



## DIGITAL DOCUMENT SUBMISSION

Veridian allows you to submit contract packets digitally, as opposed to using mail or a courier. Once the upload is complete, the contract will be processed. You do not need to forward the documents to Veridian unless it is specifically requested. For digital submission, follow the instructions below.

### 1. Prepare Documents

Scan any physical documents and gather the files to be transferred.

The names of your files should follow standard Windows naming conventions and should not contain the following characters:

< > : " / \ | ? \*

### 2. Log In

Go to <https://transfers.veridiancu.org> using a supported browser. Enter the username and password provided to you by Veridian.

If you don't remember your username or password, click **Forgot Username** or **Forgot Password** and follow the on-screen prompts.

#### Filename Length


The maximum length for a path is 255 characters. This limitation includes the drive letter, colon, backslash, directories, subdirectories, filename, and extension. If a file won't upload, try shortening its name or putting it in fewer nested folders.

#### System Requirements for the Web Transfer Client

- Firefox - v29 or later
- Safari - Mac, v6 or later
- Chrome - v34 or later
- Internet Explorer - not supported

Your browser must have cookies and JavaScript enabled. Older browsers might work but may offer fewer features.

Log in



Username:  [Forgot Username](#)

Password:  [Forgot Password](#)

### 3. Transferring Files

If a high number of users are transferring files simultaneously, advanced features such as uploading folders, drag-and-drop and the Upload Manager may not be available. If you cannot access these functions, please use the instructions for Classic Transfers.

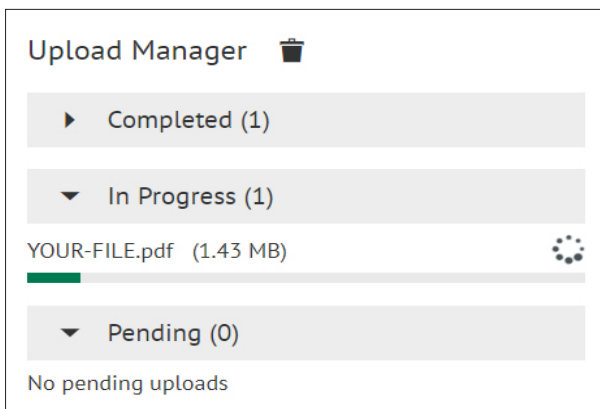
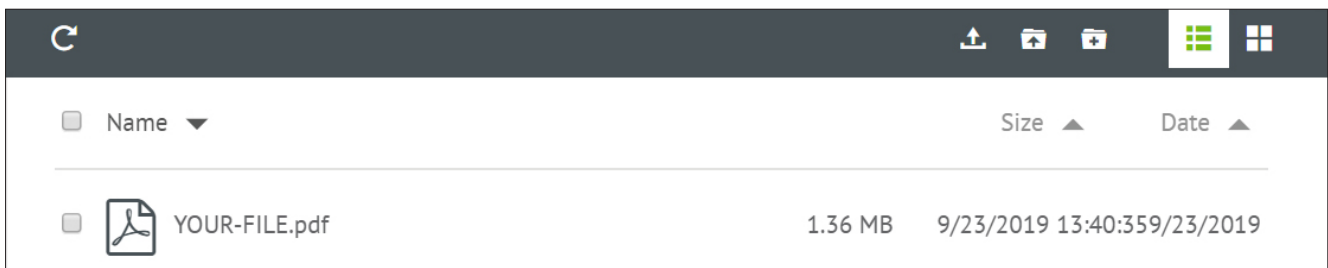
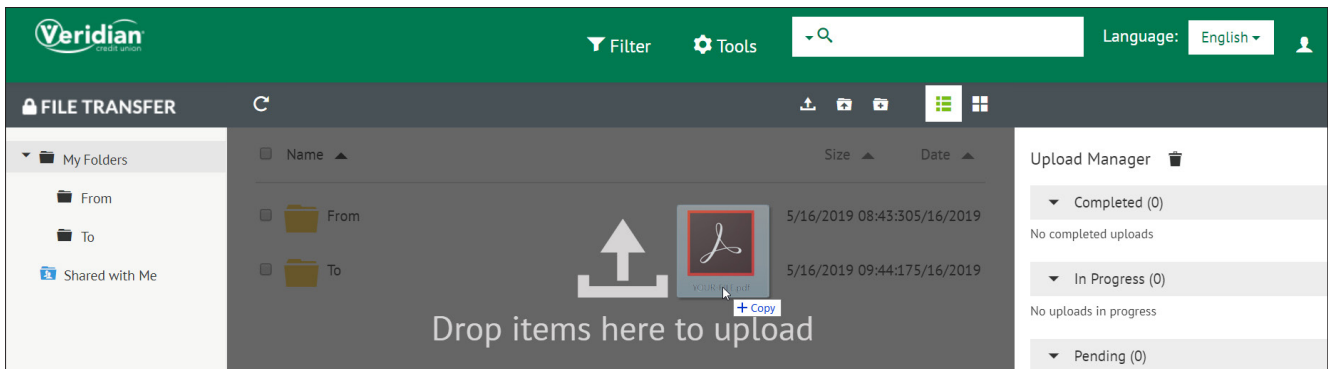
To upload, click and drag one or more files (or folders, if using Chrome or Opera) from your computer to the file list. You can also click the **File Upload** or **Folder Upload** buttons and select your documents.

The **Upload Manager** will show the status of your files from the current session. To pause a transfer, click on the pause icon next to the filename. To cancel a transfer, click on the trash can icon that appears.

To download a file, click on the file name. To download multiple files at once, tick the check box next to each file and then click the **Download** button.

#### Duplicate File Names

If you try to upload a file with the same name as one that already exists, the file contents will be compared. If they are the same, the new file will not be uploaded.



#### Classic Transfers

To upload files, click **File > File Upload** and select your documents.

## 4. Log Out

When you're finished transferring files, click **Account > Logout**. You will automatically be logged out after about 10 minutes of inactivity.

### Warning

You will be logged out shortly for security purposes. If you wish to remain logged in, please click Continue below.

CONTINUE