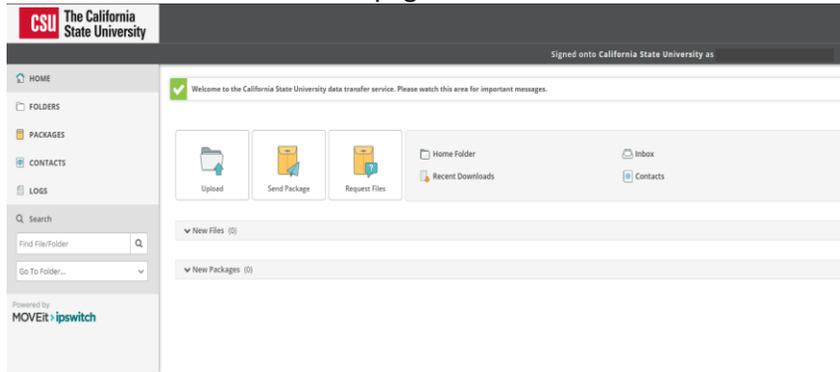


SF STATE BENEFITS CSU MOVEit FILE UPLOAD PROCESS (COVID -19)

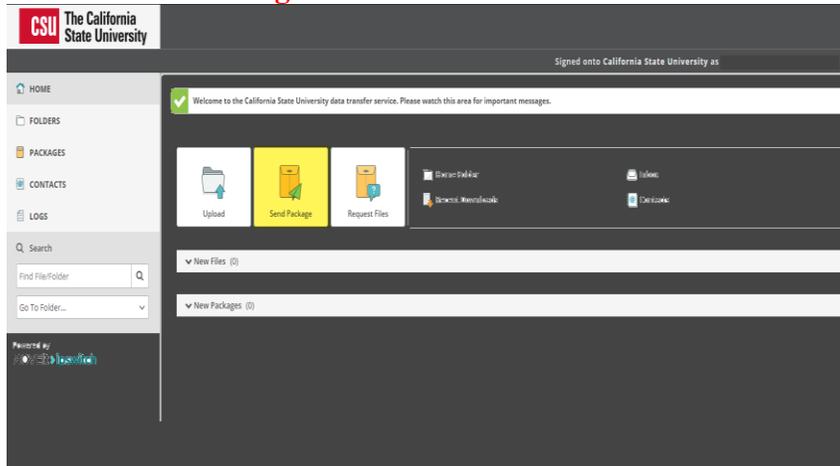
Please use the below process to upload your documents to the SF State Benefits team.

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”**



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.