

# Instructions for Secure File Transfer of UC Quarterly Wages

## STEP 1

The process begins by going to the web site of the company that Primex<sup>3</sup> has contracted to provide this service. That company is known as Beehive. We will give you the address of their web site later, but first please read the instructions in this step. When you get to the web site, you will see the screen image shown below.

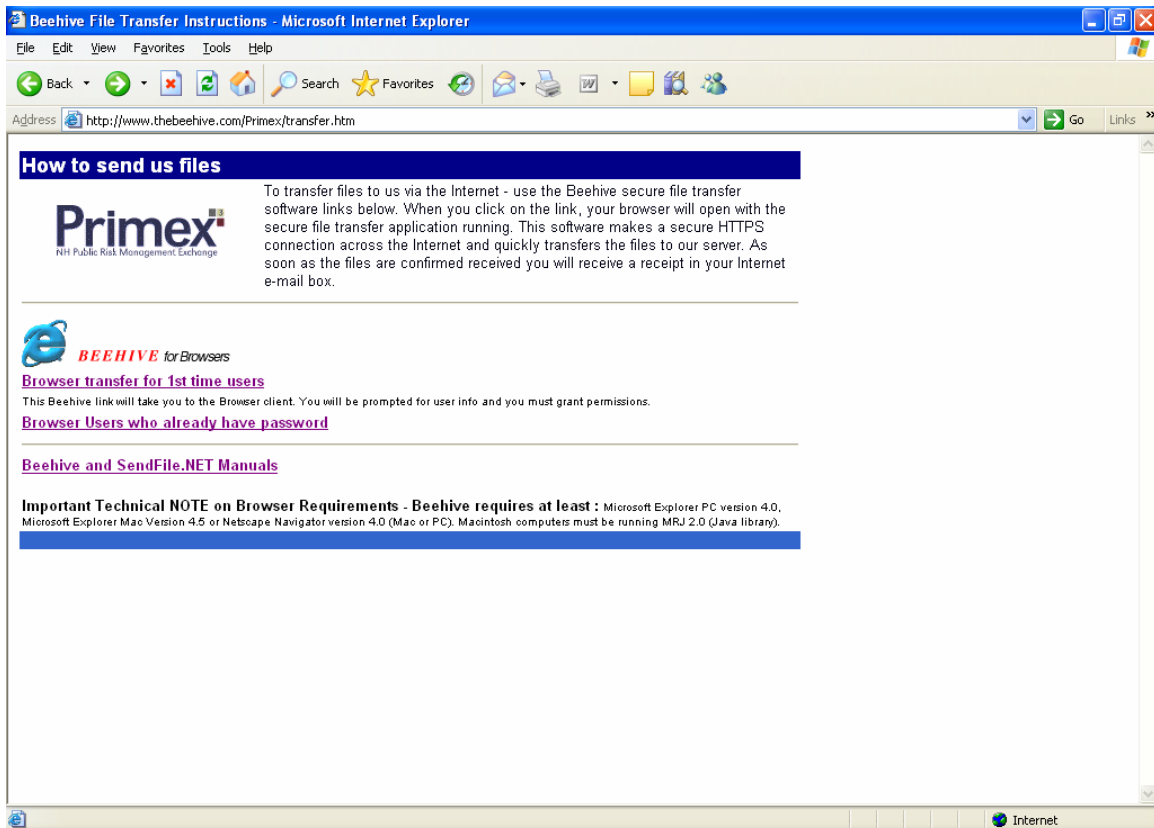
You will have two options to choose from - “**Browser transfer for 1st time users**” or “**Browser Users who already have password**”. If you are a first time user, select the first option. If you have already used the site, select the second option.

By clicking on the “**Browser transfer for 1st time users**” option, you will be prompted to enter your user information. You will also have to grant some rights to the program when you are presented with security certificates. More information on this option is provided in Step 2A.

By clicking on the “**Browser Users who already have password**” option, you will be prompted for your User ID and password, which would have been assigned to you when you were a first time user. More information on this option is provided in Step 2B.

