

MOVEit Upload Instructions

(For State Colleges and Local Employers)

1. Logon to MOVEit with your id: dpb.xxxxxxx and password.

Username

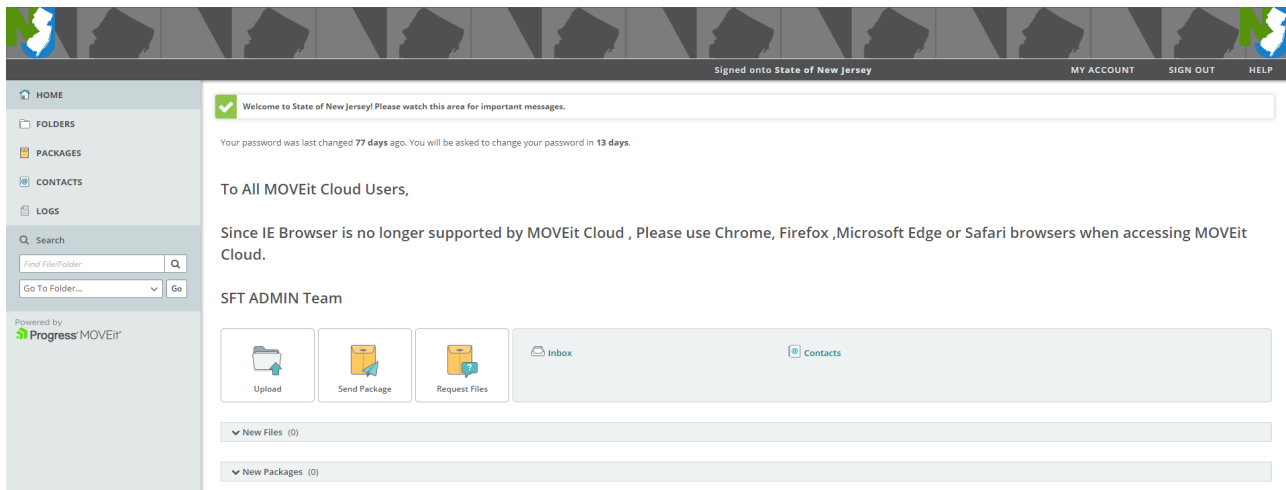
Password

[Forgot Password?](#)

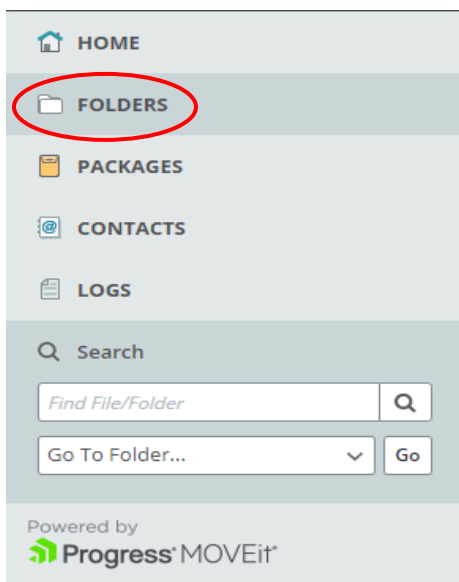
Security Notice
You are about to access a secured resource. State of New Jersey reserves the right to monitor and/or limit access to this resource at any time.

Sign On

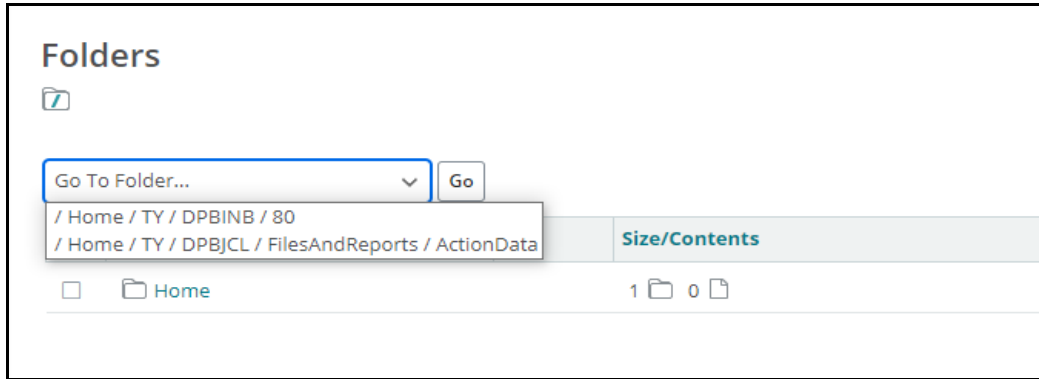
2. You will see the MOVEit homepage.



