

## Summary

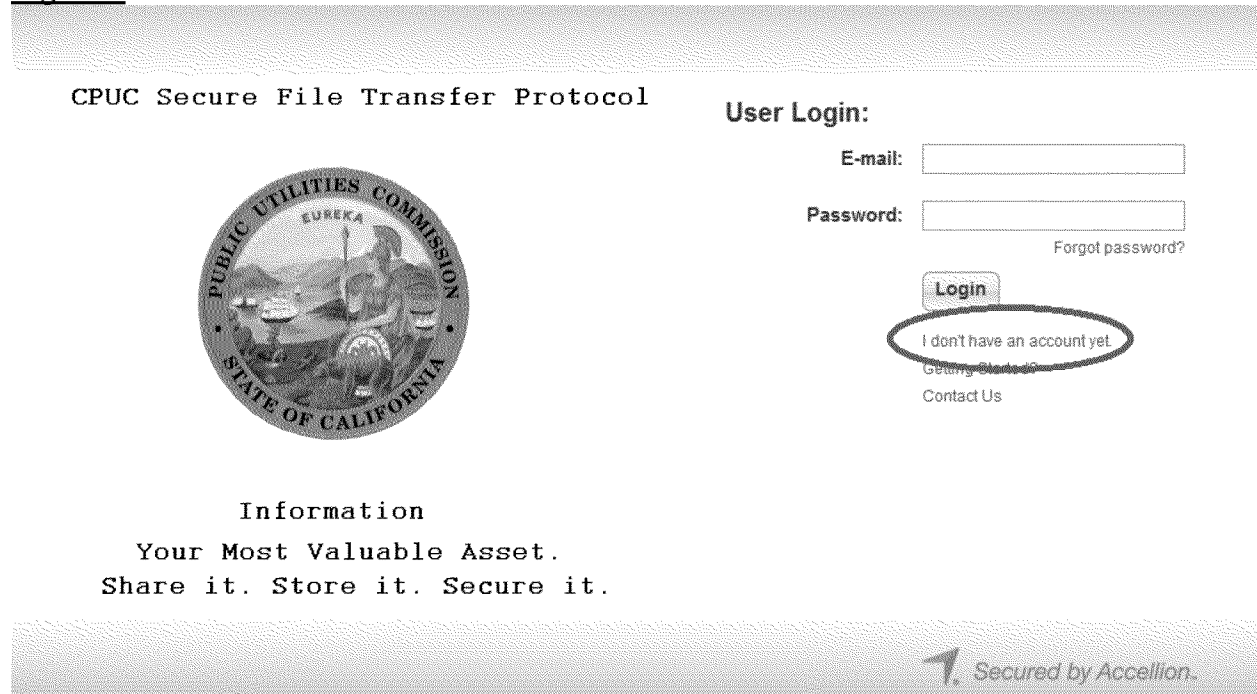
This article explains how to set up an account for the CPUC Secure File Transfer Protocol (SFTP) that will enable you to send large files securely throughout the CPUC. The article will also detail steps to exchange large files with an external entity. You can send files up to 2GB in size.

### Getting Started: Setting up Account

1. Go to: <https://cpucftp.cpuc.ca.gov>
  - There are three ways to gain access to the CPUC Secure File Transfer Protocol:
    - a. All CPUC employees: enter your “First.Last name email (Russell.lee@Cpuc.ca.gov) and password (same as logging in your computer)
    - b. If you are a non CPUC employee, register as a new user (See Figure 1)
    - c. Your account was created by Help Desk and you received an invite via Email (See Figure 7)
2. When you are on the login page, click on “I don’t have an account yet.” (See Figure 1)

### Accessing CPUC Secure File Transfer as a new user (Non-CPUC employee)

**Figure 1**



CPUC Secure File Transfer Program – Configuring, Sending, Receiving Attachments

July 13, 2011

1. To complete the registration process, enter your email address. (See Figure 2 )

**Figure 2**

CPUC Secure File Transfer Protocol

To send and receive files using CPUC Secure File Transfer enter your e-mail address below.



**Create your account:**

E-mail:

[I have an account already.](#)

**Information**  
Your Most Valuable Asset.  
Share it. Store it. Secure it.

2. A verification code will be sent via email. (See Figure 3)

**Figure 3**

Secure File Transfer Registration Email Verification

Thank you for sharing files securely.

