to register for a Google Drive account. When you link to the Google web site, you are subject to Google's privacy policy. Google's privacy policy can be located by following this link, <http://www.google.com/policies/privacy/>. This can be done using any e-mail address; we recommend you use a gmail address for simplicity.

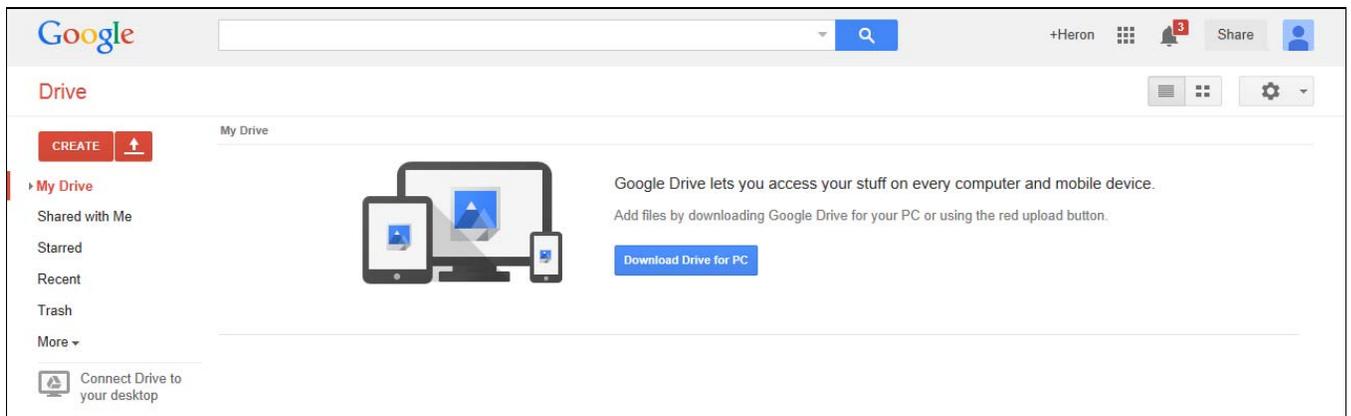
Setup

1. Clicking on the link below will bring up the Google accounts registration page. [Google - Create an Account Page](#) The page will look like the example below.

2. Enter the chosen e-mail address; this will be your organizations login for the Google Drive system.
3. Enter your password a minimum of eight characters.
4. Complete the rest of the short form and click on the “Next step” button at the bottom of the page.
5. Next you will be asked, “How you’ll appear” this is not necessary for file sharing, you are welcome to skip this step and click “Next step”.
6. Next you will be at a welcome screen with your e-mail address. Across the top of the screen is the Google bar that looks like the picture below. Click on Drive



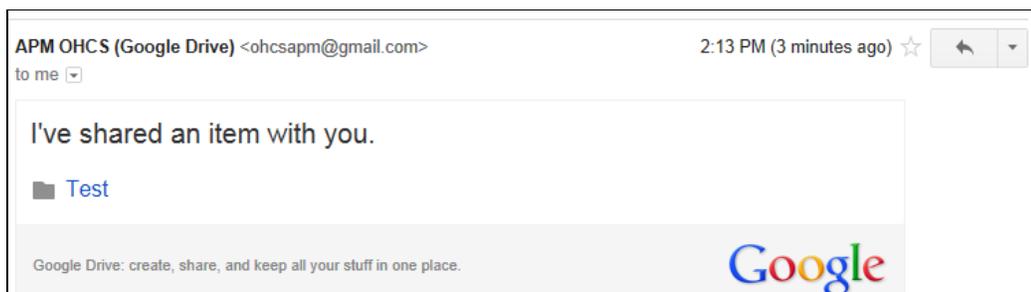
7. You will be transferred to the Google Drive page, this page is where you will share documents.



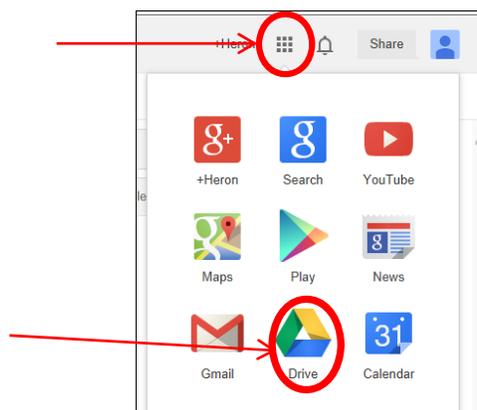
8. Next you will need to share your Google Drive information with OHCS; this information will enable OHCS to share a folder with you. The shared folder is where you will put files requested by your Compliance Officer for the Electronic File review.

