UPLOAD INSTRUCTIONS FOR TRANSMITTALS FILES

The following are the instructions to upload your transmittal files to the State of Connecticut's Secure FTP server using the new ST Web Client. You will continue to receive an email confirming the receipt of your file within 20 minutes of your upload. If you do not receive the confirmation please contact our office.

1) Login to https://sft.ct.gov. Please use the credentials provided to you by the Teachers' Retirement Board.
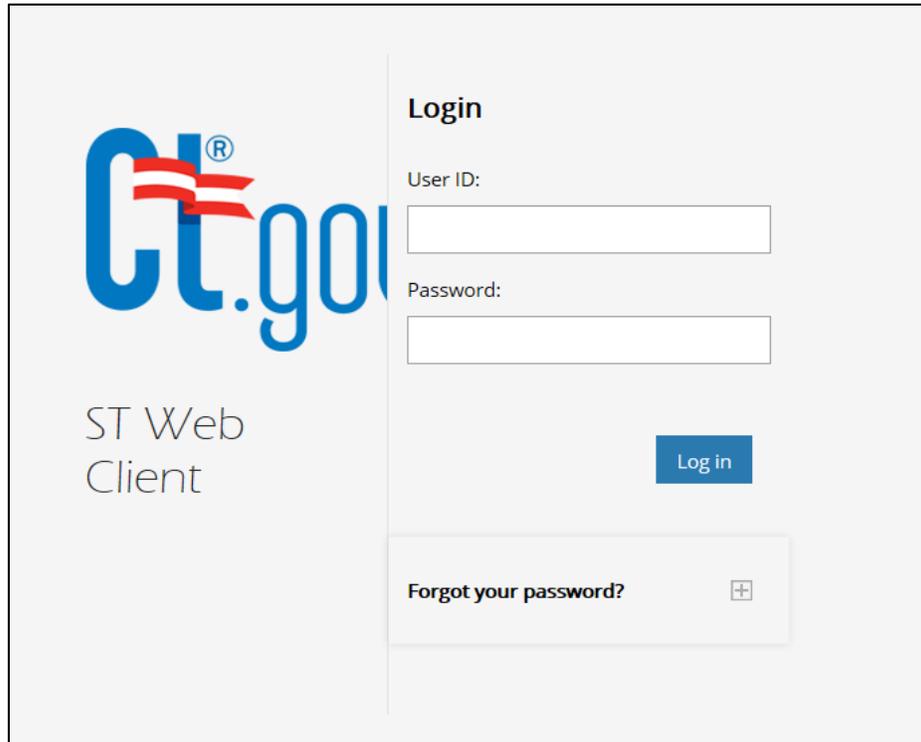
2) Once you are logged in, you will see the following screen.
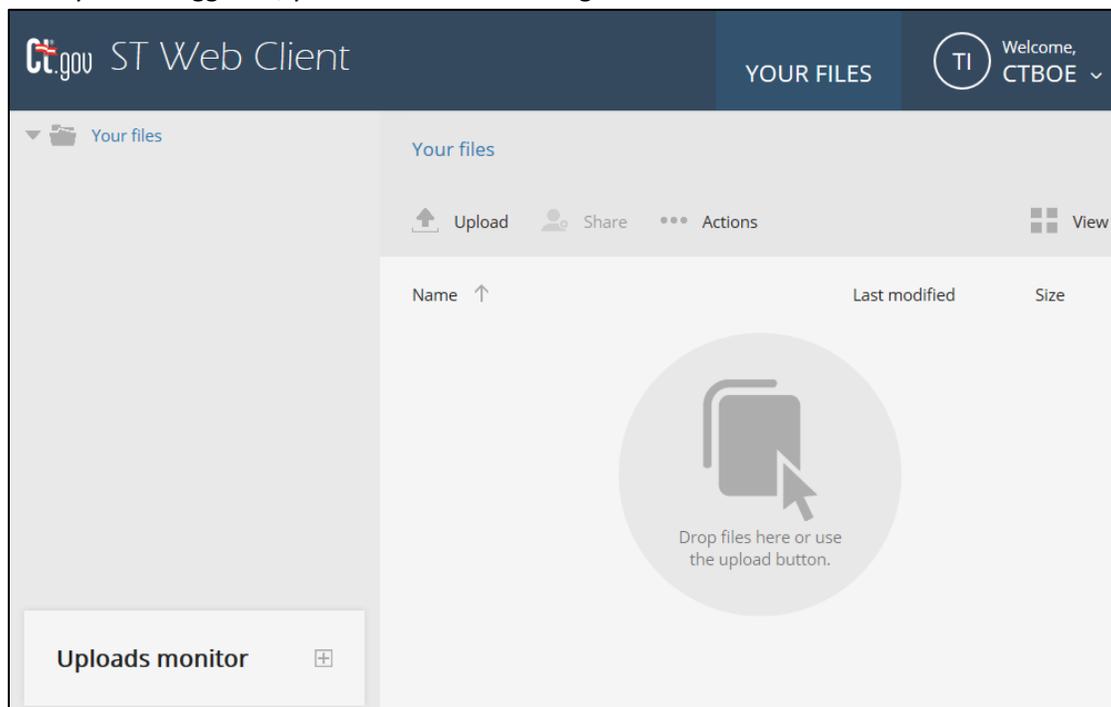
3) Upload your transmittal file by using one of two methods, search for file or drag-and-drop.
