

DEP File Portal – External User Quick Guide

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The purpose of this External User Quick Guide is to provide DEP staff with shareable directions with external users to interact with the new DEP File Portal (<https://dep-file-portal.dep.state.fl.us>).

Log in Screen

The new log in screen requires acknowledgment of Acceptable Use

1. Follow the public share link provided
2. At the log in screen, enter the password and click in checkbox to acknowledge the **Acceptable Use** of the application

DEP File Portal

Welcome to DEP's File Portal, the fast and easy-to-use digital document delivery system.

If you experience difficulties, please contact the DEP Service Desk by calling 850-245-7555.

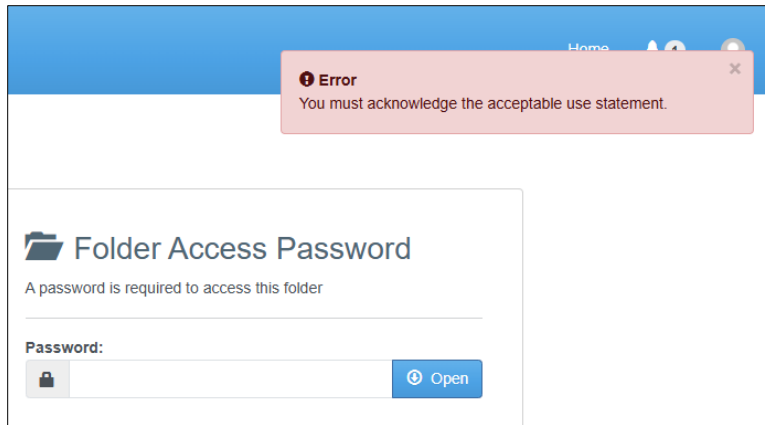
☐ **Acceptable Use**
I acknowledge the use of DEP's File Portal services are provided for distribution of DEP work-related documents.

Folder Access Password
A password is required to access this folder

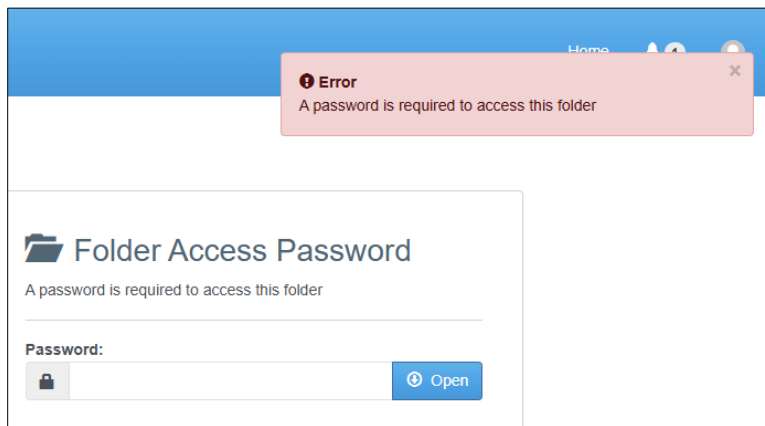
Password:

English Home | ? Help

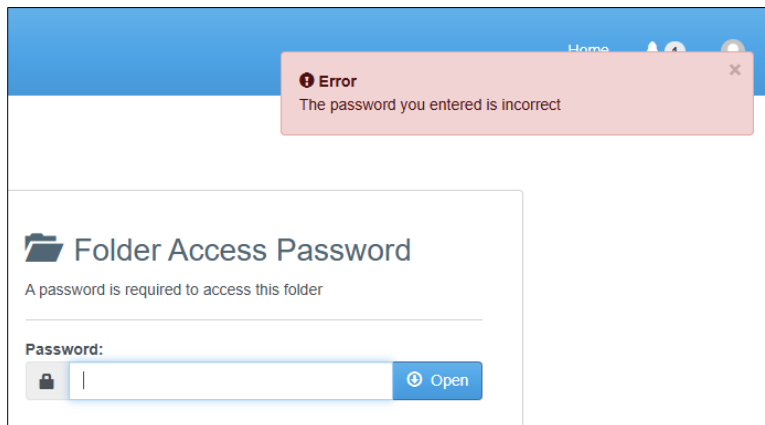
Error messages will be presented if the **Acceptable Use** is not accepted, the password is not provided, or if the password entered is not correct



Acceptable Use checkbox not selected.



Password not provided.



Incorrect password provided.

Navigating in the Portal

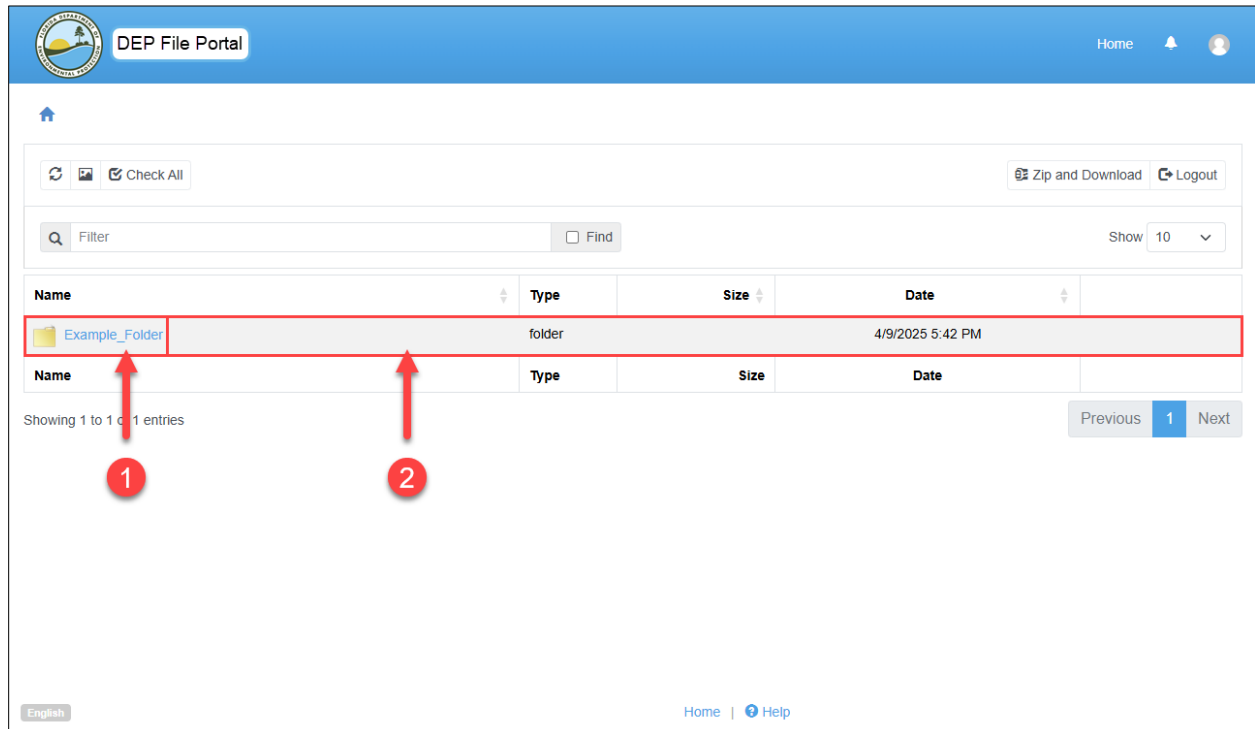
Clicking on rows enables selection. Clicking on Folder Names navigates into the folder and clicking on File Names will preview if able.

