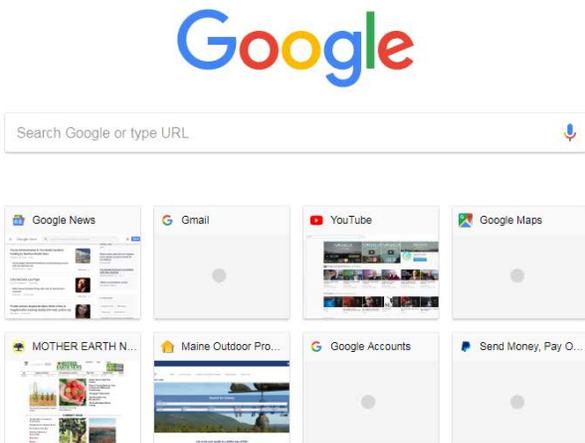**Instructions for utilizing Google Drive to transmit Maine Youth Work Permit forms.**

IMPORTANT: Always comply with Federal, State and Local encryption and secure transmission requirements for Personally Identifiable Information and other sensitive information.
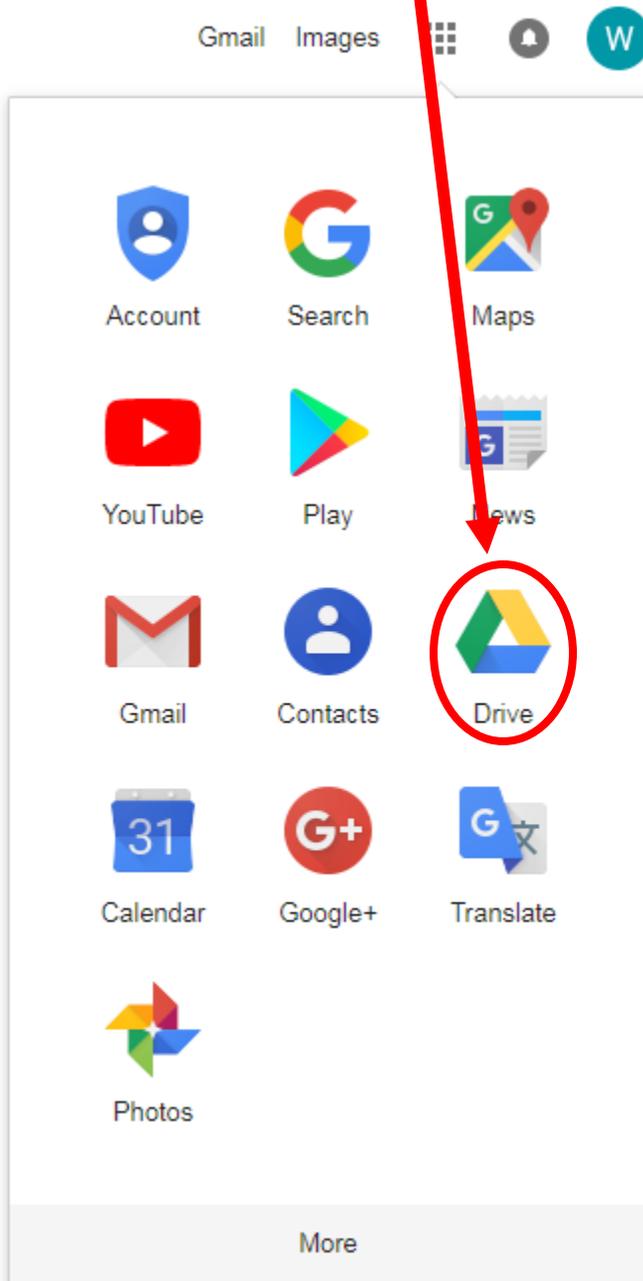
1. Create a Google GMAIL account … NOTE: ensure one adhere to the federal, state and local requirements regarding the account, as well as password for the account.
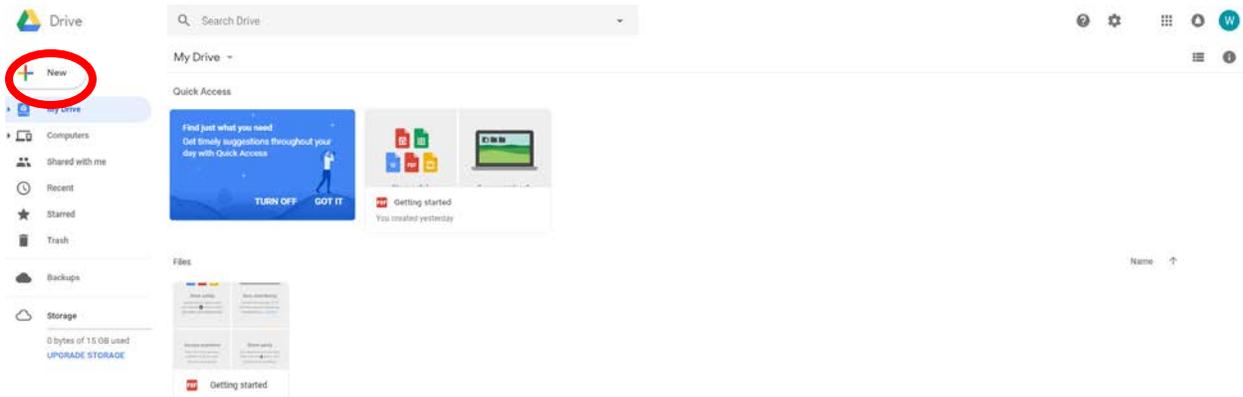
2. Sign in to the new GMAIL account … See red oval

