

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

The screenshot shows a Gmail interface with a search bar at the top containing the text "secure file". On the left sidebar, the "Compose" button is highlighted, and the "Inbox" is listed with 13,713 items. The main content area displays an email with the subject "New Package Is Waiting" and a sender of "SOAH Public Information via State Office of Administrative Hearings Secure File Transfers". The email body contains a notification about a new package, a "From" and "Subject" line, and instructions on how to access the package via a provided URL. At the bottom of the email, there are "Reply" and "Forward" buttons.

Compose

Inbox 13,713

Starred

Snoozed

Sent

Drafts 1

Unwanted

Meet

New meeting

Join a meeting

Hangouts +

New Package Is Waiting Inbox x

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.



Username

Password

[Forgot Password?](#)

Security Notice
WARNING! You are accessing a secured resource used by the Texas State Office of Administrative Hearings (SOAH) for authorized users only. SOAH

Sign On

< Enter your username

< Enter your password

Step 3 – Your Movelt 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 Movelt, but are available for a temporary time to allow you to retrieve them.****

The screenshot shows a web browser window with the URL `soahtexas.moveitcloud.com/human.aspx?r=576053658`. The browser's address bar and tabs are visible at the top. Below the browser, there is a dark navigation bar with the SOAH logo on the left and the text "Signed onto State Office of Administrative Hearings as" followed by "SIGN OUT" and "HELP" on the right. A green checkmark icon and the text "Welcome to SOAH's Secure File Transfer System!" are displayed in a light gray box. Below this, the heading "Packages" is shown, followed by "My Mailboxes" and "Inbox". A "Go to..." dropdown menu is present. On the right side, there are two buttons: "Send Package" (in teal) and "Manage Contacts" (in white). A table with the following columns is displayed: "Subject", "Classification", "Files", "Size", "From", and "Date/Time". The table contains one row with the following data: "FW: Test" (circled in red), "Non-Confidential", "1", "432.5 KB", "SOAH Public Information", and "12/10/2021 8:13:08 PM". Below the table, there is a "Return to Mailboxes" link with a mail icon. A red arrow points from the circled "FW: Test" package to the text "Click on the package you want to view in your Inbox".

skip repetitive navigation

Signed onto State Office of Administrative Hearings as SIGN OUT HELP

✓ Welcome to SOAH's Secure File Transfer System!

Packages

My Mailboxes ▸ Inbox

Go to... ▾ Send Package Manage Contacts

Subject	Classification	Files	Size	From	Date/Time
 FW: Test	Non-Confidential	1	432.5 KB	SOAH Public Information	12/10/2021 8:13:08 PM

 Return to Mailboxes

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.

soahtexas.moveitcloud.com/human.aspx?r=1009258577&Arg12=message&Arg06=822360687&Arg07=822440500&Arg11=1

Apps CAPPS Bookmarks State Office of Adm... Court Central TELICON TLO Westlaw Texas Statutes Govt Code Ch 2003 Texas Administrativ... TJB | OCA eFile Texas LogIn -... SOAH Public Inform... Other bookmarks Reading list

skip repetitive navigation

Signed onto State Office of Administrative Hearings as SIGN OUT HELP

Package from SOAH Public Information

Delete Reply Reply All Forward Mark As Not New

To: [Redacted]
From: SOAH Public Information at 12/10/2021 8:13:08 PM
Subject: FW: Test
Mailbox: My Mailboxes > Inbox
Will Expire: in 20 days
Classification: Non-Confidential

>----- Original Package -----
>Subject: Test
>Date: 12/10/2021 7:59:33 PM
>From: SOAH Public Information
>
>test

Files:
SOAH VIRTUAL PARTY INVITE 2021.pdf (431.8 KB) [Download](#)
Total: 431.8 KB

Delete Reply Reply All Forward Mark As Not New Move to: /Sent Move

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.****

File | C:/Users/... Downloads/SOAH%20VIRTUAL%20PARTY%20INVITE%202021%20(1).pdf

Apps CAPPS Bookmarks State Office of Adm... Court Central TELICON TLO Westlaw Texas Statutes Govt Code Ch 2003 Texas Administrativ... TJB | OCA eFile Texas Login ... SOAH Public Inform...

Other bookmarks Reading list

SOAH VIRTUAL PARTY INVITE 2021 (1).pdf

1 / 2 | 100% +

1

2

SOAH'S VIRTUAL HOLIDAY PARTY

December 10th
3:30 – 5 p.m.

There will be trivia, activities, contests,
and prizes!

Festive attire is welcomed but not required!

Participation is voluntary.

See attached itinerary for more information!

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.”

The image shows a Windows 'Save As' dialog box overlaid on a web browser. The dialog box is open to 'Local Disk (C:)' and shows a list of folders. The file name is 'SOAH VIRTUAL PARTY INVITE 2021 (2)' and the save type is 'Adobe Acrobat Document'. The background browser window displays a document with the following text:

...VIRTUAL PARTY INVITE 2021...
...Texas LogIn ... SOAH Public Inform...
...ontests,
and prizes!
Festive attire is welcomed but not required!
Participation is voluntary.
See attached itinerary for more information!

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates a temperature of 83°F, mostly sunny weather, and the time 2:52 PM on 12/10/2021.