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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If you are a member of the State and wish to ack company outside the State to condition you come files, you can make the access a let access.	
 in you are a member of the state and wish to ask someone outside the state to send you some mes, you can make the process a lot easier in and then clicking the "Request a Drop-off" button. 	for them by loggin
This means the other person does not have to pass any tests to prove who they are, which makes the whole process a lot quicker for them. • Files are automatically deleted from Alaska ZendTo 4 days after you upload them, so you don't need to manually clean up	

Drop-off

From the main page, click the

. The following screen will appear:

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

laska ZendTo	× +	
→ C' û	① A https://drop.state.ak.us/drop/verify.php	♥ ☆
		and Freeze
	Home Login	ZendTo
1.14	Information about the Sender	
	Have you been given a "Request Code"? Yes No	
17.18	Your name:	
1.1.1	Your organization:	
	Vour email address:	
	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	
	reCAPTCHA Privacy-Terms	
	I now need to send you a confirmation email.	
100	when you get it in a minute of two, click on the link in it.	
	Send confirmation	

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

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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	endTo	

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	> e files	
Moore, Andrea C (CED)		
		ZanalT
		Zenal
This is an automated message sent to you by the Alask	a ZendTo service.	
Name: Andrea		
Organization: -		
Email: andrea.moore@alaska.gov		
You have asked us to send you this message so that you	u can drop-off some files for someone.	
IGNORE THIS MESSAGE IF YOU WERE NOT I	MMEDIATELY EXPECTING IT!	
	ing link (or conving and partiag it into your web because):	
[Ith annual continue the process by all already the tall and	ing link (or copying and pasting it into your web browser).	
Otherwise, continue the process by clicking the follow:		
Otherwise, continue the process by clicking the follow: https://drop.state.ak.us/drop/dropoff.php?auth=050	108389e1b8f002315aa0a66b4262ab	

This takes you to the Drop-off screen shown below.

Home	Login		ZendTo
PLEASE NOTE Files uploaded to download. Users tool such as "7-Zij	Alaska ZendTo are a are also strongly enc ", before sending the	scanned for viruses. But still exercise t souraged to encrypt any files containing m via Alaska ZendTo!	he same degree of caution as you would with any other file you g sensitive information (e.g. personal private information) using a
This web page will containing the info for identity confirm	allow you to drop-off rmation you enter bel lation purposes.	(upload) one or more files for a State of ow and instructions for downloading the	Alaska user. The recipient will receive an automated email file. Your IP address will also be logged and sent to the recipient
Andrea <andrea.< td=""><th>moore@alaska.gov></th><td></td><td></td></andrea.<>	moore@alaska.gov>		
Calculate SHA	-256 checksum of ea to me when each re	nch file. Sipient picks up the file(s).	 ✓ Send e-mail message to recipients ✓ which includes Passcode as well as Claim ID
Short note to the F	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 Red	ipients 💌
	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**.

Login			Zenuro
PLEASE NOTE			
Files uploaded to Alaska ZendTo are scanned for v lownload. Users are also strongly encouraged to e ool such as "7-Zip", before sending them via Alaska 2	viruses. But still exercise th encrypt any files containing ZendTo!	ne same degree of caution sensitive information (e.g.	as you would with any other file you personal private information) using a
nis web page will allow you to drop-off (upload) one ontaining the information you enter below and instru- r identity confirmation purposes.	or more files for a State of a ctions for downloading the	Alaska user. The recipient w file. Your IP address will als	vill receive an automated email so be logged and sent to the recipient
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	up the file(s).	✓ which is	ncludes Passcode as well as Claim ID
): Andrea <andrea.moore@alaska.gov> 😑 📀</andrea.moore@alaska.gov>			
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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 Lo Drop-Off Sumr	^{gin} nary	ZendTo
Filename ANCSA_ZendToIns	Size SHA-25 structions.pdf 636.5 KB 445935CF108B47 999BADFEDF6002 1 file	6 Checksum Description 77074FDD3B97760E024 ANCSA sample file 88A3ACC4BC72DCD5981 ANCSA sample file
Andrea <andrea.moore@ala To: Andrea <andrea.moore@al< th=""><th>ska.gov> - from 10.3.206.21 on 2018-03-27 aska.gov></th><th>10:35</th></andrea.moore@al<></andrea.moore@ala 	ska.gov> - from 10.3.206.21 on 2018-03-27 aska.gov>	10:35
	Comme (This is where you type in Division of Banking and Se	ents: a note to the curities Staff)
None of the files has been pie	ked-up yet.	
A. Sugar Bank	Version 5.02 Copyright © 20	018 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