Transferring the P-EBT Report

The eligibility report will need to be electronically transferred to the USBE Child Nutrition Programs. The file must be in a Microsoft Excel (.xls, .xlsx) format. **It must be transferred using the USBE's MOVEit secure file transfer system.** *Do not email or share through Google link.*

The Food Service Contact listed on your Sponsor Application will receive an email from MoveItNotify@schools.utah.gov with account information. The email will look similar the one below. **Do not reply to the MoveItNotify** email address.

New Package Is Waiting

Schools Team Specialist via Utah State Office of Education Secur

to me

New Package Notification

Welcome to USOE! A new package has been posted for you.

From: Schools Team Specialist
Subject: Secure Access

Your account information is as follows:

Username: [Your email address]
Password: ********

Please use the following URL and your username/password to login and view this package. You will also be given the opportunity to compose a secure reply to this package.

(https://secure.schools.utah.gov//human.aspx?OrgID=******&Arg12=message&Arg06=*******& username=youremailaddress)

Regards,
Utah State Office of Education Secure FTP Notification Service (Please do not reply to this message. It was automatically generated and cannot accept replies. Please contact your specialist for assistance.)

After clicking on the link in the email you will be sent to a page where you will be asked to change your password. Your temporary password is included in the email along with your username, which is your email address.

After changing your password you will be logged into the system and you will see a message like this.

This message was sent to you though the MOVEit system by your specialist. To send your eligibility roster you will **Reply** to this message in the system and attach your file(s) to your reply.

When you click reply on the message you will see a page like the one below. The USBE CNP contact email address should already be in the 'To' field. Enter the email address of your assigned CNP Specialist and tammi.walker@schools.utah.gov in the cc: field. In the 'Notes' area you can put a message for you specialist if you need to.

New Package

[Send] [Preview] [Check Recipients] [Cancel] [Save As Draft] [Save As Template]

To   Schools Team Specialist
                  Show Cc/Bcc

Subject: RE: Secure Access

Note:

b *i* <u>u</u>

Here is the eligibility roster for my administrative review

>- - - - - Original Package - - - - -
>Subject: Secure Access
>Date: 9/8/2014 10:32:35 AM
>From: Schools Team Specialist
>
>Your account has been created

Files: Total: 0 B
(Optional)

[Choose File] No file chosen
🗎 Add another file

[⬆ Upload]

Options: ☐ Delivery Receipt(s)
                  ☐ Prevent "Reply All"
                  ☐ Prevent all replies
                  ☑ Limit downloads to [1]   per file
                  ☑ Expire package after [7] [days ▼] (maximum value: 30 days)

[Send] [Preview] [Check Recipients] [Cancel] [Save As Draft] [Save As Template]

To attach your file to the message click the 'Choose File' button and find the file you want to send.

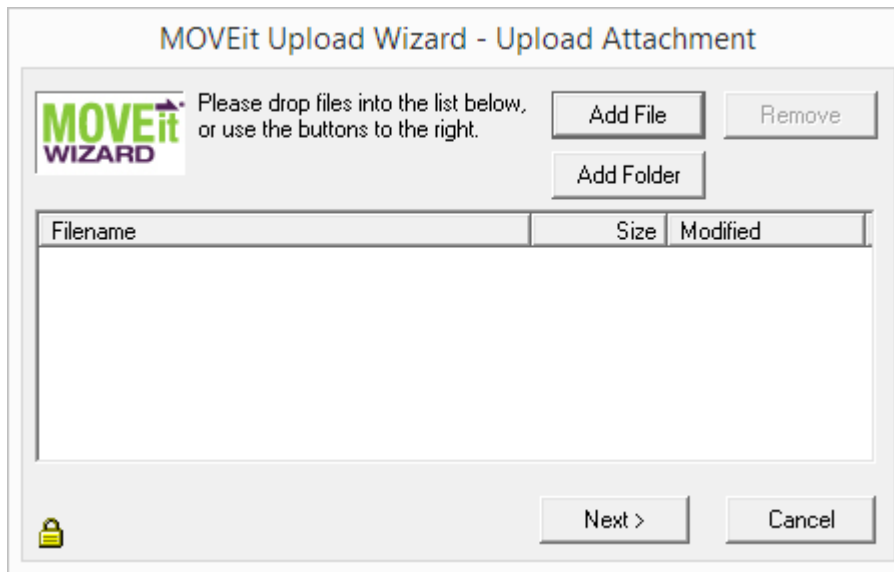When the file is shown on the page click 'Upload' to send the file to the MOVEit system.

Instead of a 'Choose File' button you may see an option to Launch the Upload/Download wizard.

Files:
(Optional)

Total: 0 B
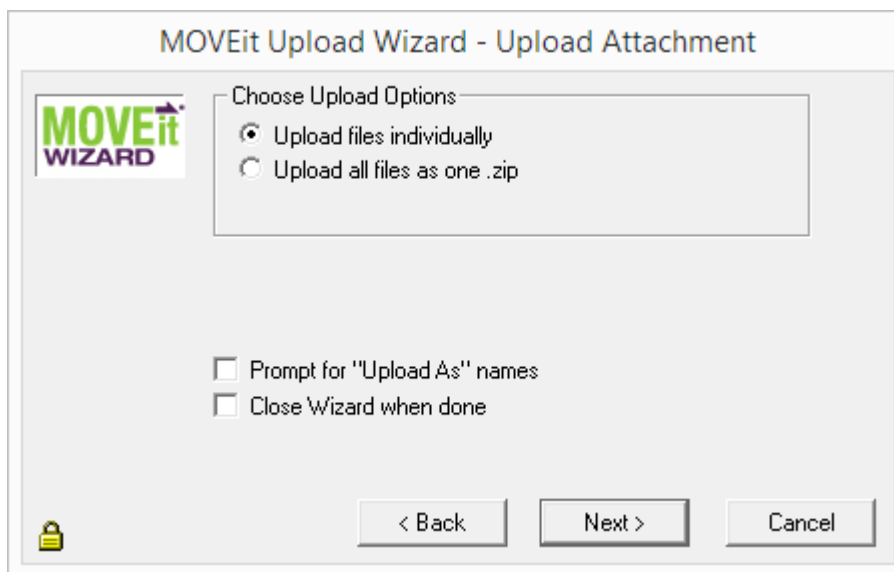
To upload an attachment: ➤ CLICK HERE to Launch the Upload/Download Wizard...

Launching the wizard will pop up the following window

MOVEit Upload Wizard - Upload Attachment

MOVEit WIZARD

Please drop files into the list below, or use the buttons to the right.

Add File | Remove

Add Folder

Filename	Size	Modified

Next > | Cancel

Click 'Add File' and select the file you want to upload, then click 'Next'

MOVEit Upload Wizard - Upload Attachment

MOVEit WIZARD

Choose Upload Options
○ Upload files individually
○ Upload all files as one .zip

☐ Prompt for "Upload As" names
☐ Close Wizard when done

< Back | Next > | Cancel

Click 'Next' again and the file will be uploaded to the MOVEit system.

Once the file is uploaded lick 'Send'

Options:

- ☐ Delivery Receipt(s)
- ☐ Prevent "Reply All"
  - ☐ Prevent all replies
- ☑ Limit downloads to [1] per file
- ☑ Expire package after [7] [days ▾] (maxi

[📧 Send] [🔍 Preview] [👤 Check Recipients] [❌ Cancel]