

Go to the FileDrop service at the following link. <https://filedrop.cloudfs.ohio.gov/>

1. Select “Drop-off”
2. Complete and submit the Information about the sender
3. Receive an email from “Do Not Reply” FileDrop
4. Select the link provided by email
5. Add Recipients
 - a. Name = ODH
 - b. Email = BLTCQ.DeskReview@odh.ohio.gov
6. Select Add & Close

The screenshot shows the FileDrop web interface with a modal window titled "Add Recipients" open. The modal has two tabs: "Add One" (selected) and "Add Many". Under "Add One", there are input fields for "Name" (containing "ODH") and "Email" (containing "BLTCQ.DeskReview@odh.ohio.gov"). Below these fields are two buttons: "Add" and "Add & Close". The background interface includes a navigation bar with "Home", "Inbox", "Outbox", and "Logout" buttons, and a "Department of Administrative Services" logo. A "PLEASE NOTE" section states that files are scanned and users are encouraged to use the form for identity confirmation. A "Short note to the Recipients:" text area is visible below the modal. At the bottom, a footer indicates the version (6.13-3), copyright (© 2025 ZendTo), and login information (Robbins, William).

Home Inbox Outbox Logout English (US) Ohio Department of Administrative Services

PLEASE NOTE
Files uploaded to FileDrop are scanned. Users are also **strongly encouraged** to use this form to drop-off (upload) one or more files containing the information you enter below for identity confirmation purposes.

Use this form to drop-off (upload) one or more files containing the information you enter below for identity confirmation purposes.

From: [input field]
To: [input field]
Short note to the Recipients: [text area]
1000 / 1000 left

Add Recipients

Add One Add Many

Name: ODH
Email: BLTCQ.DeskReview@odh.ohio.gov

Add Add & Close

Click to Add Files or Drag Them Here

Version 6.13-3 | Copyright © 2025 ZendTo | About FileDrop
You are currently logged in as Robbins, William
This service is powered by a copy of ZendTo

7. Short Notice to Recipients

- a. FACILITY NAME:
- b. PROVIDER NUMBER: 36_____
- c. EVENT ID:
- d. POC OR DESK REVIEW:

8. Click to Add Files or Drag Them Here

HomeInboxOutboxLogoutEnglish (US)

Ohio Department of Administrative Services

PLEASE NOTE

Files uploaded to FileDrop 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 anyone (either a State of Ohio user or others). 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:

Subject:

ABC Nursing Home 07/01/2025 survey

To:

ODH <BLTCQ.DeskReview@odh.ohio.gov>  

Short note to the Recipients:

FACILITY NAME:

PROVIDER NUMBER: 36_____

EVENT ID:

POC OR DESK REVIEW:

922 / 1000 left

Click to Add Files or Drag Them Here

9. Select Files to be sent to ODH

10. After adding all files select “Drop-Off Files”

3.9 MB / 51200 MB

Drop-off Files