STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
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February 15, 2008

TO: Business Managers and Transmittal Processors

We've revised the manner in which local school districts will submit the monthly transmittal to us. The primary objective of this revision is to enhance security over the data during the transmission process.

The attached instructions document the new procedure. You should obtain your login name and password (item #2 in the instructions) from your TRB contact.

This procedure should be used beginning with the March, 2008 transmittal which is due to us on April 7, 2008.

Let me or your TRB contact know if you have questions or need additional information.

Louis Laccavole

Fiscal Administrative Supervisor

Secure File Transmission to TRB

We have come up with a more secure way for you to transmit data to us. We are using a browser based system that provides file transports via a secure channel. Please follow the instructions below to send the monthly transmittal information to us. You are only allowed to upload the files. If you make a mistake and upload an incorrect file, please email your TRB contact to have it deleted.

NOTE: The use of this software is restricted to the transmission of transmittal files between BOEs and TRB.

The following instructions will guide you through your transmittal file upload:

1. Open your internet browser and type in https://sfile.ct.gov in the address field of the browser. A Security Alert will pop up, click the [Yes] button to proceed.

2. On the login screen, enter the login name and password provided to you by TRB. Login ids and passwords are case sensitive and therefore, must be entered as they were sent to you. Click the [Log In] button to proceed.

3. The following screen provides system access. **Please do not click the [Set ASCII] and [Change Password] buttons.** To upload your transmittal file click the [Browse] button. Browse to the appropriate location and select the transmittal file. The file would be found in the same location that you normally send it from.
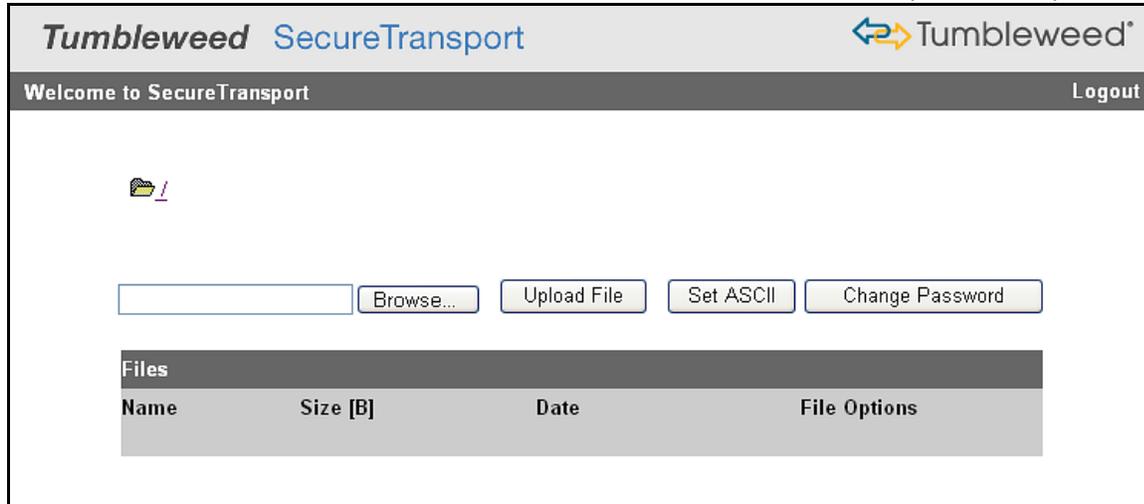
4. After you have selected the file to upload, the box next to the [Browse] button will get filled in as shown below. Click the [Upload File] button and you are done. You don't need to send us an email.
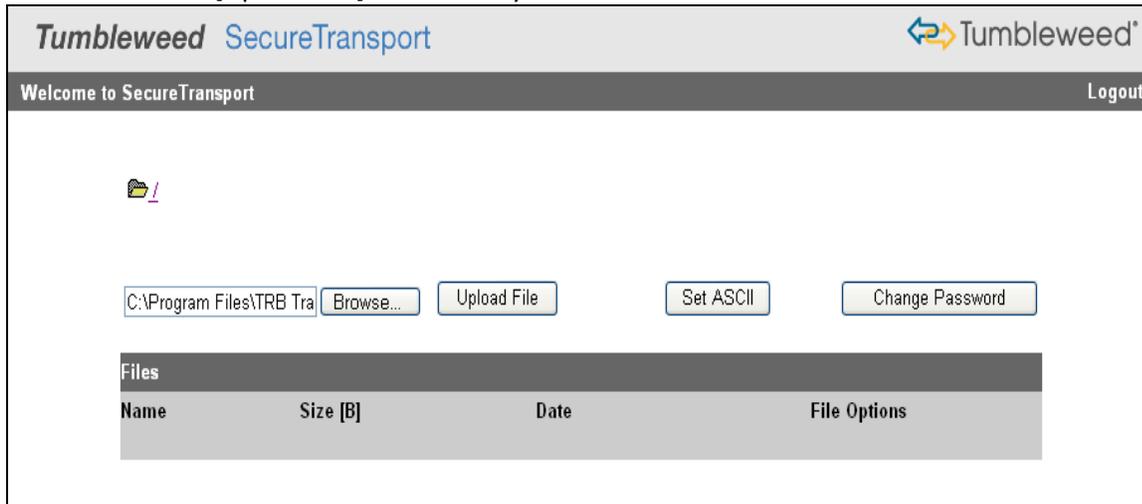
5. Once completed, the file name will appear in the list of the current viewed directory.
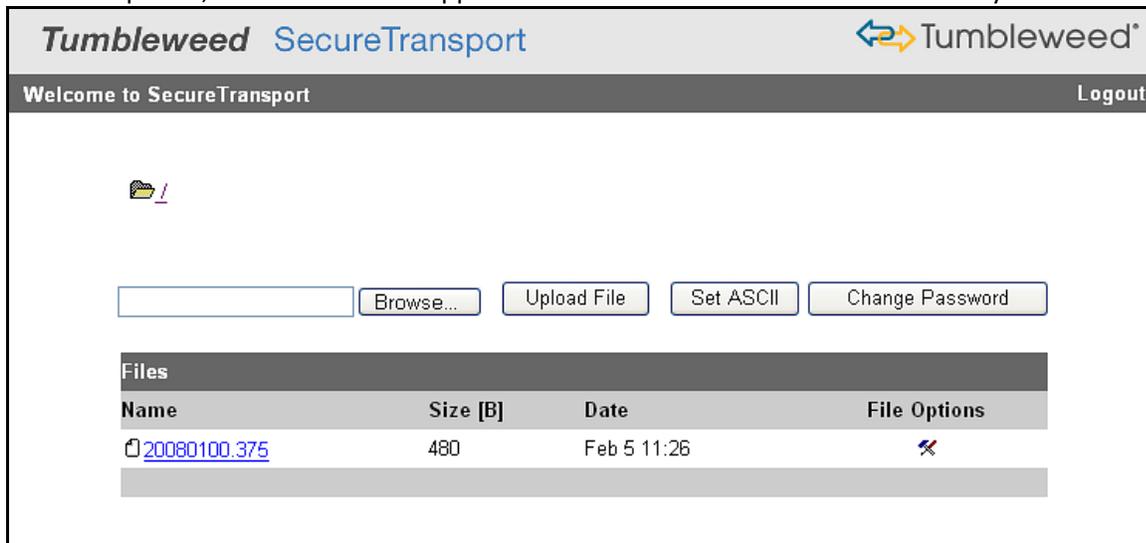
6. Finally, logout by clicking on the system [Logout] link that appears on the upper right corner of the screen.