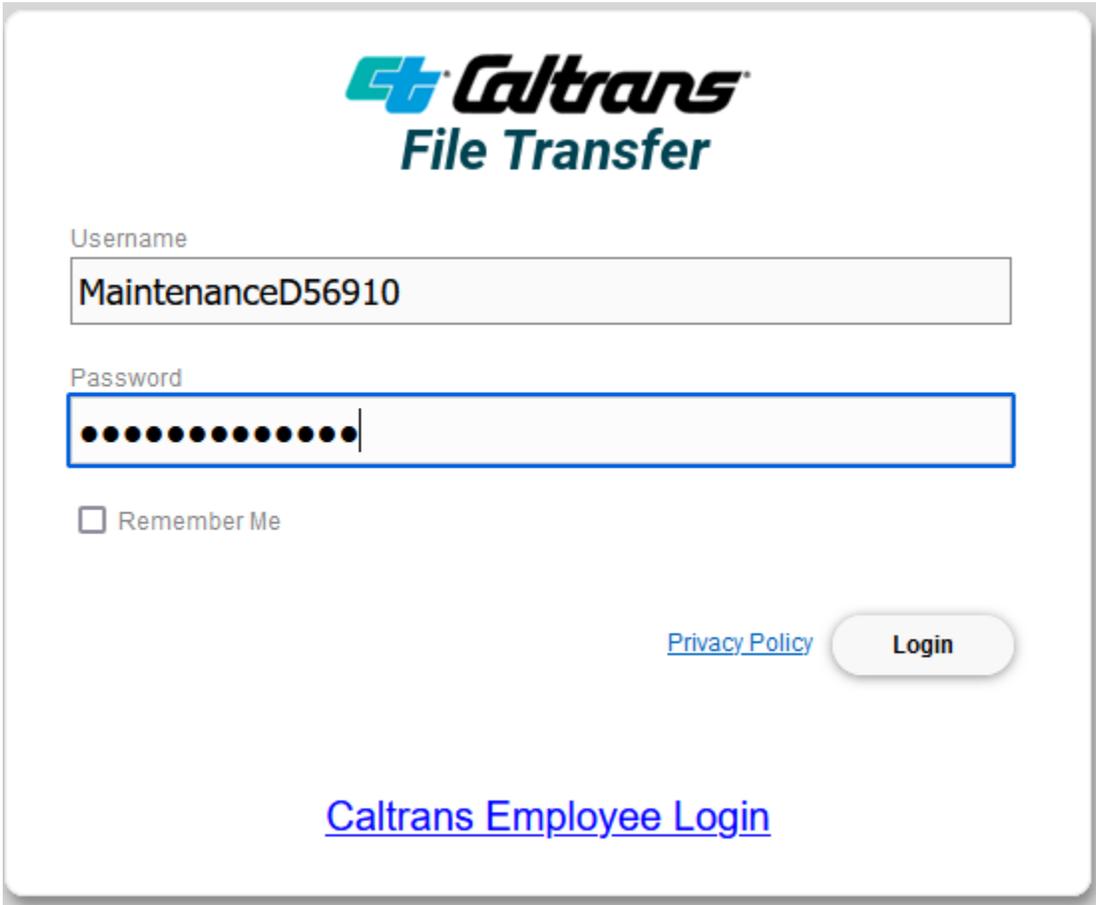


## Caltrans File Transfer External User Guide

Connecting to the FTP site:

Navigate to <https://transfer.dot.ca.gov> to find the login page. Log in with your provided credentials here.

