How to submit files through MoveIT

What is MoveIT?

MoveIT is a platform that will allow the user to transfer files, regardless of size, to the OAHP in a secure manner.

How to sign up

To request a MoveIT account, please initiate the process by contacting hc_oahp@state.co.us. The following information needs to be included in the email either in the body of the text or your signature line:

- First and last name
- Agency/Organization
- Division/Section (if applicable)
- Job Title
- Business Address
- Business Phone Number
- Email Address

Once your application has been processed you will receive an email that will tell you how to set up your account. You will also receive a copy of this user guide, attached to the email, to get you started.

Submitting Projects with MoveIT
Checklist

Please read carefully and do not skip the steps in this checklist!

- **Read through and follow the guidelines** provided on the History Colorado web site (Submitting your Data to SHPO) carefully to prepare your individual files for submission. **Zip your files** into one project folder per project (regardless of size).

    1. If your project is not zipped you will be asked to do so and resubmit.

    2. Your zipped folder should include a consultation/transmittal/cover letter and all other files associated with your submission.

- **Name** your project folder using the following format:

    1. Project purpose_your agency/organization name (or acronym)_project name(this can be shortened)_your agency/organization project number.

        Format Examples

        a. **Compliance (Section 106, Section 110, State Register Act)** = COM_Agency_ProjectName_AgencyProjectNumber (if applicable).

b. **Compliance Additional Info =** COM_AddInfo_Agency_ProjectName_AgencyProjectNumber (if applicable)

c. **Non Compliance** = NonCom_Agency_ProjectName_AgencyProjectNumber (if applicable).

d. **National Register =** NR_Agency_ProjectName_AgencyProjectNumber (if applicable).

e. **Tax Credit** = TAX_Agency_ProjectName_AgencyProjectNumber (if applicable).

● **Load** your zip folder into your **agency "OUT" folder**, not your In folder (see the How to Upload Your Files section below).

● **Send an email** to hc_oahp@state.co.us letting us know every time you have submitted something to MoveIT. **Please send this email at the same time you submit something**.

   a. **Email Subject Line:** Type of Request **(e.g.**Section 106 Request: your agency's name, insert project name, project number, and date).

   b. **Email Body:** In the body of the email, please relate that you have uploaded files through the MoveIT app, and list the name of the zipped project packet as well as the names of the files within that zipped packet.

   c. **If you do not send an email, you will not receive a receipt email letting you know that we have received it.**

   d. If our office has requested additional information via MoveIT, **you must still email us letting us know you have submitted additional information via MoveIT.**

   e. **Do not submit any project files via email**.

   f. **If you have sent in a digital copy, please do not send in a hard copy as well.**

Please Note: MoveIT will automatically move all files placed in your **agency's Out** folder to an OAHP In folder every 15 minutes. **If you do not place the files in your agency's Out folder, they will not be submitted to the OAHP. Your submission will no longer be visible once the system picks it up.**

Anything submitted after 3pm will be received by our office the following business day.

How to Upload Your Files

1. Log in to MoveIT at: https://oitftapp01.state.co.us

   a. The preferred browser for MoveIT is Chrome but it will work on other browsers.