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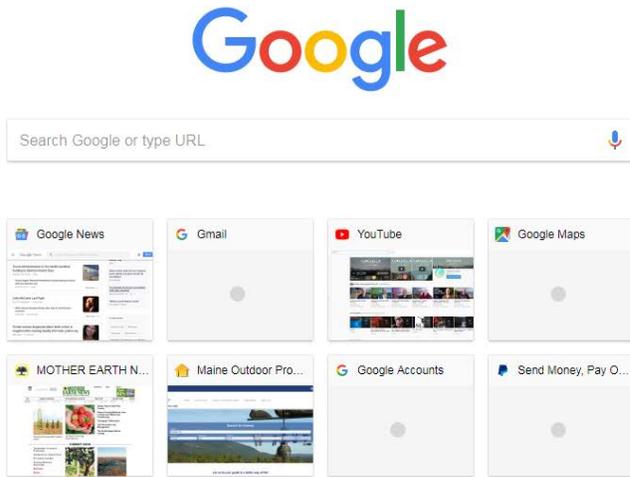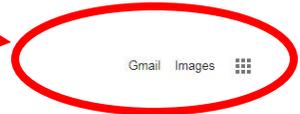
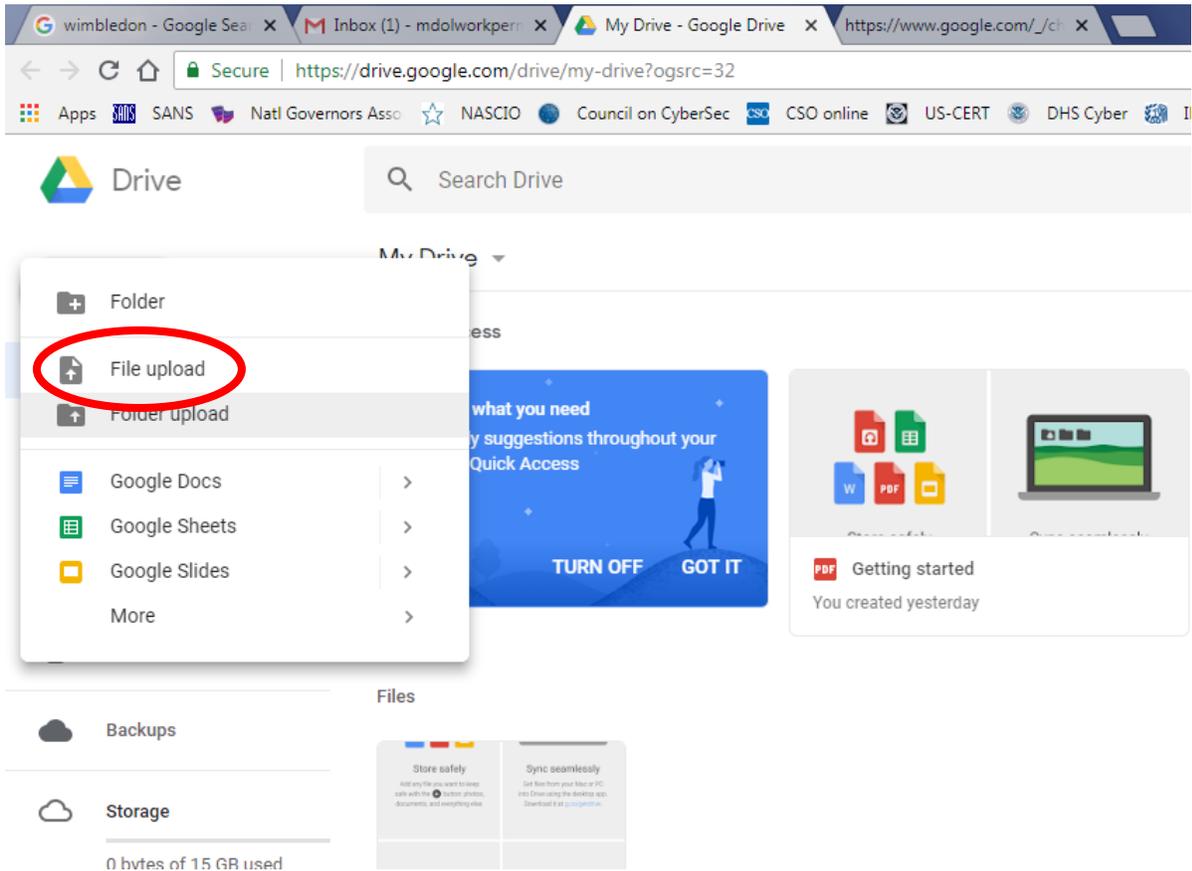3. Click on the icon of the nine small 'boxes' … See red oval