**NOTE: The [Caltrans Employee Login](#) link will not work for Partners/Contractors and should be avoided.**



**Caltrans**  
File Transfer

Username  
MaintenanceD56910

Password  
●●●●●●●●●●

Remember Me

[Privacy Policy](#)

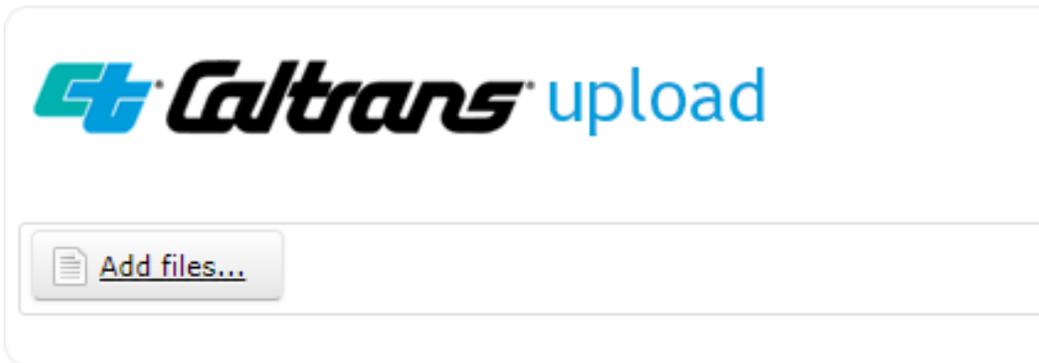
[Caltrans Employee Login](#)

Once you have logged in, you will see a notification flash in the top right of the screen that looks like this:

