



ALASKA CHILD NUTRITION PROGRAMS

# Alaska ZendTo

Updated 10 May 2023

From time to time, you may need to send documents that contain confidential information to Alaska Child Nutrition Programs. The best way to send sensitive information to State of Alaska employees is through Alaska's ZendTo service.

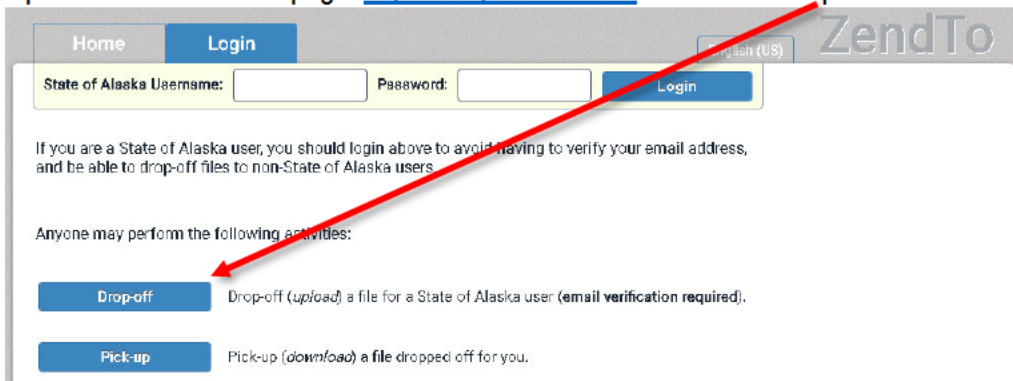
Sending sensitive information via email is strongly discouraged and may be a violation of applicable privacy law because email is not encrypted by default, passes through multiple servers, and secure (TLS or SSL) transmission is not required or defaulted on many email servers.

Alaska's ZendTo system can be accessed by anyone at <https://drop.state.ak.us/>. Registration is not required; however, you will be required to verify your email address.

## Sending Files to a State Employee with ZendTo

Before sending files to a State Employee, be sure to coordinate with the employee to ensure they are ready to receive the file(s). Typically, ZendTo files expire between four and seven days, so if the employee is unable to open the link in a timely manner, the file may expire before they can.