4. Click on Google Drive ... See red oval

Gmail   Images

Account   Search   Maps

YouTube   Play   News

Gmail   Contacts   Drive
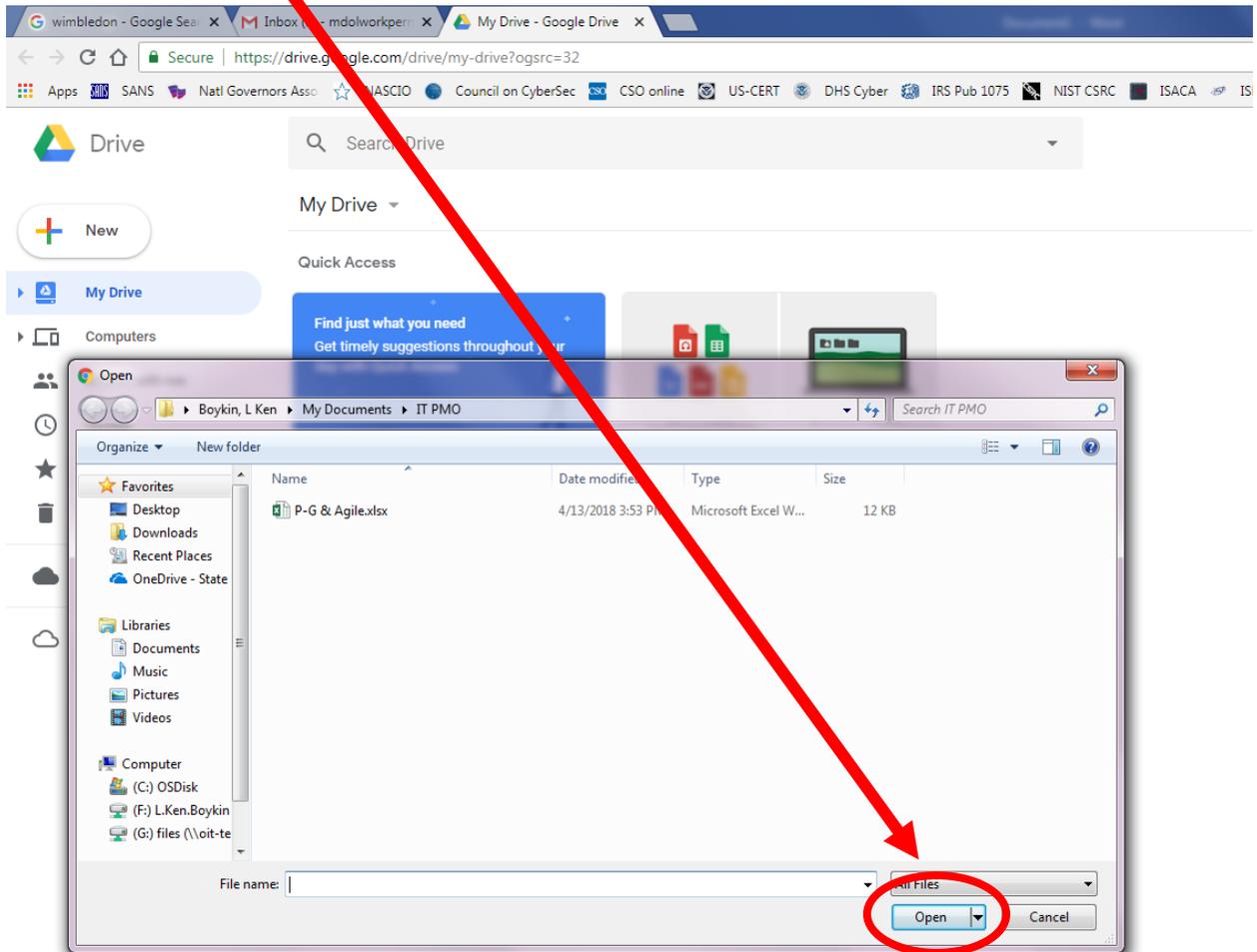
