**Secure File Transfer Process**

The Secure File Transfer process uses an on-line function found on the ODE district web site: <https://district.ode.state.or.us/apps/xfers/>. The transfer screen will be displayed. The following steps will complete the transfer process:

1. Select ‘ann.kaltenbach@state.or.us’ from the “ODE Email List”.
2. Double click on the email address.
3. Under the section “Who is Sending the File?” type your email in the textbox.
4. Under the section “Locate your file to send: Click in the box and browse for the file you wish to send.
5. Under the section “Enter Your Message Here” Click in the box and write a message if you wish.
6. Under the section “Image Validation/Send File” Type the image text in the box.
7. When you are ready to transfer your file, click the “Send File” button.
8. An email will be sent to me with a link to this web site. I can then download your submission.