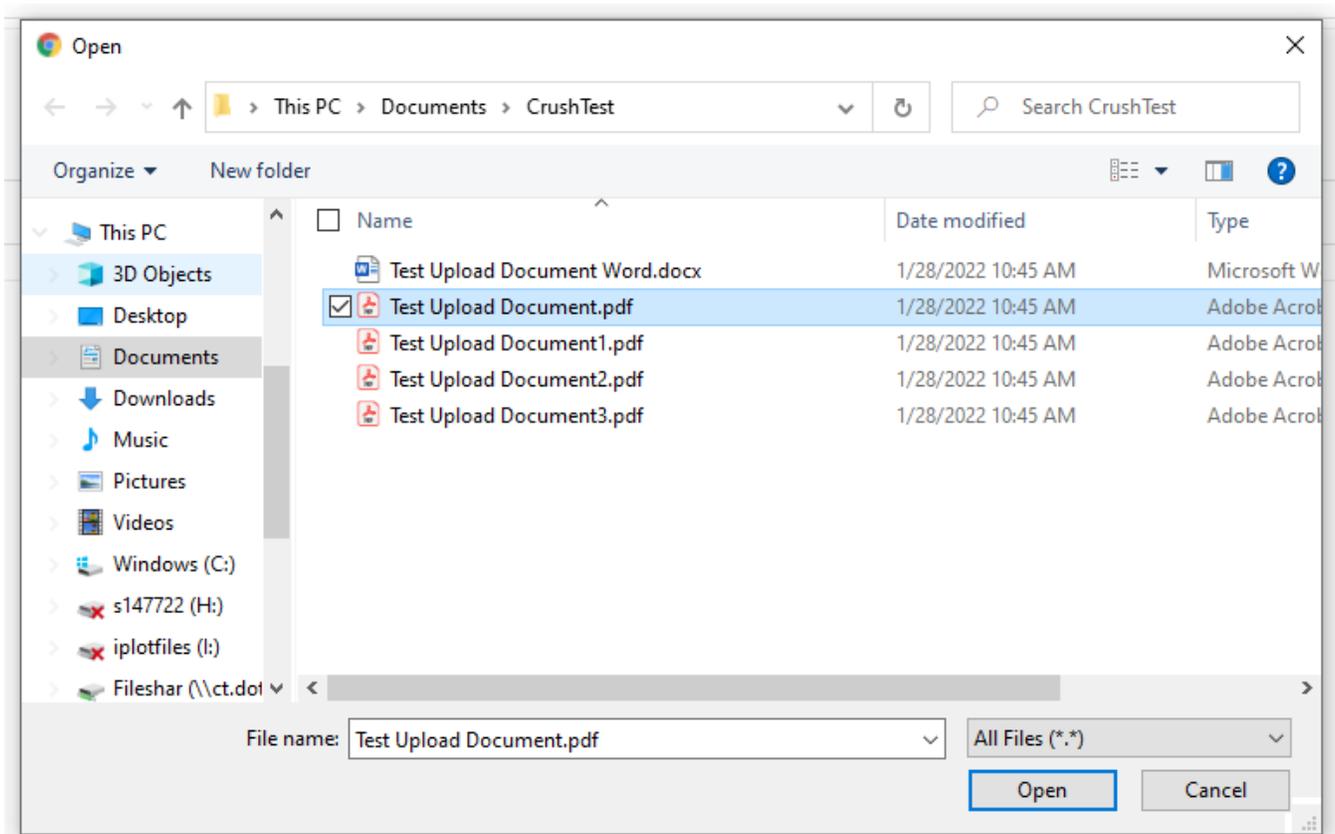


## Uploading Files:

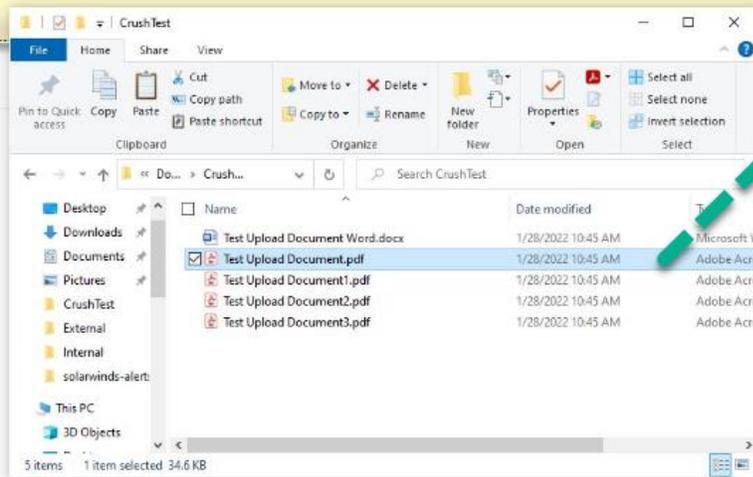
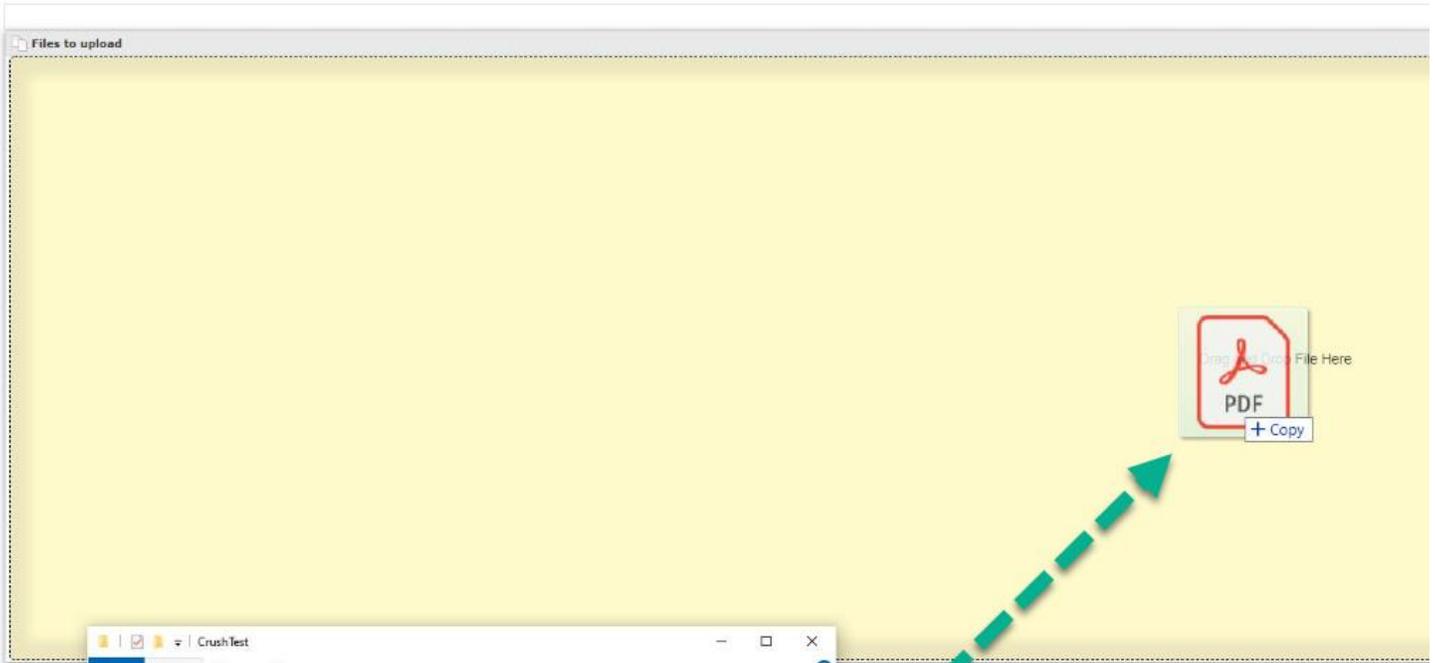
Now that you are logged in, you can now use a couple methods to upload files. The first option is to use the **Add Files** button on the top left.



