Sponsor Secure Upload Guide
Accessing a Shared File

Access the Shared Folder

There are two ways someone may have shared a folder with you:

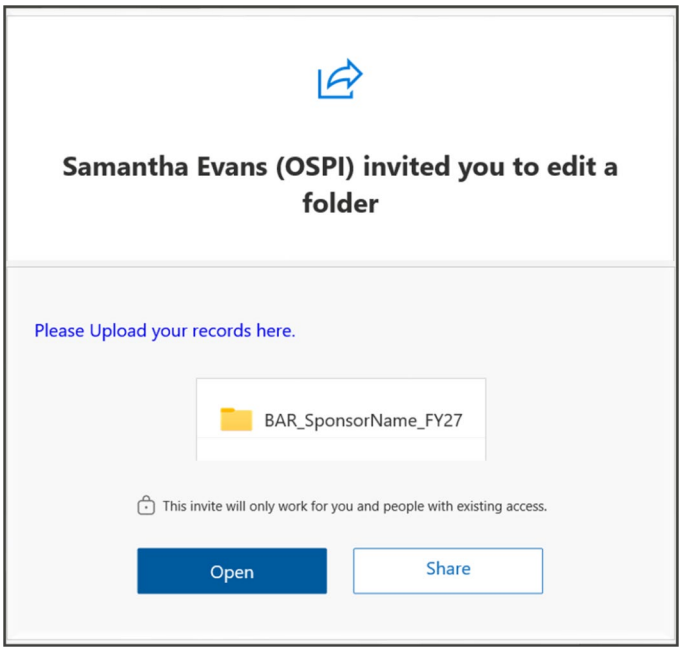
Direct Link

A link was embedded directly into an email you received. If this is how you received your link, all you need to do is click the link directly from the email.

Shared Invitation

You should have received an email from your contact at OSPI that they have shared a folder with you. The subject of the email will include the name of your OSPI contact and the name of the shared folder.

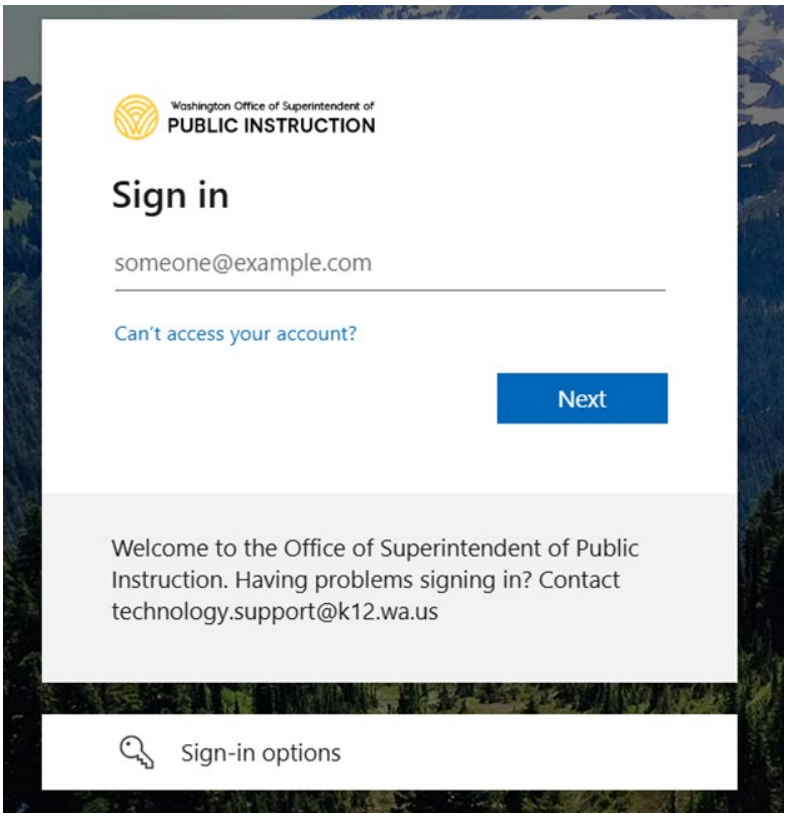
When you open that email, you will see who sent you the email, some basic instructions, and a button that says "Open." Click the button that say "Open"

