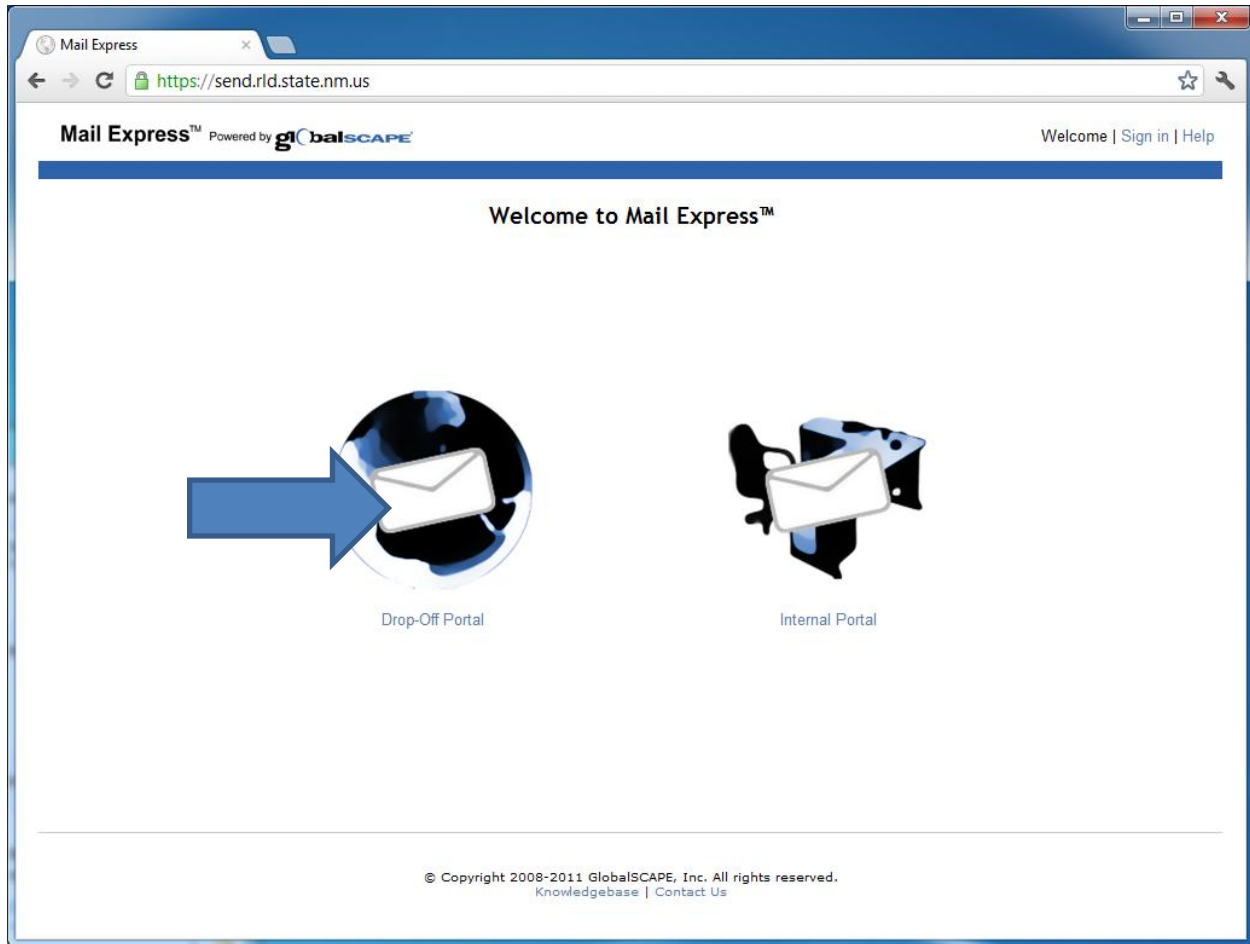


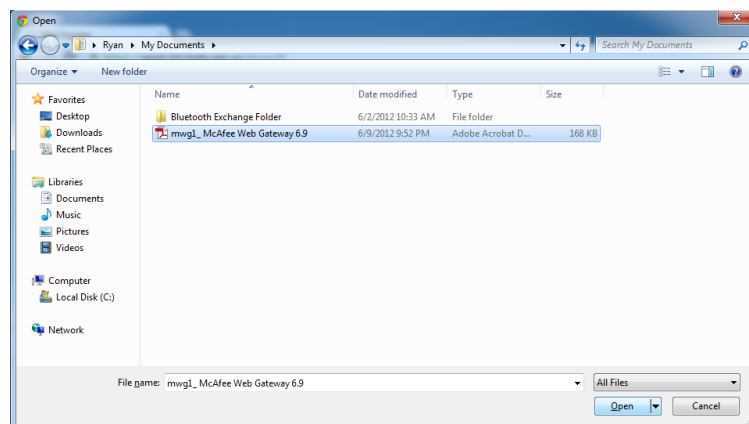
Using MailExpress to send documents to RLD (Drop-Off Portal)

Open a web browser and navigate to <https://send.rld.state.nm.us>. You will be presented with the main landing page. Click on “Drop-Off Portal”.



You will be presented with the following screen. Please fill out the following information:

1. From address – your email address.
2. To address – the email address of the person at RLD that you are sending files to.
3. Subject – a short description identifying what will be in the email.
4. Choose File – click on the Choose File button, select the file you want to send to RLD and click Open.



5. Message – a message to the recipient.
6. Captcha – this is for security purposes. Type in the letters that you see. If you have trouble or cannot see the letters click on the “Reset Captcha” link.
7. Click Send. The recipient at RLD will receive an email with a link to download the file that you have sent to them.

