

July 2025

OTX

User guide



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Introduction

OTX – What is it?



OTX is a government platform that enables the **secure exchange of files**.

It allows you to **transfer files**:

- to other **government agents**;
- to **individuals outside the government**.

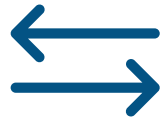
- Two type of requests are possible:
 - **send request**:
allows you to upload a file to the platform and send a link to the recipient, who can then download the file.
 - **receive request**:
allows you to send a link to the recipient so that they can upload a file to the platform, which you can then download.



The advantages



File exchange



Send and receive files securely

Antivirus



Antivirus check when uploading the document

Secure authentication



Authentication possible via IAM or password sent by SMS

Respect for confidentiality



Confidentiality - Documents are exchanged via a highly secure government platform



Download documents



Download documents from a “send request”

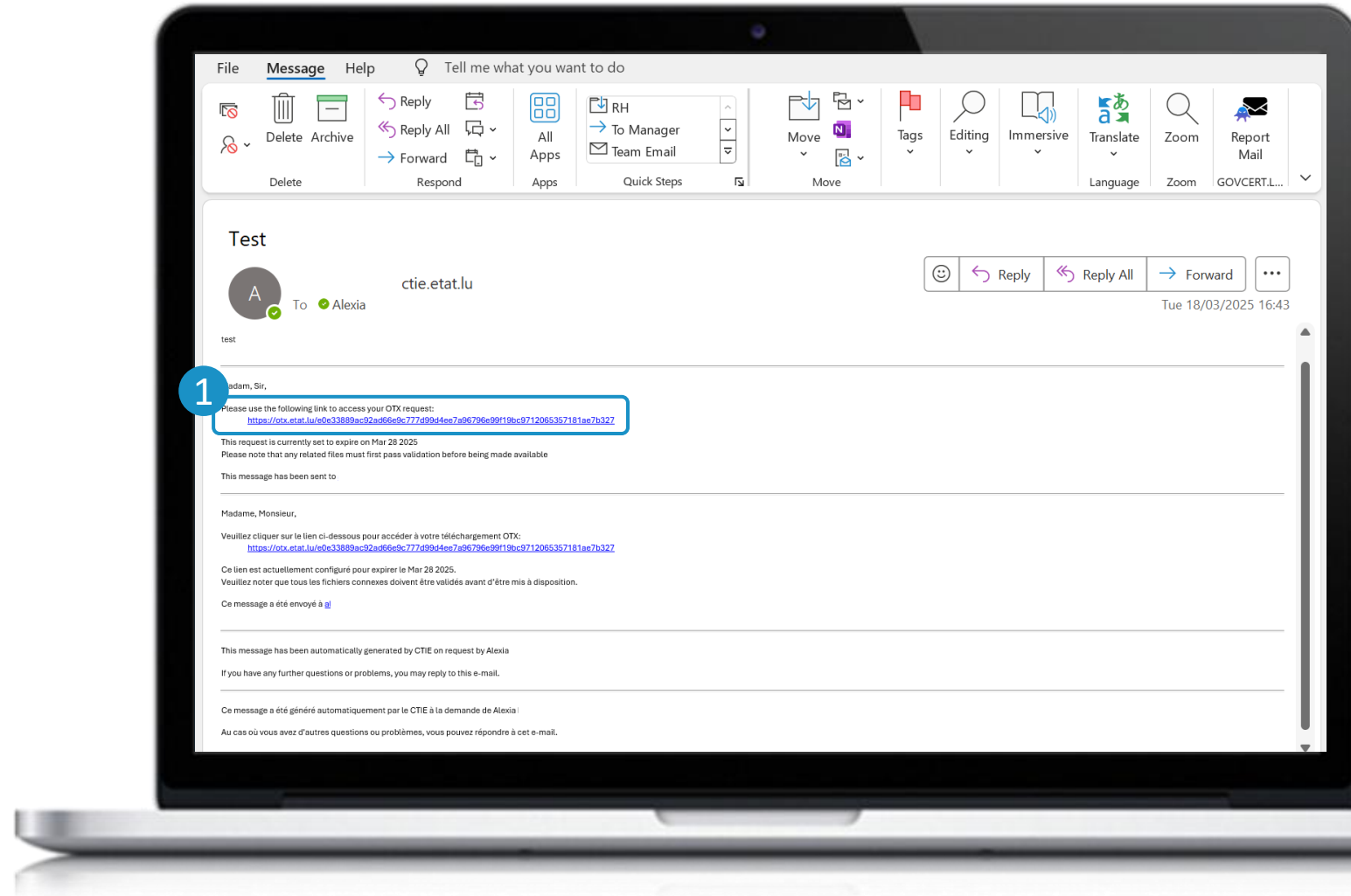
Download documents – e-mail



1 Click on the link you received by email.



The OTX link comes from the person who wants to send you the file(s).