After logging in, depending on if the link allows uploads or downloads, users can interact with folders or files that DEP staff have shared.

1. Folders can be navigated into by clicking on the folder name

NOTE: Some file types can be previewed within the portal by clicking on the file name.

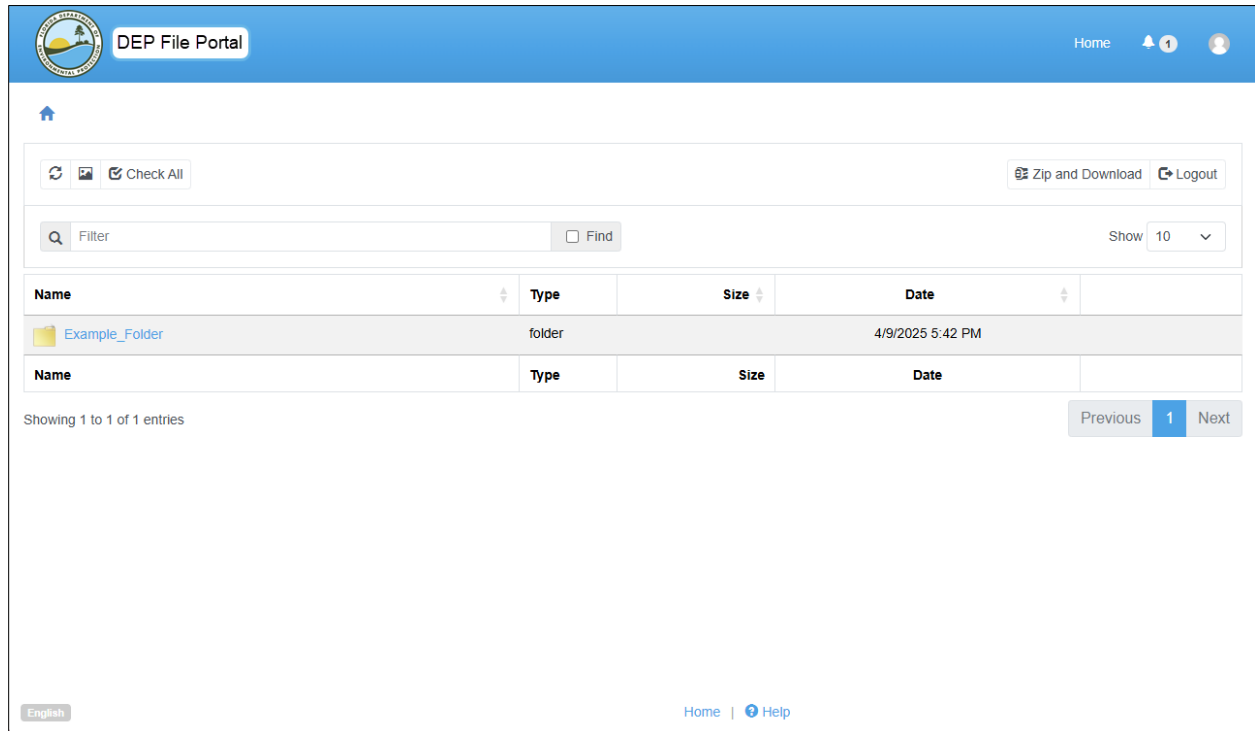
2. Rows can be selected by clicking anywhere on the associated row



Downloading From a Share Link

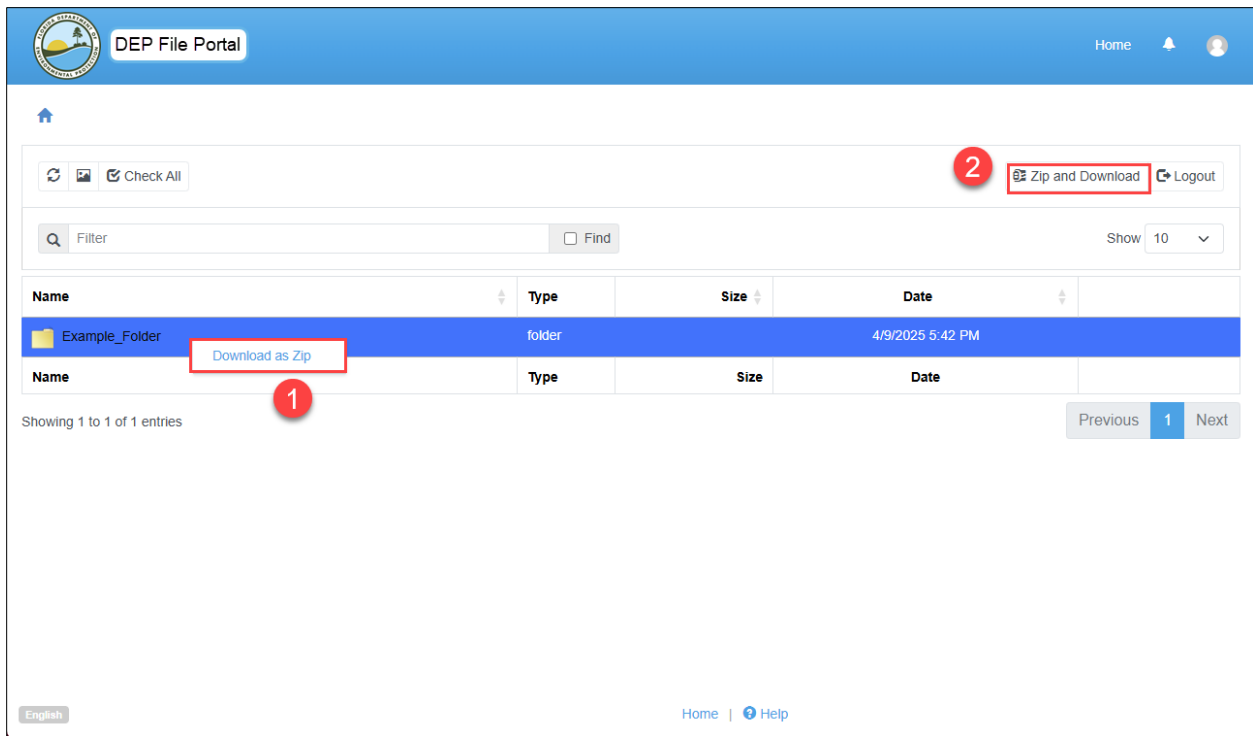
For share links that allow users to download content – individual files/folders or multiple files/folders can be downloaded

From within the shared location users can download shared files or folders (downloading the folder will also download all the contents within the folder).