2. Your default directory will be your agency/organization folder and it will have an **In** and an **Out** folder (Figure 1). Click on the **Out** folder.
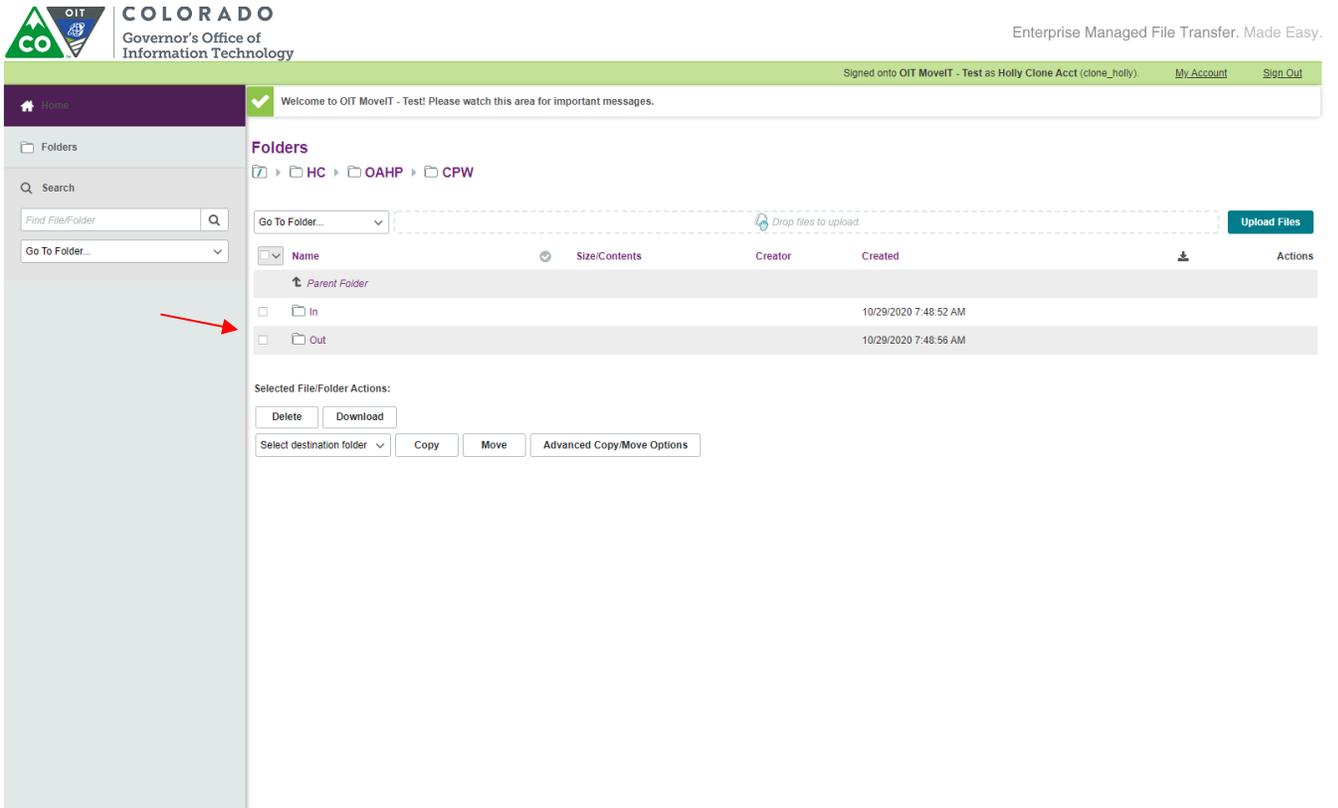
Figure 1: Agency Folder/Default Folder

3. Once you are in the **Out** folder (Figure 2) you are now ready to submit your zipped package.

Stop: Before you upload your file, please make sure it is ready for submission. **Do Not** use the Out folder as a staging area. The system picks up contents within the Out folder every 15 minutes.
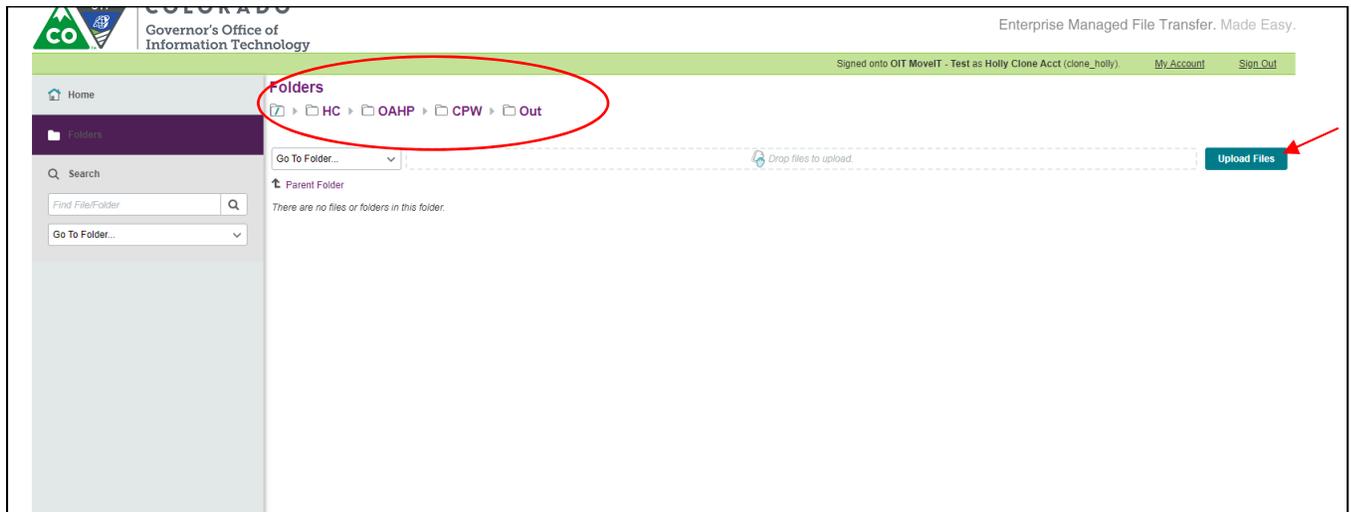
Figure 2: Inside the Out folder

