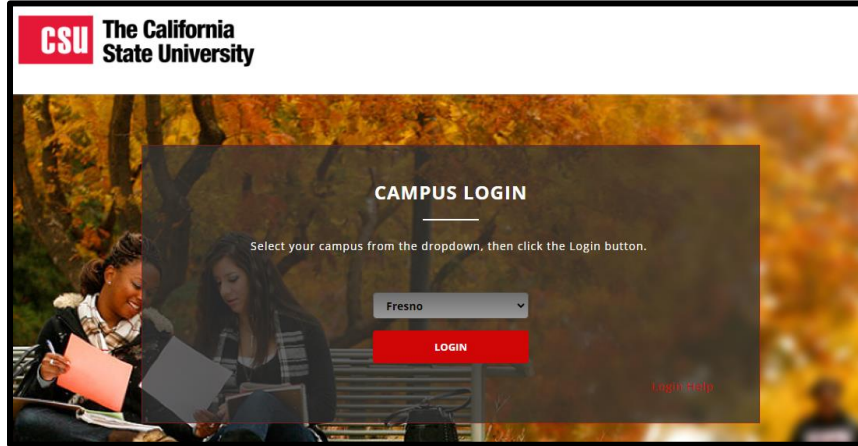


FRESNO STATE BENEFITS CSU MOVEit FILE UPLOAD PROCESS

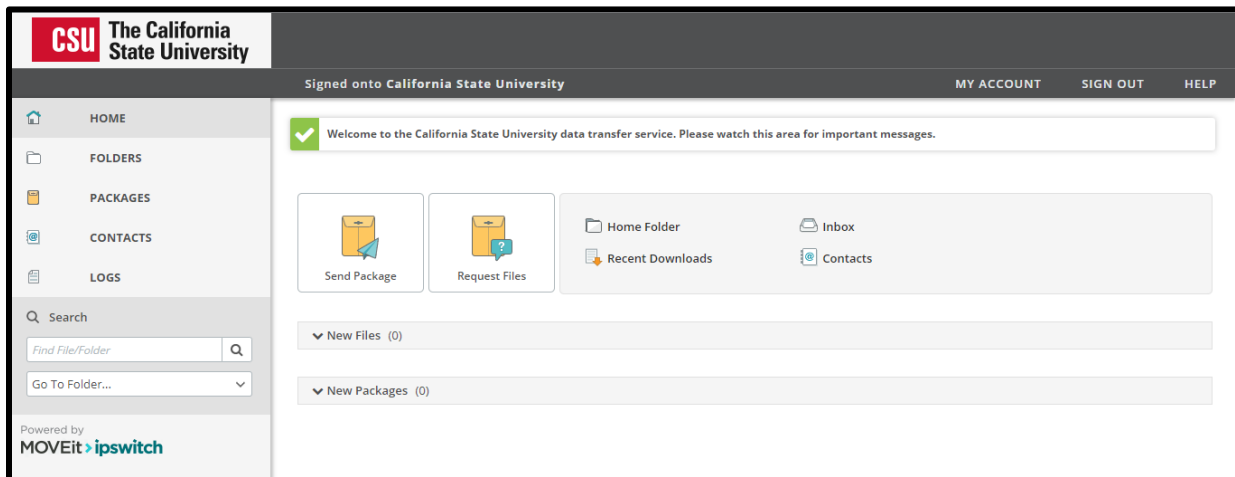
Please use the process below to upload your documents with Social Security Numbers to the Fresno State Benefits team.

Instructions

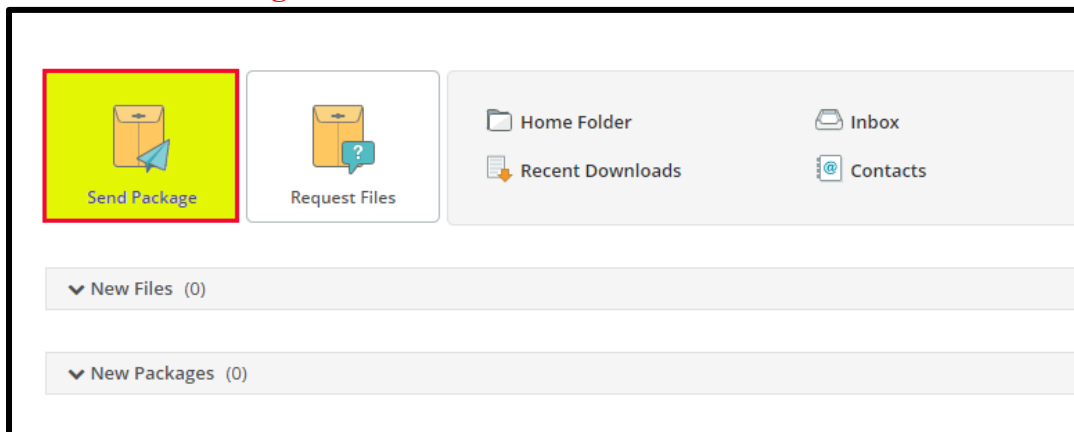
1. Log in to - <https://transfer.data.calstate.edu/> - using Fresno State credentials



2. Will be taken to a CSU MOVEit page



3. Select **"Send Package"**



Enter in **To:** 777@csufresno.edu

- ⓧ Please enter the **TYPE** of document submitting. Enter in **Subject:** _____
EXAMPLE: Dependent Eligibility Verification (DEV), Family Status Change or New hire Benefits Worksheet, FlexCash, Catastrophic Leave Donations.

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

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.