We need to verify your e-mail address so that we can create a valid Secure File Transfer account for you.

Please enter the following code to verify your e-mail address.  
Verification Code: EinBgDL2

If you have already closed the previous registration window, please click on this link.  
<https://cpucftp2.cpuc.ca.gov/a/wva/08888DxSWXaY6LJ21001308601059>

This verification code expires within 48 hour(s). Beyond this timeframe, please click [here](#) to request a new verification code.

Thank you for using Secure File Transfer.

Secured by Accellion™

3. To verify your account, enter the verification code. Click “Verify.” (See Figure 4)

**Figure 4**

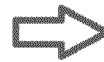
CPUC Secure File Transfer Protocol



A verification code has been sent to **gorgano227@hotmail.com** from **network\_admin@cpuc.ca.gov**. If you have not received the e-mail after a short period of time, please check your spam folder.

Verify your account:

E-mail: gorgano227@hotmail.com



Verification Code:

Verify

Information

Your Most Valuable Asset.  
Share it. Store it. Secure it.

4. The setup process will ask you to create a password and to re-type it. Click “Register” upon completion. (See Figure 5)

**Figure 5**

CPUC Secure File Transfer Protocol

Create your password:



E-mail: gorgano227@hotmail.com

Verification Code: Verified

Create a Password:

Re-type Password:

Register

Information

Your Most Valuable Asset.  
Share it. Store it. Secure it.

5. Upon successful registration, this message should appear, and immediately forward you to the home page of the application (See Figure 6)

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**Figure 6**

## Create your account

Your Secure File Transfer account has been activated and you will be automatically redirected to the start page of the service.

Note: If you are not redirected shortly, please click on Login.



## Access CPUC Secure File Transfer via Email invitation

1. If you were invited to use the program, an email was sent to you from the inviter. Click on the link that is provided. (See Figure 7)

**Figure 7**

### You're invited to use CPUC Secure File Transfer

To accept this invitation and register for your CPUC Secure File Transfer account, please click on this link:

<https://cpucftp2.cpuc.ca.gov/a/wva/08888Mbcp06wRGC1201309888383>



The invitation link is only valid for 48 hours. Beyond this timeframe, please ask [russell.lee@cpuc.ca.gov](mailto:russell.lee@cpuc.ca.gov) to send a new invitation e-mail.

Thank you for sharing files securely.

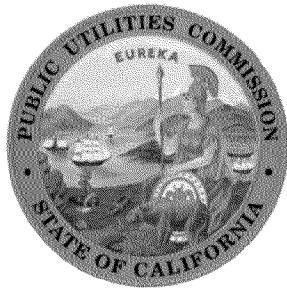
Secured by *Acellion*

2. After you click the link, create your password. Click “Register” and following successful registration; it will direct you to the main page. Note: it has to contain at least 6 characters with one uppercase and one number. (See Figure 8)

**Figure 8**

**CPUC Secure File Transfer Protocol**

Please complete the registration for CPUC Secure File Transfer.



**Create your account**

E-mail: Zaw.tun@cpuc.ca.gov

Create a Password:

Re-type Password:

**Register**

**Information**

Your Most Valuable Asset.  
Share it. Store it. Secure it.