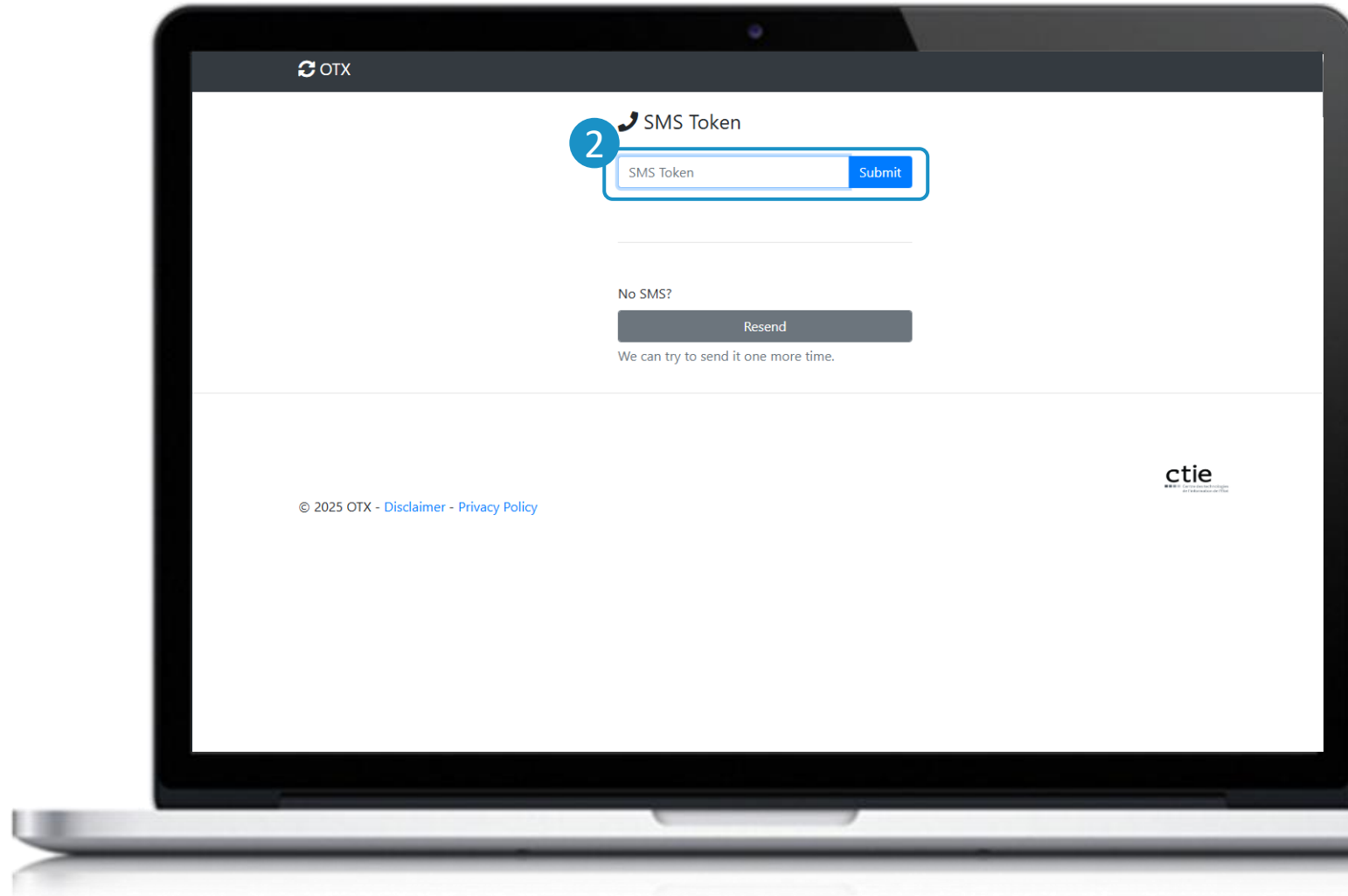
Download documents – SMS



2 Enter the password that was sent to you via text message, then click “Submit”.

i

If you have not received an SMS password or have lost it, click on “Resend”.

