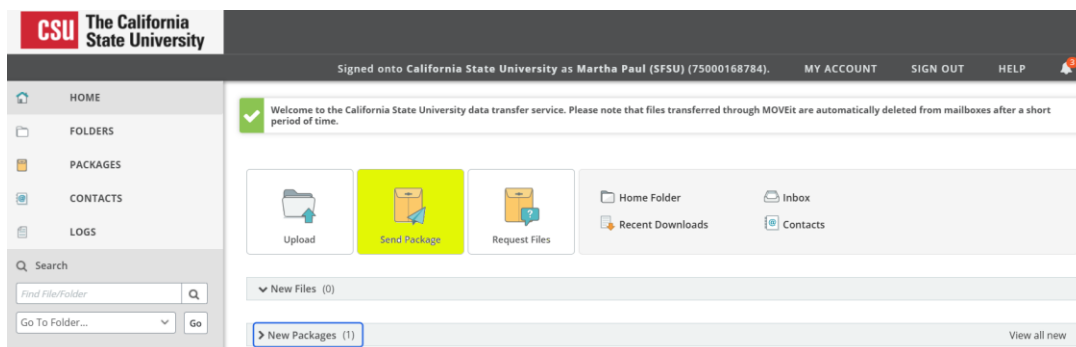




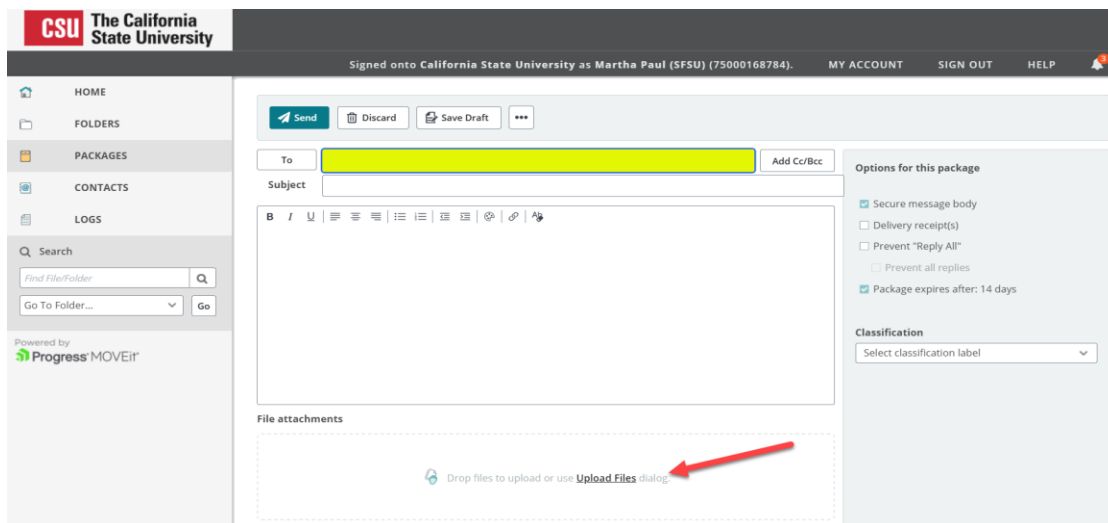
Benefits, Leaves & Retirement Services
San Francisco State University | Human Resources
1600 Holloway Ave. ADM 252, San Francisco, CA 94132
Phone: 415.405.4004 | Fax: 415.338.0533
Leaves: leaves@sfsu.edu | Benefits: benefits@sfsu.edu

MOVEit Instructions:

1. Log in to [MOVEit](#) using your SF State credentials. After logging in, you will see the homepage. Click on "Send Package".



1. In the **"To:"** field, enter braulioalcaraz1@sfsu.edu; melca9@sfsu.edu; terancewilliams@sfsu.edu; ythomas@sfsu.edu; mcpaul@sfsu.edu.
2. In the **"Subject"** field, specify the type of document you are submitting, such as New Enrollment, Retirement, Dependent Verification, or HCRA/DCRA.
3. Please provide your **legal name**, **SF State ID number**, and contact information.
4. **Drop files** to upload or use the **Upload Files** dialog. Ensure to check the recipients to validate your Benefit Analyst's email. Then, **send**.



Note: If you see an error message, try clearing your browser cache. Ensure you are connected to a VPN via GlobalProtect.