

Instructions for Upload Files to SOS

1. Select this link to access the board's document transfer via <https://ohiosos.sharepoint.com/sites/boe/Documents>;
2. Log in to the site using board's SOS Username and Password - (this is the same password used to login to your SOS email account);

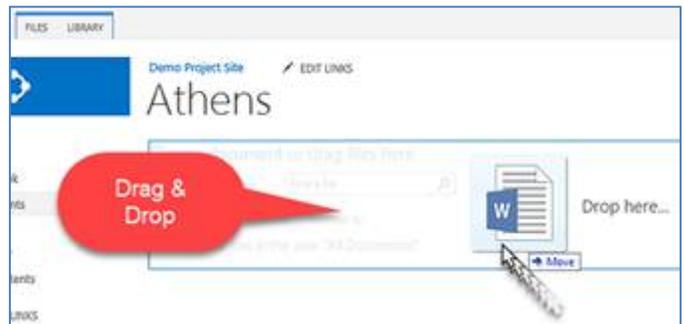
Example:

Username: athens@sos.state.oh.us
Password: (password used for SOS email)

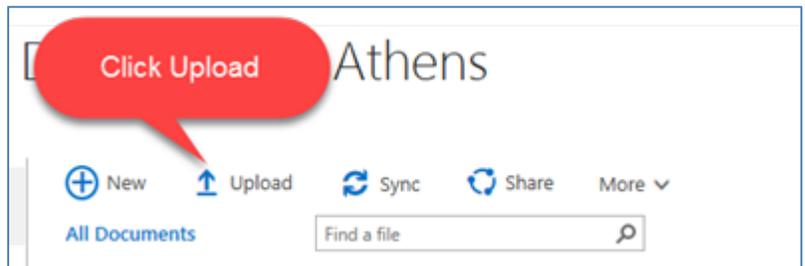
Note: *If you do not know the password for this account, please contact your Director or Deputy Director for this information.*

3. The board will only be able to view a folder with its county name (Example: Athens);
4. Select the folder to open.
5. Create a folder called **"2020 Independent Candidates"**
6. Open the folder.
7. The board must upload the scanned part-petitions and the properly named and signed certification form into the folder created by one of the following methods:

- a. **Drag & Drop** the file: Drag the file to your county's folder into the area "Drag the file here to upload."



- b. Or select the **"Upload"** button and then the "Files" option. Locate and select the file to upload and select the "Open" button to place the files in the folder.



8. Confirm that the files appear in the folder. No other action is necessary as the SOS staff will be notified the file was uploaded.

If you need assistance using this service, please contact SOS Help Desk at 1-614-466-8467.