# CALTRANS FILE TRANSFER

**(Secure Electronic PDF Document Submission)**
**CONTRACTOR'S QUICK USERS GUIDE**

# Caltrans File Transfer

Objective

To be in compliance with state and federal regulations, and Cal Secure Cybersecurity Mandates issued by Governor Newsom, Caltrans must provide a secure method for contractors to submit electronic payroll records.

Caltrans IT has created the web portal, "Caltrans File Transfer", https://transfer.dot.ca.gov, to allow both contractor electronic submittal of PDF documents referenced in the contract provisions and retrieval of said documents by Caltrans staff.

This will replace the current process where contractors upload documents to Caltrans FTP folders using the software FileZilla.

This process is exclusive and separate from projects using LCPtracker Pro.

# Caltrans File Transfer Quick Guide

External Users- Contractors

Your username and password for File Zilla will work for Caltrans File Transfer. The Host name for File Zilla is no longer required. If you are new to both Caltrans File Transfer and File Zilla please see your Caltrans Staff for login credentials.

Go to https://transfer.dot.ca.gov          Go to https://transfer.dot.ca.gov
Login with username and password   **or**   Login username and password
Click Add files                              Drag file(s) from your computer to Add Files screen
Select file(s) from your computer
Click on box next to file(s) name            Click on box next to file(s) name
Click upload                                 Click upload
Logout                                       Logout

If files with duplicate names are uploaded the system will notify you. Remove document, rename it and upload again.

Naming files you upload: Type of doc (example: CPR), week ending, contract #, your company name, and other identifiers to ensure there are no duplicate names (not symbols), and so your Caltrans Staff can recognize them.