Step 1 – Receive Email from SOAH with Subject "New Package is Waiting" from SOAH Secure File Transfer (soahtexas.moveitcloud.com)"

Gmail

Q secure file

Compose

Inbox — 13,713
Starred
Snoozed
Sent
Drafts — 1
Unwanted

Meet
New meeting
Join a meeting

Hangouts

New Package Is Waiting Inbox ×

SOAH Public Information via State Office of Administrative Hearings Secure File Transfers <noreply@moveitcloud.com> Unsubscribe
to me

New Package Notification

Welcome to State Office of Administrative Hearings! A new package has been posted for you.

From: SOAH Public Information
Subject: Responsive Information - SOAH ORR #2022-test

You will be required to supply credentials in order to login and access this package. These credentials will be provided to you either by the original sender or by another email notification.

If site policy requires it, at sign on you will be guided through additional steps to secure your account.

Please use the following URL and your username/password to login and view this package. You will also be given the opportunity to compose a secure reply to this package.

(https://soahtexas.moveitcloud.com/human.aspx?OrgID=3466&Arg12=message&Arg06=853585420&Arg08=20ut52yfp04k8umb)

Regards,
State Office of Administrative Hearings Secure File Transfers

↩ Reply   ➡ Forward

Step 2 – You will be asked to login with your Username and Password that you created. Click Sign On.

Step 3 – Your MoveIt inbox looks like an email inbox. It shows a listing of "packages" that have been securely transmitted to you.

Your packages will not be permanently retained in MoveIt, but are available for a temporary time to allow you to retrieve them.

Click on the package you want to view in your Inbox

Step 4 – When you open a package, it looks like an email. Click on the link to your document to download your file.

Click the link to your document to download your file

Step 5 – When viewing your document, you can choose to download it to your computer, or print it. Choose download.
　　　　IMPORTANT: You must download and store documents on your own computer if needed for your future use.

Click the down arrow to save your document to your computer

Click the print icon to print your document

Step 6 – When downloading your document, select the file location on your computer where you want to save it and click "Save."