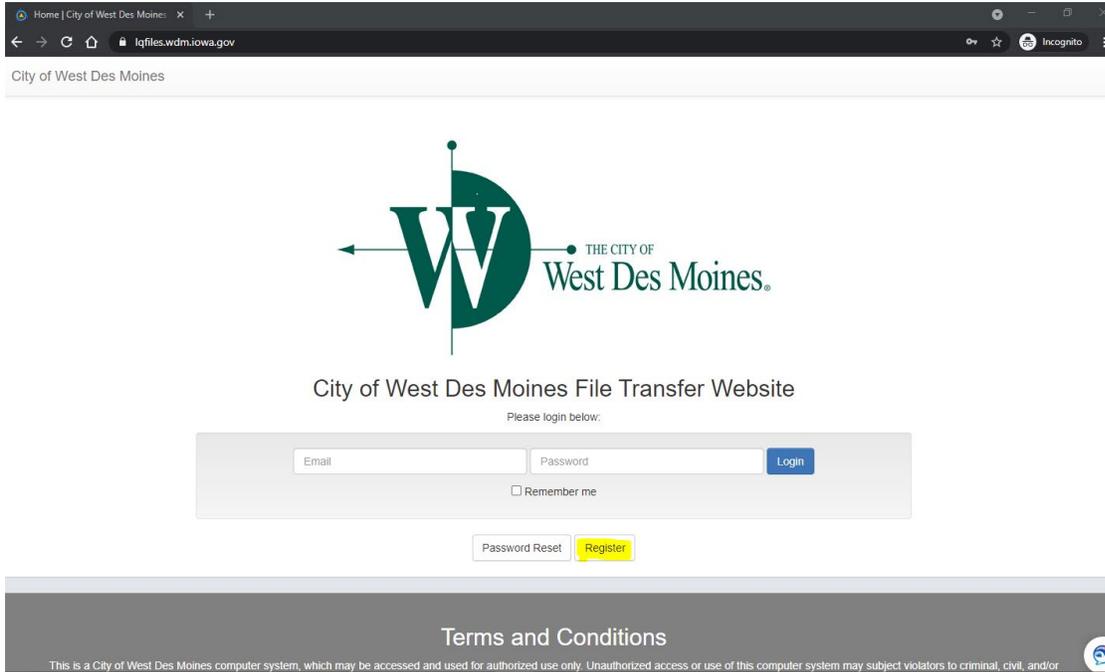
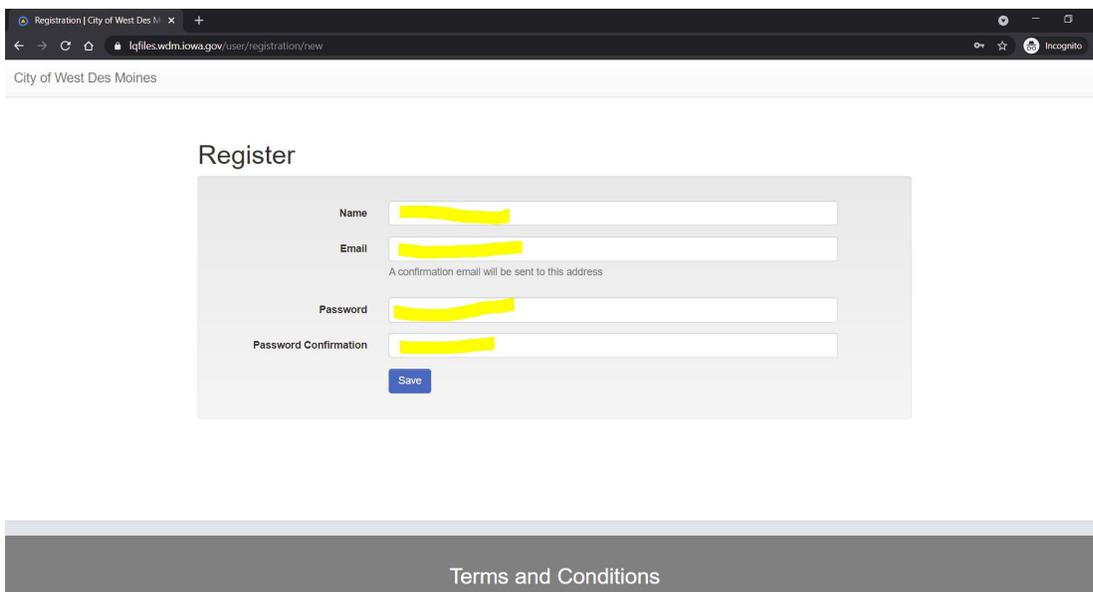


