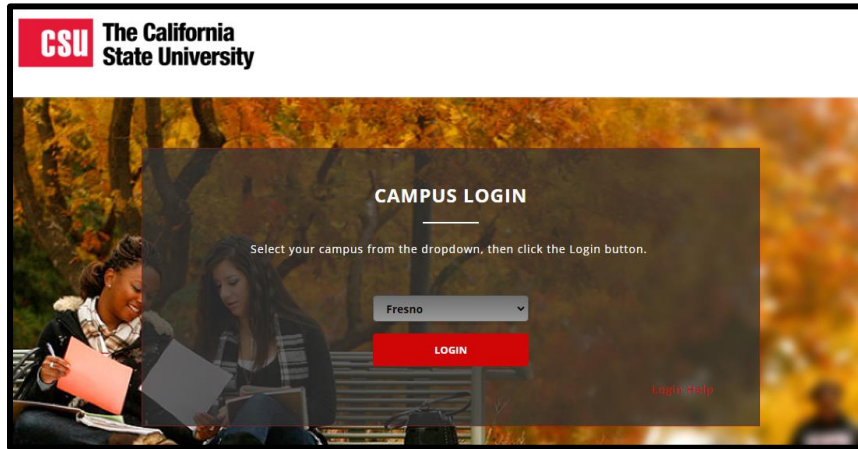


# FRESNO STATE BENEFITS CSU MOVEit FILE UPLOAD PROCESS

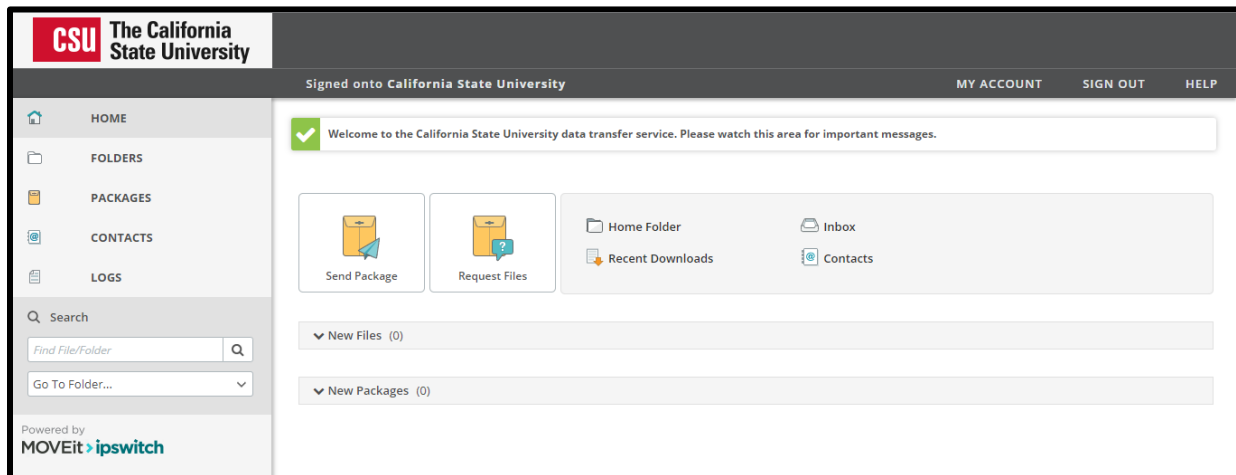
Please use the process below to upload your documents with Social Security Numbers to the Fresno State Benefits team.

## Instructions

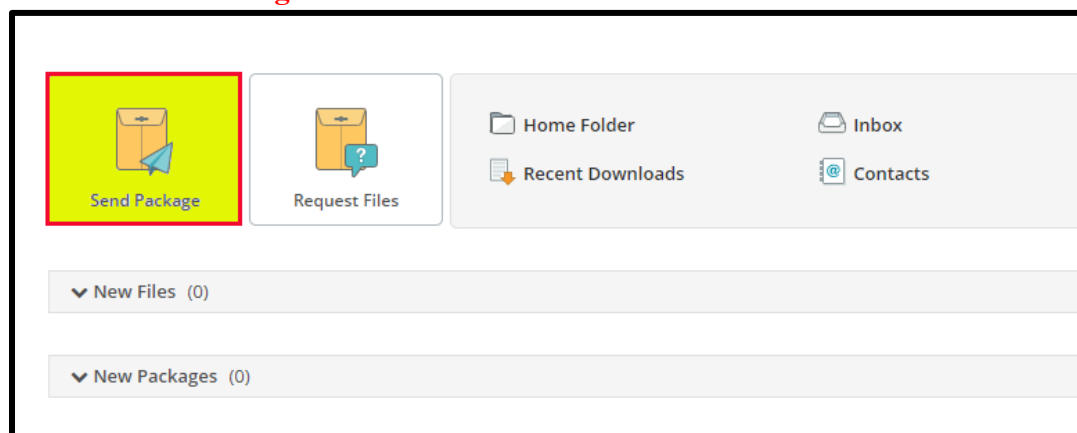
1. Log in to - <https://transfer.data.calstate.edu/> - using Fresno State credentials