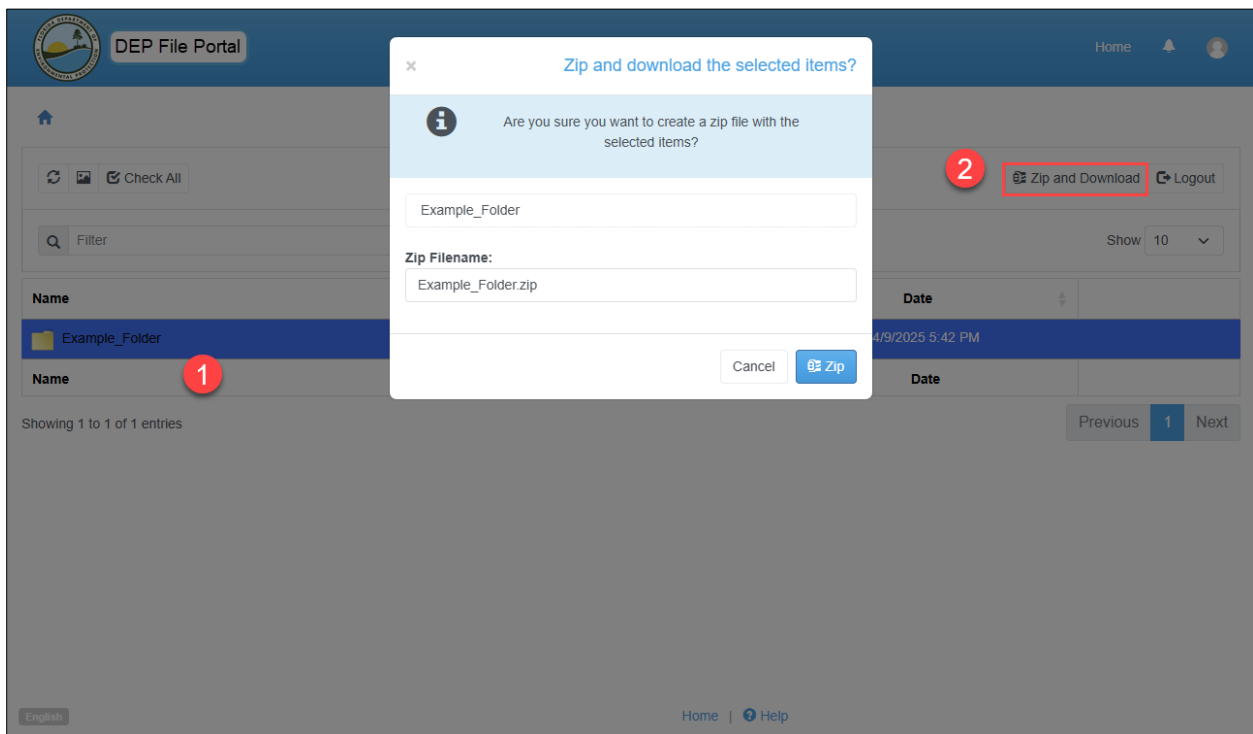


To download a file or folder:

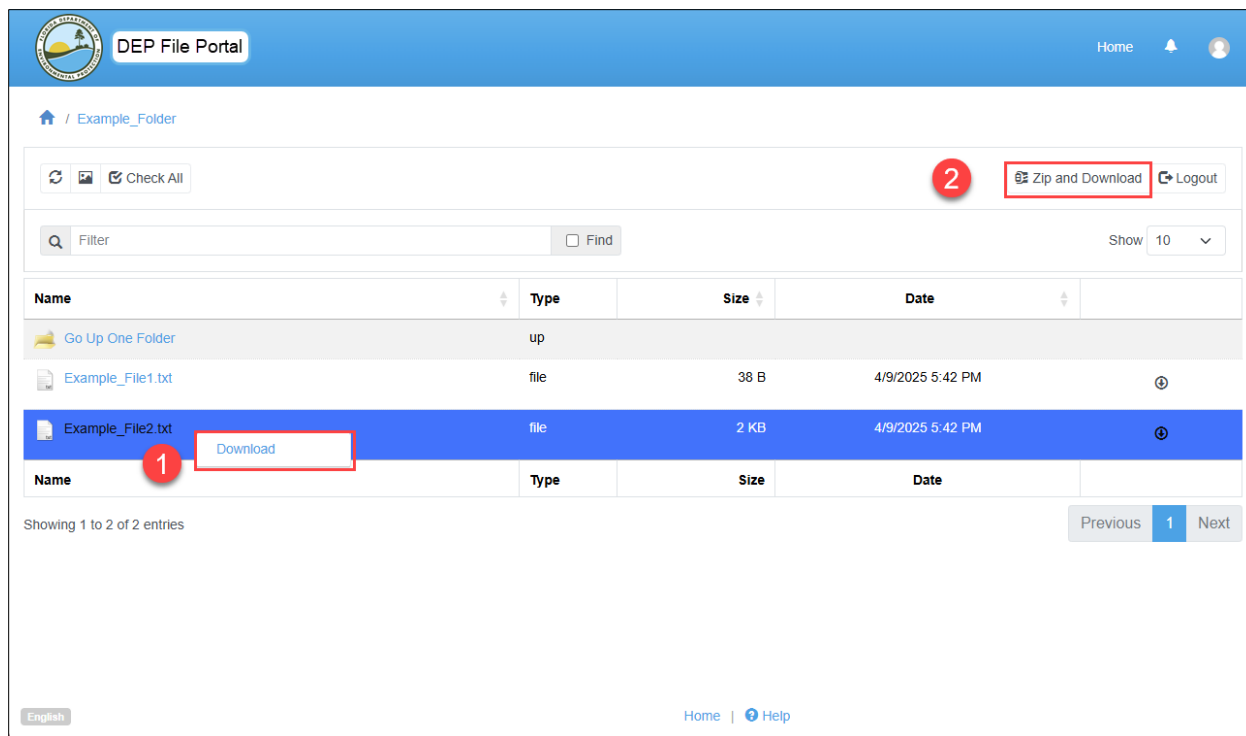
- Select the row by clicking anywhere on the row
 - The right click context menu will change for single file selections and for folders (single or multiple) or multiple selected files.
1. Right click to access the **Download** (for single file selections) or **Download as Zip** menu (for folders or multiple selected files)
 2. Click on the **Zip and Download** button