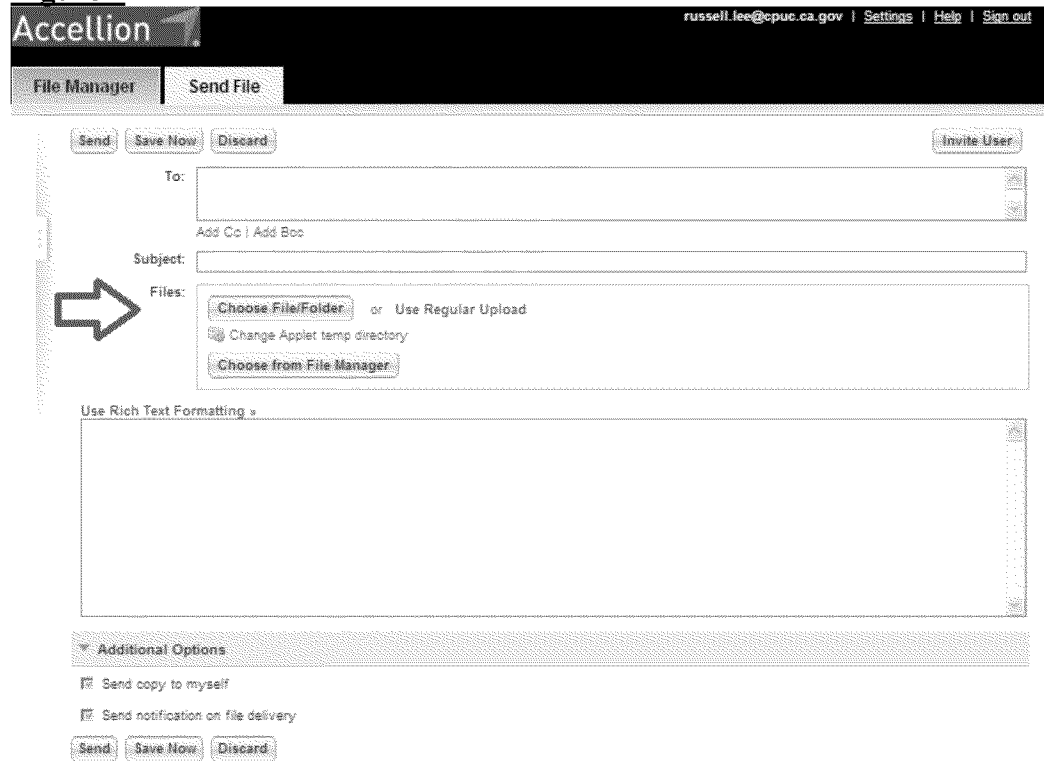
**Sending Files**

Follow steps below to send files. This applies to both internal and external users:

- Enter recipient's email address
- Enter Subject

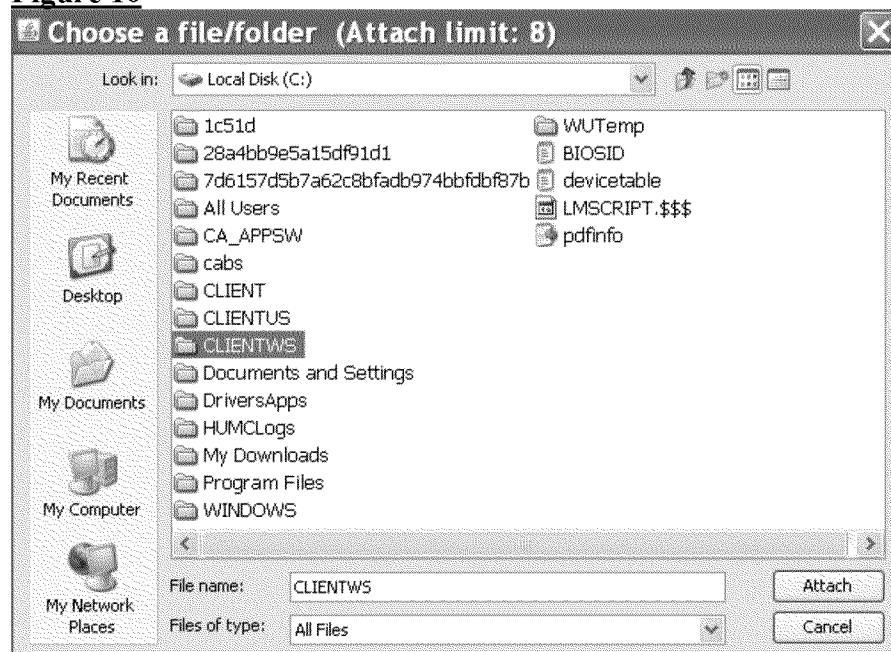
1. To attach files to the email message, click on "Choose File/Folder." If you have files already uploaded into the File Manager, then click on "Choose from File Manager." (See Figure 9)

