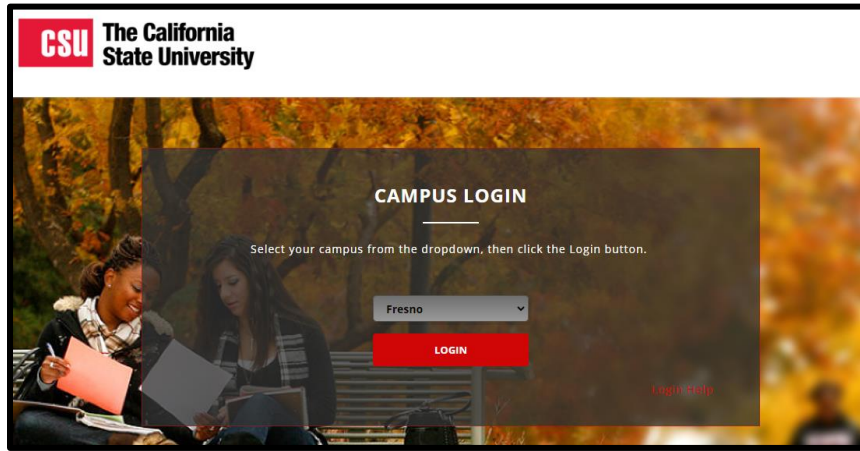


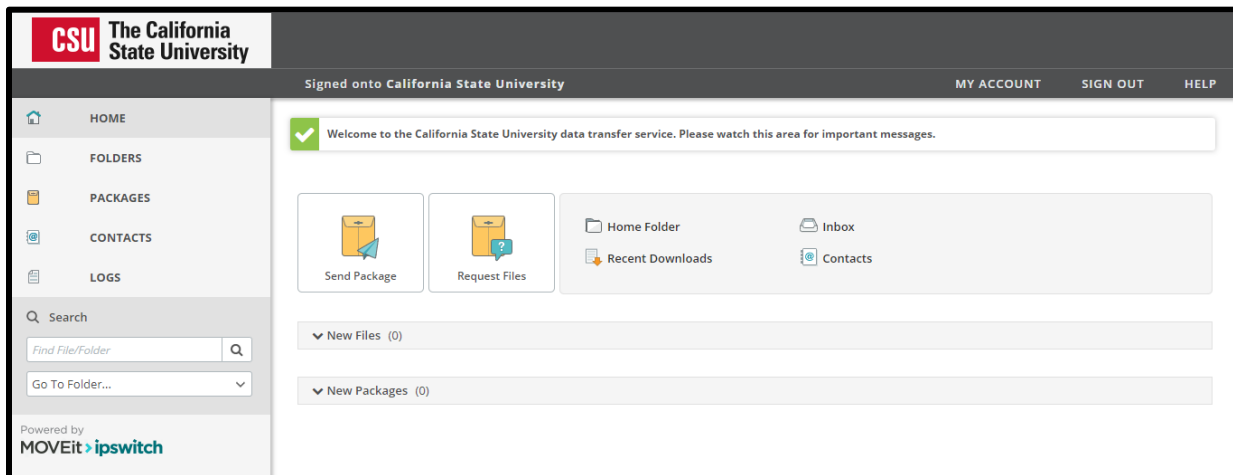
CSU FRESNO STATE MOVEit FILE UPLOAD PROCESS FOR ADMISSION DATA FORM

Please use the process below to upload your Admission Data form to your Fee Waiver Coordinator.

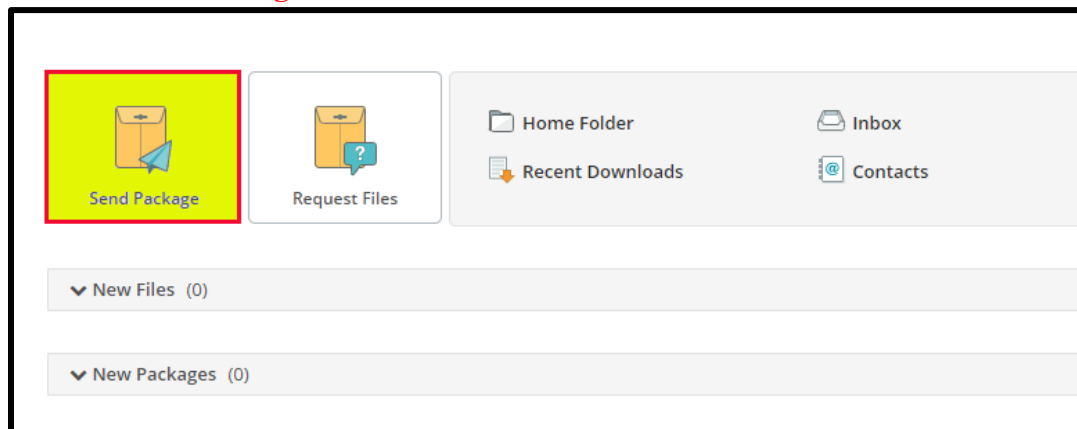
1. Log in to - <https://transfer.data.calstate.edu/> - using Fresno State credentials



