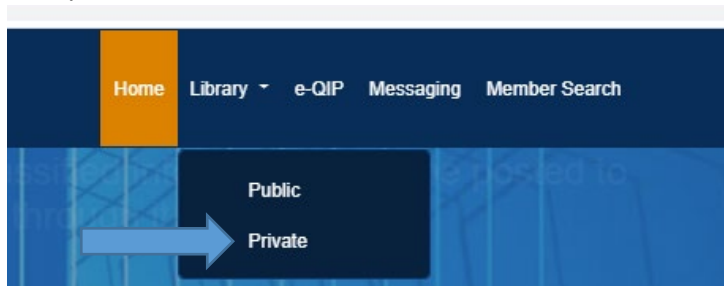


Uploading documents into the DCSA Secure Portal.

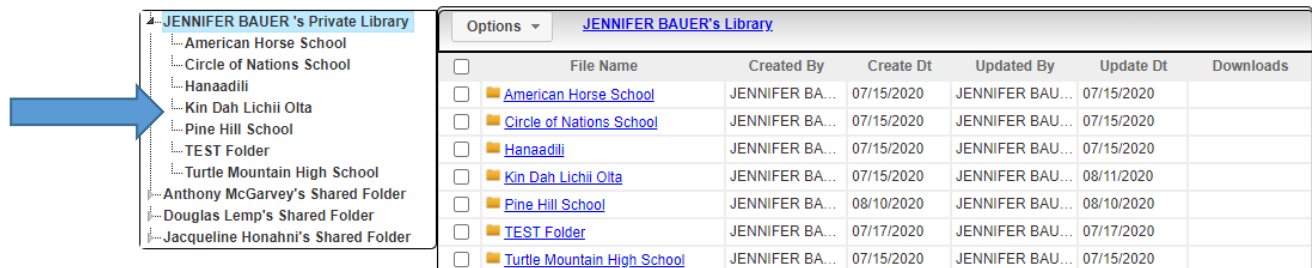
1. You must first establish an account. Once BIE submits your access request, you will receive 2 separate e-mails from NOReply.Np2@opm.gov. Review the attached TCS Np2 2-factor authentication document. **If you do not establish an account upon receiving these emails, the request will expire.** If you have any trouble logging on, contact: NP2HelpDesk@opm.gov or 202-795-2727
2. The POC who conducted your audit, will then share a private folder with you to upload your documents using the DCSA Secure system. You will receive an email notifying you that a folder has been shared with you.
3. Log into the Secure Portal, and navigate to the library folder marked 'Private', locating the one with your school's name:



SAMPLE ONLY:

Private Library

Share files securely.

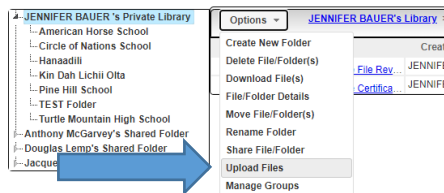


Options	JENNIFER BAUER's Library					
<input type="checkbox"/>	File Name	Created By	Create Dt	Updated By	Update Dt	Downloads
<input type="checkbox"/>	American Horse School	JENNIFER BA...	07/15/2020	JENNIFER BAU...	07/15/2020	
<input type="checkbox"/>	Circle of Nations School	JENNIFER BA...	07/15/2020	JENNIFER BAU...	07/15/2020	
<input type="checkbox"/>	Hanaadili	JENNIFER BA...	07/15/2020	JENNIFER BAU...	07/15/2020	
<input type="checkbox"/>	Kin Dah Lichii Olta	JENNIFER BA...	07/15/2020	JENNIFER BAU...	08/11/2020	
<input type="checkbox"/>	Pine Hill School	JENNIFER BA...	08/10/2020	JENNIFER BAU...	08/10/2020	
<input type="checkbox"/>	TEST Folder	JENNIFER BA...	07/17/2020	JENNIFER BAU...	07/17/2020	
<input type="checkbox"/>	Turtle Mountain High School	JENNIFER BA...	07/15/2020	JENNIFER BAU...	07/15/2020	

4. Click on the folder and then under the 'options' menu, select 'upload files'

Private Library

Share files securely.



Options JENNIFER BAUER's Library

- Create New Folder
- Delete File/Folder(s)
- Download File(s)
- File/Folder Details
- Move File/Folder(s)
- Rename Folder
- Share File/Folder
- Upload Files
- Manage Groups