Figure 9



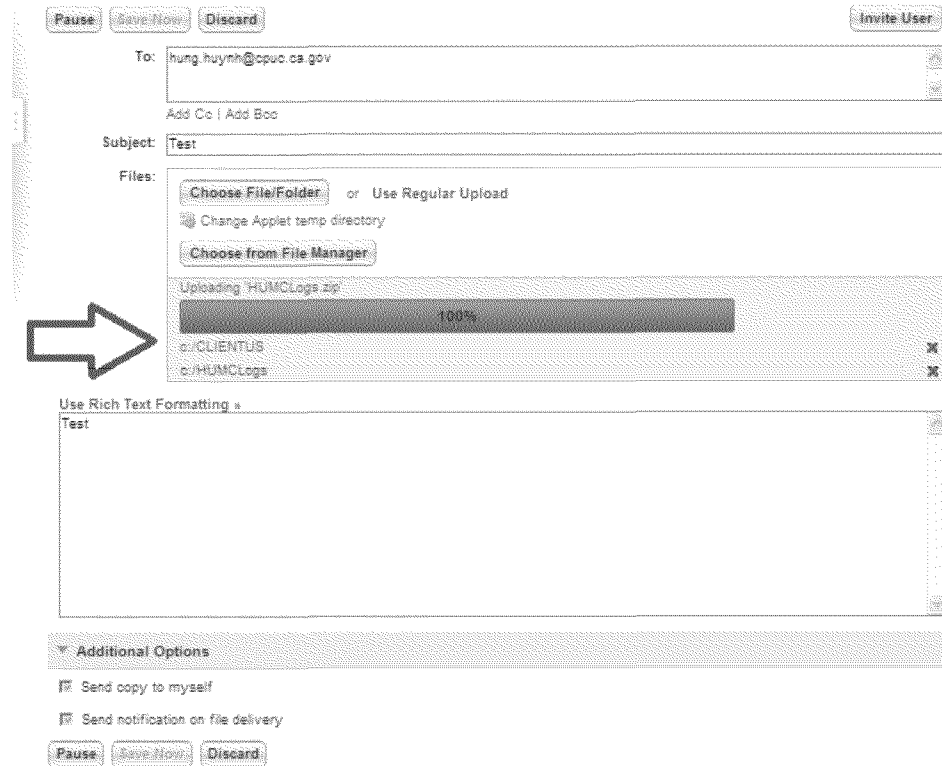
2. Select the folder/file you want to attach and click “Attach.” (See Figure 10)

Figure 10



4. The attachments will upload and appear on top of your message. Click “Send.” (See Figure 11)

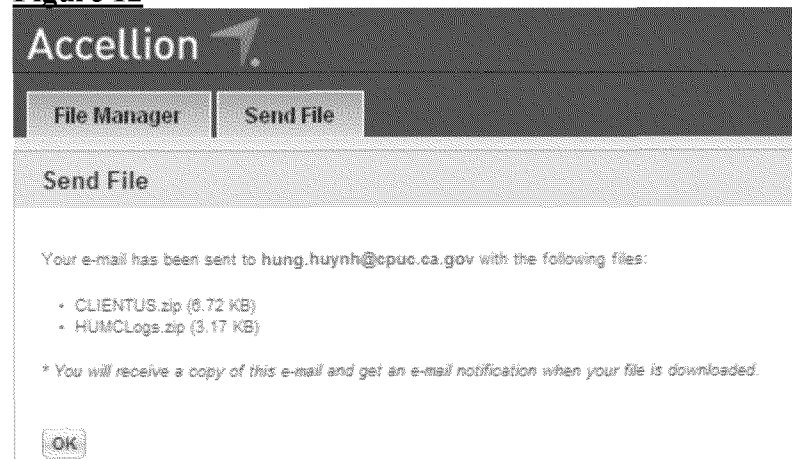
**Figure 11**



5. Following a successful sent email, a notification page will appear (See Figure 12)

- Note: Folders are converted into zip files.

