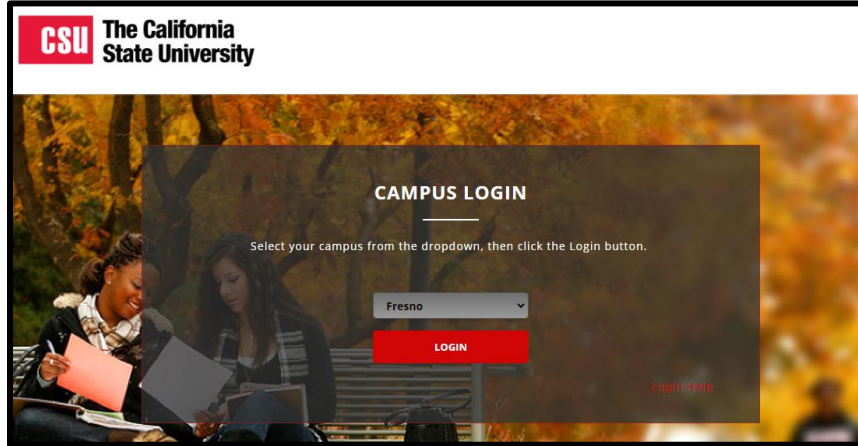


FRESNO STATE BENEFITS CSU MOVEit FILE UPLOAD PROCESS

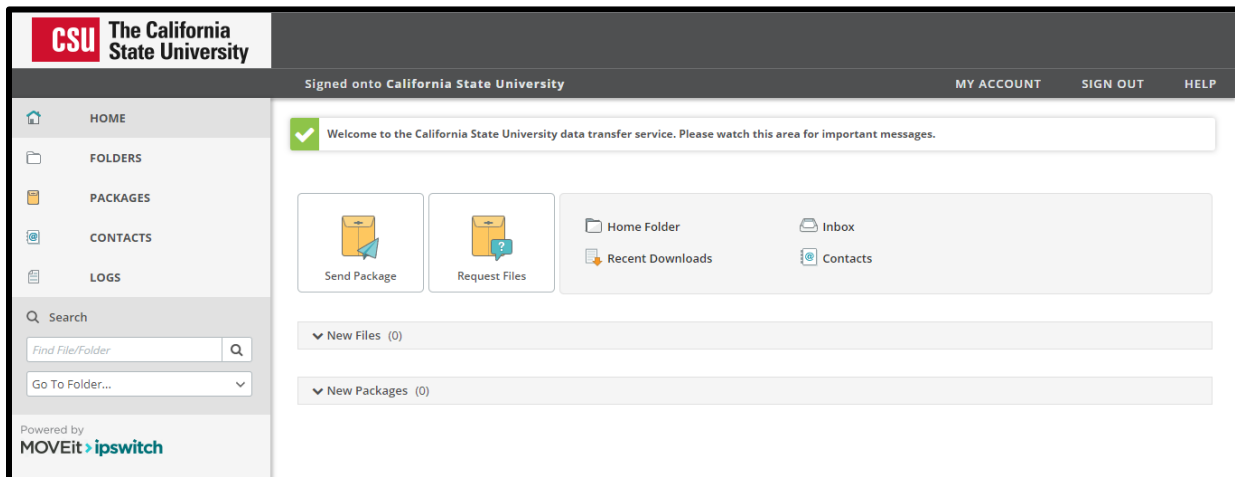
Please use the process below to upload your documents with Social Security Numbers to the Fresno State Benefits team.

Instructions

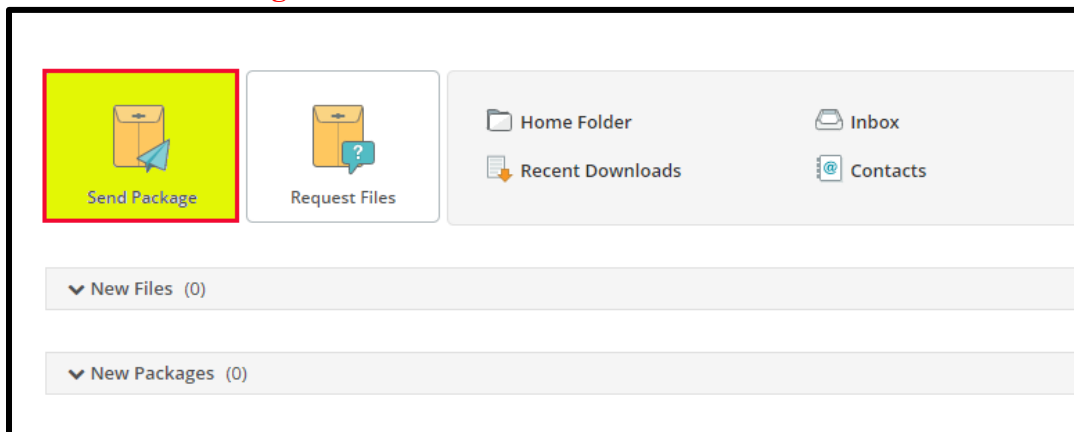
1. Log in to - <https://transfer.data.calstate.edu/> - using Fresno State credentials