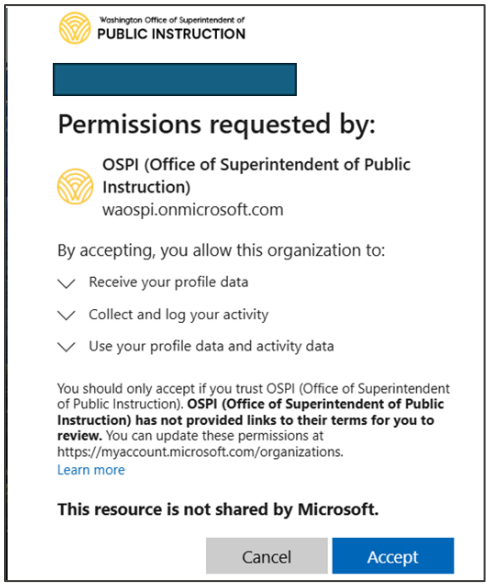


You may be asked to complete additional authentication. Once you have completed that authentication, you will be brought to the shared folder.

Confirm Your Email

A pop-up will ask you to confirm your email. It may look like they are asking you to log into an OSPI account, but you can enter your email and click next.



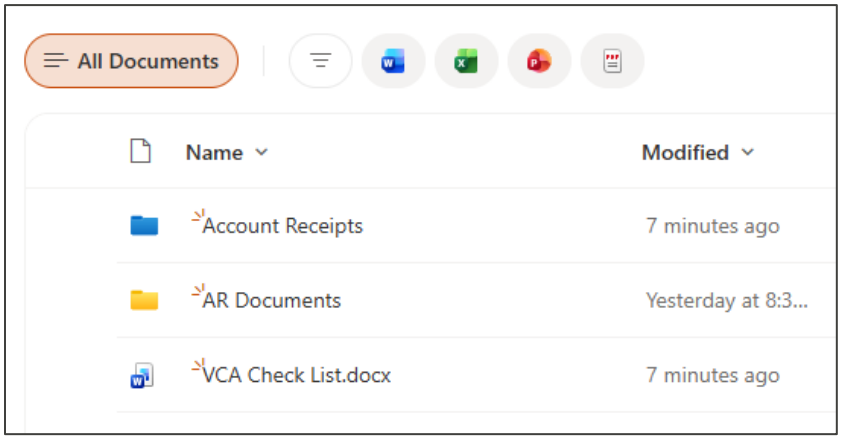


Your email may have two factor authentication set up. This verification is set up by your organization.

You may be asked to accept the permission request by clicking "Accept"

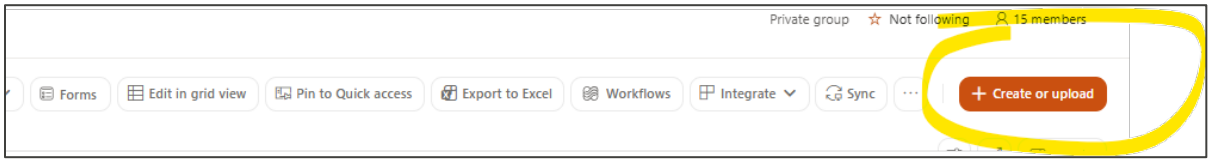
Receiving documents from a shared folder

Depending on the program and the purpose, you may see several subfolders and checklists, or just one document in your shared folder. You will want to open the document with 'checklist' or 'read me' in the title. When you open this document, you should see a list of documents that need to be uploaded or completed and where you can find them in the shared file. If you have any questions about what documents you need to submit, reach out to your program specialist.

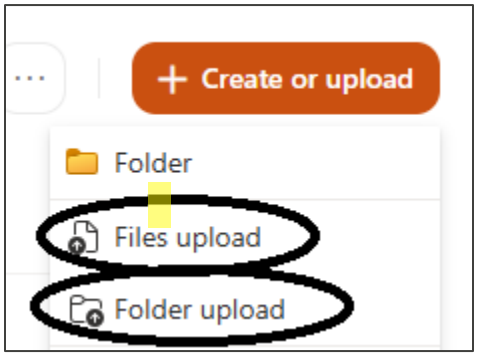


Adding documents to a shared folder

You can add new document to the folder by using the "Create or Upload" button at the top.



Here you have the option to upload a file or a folder



Confirm your document upload

Once you have uploaded and organized your documents in accordance with the checklist included in the file, notify your OSPI contact that your documents are complete and ready for review.