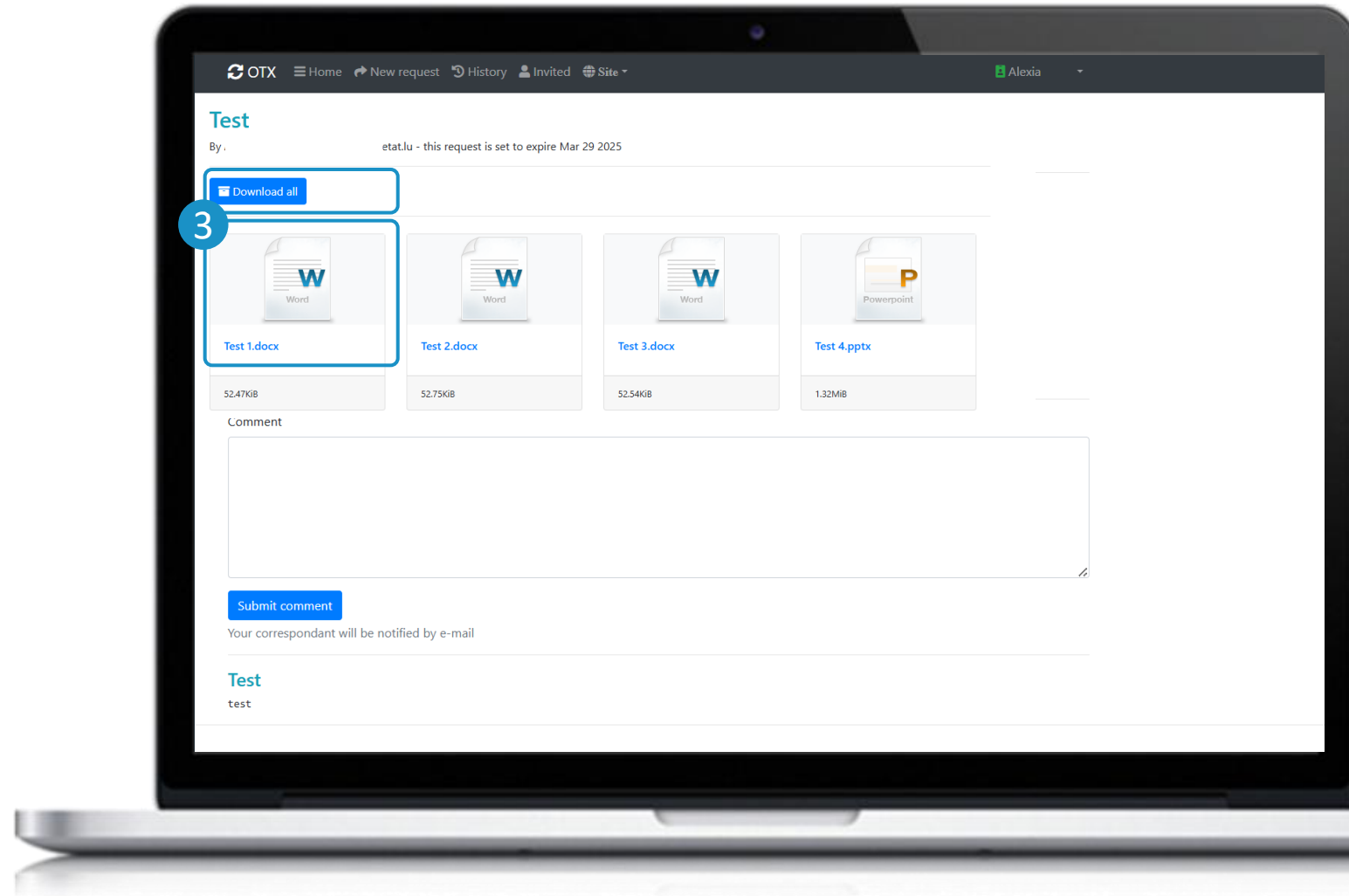


Download documents