4. You can either **Drag and Drop** your zipped package into the **Out** folder, or you can use the **Upload Files** button, which will also allow you to browse for your zipped folder.

5. In the **Upload Files** window, you will be given the option to **Drop** files or **Browse** your local file structure (Figure 3).

    a. If you use the **Drop** option, your upload will automatically start.

    b. If you use the **Browse** option, you will need to select the **Upload** button once you have selected your zipped folder.
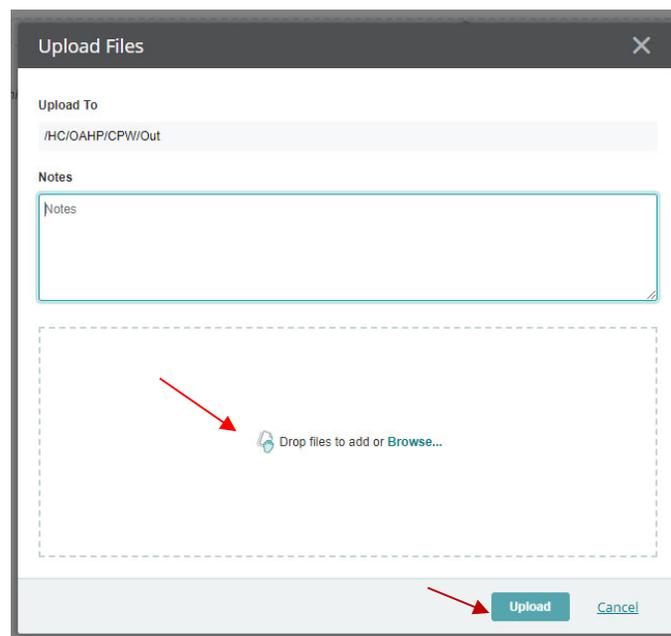
Figure 3: Upload Files Window

6. Once the file finishes uploading you will either need to close out of the **Upload Files** window, or you will be automatically returned to your **Out** folder screen where you can see your successful submission (Figure 4).

a. At this time you can still **delete** the zipped file by selecting the **X** on the right hand side of your screen. You only have 15 min to do so before the system takes it and submits it to our office.

