

Instructions for Uploading Files to SOS

1. Select this link to access the board's document transfer via <https://ohiosos.sharepoint.com/sites/boe/Documents>;
2. Log in to the site using the board's SOS Username and Password - (this is the same password used to login to your SOS county board email account);

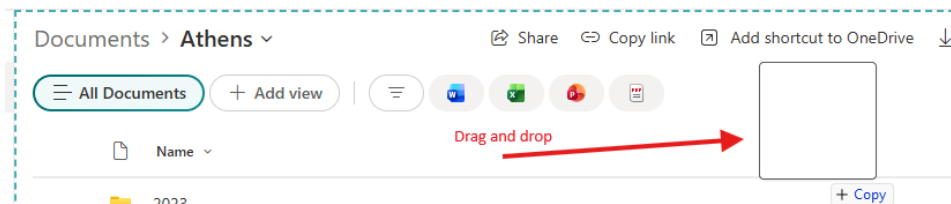
Example:

Username: Athens@ohiosos.gov

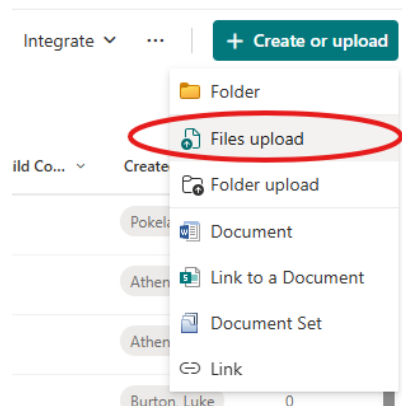
Password: (password used for SOS email)

Note: If you do not know the password for this account, please contact your Director or Deputy Director for this information.

3. The board will only be able to view a folder with its county name (Example: Athens).
4. Select the folder to open.
5. Locate and open the red **"2026 PEO Grant"** folder.
6. The board must upload the scanned part-petitions and the properly named and signed certification form into the folder created by one of the following methods:
 - a. **Drag and Drop** the file: Drag the file to your county's folder anywhere on the page.



- b. Or select the **"Create or upload"** button on the right side of the page, and then the "Files upload" option. Locate and select the file to upload, and then select the "Open" button to place the files in the folder.



7. Confirm that the files appear in the folder. No other action is necessary as the SOS staff will be notified that the file was uploaded.

If you need assistance using this service, please contact SOS Help Desk at (614) 466-8467.