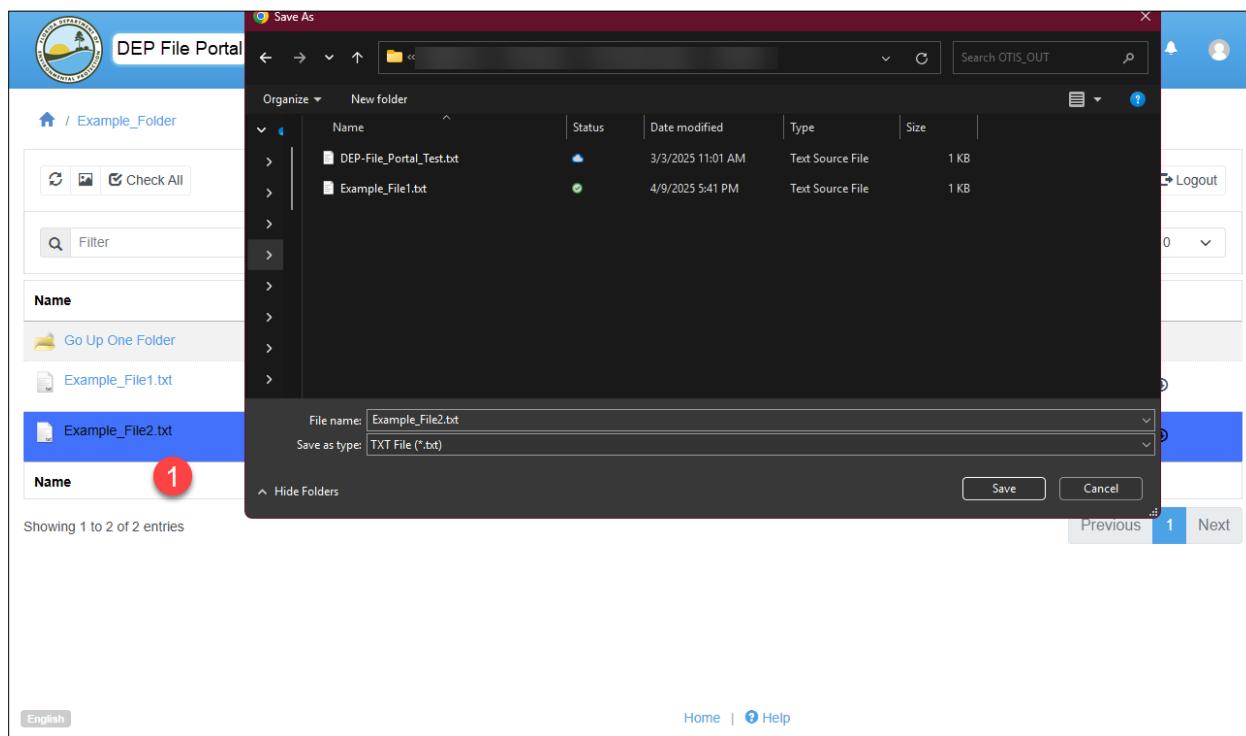
Single folder selected - **Download as Zip / Zip and Download**



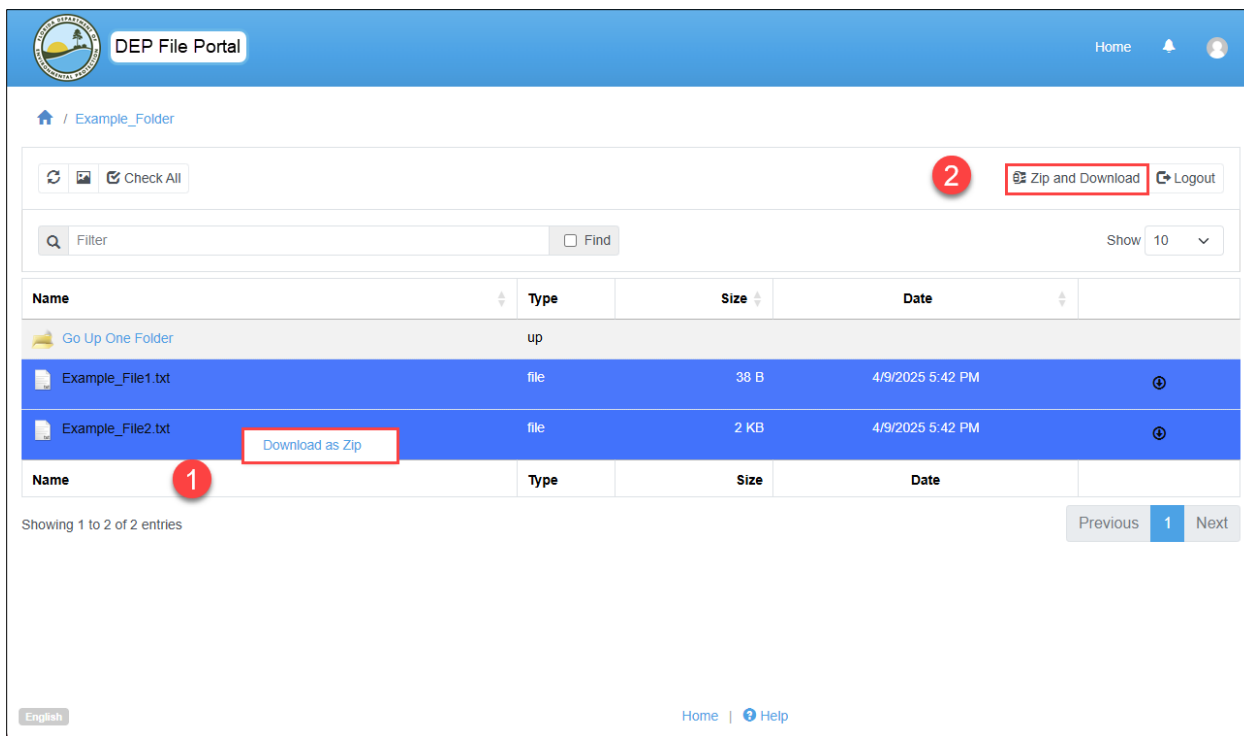
Single folder selected - **Download as Zip / Zip and Download** filename save option



