

RezSecure Drop Box Instructions for USCG

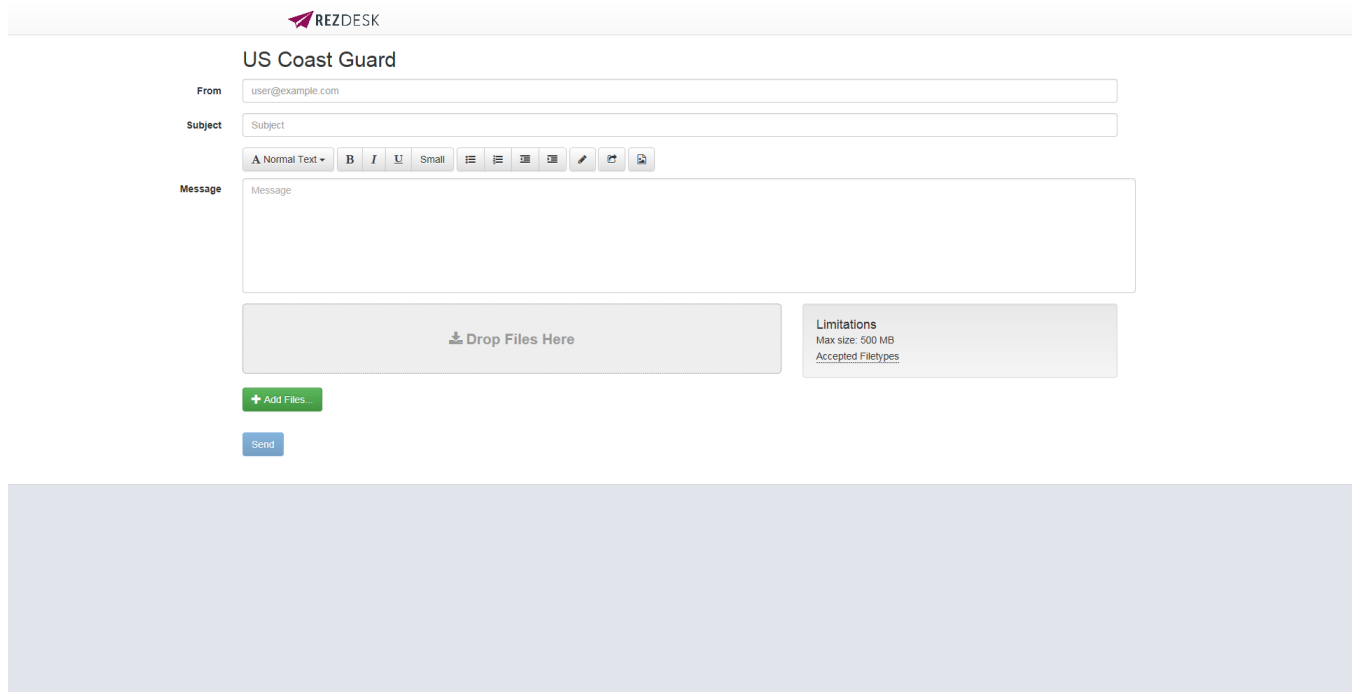
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1. Open Internet Explorer (or preferred browser) and navigate to:

<http://rezsecure.rezdesk.com/filedrop/USCG>

** Note the site will automatically redirect you to HTTPS. **



The screenshot shows the RezDesk interface for the US Coast Guard. At the top, the REZDESK logo is visible. Below it, the text "US Coast Guard" is displayed. The interface includes a "From" field with the value "user@example.com" and a "Subject" field with the value "Subject". A rich text editor toolbar is present, featuring options for "Normal Text", "Bold", "Italic", "Underline", "Small", and various alignment and list tools. Below the toolbar is a large text area labeled "Message". At the bottom of the interface, there is a "Drop Files Here" button with a download icon, a "Limitations" box stating "Max size: 500 MB" and "Accepted Filetypes", a green "+ Add Files ..." button, and a blue "Send" button. The bottom portion of the screenshot is obscured by a large grey rectangular block.

2. Fill out the form and attach any files you wish to send. Once the files are attached click the 'Send' button.

** Note: You can also drag and drop files into the 'Drag Files Here' box if supported by your browser. **

** From: This should include your email address not uscg.travel@adtrav.com. This will give the sender a notification once ADTRAV has downloaded the file.

The screenshot shows the REZDESK email composition interface. At the top left is the REZDESK logo. The recipient is "US Coast Guard". The "From" field contains "john.doe@uscg.mil" with a red arrow pointing to it. The "Subject" field contains "Test Secure File Send". Below the subject is a rich text editor toolbar with options for font style (Normal Text), bold (B), italic (I), underline (U), font size (Small), bulleted list, numbered list, link, unlink, insert link, and insert image. The message body contains the text "This is a test!". Below the message body is a "Drop Files Here" area with a dashed border and a download icon. To the right of this area is a "Limitations" box stating "Max size: 500 MB" and "Accepted Filetypes". Below the "Drop Files Here" area is a green "+ Add Files..." button. At the bottom left is a blue "Send" button with a red arrow pointing to it.