2. Will be taken to a CSU MOVEit page

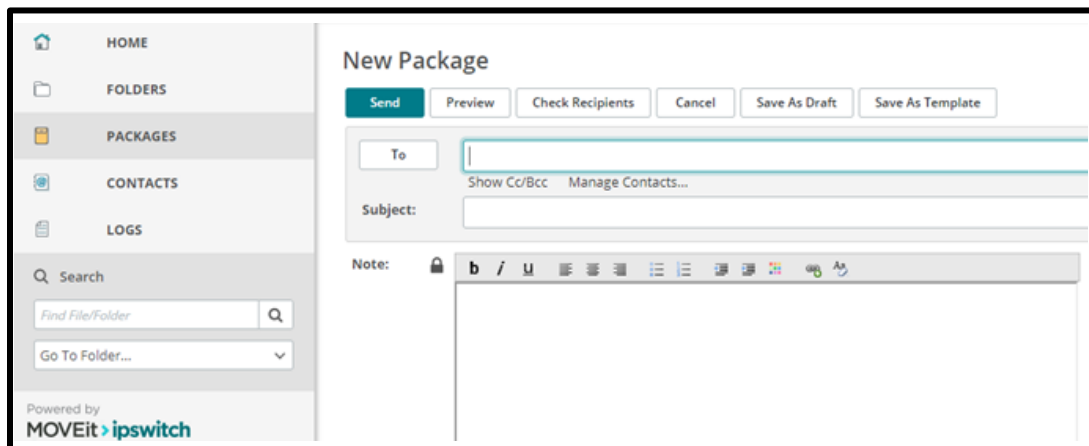


3. Select **"Send Package"**



4. Enter in → **To:** sarahconfer@csufresno.edu

5. Please enter the **TYPE** of document submitting. Enter in → **Subject:** _____
EXAMPLE: Dependent Eligibility Verification (DEV), Fee Waiver, Family Status Change or New hire Benefits Worksheet, FlexCash, Parent-Child Relationship Affidavit, Catastrophic Leave Donations, HCRA/DCRA form.

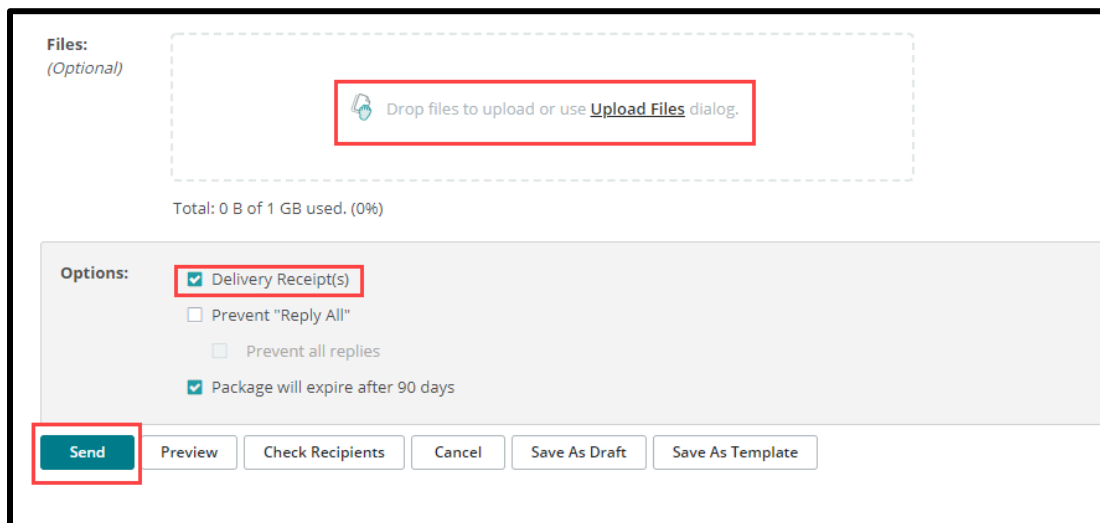


The screenshot shows the 'New Package' form in the MOVEit interface. On the left is a navigation sidebar with 'HOME', 'FOLDERS', 'PACKAGES', 'CONTACTS', and 'LOGS'. Below it is a search bar and a 'Go To Folder...' dropdown. The main area is titled 'New Package' and contains a 'Send' button (highlighted in red), 'Preview', 'Check Recipients', 'Cancel', 'Save As Draft', and 'Save As Template' buttons. There are input fields for 'To' (with a dropdown arrow), 'Subject', and a rich text editor for the 'Note'. The 'Note' editor has a toolbar with bold, italic, underline, and other formatting options.

6. Upload or “Drag& Drop” documents

7. Select “**Delivery Receipt**” under “**Options**” section

8. **Send**



The screenshot shows the 'Options' section of the 'New Package' form. It features a 'Files:' section with a dashed box containing a red-bordered box with a hand icon and the text 'Drop files to upload or use [Upload Files](#) dialog.' Below this is a progress indicator 'Total: 0 B of 1 GB used. (0%)'. The 'Options:' section has four checkboxes: 'Delivery Receipt(s)' (checked and highlighted with a red box), 'Prevent "Reply All"', 'Prevent all replies', and 'Package will expire after 90 days' (checked). At the bottom, there is a row of buttons: 'Send' (highlighted with a red box), 'Preview', 'Check Recipients', 'Cancel', 'Save As Draft', and 'Save As Template'.

NOTE: If you encounter an error message, you may need to clear your browser cache. Below is a link to assist with clearing browser cache, if needed.

[How To Clear My Cache](#) - This guide covers all browsers.