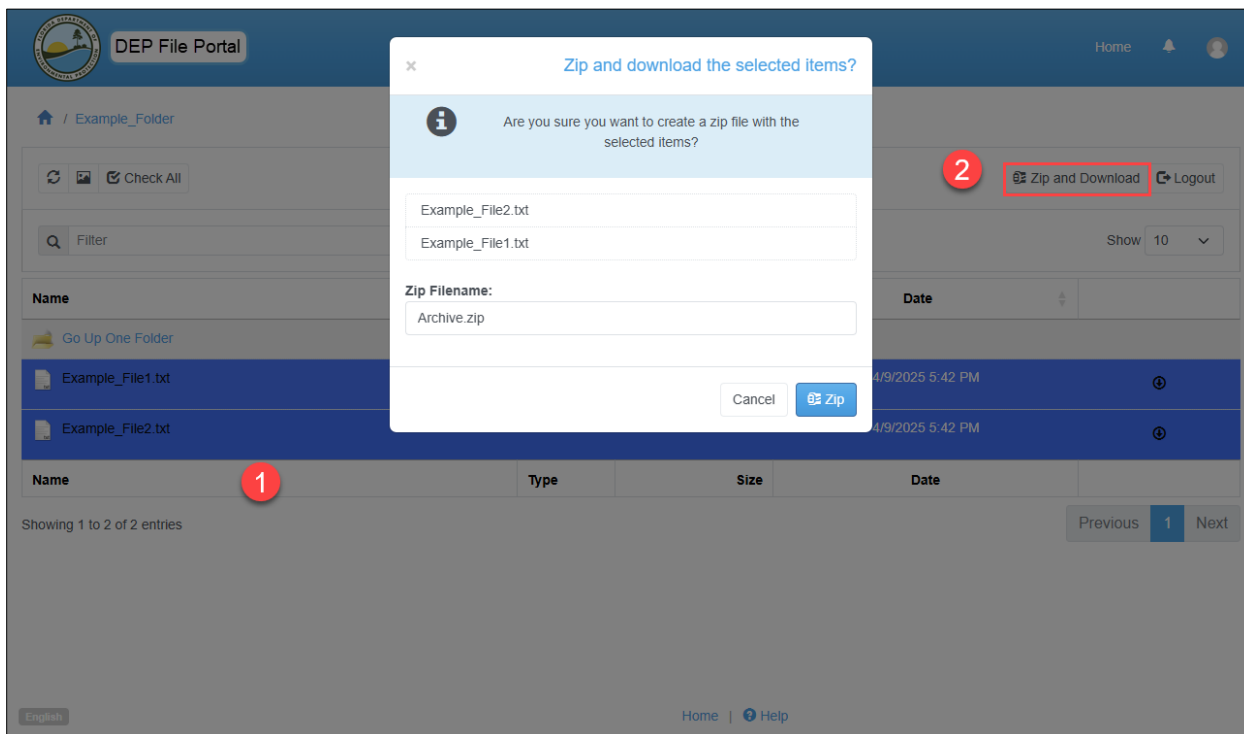
Single file selected - Download / Zip and Download



Single file selected - Download with user Save As option presented



Multiple files / folders selected - **Download as Zip / Zip and Download**



Multiple files / folders selected - **Download as Zip and Zip and Download filename**

Uploading To a Share Link

For share links that allow uploads – individual or multiple folder uploads

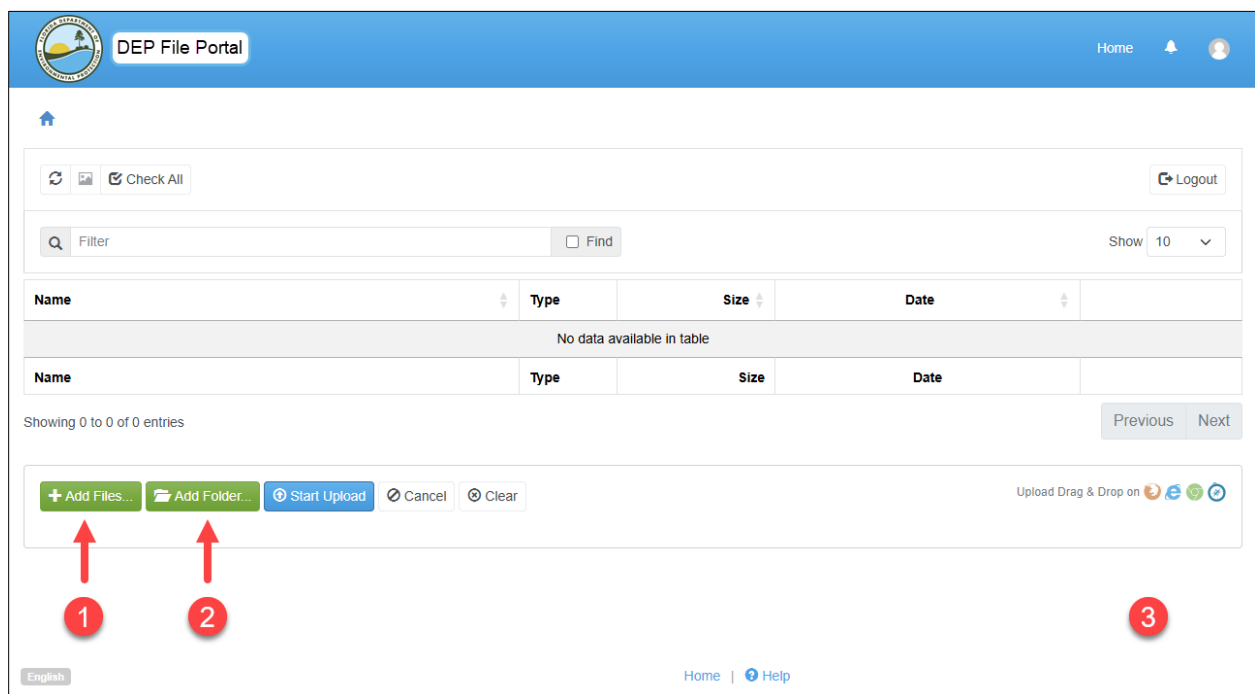
From within the shared location users can upload files or folders, or navigate to a sub-folder (if applicable) to upload files or folders.