**Figure 12**

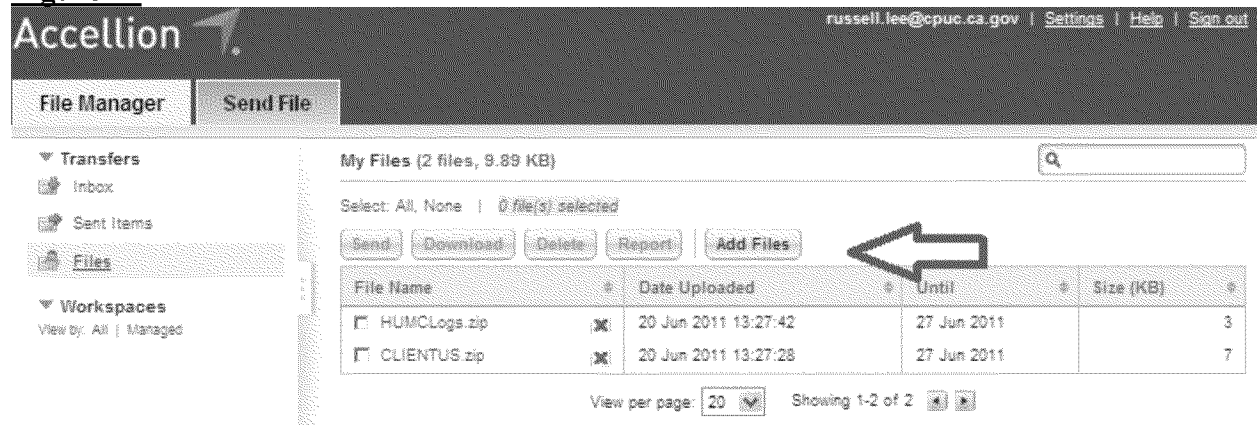


## Confirming files that were sent or uploaded to the File Manager

1. Click on “File Manager” on top of the page, and it shows all the files you have sent or uploaded in the File Manager (See Figure 13)

- The file manager is for you to store files, so you can easily select them to send later. You can add files to the cabinet by clicking “Add Files.”

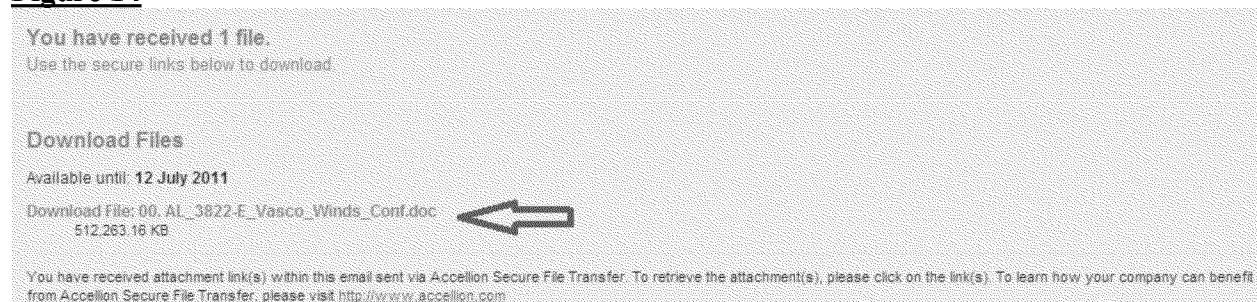
**Figure 13**



## Receiving files

1. You will be notified via email when you have received a file. Click on the “Download File” link (indicated by the red arrow in Figure 14)

