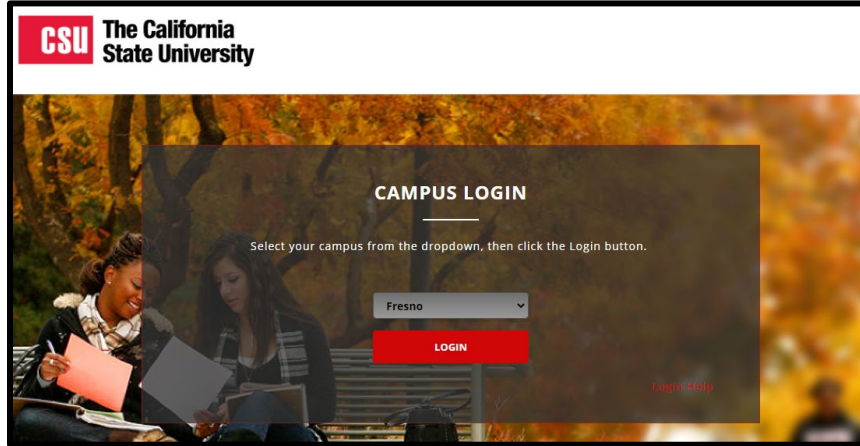


FRESNO STATE BENEFITS CSU MOVEit FILE UPLOAD PROCESS FOR OPEN ENROLLMENT

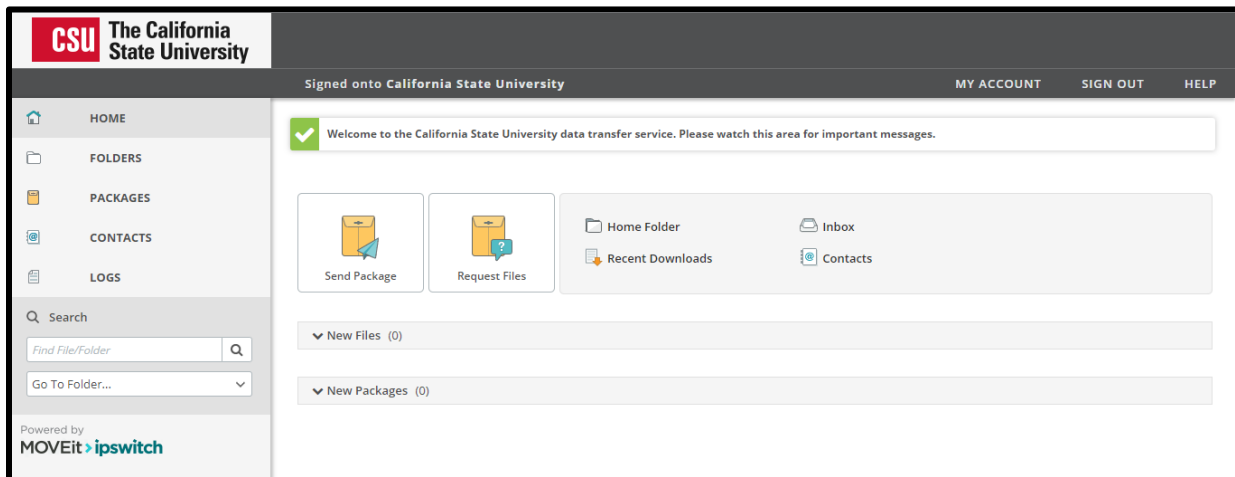
Please use the process below to upload your documents with Social Security Numbers to the Fresno State Benefits team.

Instructions

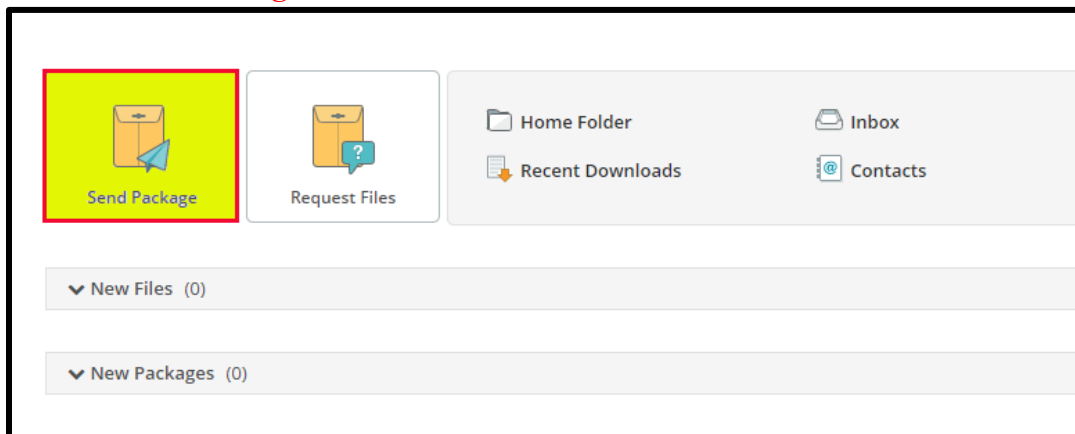
1. Log in to - <https://transfer.data.calstate.edu/> - using Fresno State credentials



2. Will be taken to a CSU MOVEit page



3. Select **“Send Package”**



4. Enter in → **To:** sarahconfer@csufresno.edu
5. Enter in → **Subject** – “Open Enrollment Document(s)”

New Package

Send Preview Check Recipients Cancel Save As Draft Save As Template

To: sarahconfer@csufresno.edu
Show Cc/Bcc Manage Contacts...

Subject: Open Enrollment Documents

Note: **b** / u [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons]

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

Files:
(Optional)

Drop files to upload or use [Upload Files](#) dialog.

Total: 0 B of 1 GB used. (0%)

Options:

- Delivery Receipt(s)
- Prevent "Reply All"
- Prevent all replies
- Package will expire after 90 days

Send Preview Check Recipients Cancel Save As Draft 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.