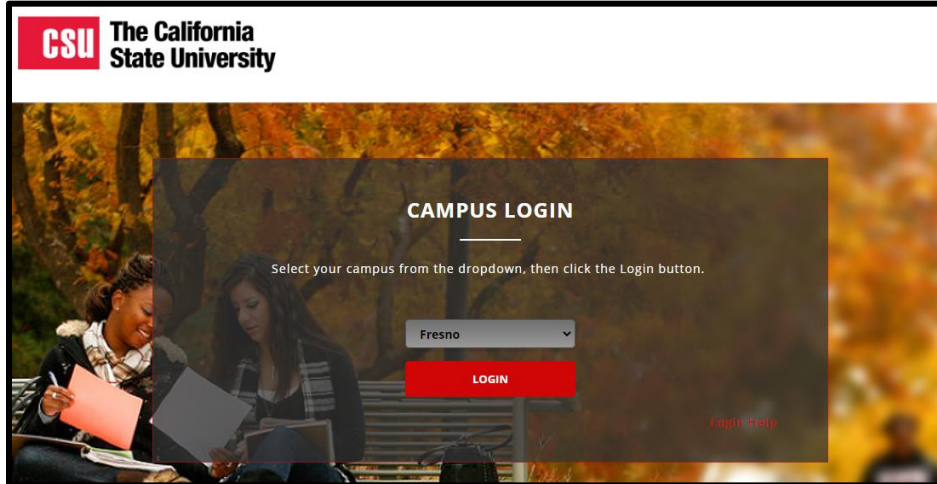


FRESNO STATE CSU-MOVEit FILE UPLOAD PROCESS TO SUBMIT HEALTHCARE CERTIFICATIONS

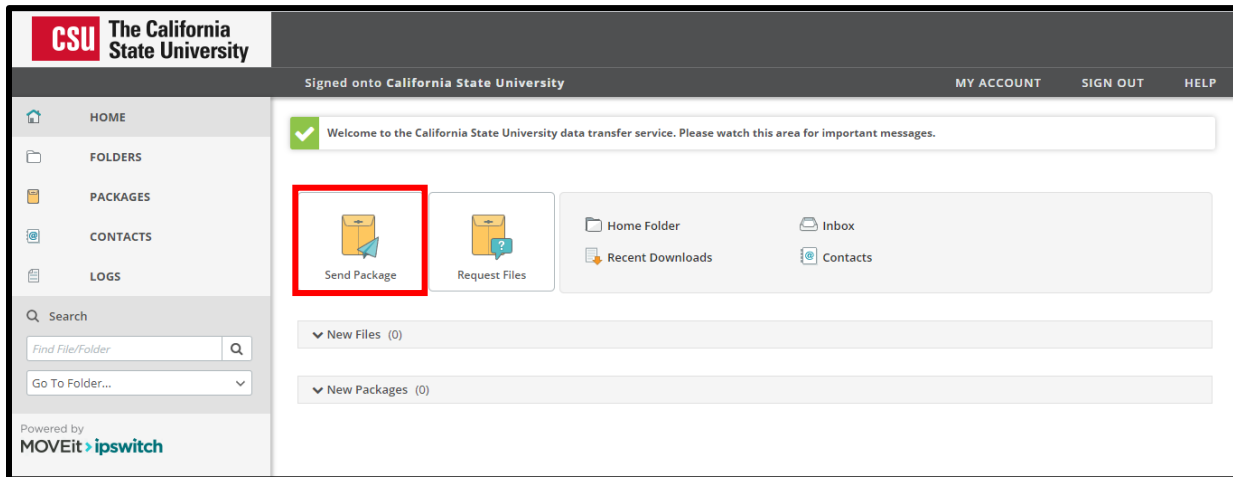
Please use this secured file transfer to submit your healthcare certification form and/or medical documents to your assigned Leave Coordinator.

Instructions

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

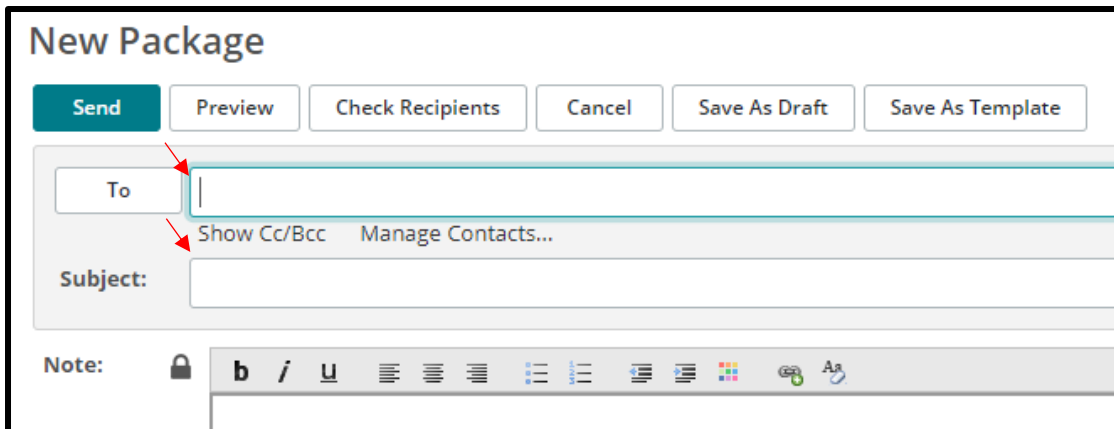


2. The CSU MOVEit page will display. Click **Send Package**.



3. Complete the following fields:

- Enter in → **To:** sarahconfer@mail.fresnostate.edu or sarahconfer@csufresno.edu
- Enter in → **Subject:** **Healthcare Certification – your name**

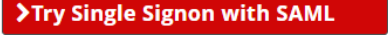


6. Click **Upload Files** or “**Drag & Drop**” the documents.
7. Click **Delivery Receipt** under the **Options** section.
8. Click **Send**.

The screenshot shows a file upload interface. At the top, there is a section labeled "Files: (Optional)" with a dashed border. Inside this section, a red box highlights a message that says "Drop files to upload or use [Upload Files](#) dialog." Below this, it indicates "Total: 0 B of 1 GB used. (0%)".

Below the file section is an "Options:" section. A red box highlights the "Delivery Receipt(s)" checkbox, which is checked. Other options include "Prevent 'Reply All'", "Prevent all replies", and "Package will expire after 90 days", which is also checked.

At the bottom, there is a row of buttons: "Send", "Preview", "Check Recipients", "Cancel", "Save As Draft", and "Save As Template". A red box highlights the "Send" button.

NOTE: If you encounter an error message, look for the following icon to click on . If that does not work, you may need to clear your browser cache. Below is a link to assist with clearing your browser cache.

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