1. Open the ZendTo home page: <https://drop.state.ak.us/> and select "Drop Off"

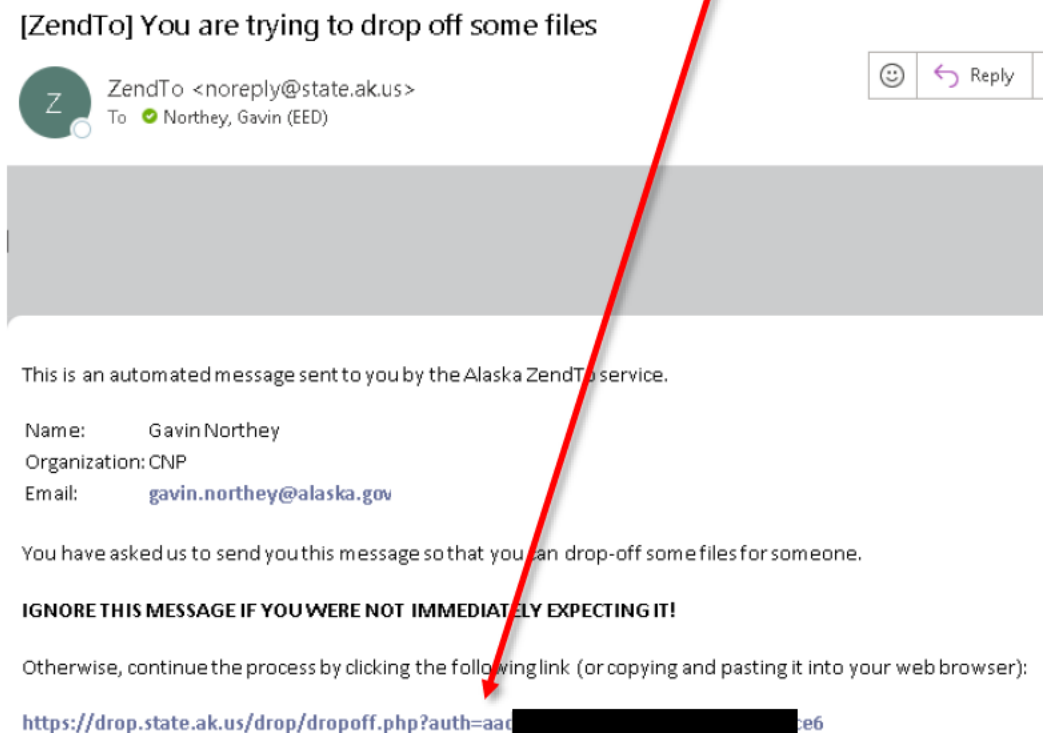


The screenshot shows the Alaska ZendTo home page. At the top, there are navigation links for "Home" and "Login", and a language selector for "English (US)". Below this is a login form with fields for "State of Alaska Username:" and "Password:", followed by a "Login" button. A message states: "If you are a State of Alaska user, you should login above to avoid having to verify your email address, and be able to drop-off files to non-State of Alaska users." Underneath, it says "Anyone may perform the following activities:" and lists two options: "Drop-off" (with a red arrow pointing to it) and "Pick-up". The "Drop-off" option is described as "Drop-off (upload) a file for a State of Alaska user (email verification required)." and the "Pick-up" option is "Pick-up (download) a file dropped off for you."

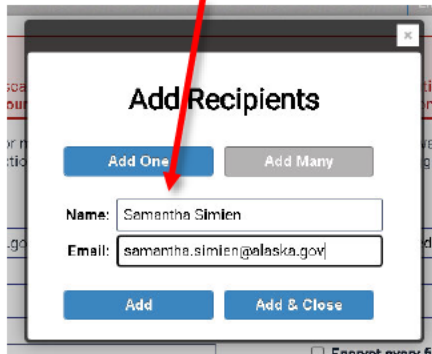
2. Enter your contact information and confirm that you are not a robot, then select "Send Information"

The screenshot shows the ZendTo registration page. At the top, there is a 'Home' button and a language selector for 'English (US)'. The main heading is 'Information about the Sender'. Below this, there is a question 'Have you been given a 'Request Code'?' with 'Yes' and 'No' buttons. The form contains three input fields: 'Your name:' with the value 'Gavin Northey', 'Your organization:' with the value 'CNP', and 'Your email address:' with the value 'gavin.northey@alaska.gov'. Below the form is a CAPTCHA section with a green checkmark and the text 'I'm not a robot'. At the bottom of the form is a blue button labeled 'Send confirmation'. Three red arrows point to the 'Your name' field, the 'I'm not a robot' checkbox, and the 'Send confirmation' button.