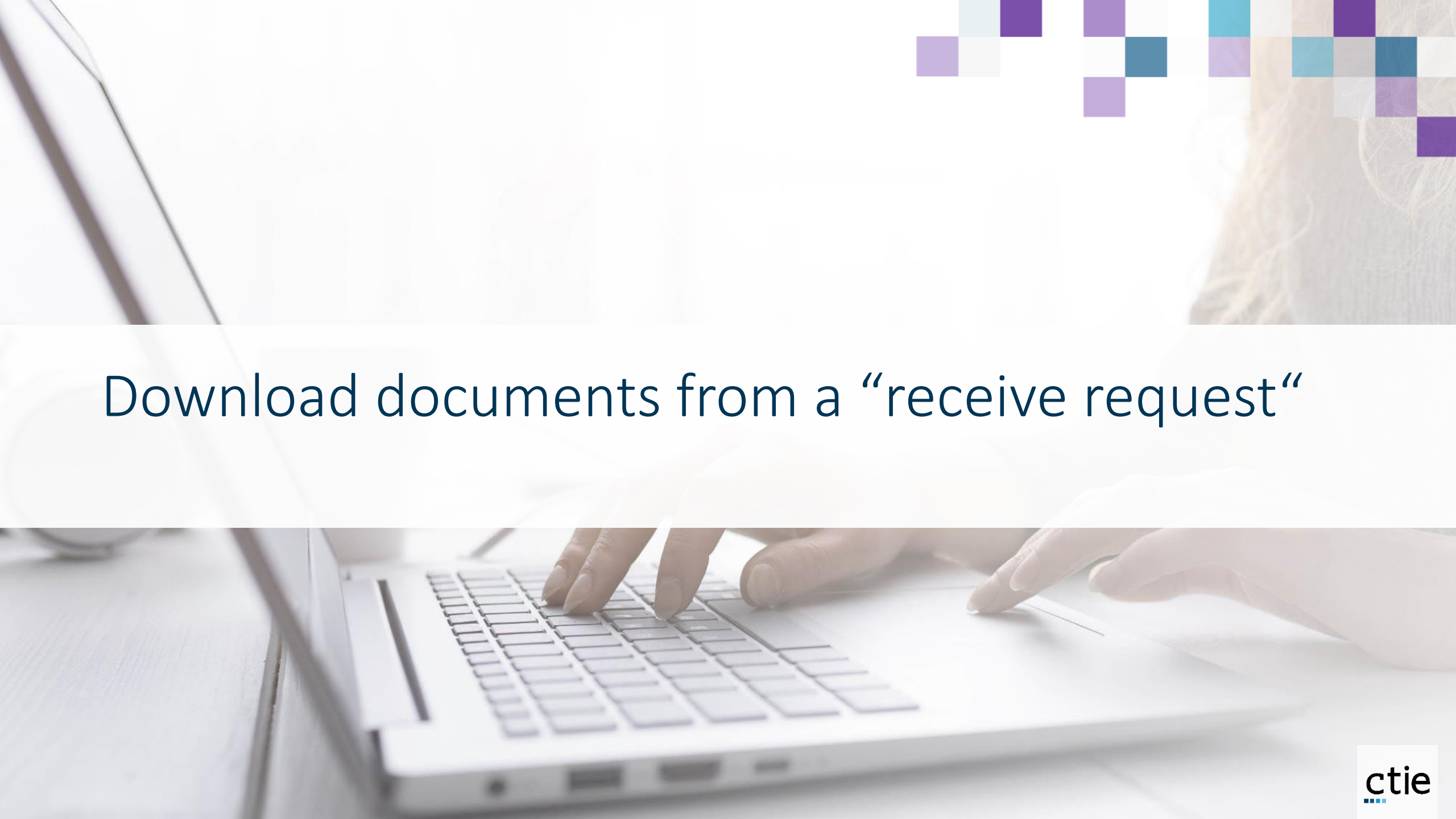
- 3 Click on the document you wish to download.