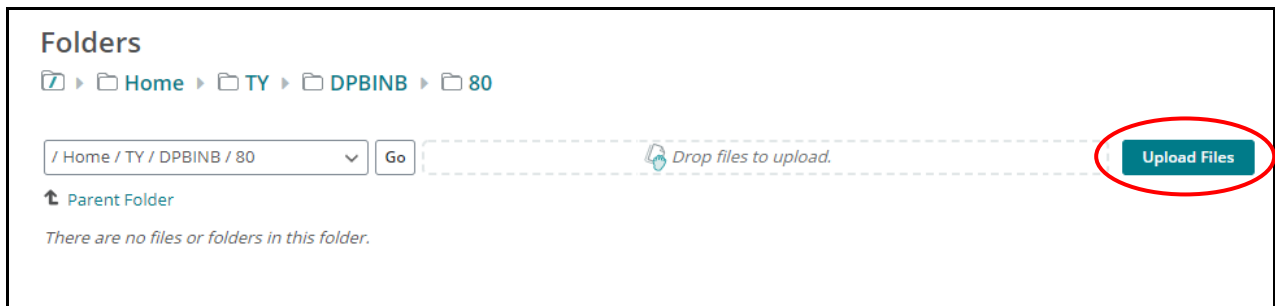
3. Click on FOLDERS at the left-hand side of the page.



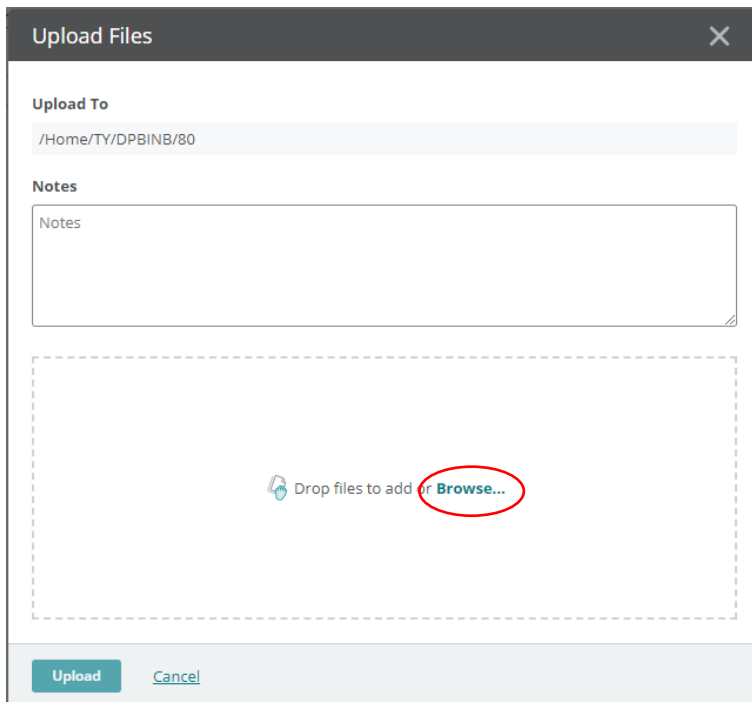
4. Click on the “Go To Folder...” drop-down and select the folder to be displayed.
(If the display does not change, click the “Go” button.)



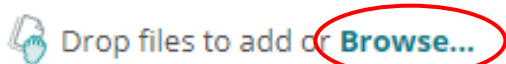
5. The upload page is displayed. To upload your file click on the “Upload Files” button.