3. You should receive an email with a ZendTo code, open the link that is provided at the bottom of the email

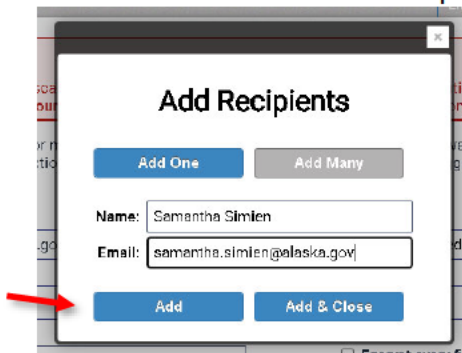


4. Enter the name and email address of the State Employee to which you wish to send the files



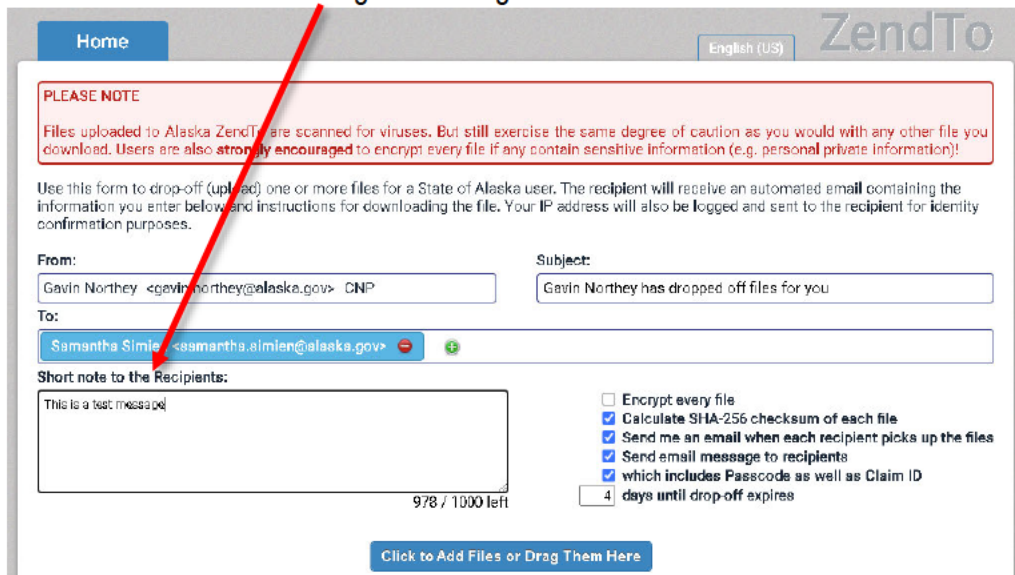
The screenshot shows a dialog box titled "Add Recipients". At the top, there are two buttons: "Add One" (highlighted with a red arrow) and "Add Many". Below these are two input fields: "Name:" with the text "Samantha Simlen" and "Email:" with the text "samantha.simlen@alaska.gov". At the bottom, there are two buttons: "Add" and "Add & Close".

5. Select "Add & Close" to add the recipient and begin composing a message and attaching files, or select "Add" to add the current recipient and be prompted to enter another.



This screenshot is identical to the previous one, but a red arrow points to the "Add & Close" button at the bottom right of the dialog box.

6. You should add a brief message describing the files to be attached.



The screenshot shows the ZendTo file upload interface. At the top, there is a "Home" button and a language selector for "English (US)". A red box contains a "PLEASE NOTE" warning about virus scanning and encryption. Below this is a paragraph of instructions. The form includes fields for "From:" (Gavin Northey <gavin.northey@alaska.gov> -DNP) and "Subject:" (Gavin Northey has dropped off files for you). The "To:" field contains "Samantha Simlen <samantha.simlen@alaska.gov>". A red arrow points to this field. Below the "To:" field is a "Short note to the Recipients:" text area containing "This is a test message!". To the right of the text area are several checkboxes: "Encrypt every file" (unchecked), "Calculate SHA-256 checksum of each file" (checked), "Send me an email when each recipient picks up the files" (checked), "Send email message to recipients" (checked), "which includes Passcode as well as Claim ID" (checked), and "4 days until drop-off expires" (checked). At the bottom, there is a button that says "Click to Add Files or Drag Them Here".

7. Drag and drop a file into the window or select “Click to Add Files or Drag Them Here” to add an attachment. You may drop multiple files at once or sequentially.

Home English (U.S.) ZendTo

**PLEASE NOTE**  
Files uploaded to Alaska ZendTo 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)!

Use this form to drop-off (upload) one or more files for a State of Alaska user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From: Gavin Northey <gavin.northey@alaska.gov> [NP] Subject: Gavin Northey has dropped off files for you

To: Samantha Simien <samantha.simien@alaska.gov>

Short note to the Recipients:  
This is a test message

**Drop to Add Files**  
(It will copy, not move)

Encrypt every file  
 Calculate SHA-256 checksum of each file  
 Send me an email when each recipient picks up the files  
 Send email message to recipients  
 which includes Passcode as well as Claim ID  
4 days until drop-off expires