Calendar   Google+   Translate

Photos

More

5. Click 'NEW" ... See red oval

_____

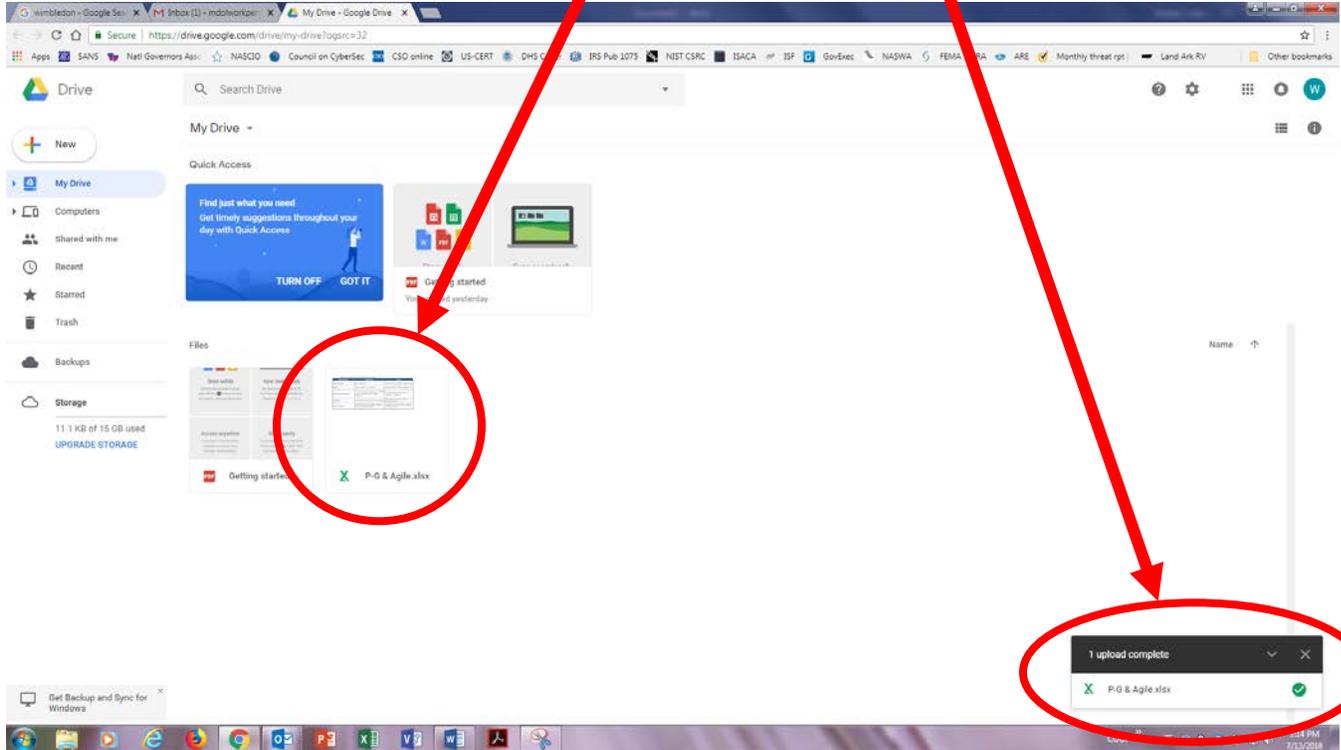6. A menu box will appear ... Click 'FILE UPLOAD' ... See red oval