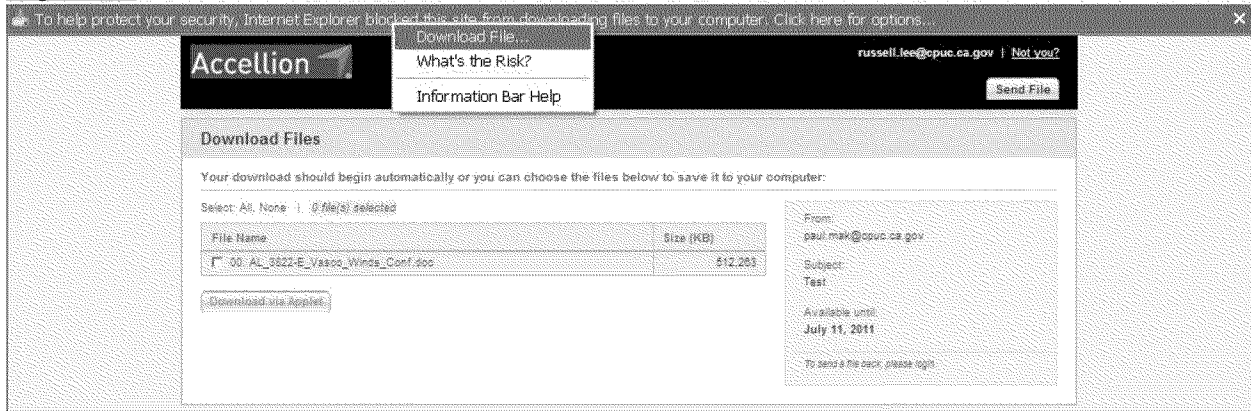
**Figure 14**



2. You will be directed to a download page. If your browser blocks downloads, click on the blue highlighted bar, and click “Download File..” Otherwise your download will automatically begin. (See Figure 15)



**Figure 15**



## **Creating and Managing Workspaces**

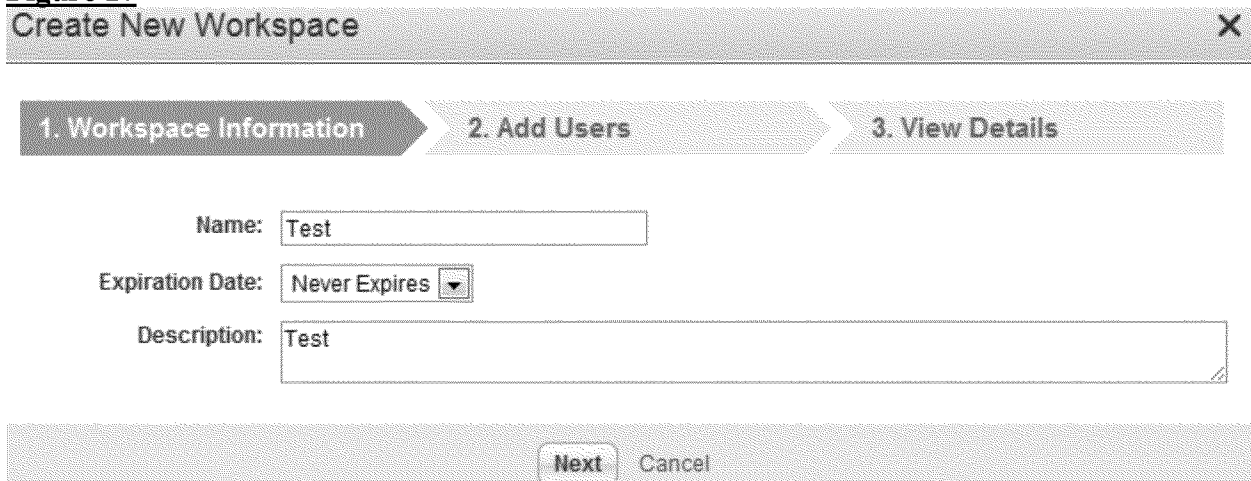
1. To create a workspace, click on “New Workspace” (See Figure 16)

**Figure 16**



2. A new workspace prompt will appear. Create a name for your workspace, set an expiration date, and a description, if applicable. (See Figure 17)

**Figure 17**



3. Add users to your workspace by their email address. Specify what role you want them to be (Manager, Contributor, Viewer) (See Figure 18)

- Manager: can view, upload, and delete files. Also Add/remove users.
- Contributor: can view and upload files.
- Viewer: Can only view uploaded files

**Figure 18**

**Create New Workspace** [X]

1. Workspace Information → **2. Add Users** → 3. View Details

Specify Users: Hung.huynh@cpuc.ca.gov

Advanced Options:

Viewer  Contributor  Manager

Add Users

Users	Viewer	Contributor	Manager	
All internal users				
Anyone after authentication				
russell.lee@cpuc.ca.gov			<input checked="" type="checkbox"/>	

Back Next Cancel

4. You can view details of your workspace, if everything is correct, click “Finish.” (See Figure 19)

**Figure 19**

**Create New Workspace**

1. Workspace Information    2. Add Users    3. View Details

Name: Test  
Expiration Date: Never Expires  
Description: Test

Users	Viewer	Contributor	Manager
russell.lee@cpuc.ca.gov			✓
Paul.mak@cpuc.ca.gov		✓	
hung.huynh@cpuc.ca.gov	✓		