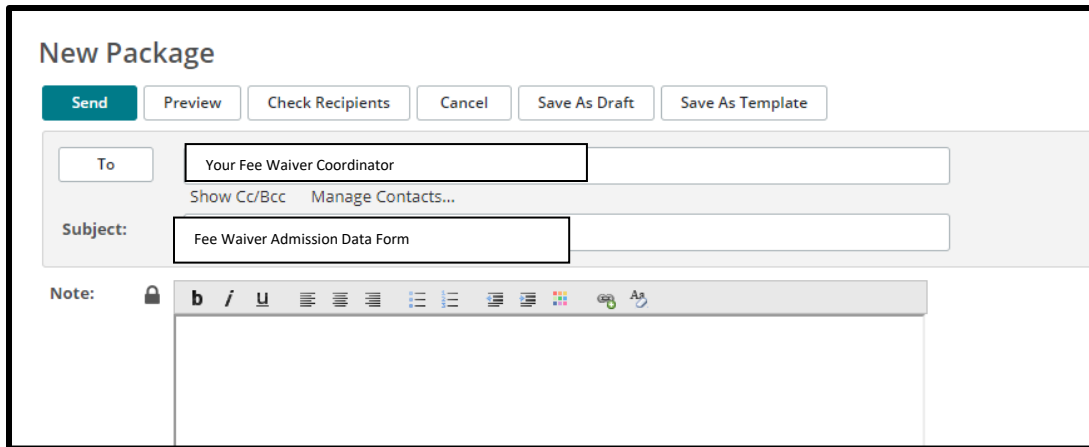
2. Will be taken to a CSU MOVEit page



3. Select **"Send Package"**

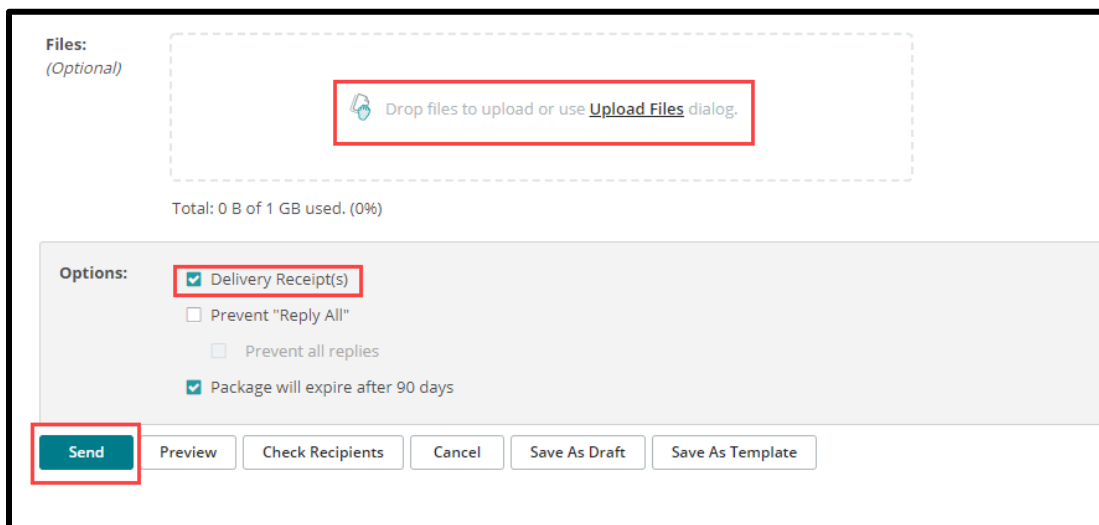


4. Enter in → **To:** Employees with the last name ending in A - L: dpenner@csufresno.edu
Employees with the last name ending in M - Z: esmeecruz@csufresno.edu
5. Enter in → **Subject – “Fee Waiver Admission Data Form”**



The screenshot shows the 'New Package' interface. At the top, there are buttons for 'Send', 'Preview', 'Check Recipients', 'Cancel', 'Save As Draft', and 'Save As Template'. Below these is a 'To' field with the text 'Your Fee Waiver Coordinator' and a 'Subject' field with the text 'Fee Waiver Admission Data Form'. There are also links for 'Show Cc/Bcc' and 'Manage Contacts...'. Below the subject field is a 'Note' section with a rich text editor toolbar.

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



The screenshot shows the 'Options' section of the email client. The 'Delivery Receipt(s)' checkbox is checked and highlighted with a red box. Below it are three unchecked checkboxes: 'Prevent "Reply All"', 'Prevent all replies', and 'Package will expire after 90 days'. At the bottom, the 'Send' button is highlighted with a red box. Above the options is a 'Files' section with a dashed box and a message: 'Drop files to upload or use Upload Files dialog.' Below the files section, it says 'Total: 0 B of 1 GB used. (0%)'.

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.