7. Your 'Documents' folders will appear ... Select the document you want to upload ... Click 'OPEN' button ...See red oval

8. The file will 'upload' to GOOGLE DRIVE … See red ovals

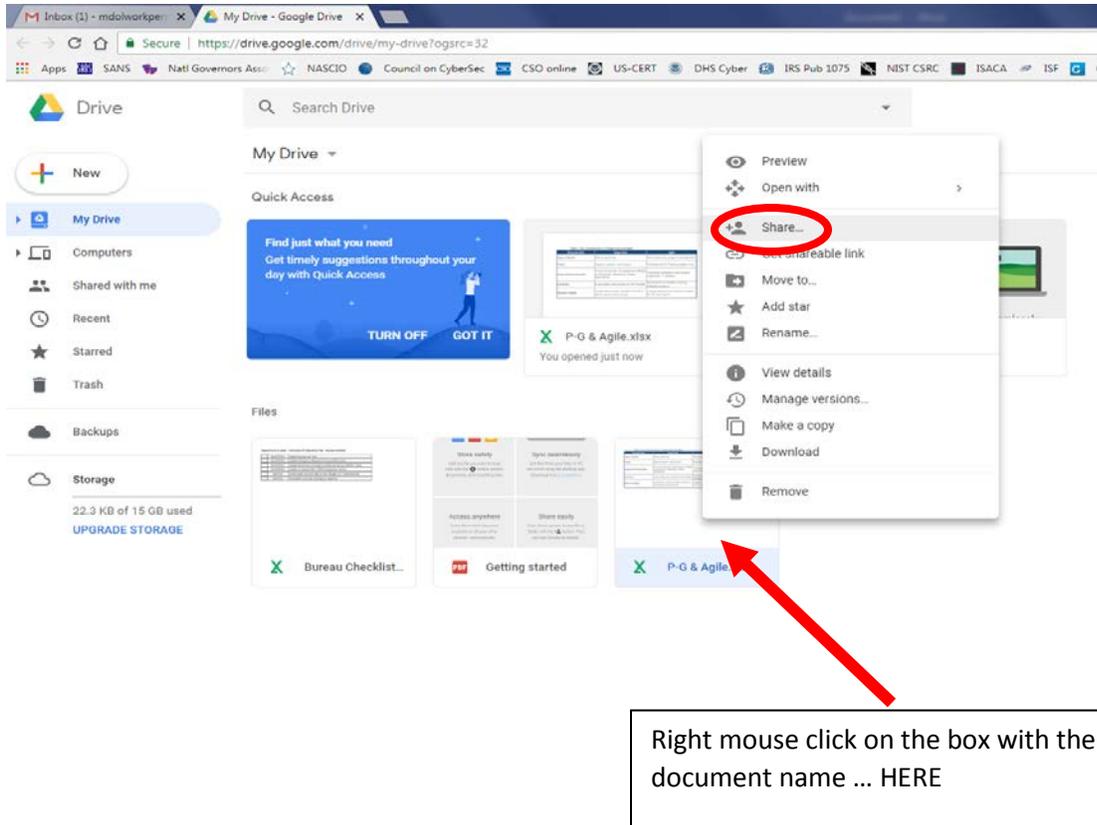(status will say '1 upload complete' and the name of the file with a green checkmark) …