NOTE: You will no longer be able to replace an existing file. Should you have a need to do so please contact us and we will delete the file for you.

Search for file
Click on the **Upload** button. Open the ***data*** folder where your transmittal files are located and select the file to upload. Click on **Open** to upload the file.
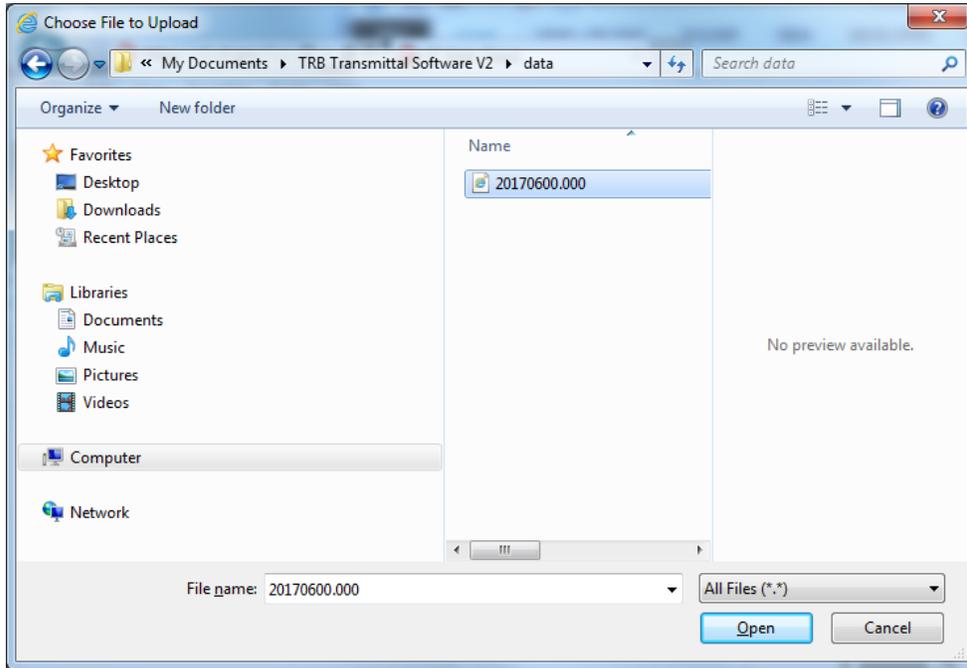
OR

Drag-and-drop
Open the ***data*** folder where your transmittal files are located. Select the transmittal file to upload and drag it into the file area of the ST Web Client. Once you see the blue circle drop the file.