978 / 1000 left + Copy

Click to Add Files or Drag Them Here

8. You may optionally add a description to each file (this may be helpful for multiple attachments)

Click to Add Files or Drag Them Here

Filename	Size	Description
1: Alaska_ZendTo_20230510.docx	389.1 KB	Test attachment

389.1 KB / 24576 MB

Drop-off Files

9. If you are sending sensitive information, you should encrypt the files by selection the “Encrypt every file” option on the right

Subject: Gavin Northey has dropped off files for you

Encrypt every file  
 Calculate SHA-256 checksum of each file  
 Send me an email when each recipient picks up the files  
 Send email message to recipients  
 which includes Passcode as well as Claim ID  
4 days until drop-off expires

Click to Add Files or Drag Them Here

10. If encrypting files, you will be prompted to set a passphrase, note that you should use multiple words containing both upper and lower case letters, numbers, and special characters (do not use spaces or other breaking characters such as tab, return, or enter). Select "OK" to save.

**Encryption Passphrase**

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

Passphrase:

And again:

Hide characters

11. Be sure that you have copied the passphrase, it will not be emailed to the recipient. You must send a separate email to the recipient and provide them with the passphrase.

12. Send the file by selecting "Drop-off Files"

Short note to the Recipients:

Encrypt every file  
 Calculate SHA-256 checksum of each file  
 Send me an email when each recipient picks up the files  
 Send email message to recipients which includes Passcode as well as Claim ID  
 days until drop-off expires

Filename	Size	Description
1: Alaska_ZendTo_20230510.docx	389.1 KB	Test attachment

389.1 KB / 24576 MB

13. The State employee will receive an email informing them the drop-off is available. If you encrypted files, remember to email them the passphrase.

14. You will see a screen confirming the drop-off was successful

Home English (US) ZendTo

## Drop-Off Summary

Your files have been encrypted and sent successfully.  
They will expire in 4 days.

Filename	Size	SHA-256 Checksum	Description
Alaska ZendTo 20230510.docx	474.2 KB	01C237D2958FE0128FEEDA2115F339AC 9D47D8FB85EB78A2F4F7878BD2638A8A3	Test attachment

1 file

**From:**  
Gavin Northey <gavin.northey@alaska.gov> CNP from 10.7.132.39 on 2023-05-10 11:07

**Comments:**

This is a test message

15. Once the recipient has opened the message, you will receive a confirmation email  
[ZendTo] samantha.simien@alaska.gov has picked up your drop-off!

NS ZendTo <noreply@state.ak.us>  
To: Northey, Gavin (EED)

Reply

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

The drop-off you made (claim ID: zCM [REDACTED] BDX) has been picked-up.

The file "Alaska ZendTo 20230510.docx" was picked up.

[samantha.simien@alaska.gov](mailto:samantha.simien@alaska.gov) made the pick-up from 10.3.130.22.

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: zCM [REDACTED] BDX  
Date of Drop-off: 2023-05-10 11:07:10

Note:

This is a test message

— Sender —  
Name: Gavin Northey  
Organization: CNP  
Email Address: [gavin.northey@alaska.gov](mailto:gavin.northey@alaska.gov)  
IP Address: 10.7.132.39 (10.7.132.39)

## Responding to a Drop-off Request from ZendTo

A State Employee may initiate a drop-off request.

1. You will receive an email requesting the drop-off, open the link in the ZendTo email

[ZendTo] Test Request



ZendTo <noreply@state.ak.us>  
To  Northey, Gavin (EED)



This is a request from Samantha Simien.

- Please click on the link below and drop off the file or files I have requested.
- The link is only valid from 2023-05-10 10:54:22 to 2023-05-11 10:54:23.
- After that time it will automatically expire.

[https://drop.state.ak.us/drop/req.php?req=70\[REDACTED\]27](https://drop.state.ak.us/drop/req.php?req=70[REDACTED]27)

If you wish to contact Samantha Simien, just reply to this email.

2. Follow steps 6 – 15 in the above section, “Sending Files to a State Employee with ZendTo”