Subject: You've been invited to share files using Secure Workspace: Test

Body:

Do not send invitation e-mail to existing CPUC Secure File Transfer users

Back    Finish    Cancel

5. Once your workspace has been created, click “Add File” to add files into your workspace. (See Figure 20)

**Figure 20**

Accellion    russell.lee@cpuc.ca.gov | Settings | Help | Sign out

File Manager    Send File

▼ Transfers  
Inbox  
Sent Items  
Files

▼ Workspaces  
View by: All | Managed  
▲ Test  
▶ Test\_2

Test

Test

Test

Sort By: Date    Send    Download    Remove    Select: All, None [0]

Memo 3.docx (11.1KB)	Jul 06, 2011 14:40:53 by You
Memo 4.docx (13KB)	Jul 06, 2011 14:40:53 by You

View per page: 20    Showing 1-2 of 2

6. Click “Choose File” and select the files that you want to upload.

**Figure 21**  
**Add Files**

Add Files to Workspace Test

Upload Files My Files

Files: Choose File or Use Large File/Folder Applet for files larger than 2GB

Add Cancel

7. You can create Nested Workspace, which allows you to create another workspace within the existing workspace. Click “Options” and “Add Workspace.” (Refer to Figures 17-19)

### **Cloning Workspaces**

1. You can duplicate your workspace with all the same settings and user roles. Click on options, and “Clone Workspace.”
2. Provide a name and description for your workspace and click “Clone.”