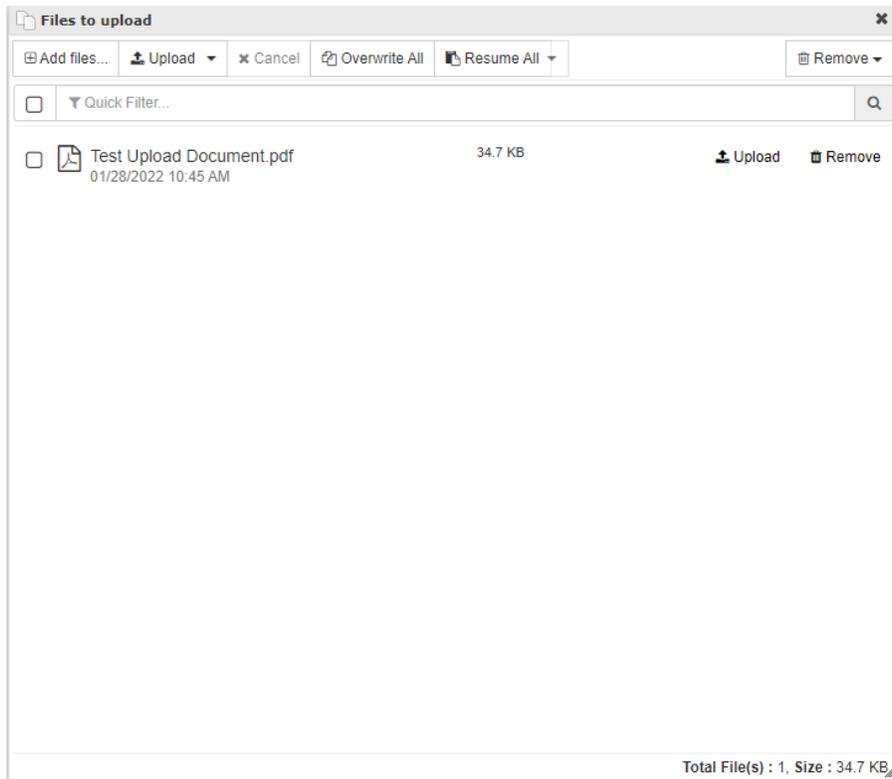
This will open a File Explorer Window where you can select your file(s) and click **Open** to add them to the **Upload Window**.