The address of the web site at which you select these options is specified below. If you click on the link to go the web site now, you will no longer see these instructions. **So be sure to print these instructions first or enter the web site address in a separate window.**

Web site for transfer of data: [www.thebeehive.com/Primex/transfer.htm](http://www.thebeehive.com/Primex/transfer.htm)



## **STEP 2A – For First Time Users**

Before beginning this section, you should go to the web site specified above at the end of Step 1. You will see the screen image that is shown on the first page of these instructions. Select the option **“Browser transfer for 1st time users.”** You will be prompted to enter your e-mail address (which becomes your User ID) along with your user information. This information will be stored on the system so that you will not have to re-enter it every time you transfer your data. The screen image you will see is shown below.

The e-mail address that you enter will become your User ID and will also be the address to which your password will be sent, so be sure to enter it correctly. Enter your name so that we know who to contact in the event of a problem with your data. In the Account # field, enter your UC member number (otherwise known as your Employer State Account Number), which for most members is a five digit number beginning with 99. The Department field can be left blank. In the Company field, enter the name of your town, city, county or school district. Enter your address, phone, and fax numbers in the remaining fields.

Primex SendFile Signup Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://www.sendfile.net/s.sfs?command=signup&acct=SBPtJRWcNZRJOAKWNOovZUgkA0kF81xH> Go Links

**SendFile.NET** Primex SendFile Signup Page

Please enter your valid E-mail address and user information below.

E-mail:  This is also your SendFile User ID.

Name:

Account #:

Department:

Company:

Address:

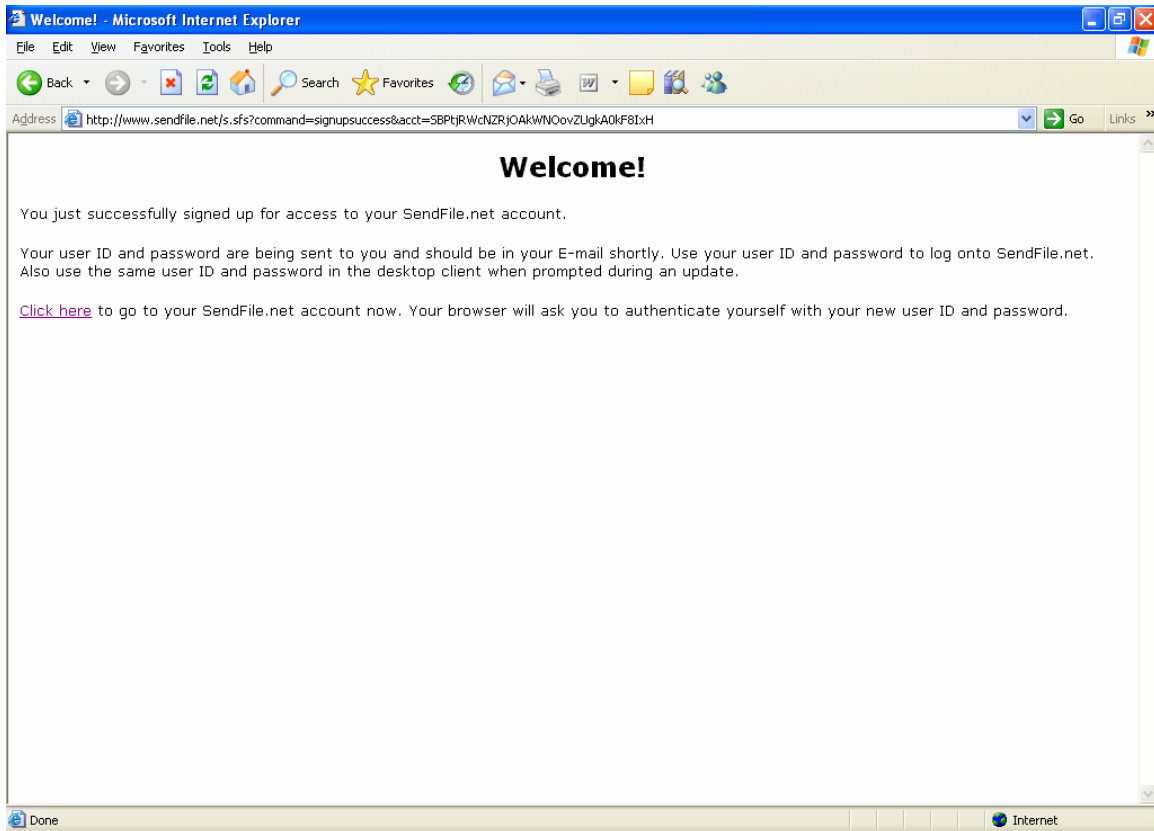
City:  State/Province:

Zip/Post Code:  Country:

Phone:  Fax:

Done Internet

After you have filled in your user information, click the "Sign Up!" button at the bottom of the screen. A "Welcome!" window will open as shown on the following page.