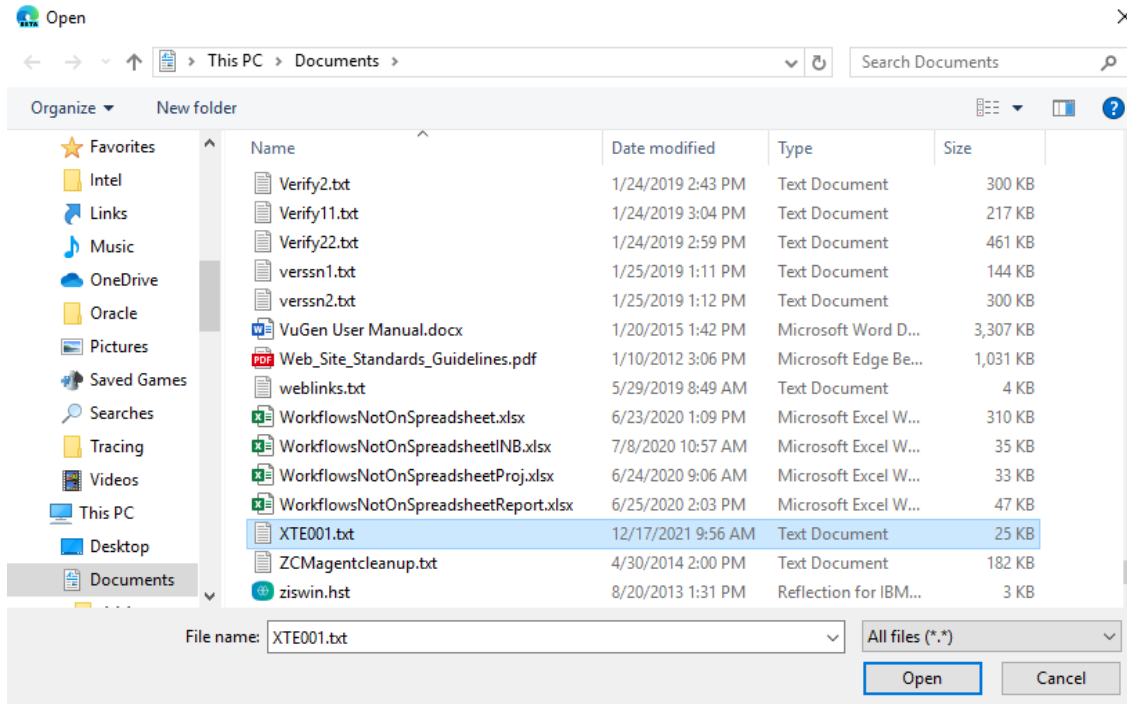
6. You will see the “Upload Files” pop-up window.



7. Click “Browse...”

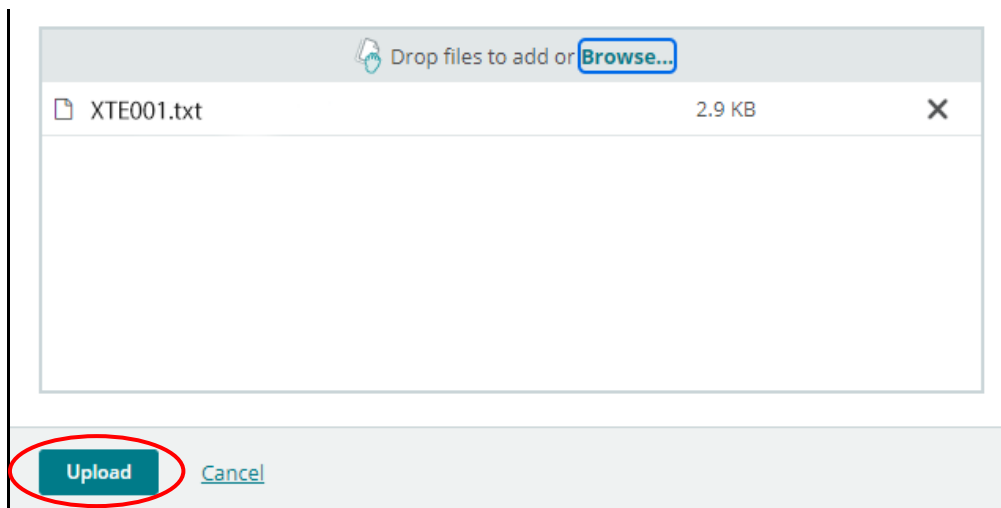


8. From the dialog window select your file from your file system and click “Open.”



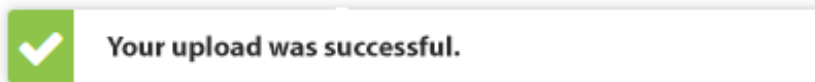
You must use the unique file name assigned to your location. If you fail to use this name your file will not be processed.

9. Your file appears in the Upload Files window. If you have more than one file to upload, click “Browse...” and repeat the file selection process.

