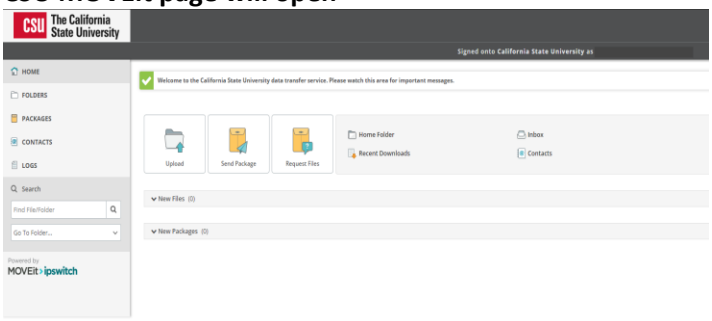
MUST BE ON CMPUS TO USE MOVEIT!

HSU BENEFITS MOVEit FILE UPLOAD PROCESS

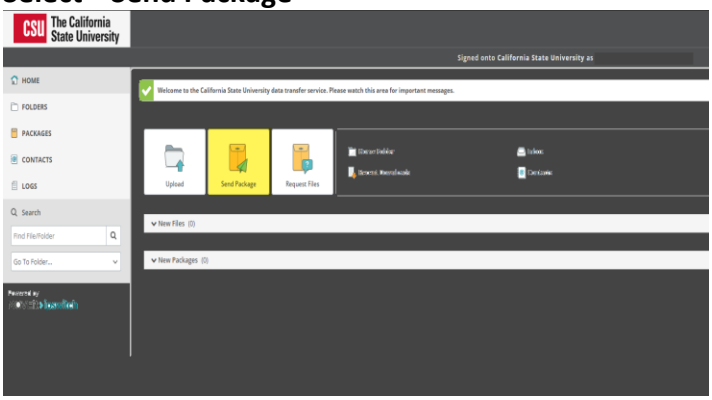
Please use the below process to upload your sensitive documents regarding benefits enrollment, retirement, Dependent Eligibility Verification documents, etc. to the HSU Benefits team using the secure server, MOVEit.
MOVEit allows you to upload your documents safely and securely directly to the benefits team from your computer.

1. **Log in to https://transfer.data.calstate.edu/ using HSU credentials (please use Firefox or Chrome browsers)**

2. **CSU MOVEit page will open**



3. **Select "Send Package"**



4. **To: jnb46@humboldt.edu**
5. **Subject: Enter document type. For example: Enrollment, Retirement, DEV, HCRA/DCRA, etc...**
6. **Note: Add a message, and either upload or 'drag& drop' documents to the 'Files' section**
7. **Select 'Delivery Receipt' under 'Options'**
8. **Click Send**

If you encounter an error message, you may need to try a different browser, or clear your browser cache. Here is a link to assist with clearing browser cache, if needed:
How To Clear Cache