**Figure 22**

Clone Workspace

Clone all users & roles for the selected Workspace  
Cloned from Workspace Test

Name: Test\_2

Include all nested Workspaces

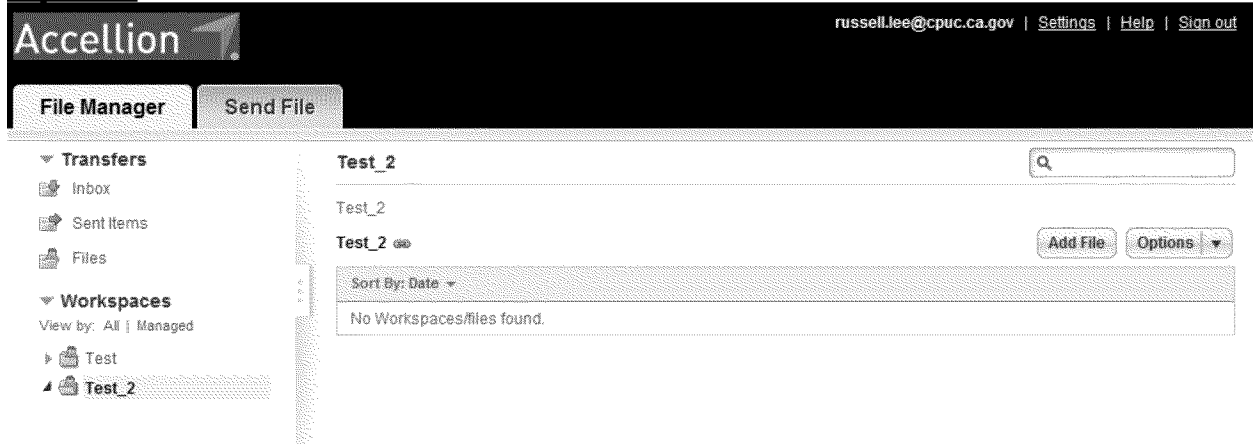
Workspace Description: Test\_2

Do not send invitation e-mail to existing users

Clone Cancel

2. Now you have another workspace with the same settings. (See Figure 23)

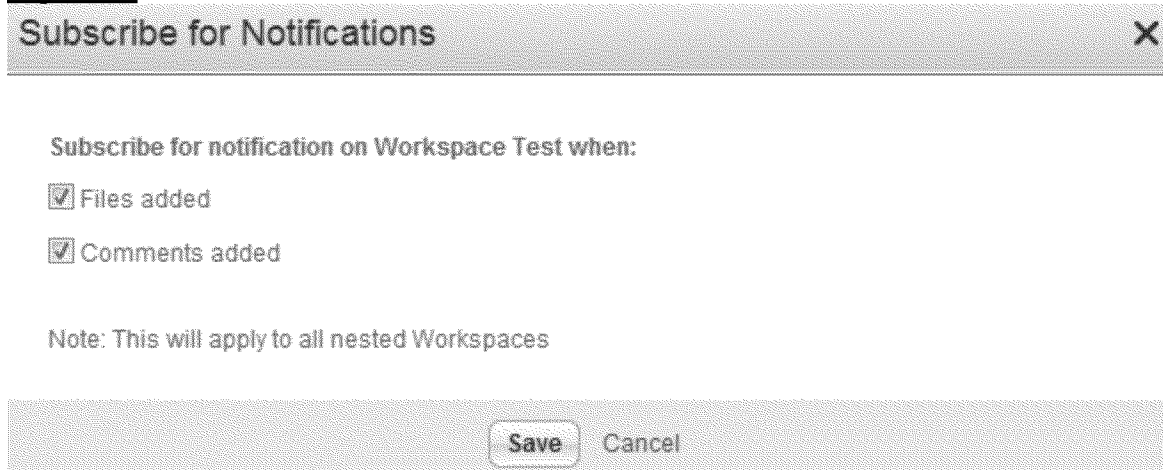
**Figure 23**



**Subscribing to notifications of Workspaces**

1. By default, you are subscribed to email notifications of files added and comments posted within your workspace. You can change it by clicking on “Options” and “Subscribe for Notifications.” (See Figure 24)

**Figure 24**

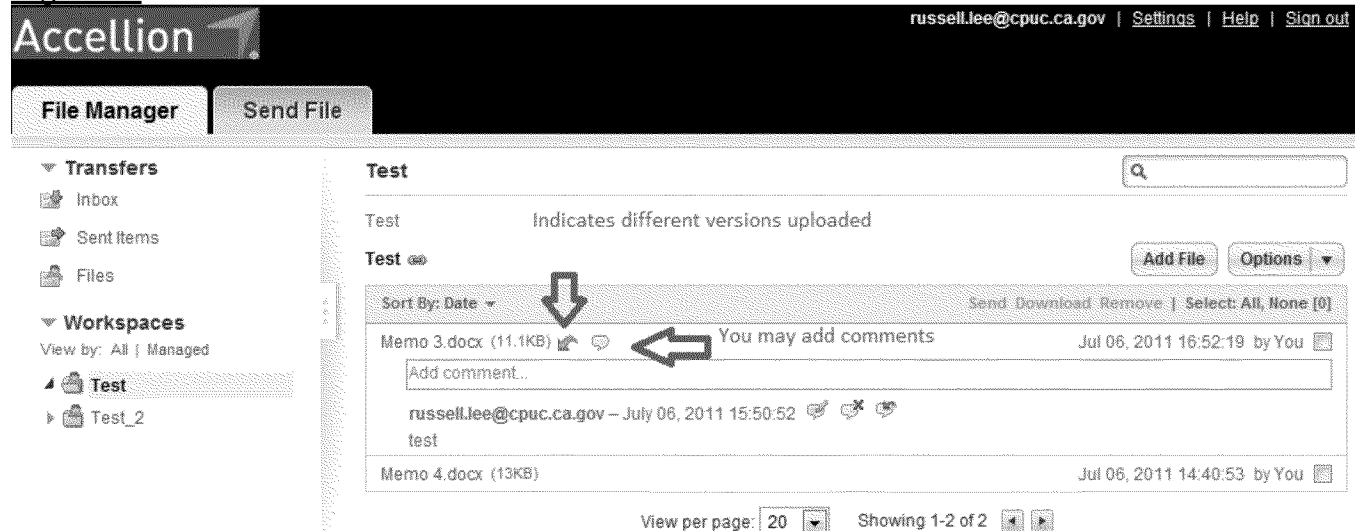


**Versioning Control in Workspaces**

1. Managers and Contributors can upload different versions of documents, and set up which version to be the default. Click “Add File” and upload the updated version of the file. (See Figure 25)

- The blue arrow indicates that there are different versions uploaded.
- You may add comments by clicking on the speech bubble (Pointed by the red arrow).

**Figure 25**



2. If you click on the blue arrow, you can select which version will be current. (See Figure 26)

**Figure 26**