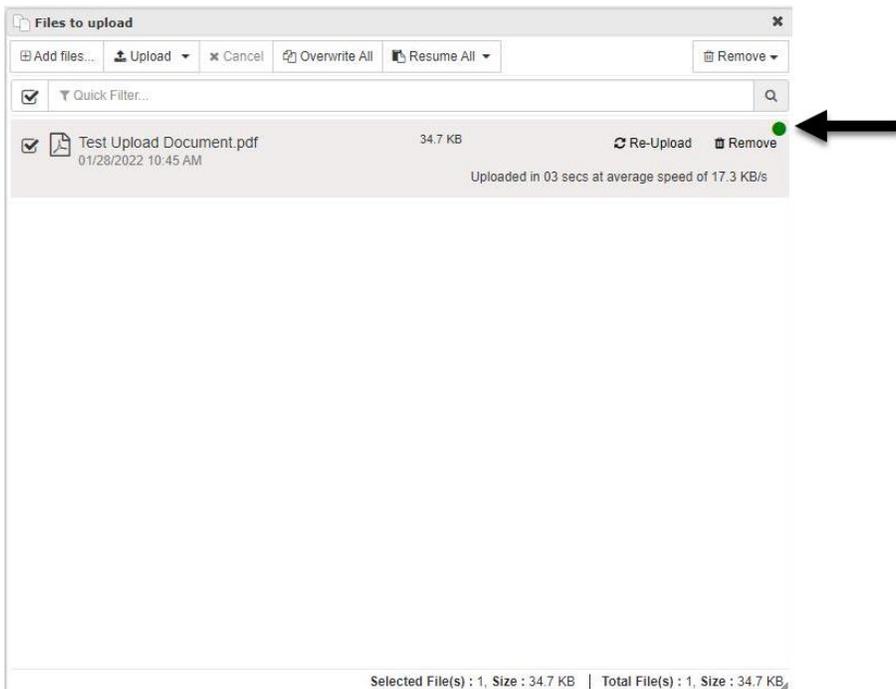
You can also leverage the **Drag and Drop** feature. This allows you to just drag your file(s) into the main window to add them to the **Upload Window**.



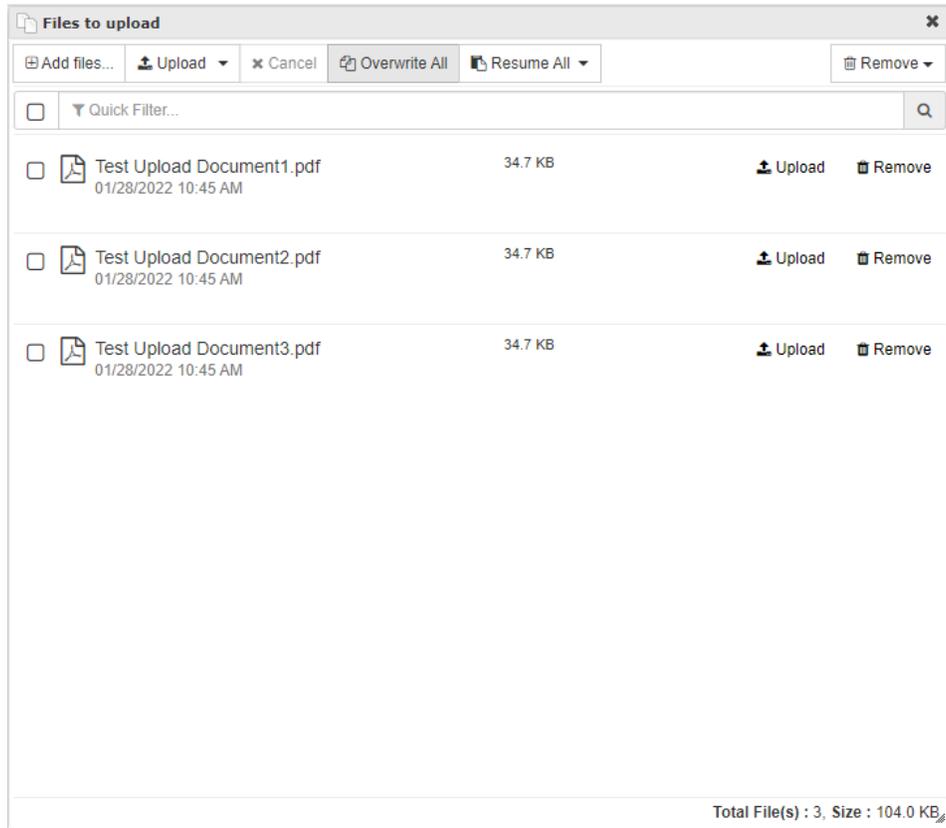
Once you have your file(s) in the **Upload Window**, you can click the **Upload** button either to the right of the file, or in the top left of the **Upload Window**. **\*NOTE, You can only upload PDF files and they cannot have the same name as an existing file. You will not be able to overwrite files\***



Once you click **Upload**, you should see the upload take place and a successful upload will have a **green bubble** next to it.



