



## Board of Finance and Revenue (BF&R)

### Public File Dropoff

1) Use the link below or the one provided to you via the BF&R website:

<https://publictransfer.patresury.gov/TreasuryFileDropoff>

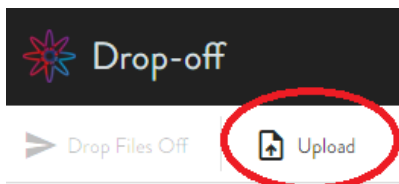
2) After the website loads you will get the following. Please complete the captcha circled in red below:

A screenshot of the "Drop-off" website interface. The page has a black header with the "Drop-off" logo and a "Profile" button. Below the header, there are input fields for "From", "To", "Subject", and "Message". A checkbox labeled "Send message body securely (recipient must follow link to read the message)" is visible. A red circle highlights a captcha challenge in the center of the page, which consists of a grid of characters and a "Captcha" input field with a refresh and checkmark button.

3) After successful captcha, you will see the "Upload" button is live as seen below:

A screenshot of the "Drop-off" website interface, similar to the previous one, but with the "Upload" button highlighted by a red circle. The "Upload" button is located in the top right corner of the main content area, next to the "Drop Files Off" button. The rest of the interface, including the input fields and the security checkbox, remains the same.

Blown up image of "Upload" button as active (not grayed out):





- 4) Click on the “Upload” button and select the files in which you wish to share with BF&R. Once you upload a file you will see it at the bottom of the screen. See the screenshot below of the file that was uploaded, “TESTFILE.txt” – circled in red.
- 5) Fill in the details requested on the screen and the “Drop Files Off” button will go live:
  - From – your email address
  - To – select “Board of Finance and Revenue”
  - Subject – Subject of your message
  - Message – Any details you want to provide

**Drop-off**

**Drop Files Off** Upload

From  
YourEmailAddress@YourCompany.com

To  
Board of Finance and Revenue

Subject  
Test Subject

Message  
Test Message - Please see the attached files dealing with .....

Send message body securely (recipient must follow link to read the message)

0 Bytes  
TESTFILE.txt

- 6) After clicking on “Drop Files Off” you will receive confirmation that your files were sent.