AND, a box will appear with the document name

9. The upload of the document into GOOGLE DRIVE is complete.

To 'SHARE' the document, RIGHT MOUSE CLICK on the box with the document name …

A pulldown menu will appear … Click 'Share' … See red oval

Right mouse click on the box with the document name … HERE

10. Enter the email address, MDOLWorkPermits@gmail.com … Then, Click 'DONE" … See red ovals .
The 'DONE' button will actually change to say, 'SEND' after you type in the email address.
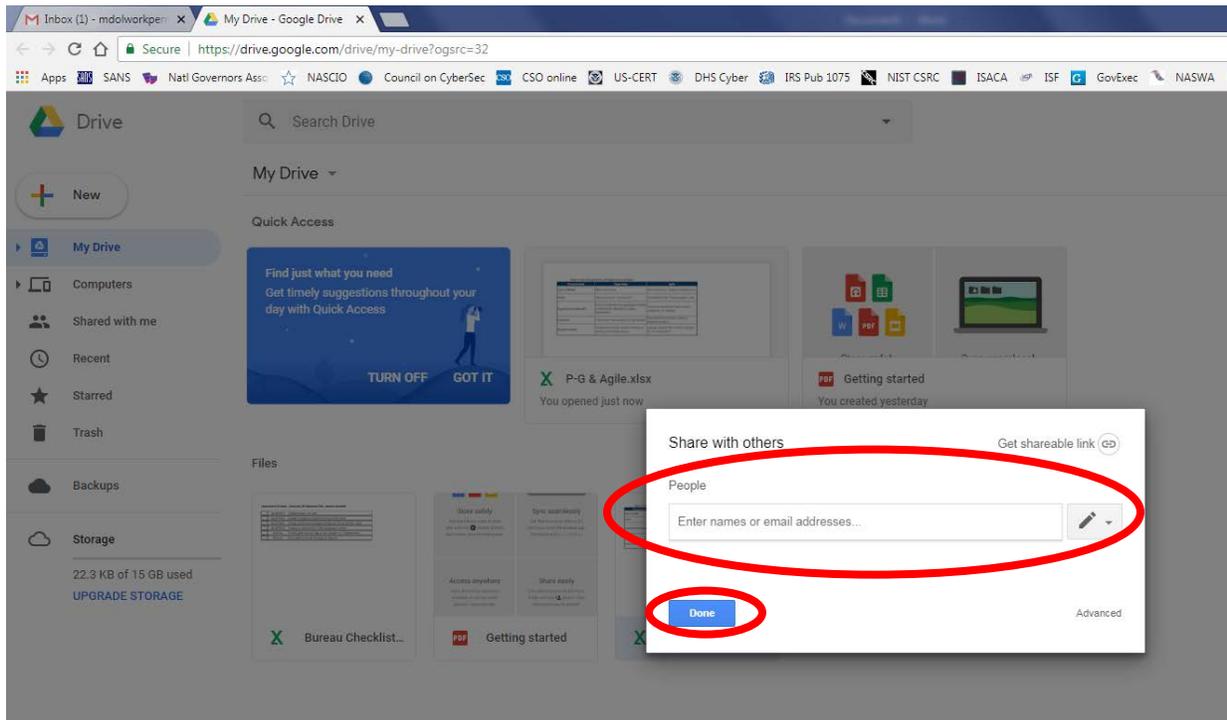
11. You are done! Congratulations!