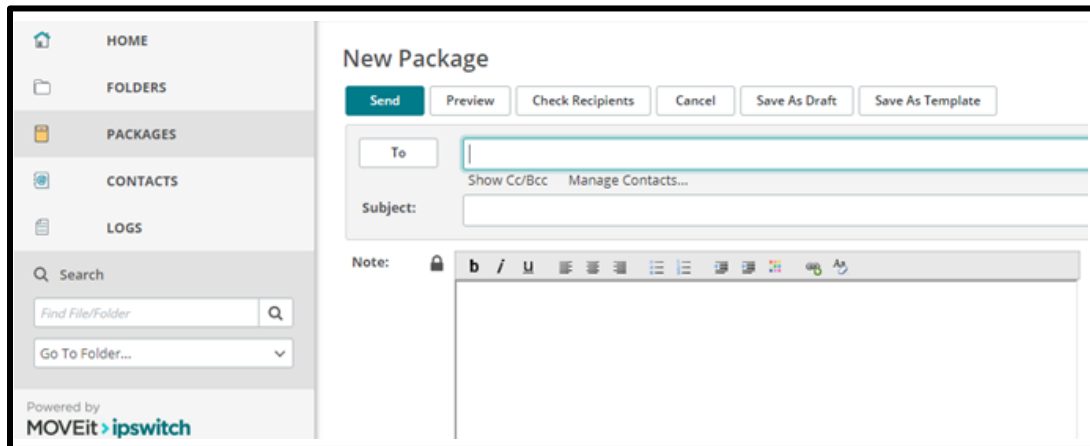
2. Will be taken to a CSU MOVEit page



3. Select **“Send Package”**

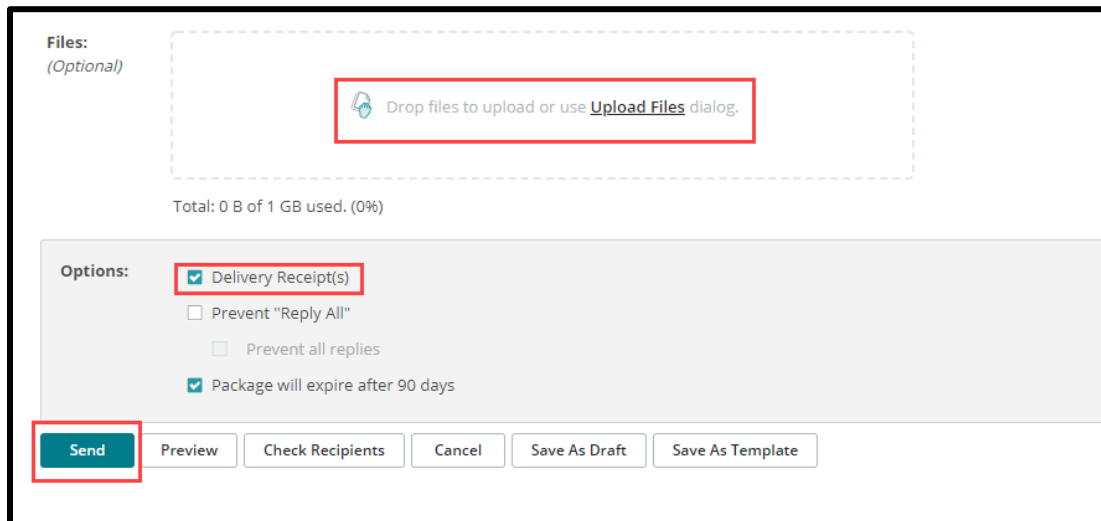


4. Enter in → **To:** [dpenner@csufresno.edu](mailto:dpenner@csufresno.edu)
5. Please enter the **TYPE** of document submitting. Enter in → **Subject:** \_\_\_\_\_  
**EXAMPLE: Dependent Eligibility Verification (DEV), Family Status Change or New hire Benefits Worksheet, FlexCash, Catastrophic Leave Donations.**



The screenshot shows the 'New Package' form in the MOVEit interface. On the left is a sidebar with navigation links: HOME, FOLDERS, PACKAGES, CONTACTS, and LOGS. Below these is a search bar and a 'Go To Folder...' dropdown. The main area is titled 'New Package' and contains several buttons at the top: Send (highlighted in green), Preview, Check Recipients, Cancel, Save As Draft, and Save As Template. Below the buttons are input fields for 'To' (with a dropdown arrow), 'Subject' (with a dropdown arrow), and a 'Note' field with a rich text editor toolbar. The 'To' field is currently empty, and the 'Subject' field is also empty. The 'Note' field is empty and has a rich text editor toolbar with various 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 MOVEit interface. At the top, there is a 'Files: (Optional)' section with a dashed box containing a red box around the text 'Drop files to upload or use [Upload Files](#) dialog.' Below this is a progress bar showing 'Total: 0 B of 1 GB used. (0%)'. The 'Options' section contains several checkboxes: 'Delivery Receipt(s)' (checked and highlighted with a red box), 'Prevent "Reply All"' (unchecked), 'Prevent all replies' (unchecked), and 'Package will expire after 90 days' (checked). At the bottom, there are several 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.