7. Click on your **Agency** folder and you will see the number of zipped project folders waiting to be picked up by the system. Once the folder has been picked up by the system (every 15 min) you will no longer see it (Figure 5).
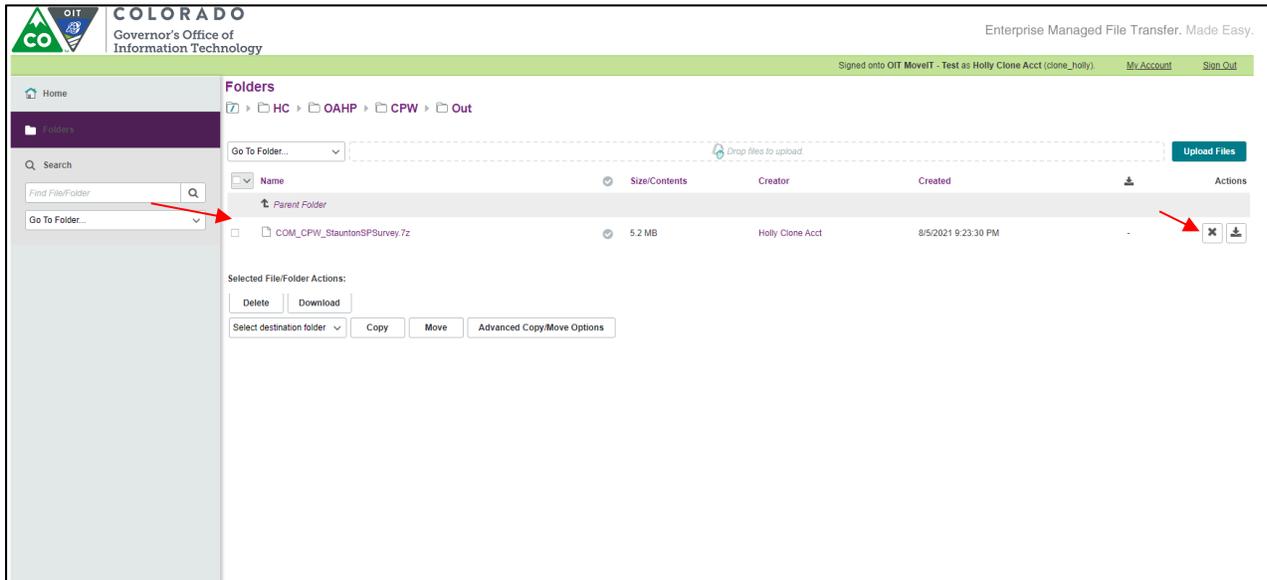
Figure 4: Successful Submission.
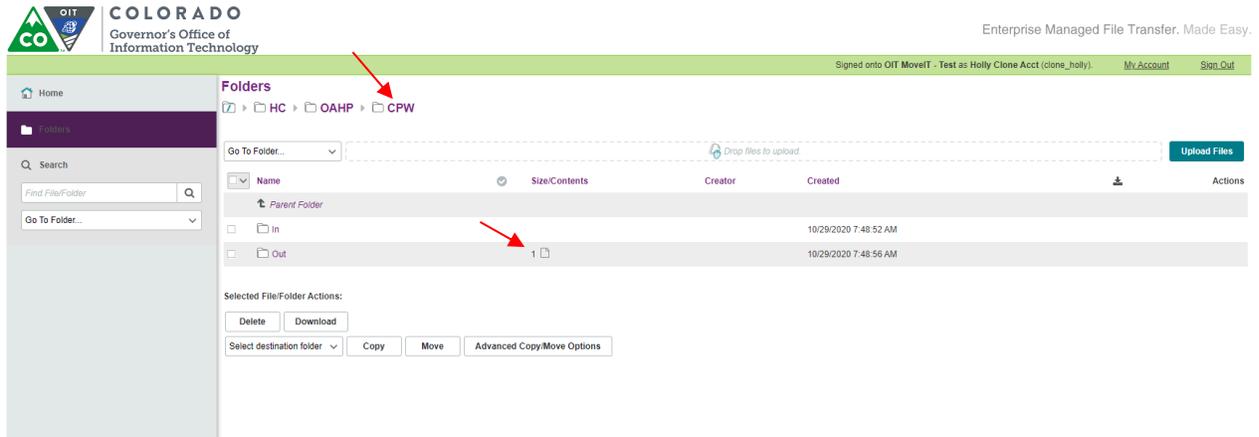
Figure 5: Submission in Agency Out Folder.

Reminder: After you have uploaded your files, you **MUST** send an email to hc_oahp@state.co.us. This ensures that if there are any unforeseen glitches with the MoveIT app, we will be able to contact you and let you know if there is something wrong with your submission or we did not receive it.

<div align="center">**Congratulations!**</div>

You have now submitted a project to the OAHP. If you have any questions, or are having difficulties submitting your project, please contact hc_oahp@state.co.us or call Amanda Lane at 303.866.3392.

Important things to remember are:

• Your files have to be zipped and placed within your **agency's Out** folder. Any files that are not in your **agency's Out** folder will not be sent on to the OAHP.

• You must send an **email to OAHP** alerting them to the fact that you have placed a zipped file in your agency's Out folder.

• Only projects that are ready for submission should be placed in your agency's Out folder.

• You **will not** be receiving consultation letters through your In folder on MoveIT. If you are expecting a response from SHPO, a letter will be emailed to the point of contact you provided on your consultation/cover/transmittal letter.

• If you are using any part of this system to stage projects, keep in mind that, **Files older than 31 days are deleted from the server automatically.**