Or if you wish to download all files in .zip format, click on “Download all”.





Download documents from a “receive request”



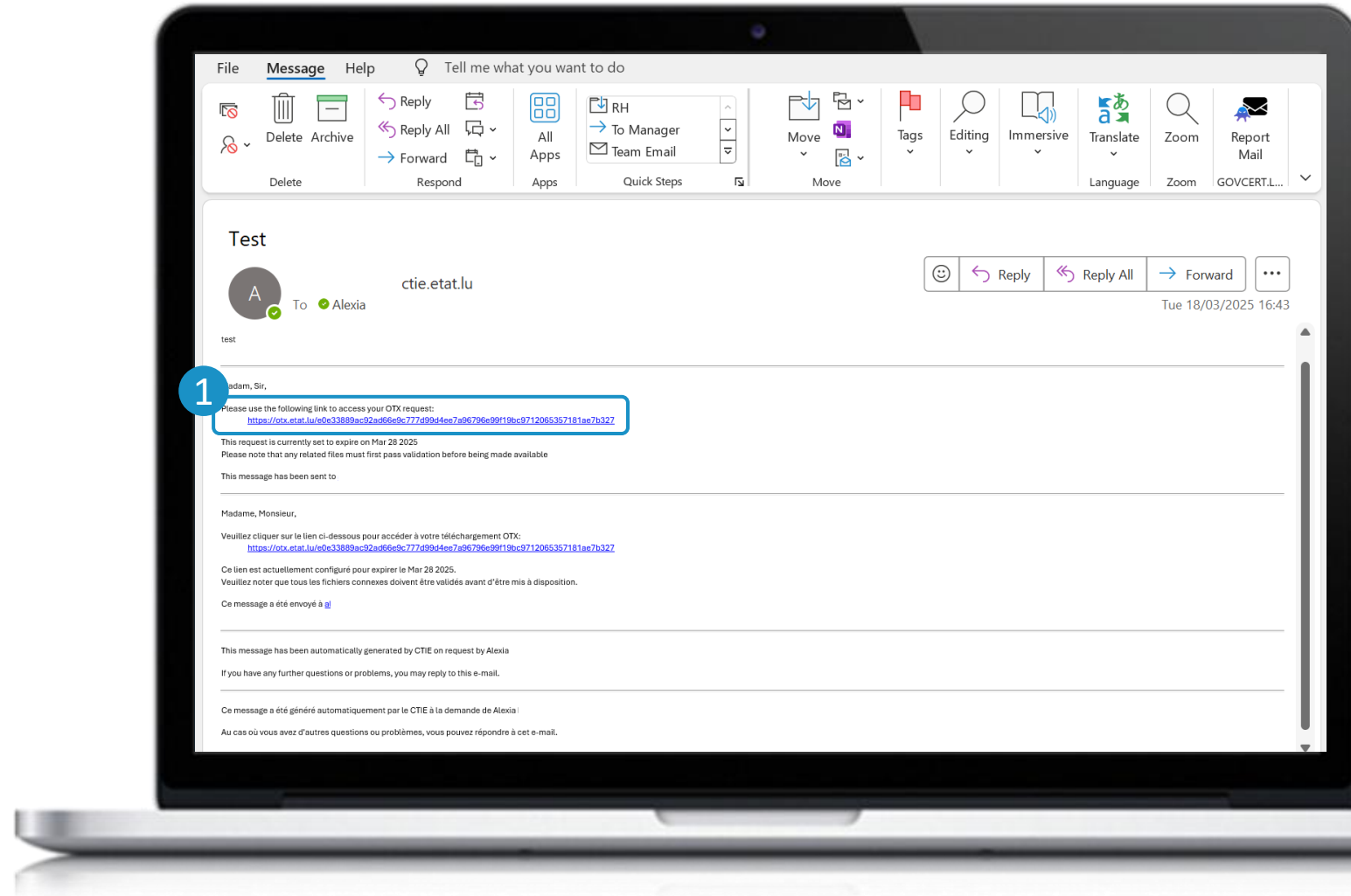
Download documents – e-mail



1 Click on the link you received by email.



