How to submit documents via UH Filedrop

1. Go to the UH Filedrop website at hawaii.edu/filedrop/
2. Enter your Name and Email address in the red box on the right side then press continue

3. After pressing continue, you will receive an email from UH FileDrop to Validate and send your document
   1. Click on the link to continue the process

University of Hawai'i FileDrop Service Email Validation

You, or someone using the email address

has attempted to use UH's FileDrop service to upload files. To use the service click on the link below and follow the
remaining instructions. The link can be used multiple times but will at some point expire, after which you must use the
service to send another validation email.

CLICK HERE TO CONTINUE

If you did not intend to use the FileDrop service, someone may have attempted to use your email address as the
apparent uploader of a file. You may wish to report this to UH staff.
4. You will be redirected to the UH FileDrop Service Website
   
1. Your email address should appear at the top next to **Sender:**
2. Enter the email address that you would like to send your document to next to **Recipient:**
3. You may leave **Require Authentication** and **Expiration Timer** on the default options
4. You may provide an optional message to be send with the document.
5. Then press **Proceed**

5. The name of the person you are sending the document to will show up in the top right hand corner

1. You can attach the files you would like to send and press **Start Upload** to send