- a. After successfully registering for a Google account please send an e-mail containing the following information to the File Sharing Administrator, Kimber DeBoie, at Kim.DeBoie@Oregon.gov
 - i. Organization Name
 - ii. Google Account email
 - iii. Primary Contact Name
 - iv. Contact Phone Number

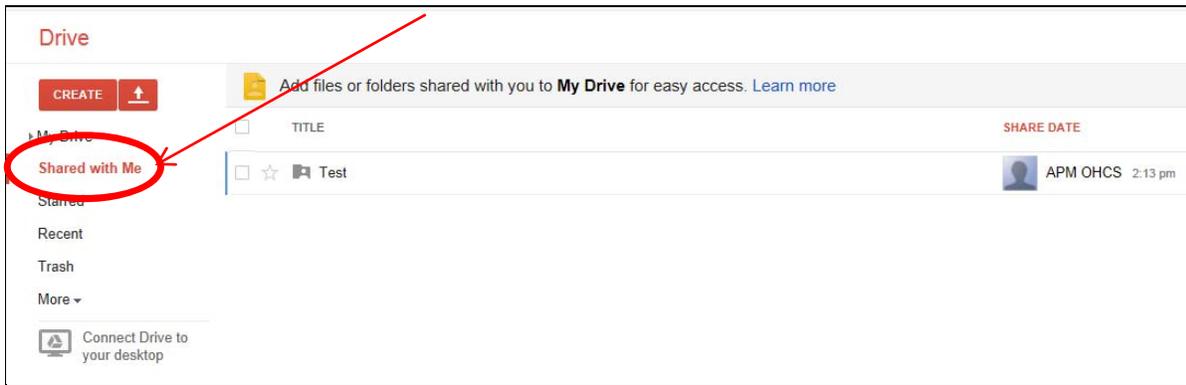
9. After submitting your information, the Administrator will share a folder with you. You will receive an email (at the email address you provided) from "APM OHCS (Google Drive)".



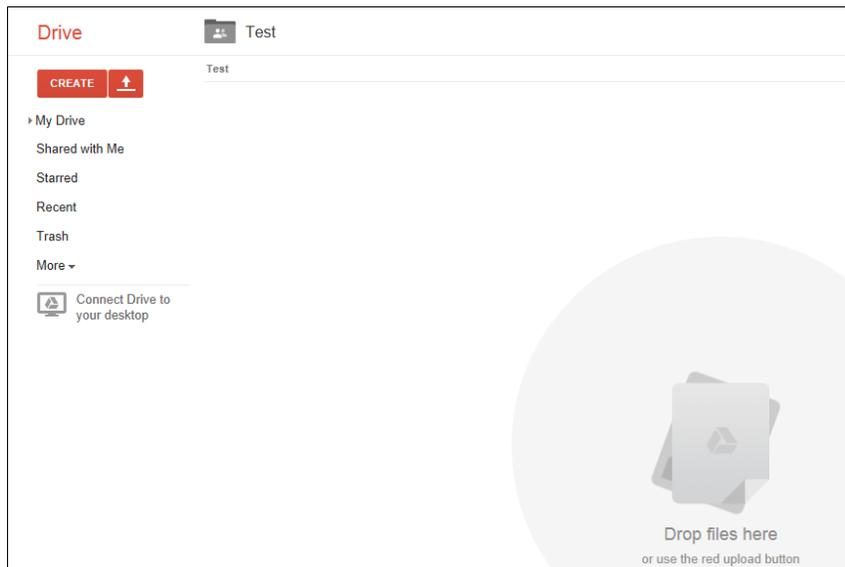
10. Go to Google Drive (click the grid of boxes and select Drive)



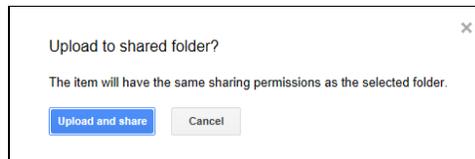
11. Select “Shared with Me”



12. Once “Share with Me” is open you will see the shared folder. Open the folder, now you can drag and drop files onto the page or use the red upload button.



13. After dropping a file on the page, the following box will popup, click “Upload and share”



14. That is it! If you have any questions contact your Compliance Officer or the File Share Administrator.