

IME Secure Server Form Submission Quick Start Guide

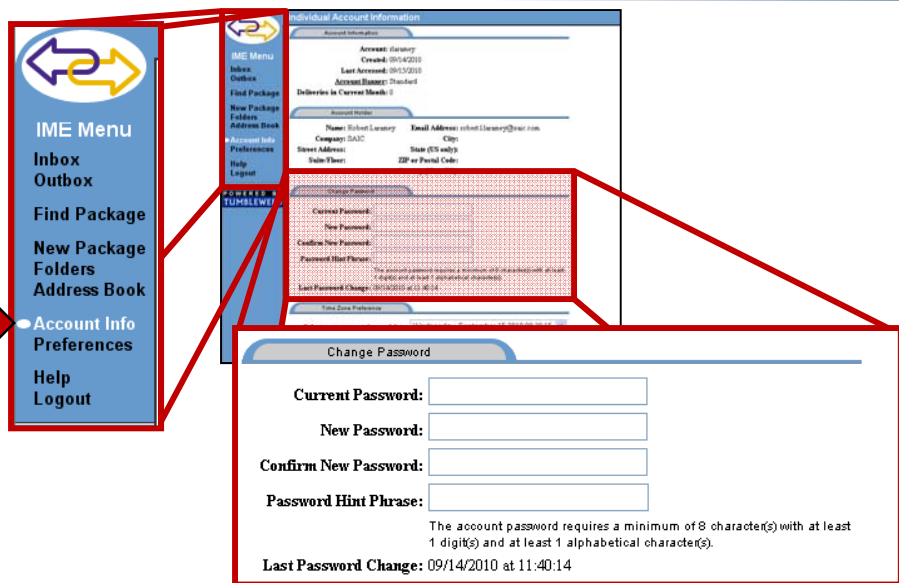
Log In

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.



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.



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.