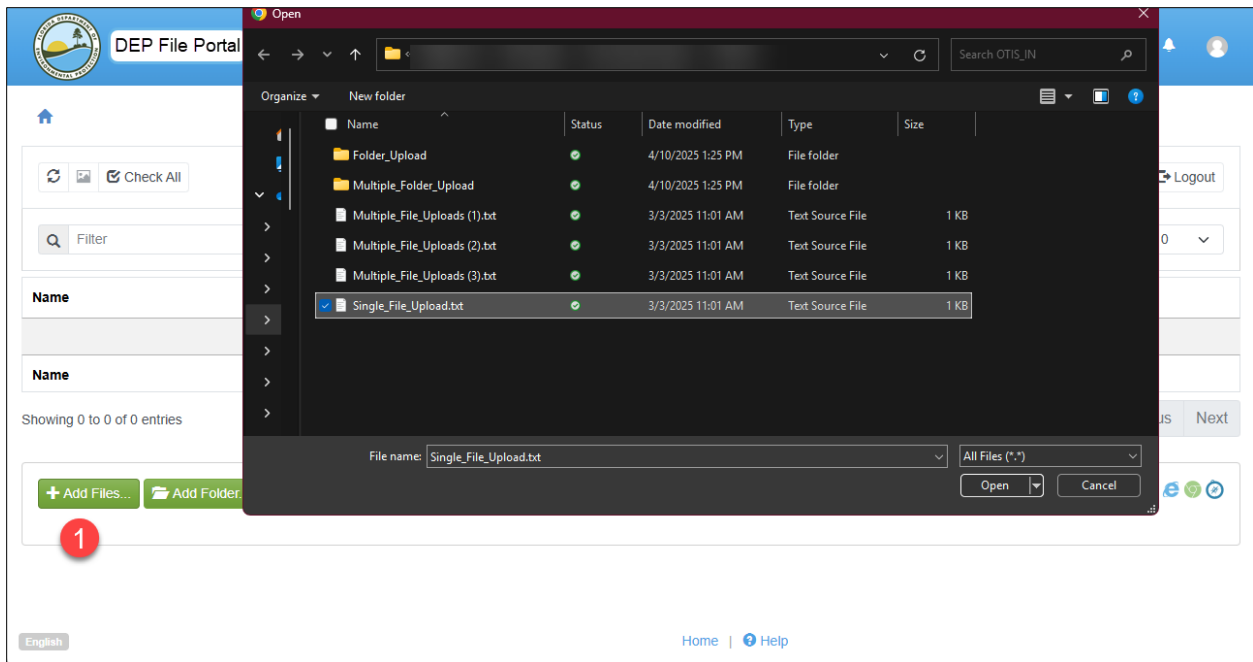
Files or Folders can be uploaded by:

1. Clicking on the “+ **Add Files...**” button
2. Clicking on the “**Add Folder...**” button
3. By dragging files or folders from their PC and dropping anywhere on the DEP File Portal page (**Drag &Drop**)

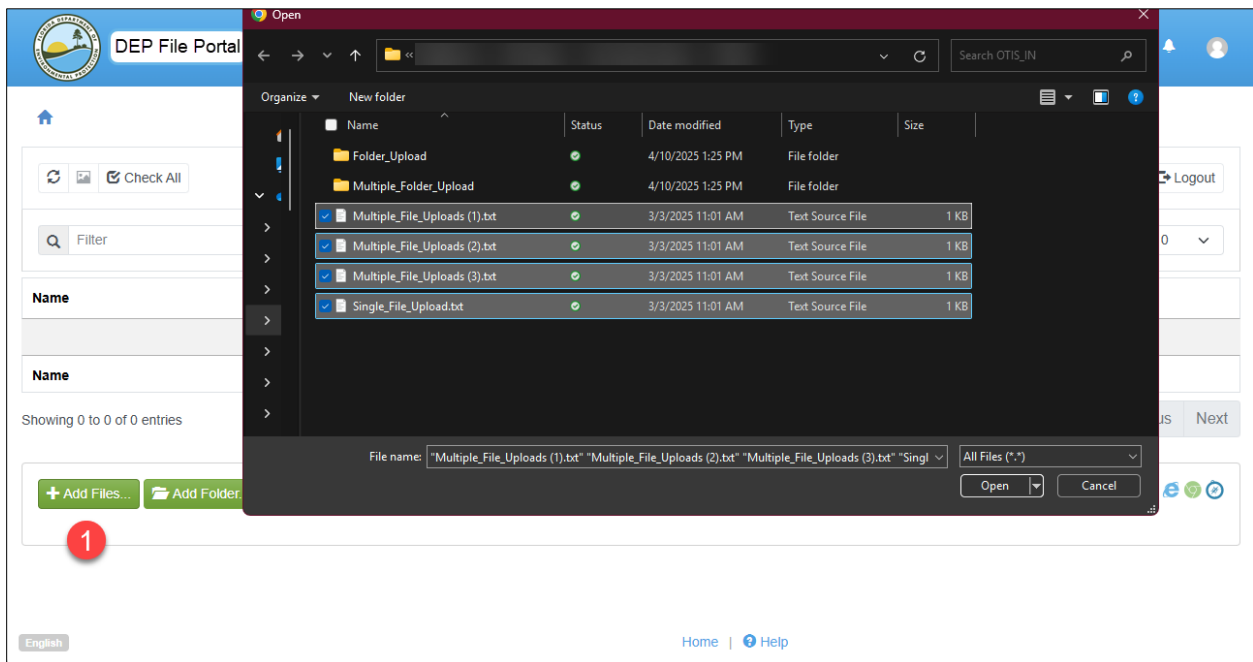
Files / Folders are not automatically uploaded. Users have the option to

- A. Upload individual files by clicking the **Start** button per file
- OR**
- B. Upload all staged files by clicking the **Start Upload** button





Add Files... button selected – single file selected for upload



Add Files... button selected – multiple files selected for upload

DEP File Portal

Home

Filter

Find

Show

10

Name

Type

Size

Date

No data available in table

Name

Type

Size

Date

Showing 0 to 0 of 0 entries

PreviousNext

1

+ Add Files...

+ Add Folder...

Start Upload

Cancel

Clear

Upload Drag & Drop on

Multiple_File_Uploads (3).txt	0.06 KB	StartCancel
Single_File_Upload.txt	0.06 KB	StartCancel
Multiple_File_Uploads (1).txt	0.06 KB	StartCancel
Multiple_File_Uploads (2).txt	0.06 KB	StartCancel

English

HomeHelp

Files staged for upload – **Start** to Upload files one at a time / **Start Upload** to upload all files

DEP File Portal

Home

Filter

Find

Show

10

Name

Type

Size

Date

Multiple_File_Uploads (1).txt	file	58 B	4/11/2025 1:52 PM
Multiple_File_Uploads (2).txt	file	58 B	4/11/2025 1:52 PM
Multiple_File_Uploads (3).txt	file	58 B	4/11/2025 1:52 PM
Single_File_Upload.txt	file	58 B	4/11/2025 1:52 PM

Name

Type

Size

Date

Showing 1 to 4 of 4 entries

Previous1Next

2

+ Add Files...