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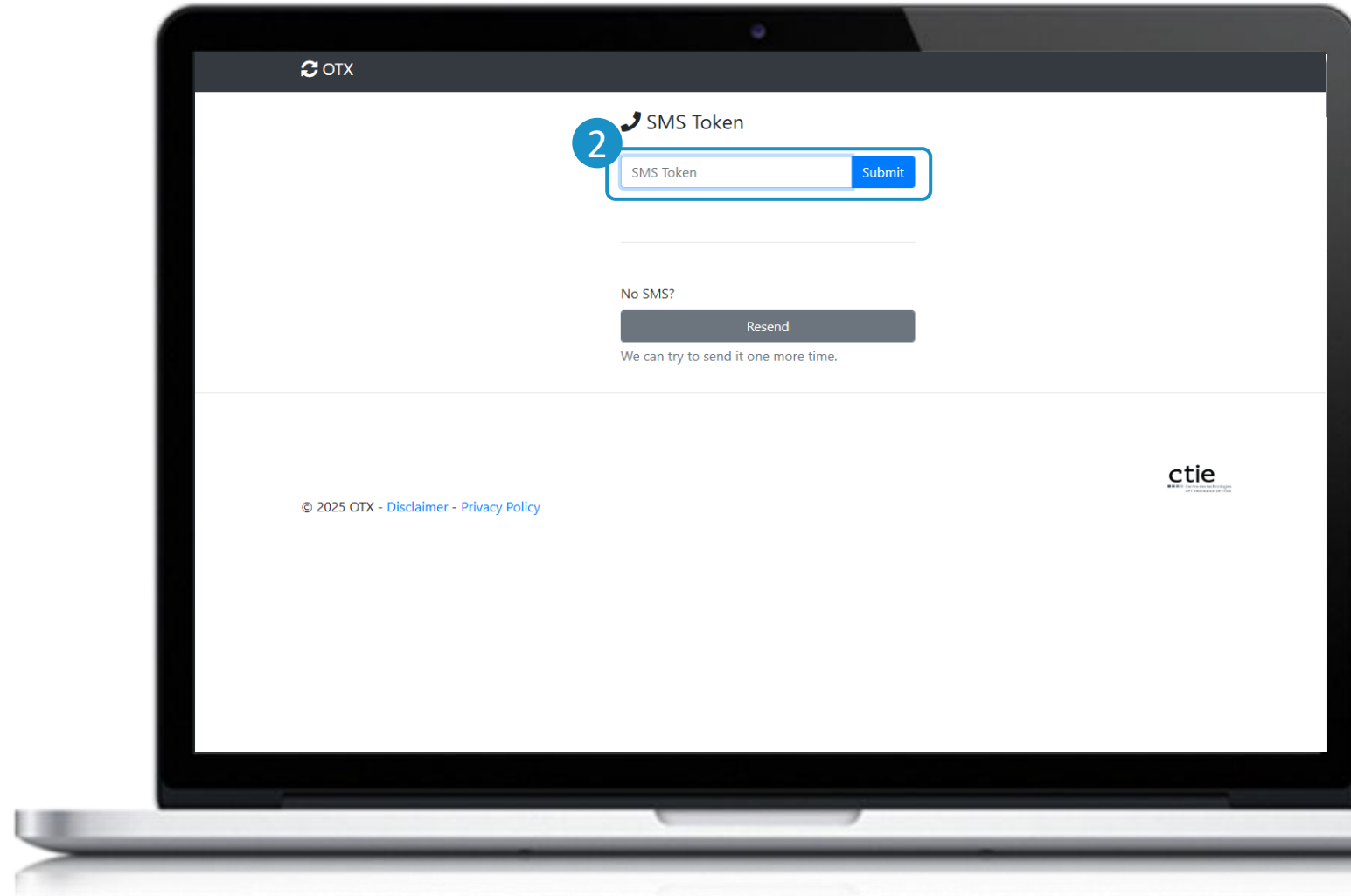
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If you have not received an SMS password or have lost it, click on “Resend”.



