#### Getting Started!

Before accessing the Secure Transfer site, you will need to have the ability to SCAN your Medical Documents and SAVE them on your computer as a PDF, JPEG or BMP file.

When naming and saving your document, please use your <u>last name, first</u> <u>name</u>. Ex; *Smith, Joe.jpeg*.

To submit Documents

Logon to: <u>https://transfer.dmv.virginia.gov</u>

Enter the following: User Name: cdldriver

Enter the following for the Password: dmv123

### Click the Sign On Button.



DMV's Secure Transfer Portal (MOVEit DMZ) - 10/21/	11
At the HOME Screen, click the <u>FOLDERS</u> link on the left.	
🗟 Virginia Dept. of Motor Vehicles: CDL DRIVER - Windows Internet Explorer provided by Virginia IT Partnership	
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🕴 Address 👸 https://transfer.dmv.virginia.gov/human.aspx?r=1911231328	
<u>Virginia.gov</u>	
Virginia Department of Motor Vehicles           Signed onto Virginia Dept. of Motor Vehicles as CDL DRIVER (oddriver).         Sign Or	
Home     Folders     Find File Folder     Melcome to Virginia Dept. of Motor Vehicles! Please watch this area for important messages.	
(PFind File) Home	
Go To Folder: Browse Files and Folders	
To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.	
Browse Other Folders	
Need Help? Upload Files Now	
Online Manual     Select a folder: / CDL Driver _ Document Review	
CLICK HERE to Launch the Upload/Download Wizard	
Powered by MOVE	
9 9	

## Under the Folders and Files banner, click link CDL\_DRIVER click here



DMV's Secure Transfer Portal (MOVEit DMZ) -	10/21/11
Under "Upload Files Now" banner Click the link " <u>CLICK HERE to Launch the U</u>	pload/Download Wizard…"
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Virginia Department of Motor Vehicles Signed onto Virginia Dept. of Motor Vehicles Home	Sign Or
Upload Files Now         Need Help?         Select a folder:         Online Manual         Tech Support         CLICK HERE to Launch the Upload/Download Wizerd         Powered by MOVER	
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# Click ADD FILE button on the pop up box.

Virginia vept. of Motor Venici	es: CDL DRIVER - Windows Internet Exp	lorer provided by Virginia II Partnership	
A Please drop files into or use the buttons to	and rome below, the right. Add File Remove Add Folder	06=751510620	S
Filename	Size Modified		
	Next > Cancel		
Folders	/ CDL Driver _ Document Review/		
Find File/Folder:	Go To Folder: 1	Go To	
Co To Folder	Folders and Files		
/ V Go To	There are no files or folders in this folder.		
Need Help?	Select a folder: /CDL Driver _ Document Rev	riew 🔽	
<ul> <li>Online Manual</li> <li>Tech Support</li> </ul>	CLICK HERE to Launch the Upload/Downli	ood Wizard	
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彭 javascript:DoRunWizard(document.Up	Wiz);		🔒 🧐 Local intrar

#### DMV's Secure Transfer Portal (MOVEit DMZ)

#### 10/21/11

You will need to find the document you saved on your computer, and double click the file.

🙆 Virginia Dept. of Motor Ve	hicles: ANGELA	G. PIPIA - Windows Inter	net Explorer provid	ed by Virginia II	Partnership	
MOVEILUpload Wizard - Upl						
Please drop files in or use the buttons	to the list below,	Add File Remove	Ø• 🎍 🖂 🛛	<b>.</b> 12 - 28		
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Filename		Size Modified				
	Select a file to	add to the upload list			? 🛛	
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javascript:DoRunWizard(docume	nt.UpWiz);					🗎 🤘 Local intranet
Page: 4 of 6 Line: 3 Column:	1 Words: 235	<b>9</b>				

## Click the **NEXT** button.



DMV's S	ecure Transfe	er Portal (M	OVEit DMZ)	-			10/21/11
Under	Choose	Upload	Options,	Select	UPLOAD	FILES	INDIVIDUALLY

In the **NOTES** section you **MUST** provide your **email address** in order for your medical information to be processed. Please verify your email. <u>Click the **NEXT** button.</u>

Virginia Dept. of Motor Vehicles: CDL DRIVER - Windows Internet Ex	xplorer provided by Virginia IT Partnership	
MOVEit Upload Wizard - Upload to /CDL Driver _ Document Review		
Choose Upload Options C Upload files individually C Upload files and so areas in		Son i links
C Upload all files as one, zip Notes: REQUIRED: EMAIL ADDRESS C Close Wizard when done	Arguo=/51510620	u u u unks
Cancel     Cancel     Folders     Find File     Fild File     Folder:     Find File     Folder:     Folder:	🐨 (@Go To)	<u>Sign O</u> r
Go To Folder:     Image: Control of the second	2	
Vpload Files Now Need Hein? Select a folder / CDL Driver Document F	Review 🔽	
Online Manual     CLICK HERE to Launch the Upload/Dow     Tech Support	vnload Wizard	
dmz		
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## A Pop Up window will verify **TRANSFER COMPLETE**. Click the **OK** button

a virginia dept. of motor venicles: COL DRIVER - windows internet D	xplorer provided by virginia () Partnership	
MOVEit Upload Wizard - Upload to /CDL Driver _ Document Review		
Transfer complete. Integrity verified on all files.	۵- 🎍 🖃 🦲 🗱 🖏	
Transferred 1 file in 0 seconds (42.43 KB /sec) (47.2% total compression)	st8Arg06=751510620	2 60
Press DK to close this window and view the Transfer Report.		
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Find File Folder:		
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PFind File		
Folders and Files		
Go To Folder:		
Go To		
Upload Files Now		
Need Help? Select a folder: / CDL Driver _ Document R	Review 🔛	
2 Online Manual CLICK HERE to Launch the Upload/Dow	vnload Wizard	
I Tech Support		
Powered by MOVER		
dmz		
🛃 javascript:DoRunWizard(document.UpWiz);	🗎 😏 Local	intranet

DMV's Secure Transfer Portal (MOVEit DMZ) - 10/21/11 Thank you for submitting your information electronically. You should receive an email confirming your CDL medical document(s) have been processed. If you do not receive an email within 10 days, please contact Driver Support at <u>dlworkcenter@dmv.virginia.gov</u> or call 804-367-1772.