+ Add Folder...

Start Upload

Cancel

Clear

Upload Drag & Drop on

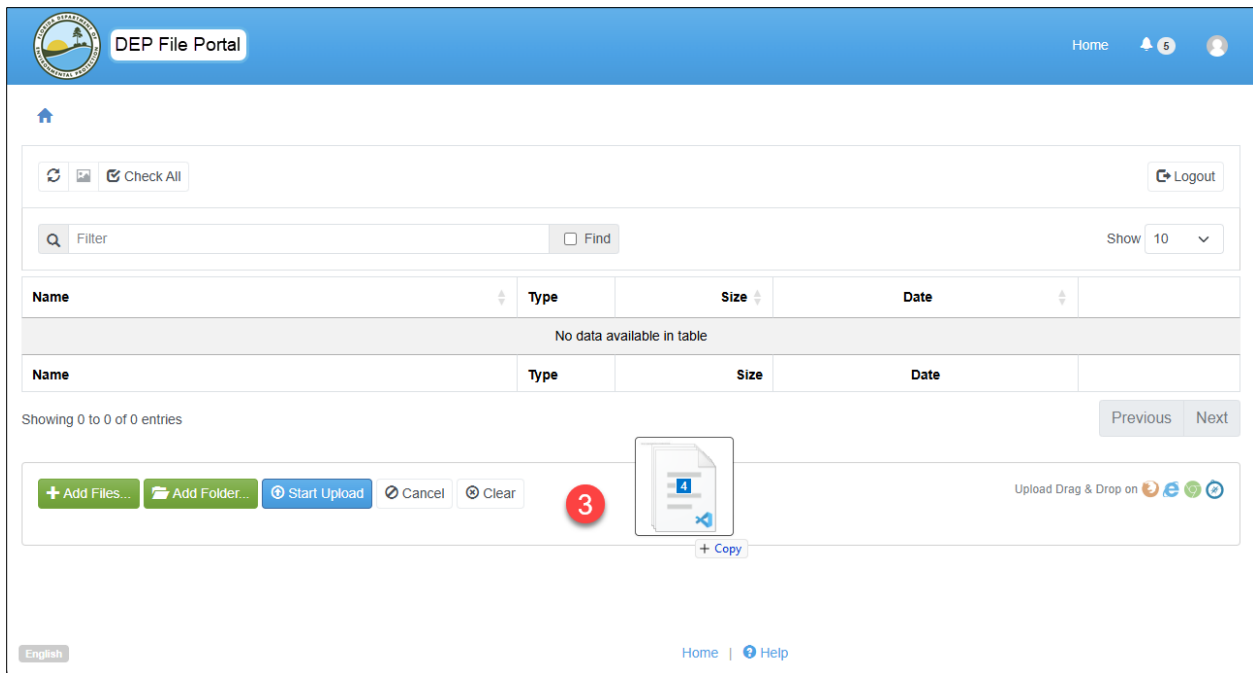
Multiple_File_Uploads (3).txt	0.06 KB	Clear
Single_File_Upload.txt	0.06 KB	Clear
Multiple_File_Uploads (1).txt	0.06 KB	Clear
Multiple_File_Uploads (2).txt	0.06 KB	Clear

Upload Successful

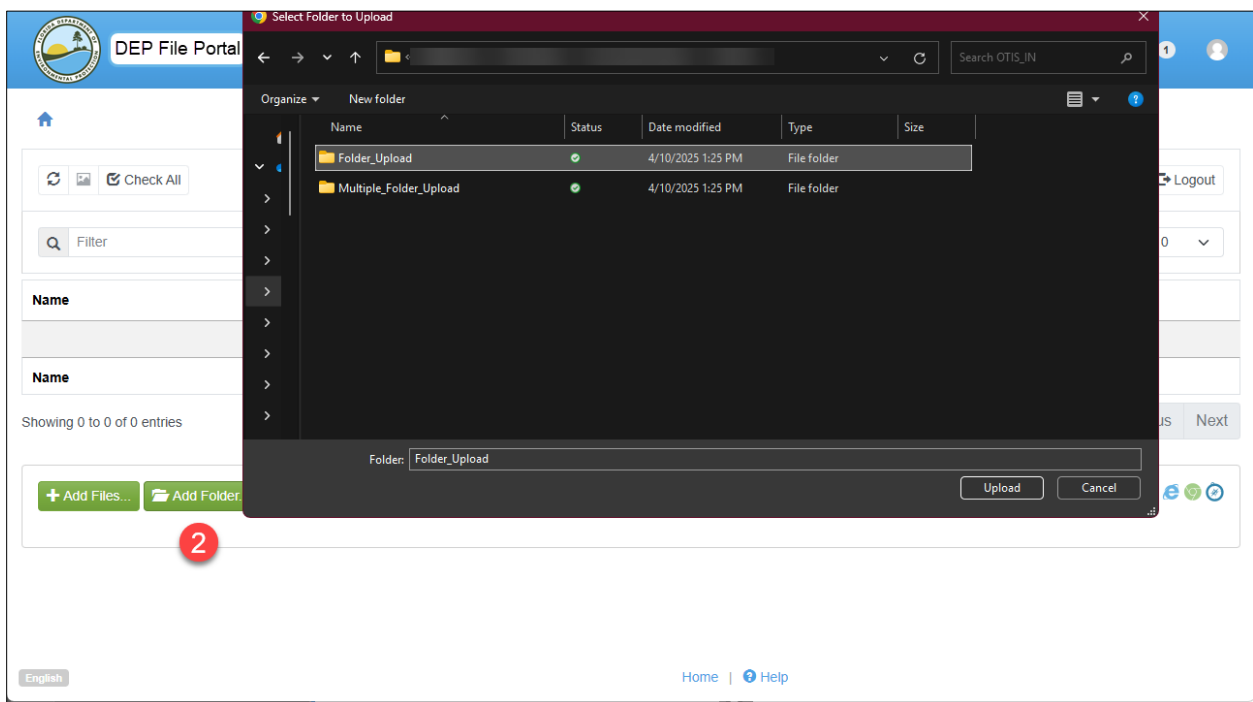
Successfully uploaded file 'Multiple_File_Uploads (1).txt',
 Successfully uploaded file 'Multiple_File_Uploads (3).txt',
 Successfully uploaded file 'Multiple_File_Uploads (2).txt',
 Successfully uploaded file 'Single_File_Upload.txt'