LiquidFiles Registration Instructions for External Users

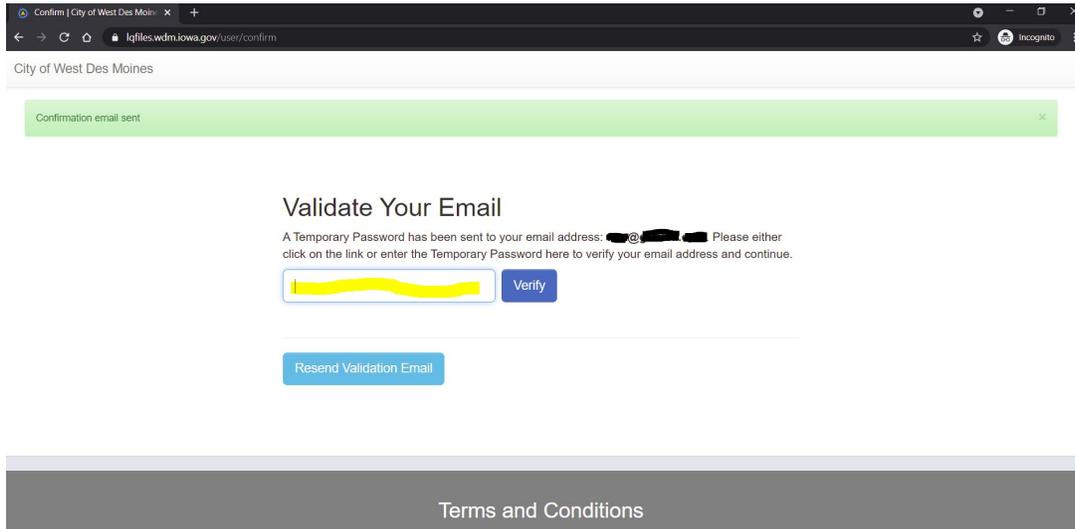
1. Open <https://lqfiles.wdm.iowa.gov> and click on the **Register** button



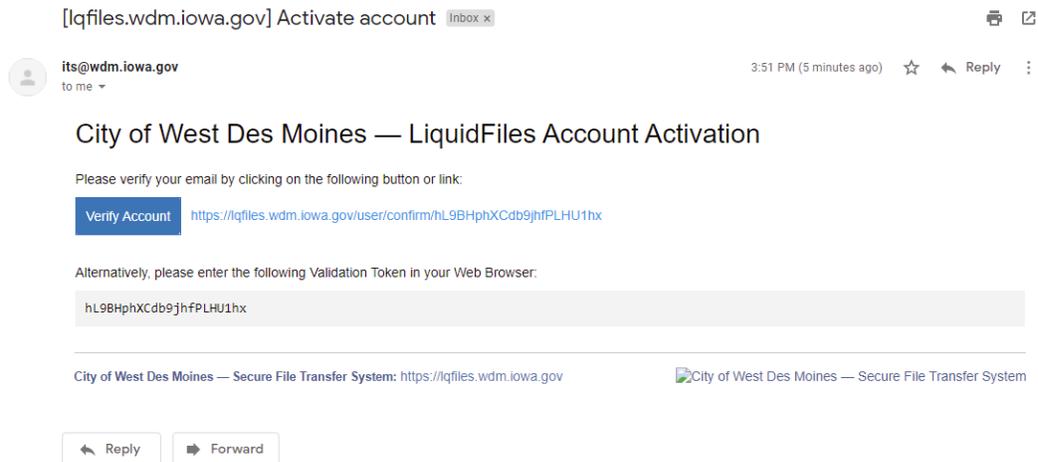
2. Enter a username, email address, and desired password. Please note that the password will need to meet basic password complexity requirements of length, special characters, and numbers. Click **Save**.