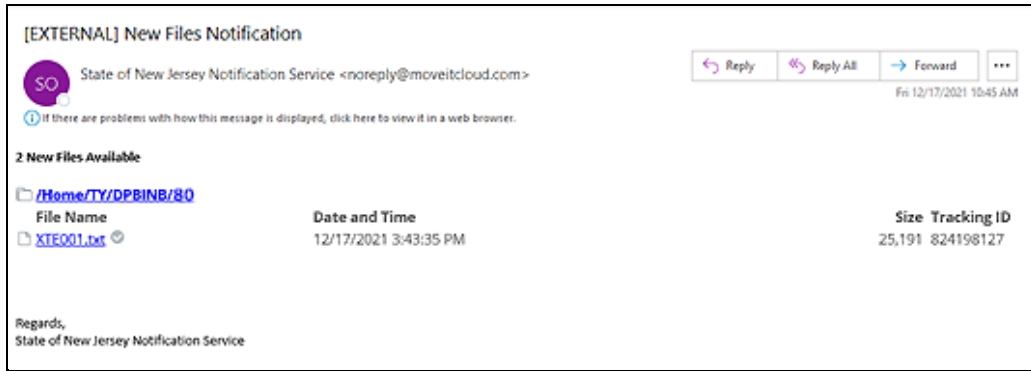


10. Click “Upload” to transfer the file(s) to MOVEit.

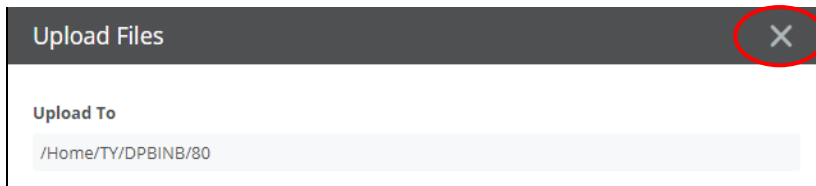
11. Look for the green checkmark for a successful upload.



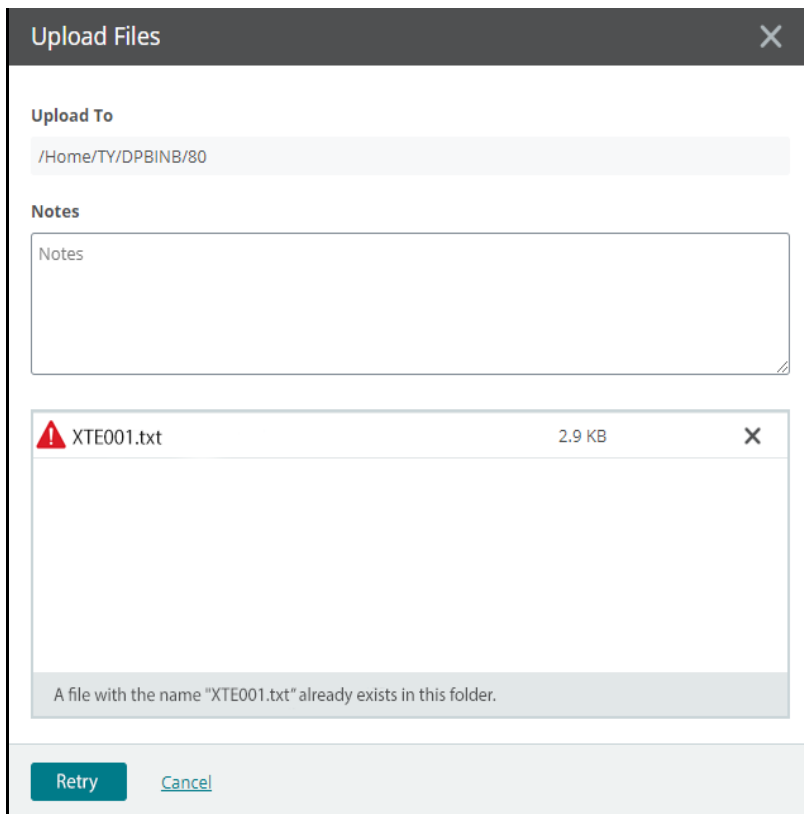
12. You will also receive a confirmation email.



13. Click the “Close” button when finished to go back to the homepage.



14. If you try to upload the file again before it is processed you will see this error.



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