HomeAccountFilesHelp

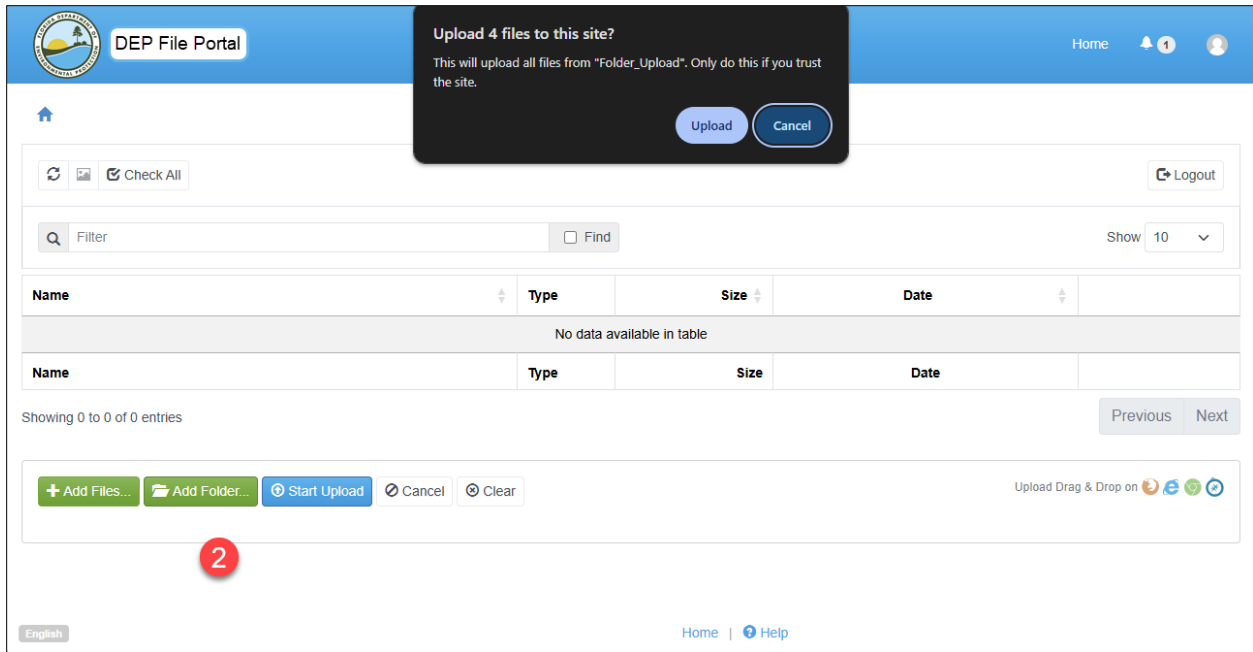
File(s) uploaded – **Upload Successful** notification



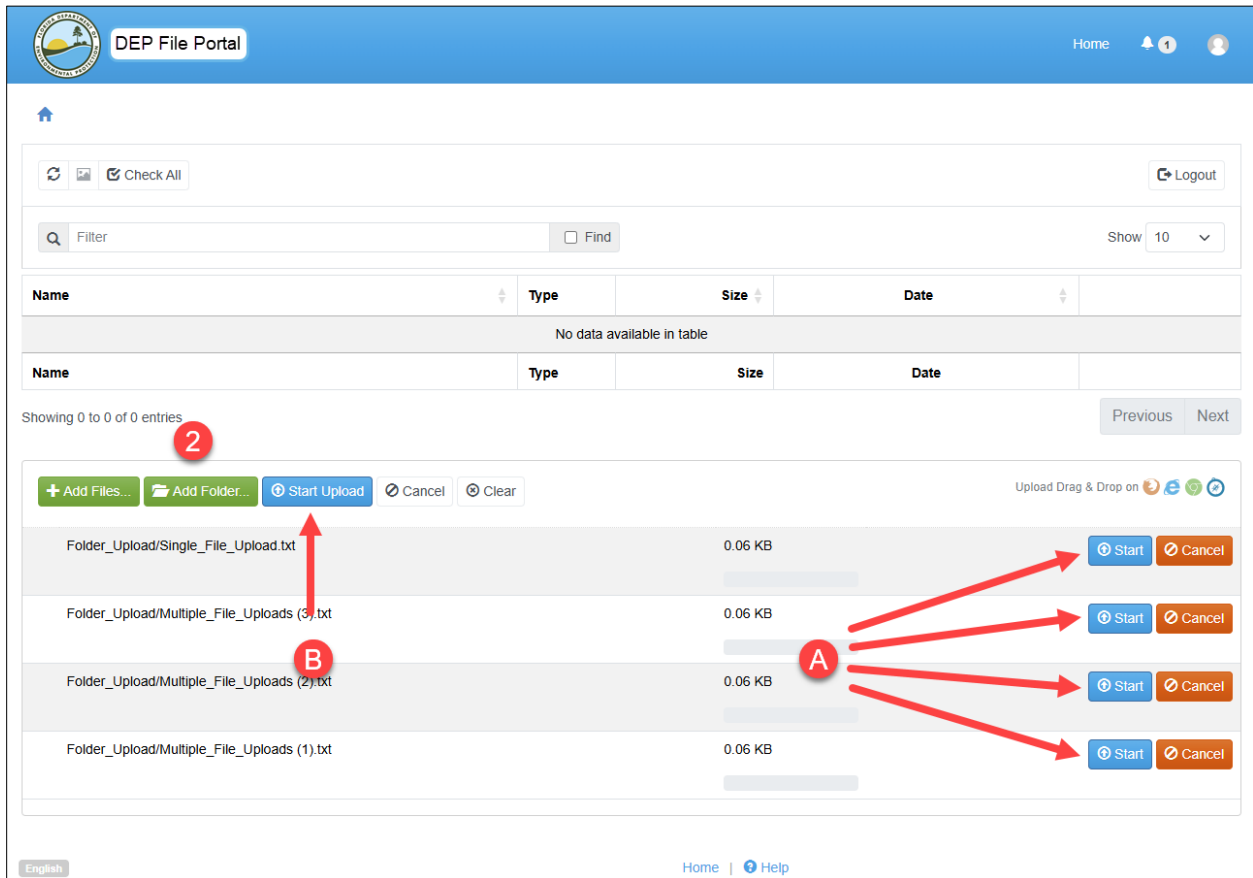
Multiple files uploaded – Drag & Drop



Add Folder... button selected – only one folder can be selected for upload



Add Folder... button selected – upload confirmation



Files staged for upload – Start to Upload files one at a time / Start Upload to upload all files