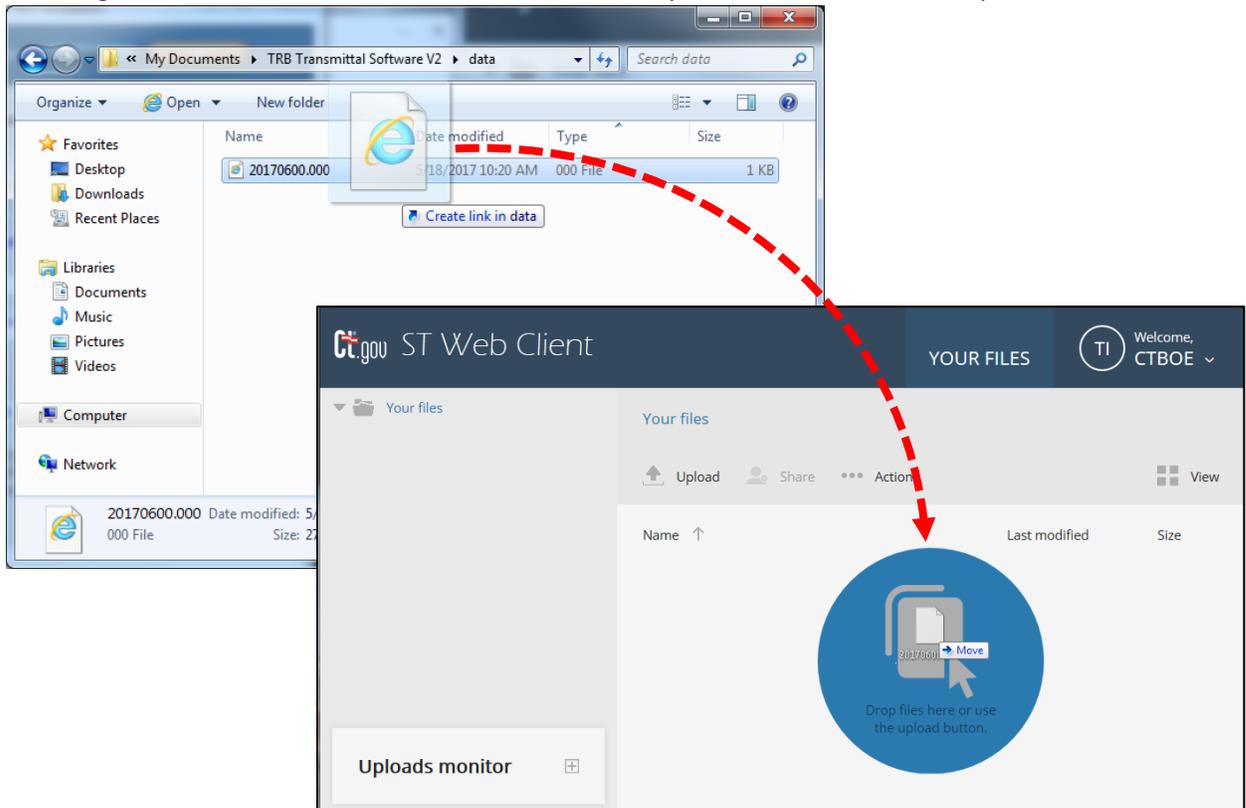
4) The file will appear on the list.
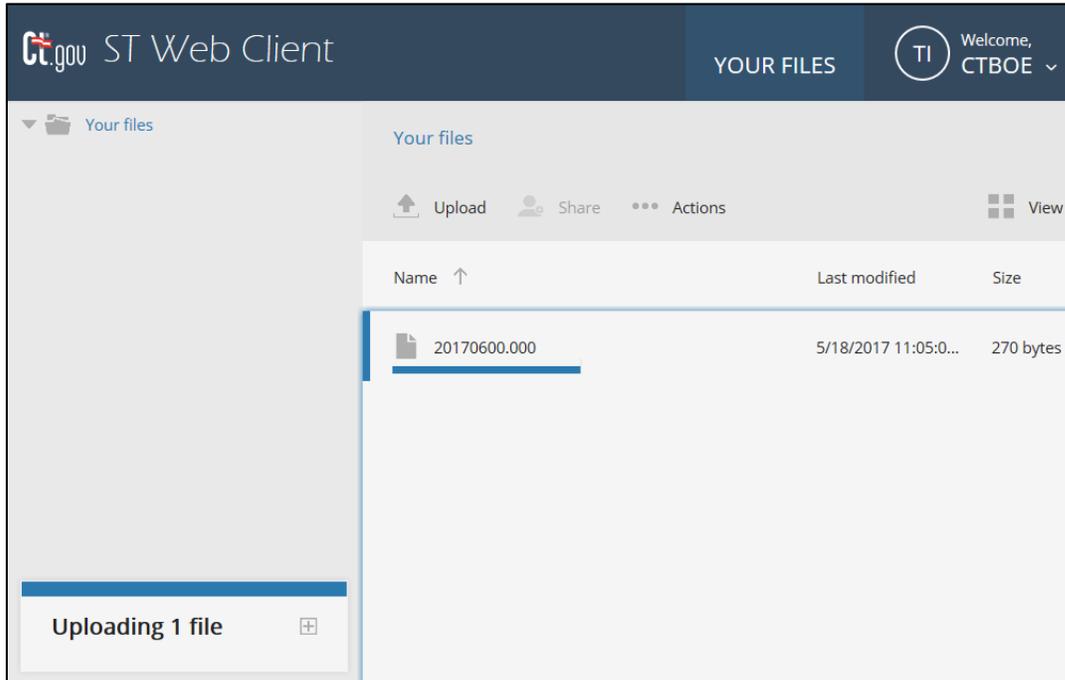
5) Please log out by clicking on the **Welcome,CTBOE** button found on the upper-right-hand corner and select **Log out**.