Download documents

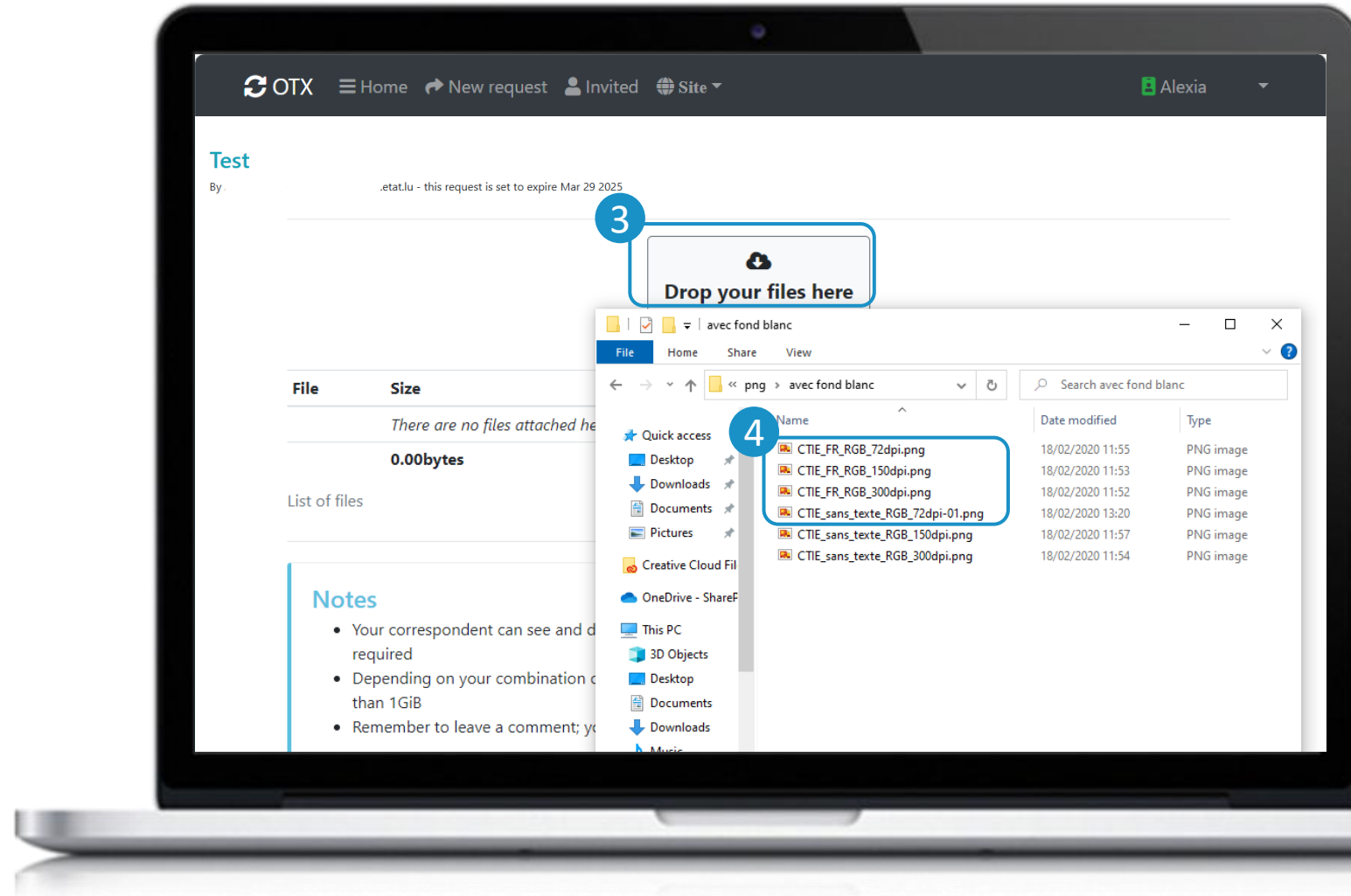


3 Click on “Drop your files here”.

4 Select the files you want to download.

i

You can also drag and drop one or more files at the same time directly onto the “Drop your files here” button.



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