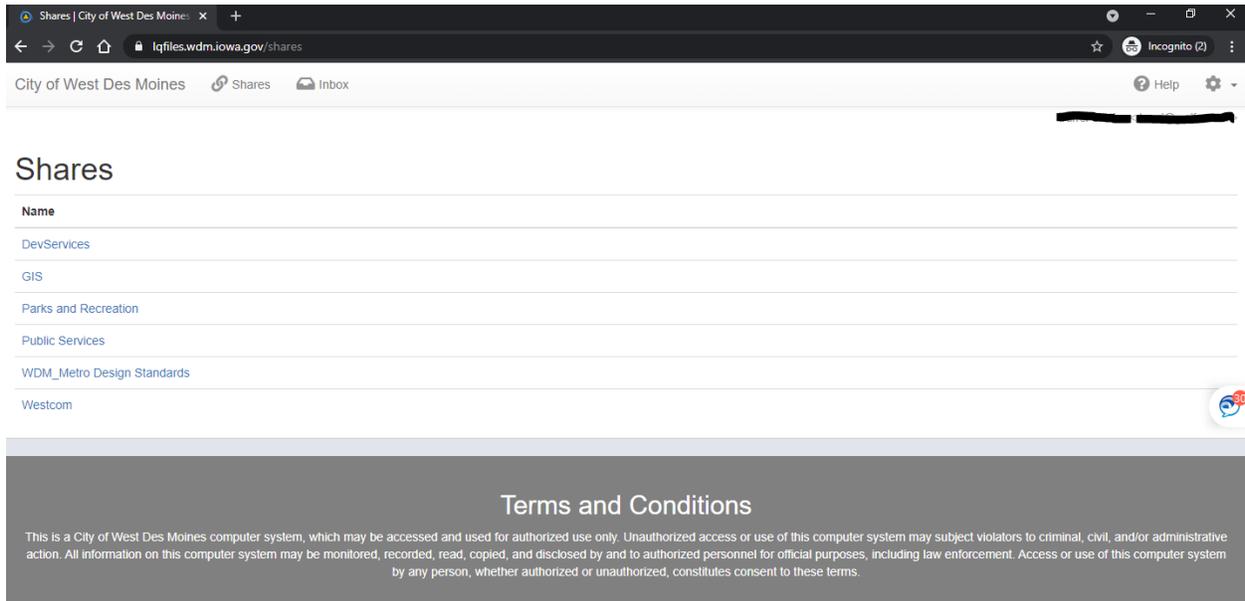
3. A temporary email will be sent to the email address entered in the previous screen. You can resend the validation email by clicking on the **Resend Validation Email** button.



4. The following screen is an example of a validation email. Click on the **Verify Account** button to verify the login account.



5. The LiquidFiles site with a focus on Shares will appear.



6. Click on the folder name to open a listing of additional folders and files. Clicking on the folder structure will move the user up and down the file hierarchy. Clicking a filename will open the file in a browser viewer. Hovering over a folder name or a folder will make a **Download** button appear on the right side of the line item.
7. Clicking the **Download** button for a file will download the file. Clicking the **Download** button on the folder will download the folder contents as a ZIP file.
8. At the bottom of the screen are directory-based breadcrumbs to assist in navigating the folder structure. Click on the breadcrumb to move to that directory.