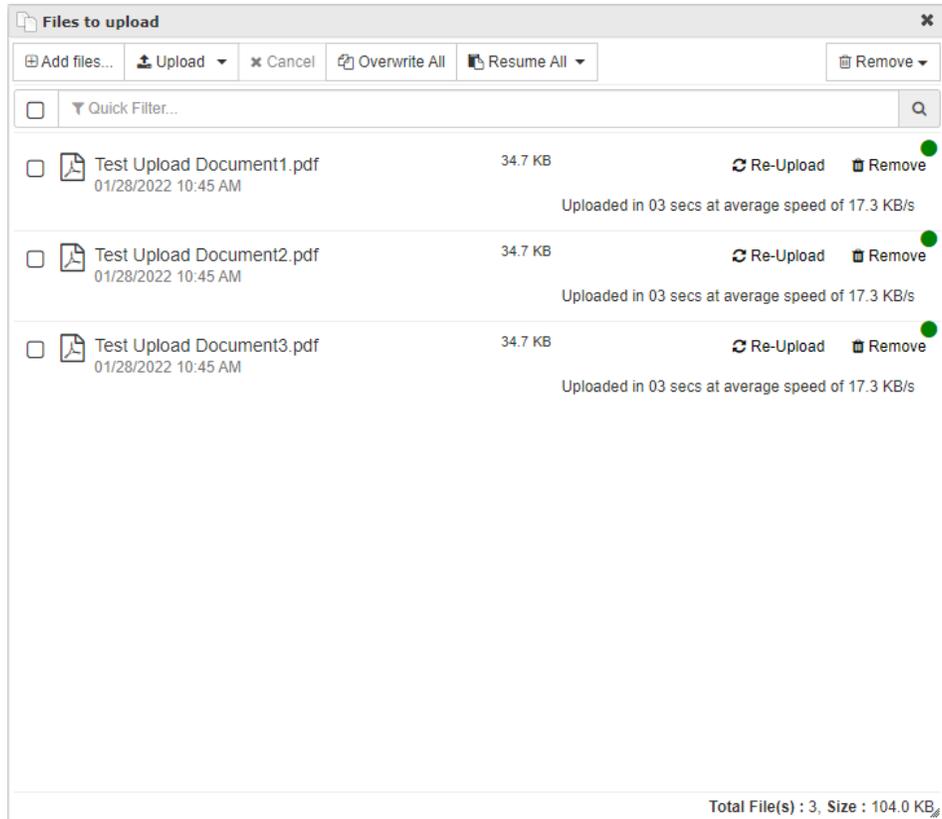
Here is an example of the same process, but with multiple files. You can choose to upload one file at a time using the **Upload** button to the right of the file, or you can upload all at once using the **Upload** button at the top left of the **Upload Window**.



The screenshot shows a window titled "Files to upload" with a close button (X) in the top right corner. The window contains a toolbar with the following buttons: "Add files...", "Upload" (with a dropdown arrow), "Cancel", "Overwrite All", "Resume All" (with a dropdown arrow), and "Remove" (with a dropdown arrow). Below the toolbar is a search bar labeled "Quick Filter...". The main area displays a list of three files:

File Name	Size	Actions
Test Upload Document1.pdf 01/28/2022 10:45 AM	34.7 KB	Upload Remove
Test Upload Document2.pdf 01/28/2022 10:45 AM	34.7 KB	Upload Remove
Test Upload Document3.pdf 01/28/2022 10:45 AM	34.7 KB	Upload Remove

At the bottom right of the window, it says "Total File(s) : 3, Size : 104.0 KB".



