



## SISC Secure File Transfer System Instructions

1. Use <https://filetransfer.kern.org> This system is part of the Kern County Superintendent of Schools (KCSOS)
2. Click on “Drop off”
3. Leave the “Request Code” blank and complete your name, your organization and your e-mail address
4. Click the “send confirmation” button
5. You will receive a confirmation e-mail from “File Transfer”
6. Click on the link at the bottom of the e-mail from “File Transfer”
7. In the “To” box click the green circle and an “Add Recipient” box will appear. Type in SISC as the name and [SISCHealthActivity@kern.org](mailto:SISCHealthActivity@kern.org) as the e-mail and “add recipient”. Click the “x” in the upper right hand corner to exit this screen. Now the e-mail address should appear in the “to” box
8. Short note to the Recipients type in the district’s full name and the eligibility technician’s name (District’s full name/technician’s name). This step is REQUIRED
9. Choose the File(s) you would like to upload – click browse and search your file drive and select the document(s) that you want to send. Use a clear FILE naming convention to identify the file
10. Click Drop-off files
11. The Drop Off Summary screen will appear (please review the e-mail address that was typed for accuracy and print this page for your records) *This is not confirmation that the file has been picked up by SISC*
12. SISC will be notified that the file has been dropped off
13. Once SISC picks up the file(s), the sender will receive an e-mail that the drop off has been picked up
14. Each DROP OFF sent will generate a confirmation e-mail that the file has been picked up by SISC

### Helpful Hints:

- Once the file is dropped off, please make sure the district’s IT staff ensures that responses from <https://filetransfer.kern.org> are not blocked so this e-mail response can be received
- Please keep a record of what has been submitted in case the file did not reach SISC and you may need to send again. Using a clear naming convention will help locate the file if it needs to be resent
- Any revision to previously submitted activity must be marked as “REVISED” to ensure the revision is noticed and processed
- When submitting activity for the Individual Retiree Plans (IRP) please submit the following documents in a separate batch from your normal activity and use “IRP documents” in the file name.  
Documents that will be affected are:  
**CompanionCare application, Kaiser Senior Advantage Election form, Blue Shield Medicare Advantage enrollment form and the member’s Medicare card**

This process will help SISC sort through the volume of activity that is sent and identify these time sensitive items more quickly. These plans are regulated by CMS which requires a different process and the forms are not easily identified when batched with other activity/forms

- Additional Secure File Transfer helpful tips can be found at <https://filetransfer.kern.org/about.php>