LiquidFiles Registration Instructions for External Users

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

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City of West Des Moines			1
THE CITY OF West Des Moines. City of West Des Moines File Transfer Website Please login below:			
Email Password Login			
C Remember me			
Password Reset Register		_	
Terms and Conditions This is a City of West Des Moines computer system, which may be accessed and used for authorized use only. Unauthorized access or use of this computer system may subject violators to cr	minal, c	vil, and/or	69

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**.

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City of West Des Moines		
Register		
Name		
Email		
	A confirmation email will be sent to this address	
Password		
Password Confirmation		
	Save	
	Terms and Conditions	

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.

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City of West Des Moines				^
Confirmation email sent				
Validate Your Email A Temporary Password has been sent to your email address: @@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@				
Terms and Conditions				

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

[Iqfiles.wdm.iowa.gov] Activate account Inter x			•	Z
its@wdm.iowa.gov to me →	3:51 PM (5 minutes ago)	\$	Reply	:
City of West Des Moines — LiquidFiles Account Activati	on			
Please verify your email by clicking on the following button or link: Verify Account https://iqfiles.wdm.iowa.gov/user/confirm/hL9BHphXCdb9jhfPLHU1hx				
Alternatively, please enter the following Validation Token in your Web Browser:				
City of West Des Moines — Secure File Transfer System: https://lqfiles.wdm.iowa.gov	West Des Moines — Secur	e File Tr	ansfer Sys	tem
Keply Forward				

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

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City of West Des Moines 🔗 Shares 🖬 Inbox	Help	ф		
	مين (Land)	<u>je se se</u>		
Shares				
Name				
DevServices				
GIS				
Parks and Recreation				
Public Services				
WDM_Metro Design Standards				
Westcom		9		
Terms and Conditions				
This is a City of West Des Moines computer system, which may be accessed and used for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civ action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of by any person, whether authorized or unauthorized, constitutes consent to these terms.	il, and/or adminis of this computer s	strative system		

- 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.