The screenshot shows the same "Files to upload" window, but now the files are successfully uploaded. The toolbar and search bar are identical. The list of files is updated:

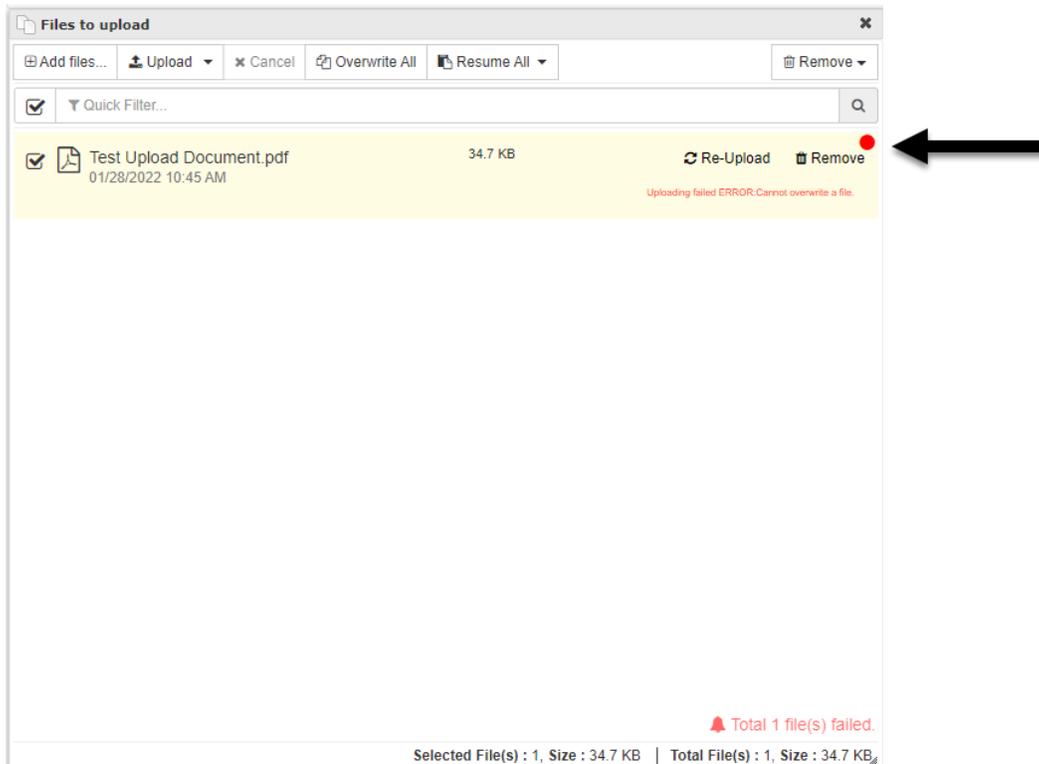
File Name	Size	Actions	Status
Test Upload Document1.pdf 01/28/2022 10:45 AM	34.7 KB	Re-Upload Remove	Uploaded in 03 secs at average speed of 17.3 KB/s
Test Upload Document2.pdf 01/28/2022 10:45 AM	34.7 KB	Re-Upload Remove	Uploaded in 03 secs at average speed of 17.3 KB/s
Test Upload Document3.pdf 01/28/2022 10:45 AM	34.7 KB	Re-Upload Remove	Uploaded in 03 secs at average speed of 17.3 KB/s

At the bottom right of the window, it says "Total File(s) : 3, Size : 104.0 KB".

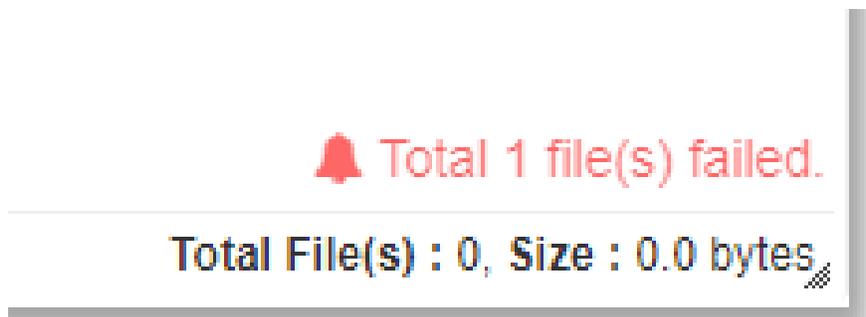
## Errors:

If you attempt to upload a file that is not a PDF or upload a file whose name already exists, you will run into errors and a **red bubble** will show.

