

IME Secure Server Form Submission

Quick Start Guide

Log In

A username and default password will be assigned to you by the administrator. After the initial log-in you will need to change your password.

The screenshot shows the IME Secure Login page. At the top, the URL <https://ime1.doe.gov/> is displayed in the browser's address bar. Below it, the page title is "IME Secure Login" and the sub-header is "Log In to My IME Account". There are two large blue arrows pointing from the text "Username" and "Password" to their respective input fields. The "Log In" button is located to the right of the password field. A note at the bottom states: "Bookmark this page to use highest security" and "Includes RSA BSAFE cryptographics or security protocol software from RSA Security."

Change Password

After logging in, navigate to the Account Info Screen by clicking on the Left Navigation Menu. There you will be able to change your password and set a Password Hint.

The screenshot shows the "Account Info" screen. On the left, a navigation menu includes "Account Info Preferences" which is highlighted with a red arrow. The main area displays "Individual Account Information" with fields for Name, Email Address, Street Address, and Zip or Postal Code. Below this is the "Change Password" section, which contains fields for Current Password, New Password, Confirm New Password, and Password Hint Phrase. A note below the fields states: "The account password requires a minimum of 8 character(s) with at least 1 digit(s) and at least 1 alphabetical character(s)." The "Last Password Change" field shows the date "09/14/2010 at 11:40:14".

Submit Package

Similar to writing an email fill out the New Package page, accessible via the left navigation menu.

- Enter the recipient of the package.
- Add a Subject Line
- Add a message if desired
- Attach form by clicking Browse and selecting the location of the file
- Click the Add Button to attach the completed form.
- Click Send to send the form to the Department of Energy.

The screenshot shows the "New Package" screen. On the left, a navigation menu includes "New Package" which is highlighted with a red arrow. The main area has fields for To, CC, BCC, Subject, and Message. Below these is the "Add files to package" section, which includes a "Filename" field (labeled D), a "Browse" button, and a table with columns for "Type", "Size", and "Action". A blue box labeled E points to the "Add" button in the table, and a blue box labeled F points to the "Send" button at the bottom.