SF STATE BENEFITS CSU MOVEit FILE UPLOAD PROCESS (COVID -19)

Please use the below process to upload your documents to the SF State Benefits team.

Instructions

- 1. Log in to https://transfer.data.calstate.edu/ using SF State credentials
- 2. Will be taken to a CSU MOVEit page



3. Select "Send Package"

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- 4. To: Enter erickaj@sfsu.edu; Your Benefits Analyst (Benefits Directory)
- 5. **Subject** "**Document(s**)" type. For ex. Enrollment, Retirement, DEV, HCRA/DCRA, etc...
- 6. Note: Your name, SF State ID, type of document submitted, and contact information
- 7. Upload or "Drag& Drop" documents
- 8. Select "Delivery Receipt" under "Options" section
- 9. You may select "Check Recipients" to validate Benefits staff emails
- 10. Send

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.