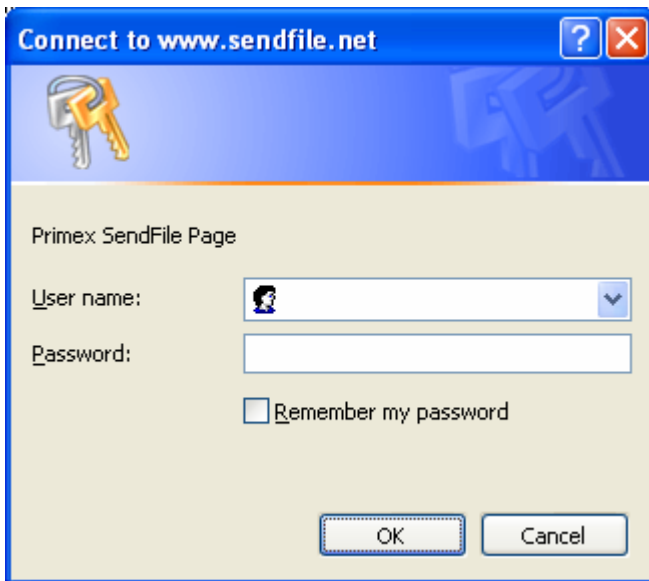


Once you have received your e-mail with your password, click on the **"Click here"** link and you will see the login screen shown below in Step 2B. On that screen, you will be prompted for your user name (which is your e-mail address) and password (WHICH IS CASE SENSITIVE.) If you would like to save your password on your PC, which is probably a good idea, then click on the check box to "Remember my password". Enter your information and once you are authenticated, you will be presented the Primex SendFile Page as shown in Step 3.

Depending on the security settings of your browser, you may be presented with up to three windows asking you to grant the SendFile.NET applet additional rights that it will need in order to act as an FTP client. Just click on the "Grant" button to give these rights to SendFile.NET. You may also wish to enable the check box in these windows if you do not want to be prompted again in the future.

## **STEP 2B – For Existing Users**

Before beginning this section, you should go to the web site specified above at the end of Step 1. You will see the screen image that is shown on the first page of these instructions. Select the option **“Browser Users who already have password.”** The screen image you will then see is shown below. You will be prompted to enter your user name (which is your e-mail address) and password (WHICH IS CASE SENSITIVE.) Enter your information (although it may already be pre-filled) and once you are authenticated, you will be presented the Primex SendFile Page as shown in Step 3.



Connect to [www.sendfile.net](http://www.sendfile.net)

Primex SendFile Page

User name:

Password:

Remember my password

OK Cancel

If you do not remember your password, you can click on “Cancel”. You will then be prompted to enter your User ID (your e-mail address), and you will be e-mailed your password when you click on “Send Password!”

### **STEP 3**

The screen image shown below is the Primex SendFile Page that you will see. The user information that you entered when you registered as a first time user will be pre-filled in the top portion of the screen. Make any corrections if necessary.

**Please note that the top portion of the screen has a scroll bar on the right. Pull that down so that you can enter more information.** Enter the year of the wages being submitted and select the appropriate quarter. In the Additional Information field, enter the total of the wages being submitted. This figure will be verified against the data that you send.

The bottom portion of the screen is where you select which file(s) to send. Click on the "Add" button and you will see an "Open" screen. Select the file(s) from your computer to be sent and then click "Open". You will be returned to the Primex SendFile Page at which you should click "Send Now."

You should see a confirmation that your file was sent by the "Success" screen that is displayed. You will also receive an e-mail once the server acknowledges receipt of the file.