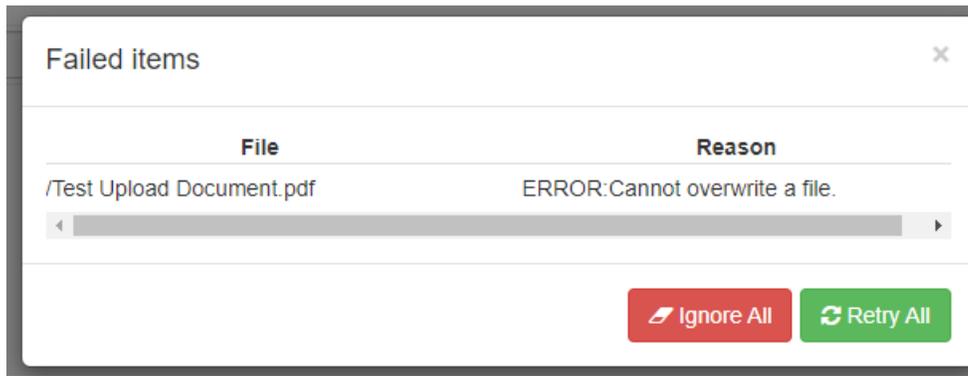
Here is the error message shown when trying to upload a file whose name already exists.



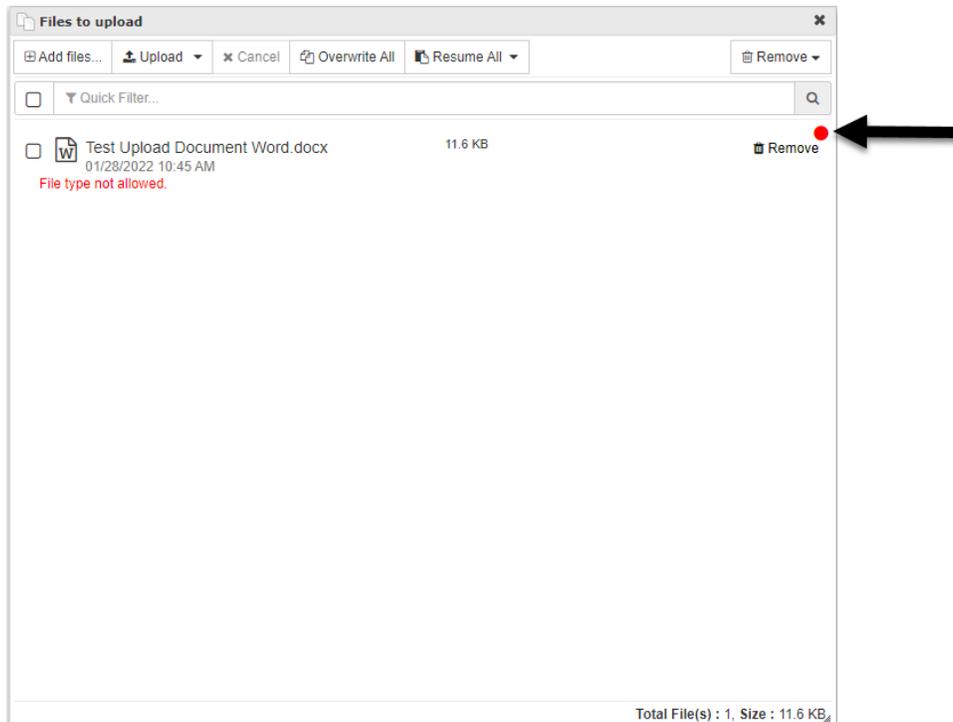
You will see that it tells you that it cannot overwrite the existing file. You will need to click **Remove** to the right of the file to remove it from the window. To clear the notification on the bottom right you will need to click the notification.



Once clicked, you should see a dialog box with your error. Click **Ignore All** to clear the error notification.



If you try to upload a file that is not a PDF, it will automatically let you know it is the wrong file type and will not let you upload. Click **Remove** to remove the incompatible file from the **Upload Window**.



### Logging Out:

When finished, you can log out by simply clicking the **Logout** button in the top right of the screen or close the browser window

