

# ExFiles Upload Procedures 2021 CTEIG Annual Financial Expenditure Report

After completing the 2021 Career Technical Education Incentive Grant (CTEIG) Annual Financial Expenditure Report and Signature Page, applicants must complete two separate operations to submit their application.

- 1) First, a single .zip file must be created that includes both documents (Annual Financial Expenditure Report and Signature Page) in their original format.
- 2) Once the .zip file has been created, applicants must upload their .zip file into the California Department of Education's (CDE) exFiles File Transfer System.

## 1) Creating a .zip File

- a. For your convenience we have provide applicants with instructions on how to create a .zip file for both Windows and MacOS users. Please see below:

[Zip Files for Windows](#)

[Zip Files for MacOS](#)

- b. When creating a .zip file, applicants are required to label the .zip file submitted into the exFiles File Transfer System as follows:

LEA Name CDS Code

Make sure to spell out all acronyms and include all 14 digits of the CDS Code

**Example:** Shadow Unified School District 12123456000000

- c. Upload the Annual Financial Expenditure Report (Excel document) and Signature Page (pdf document) into the .zip file.

## 2) Uploading your .zip file into the exFiles File Transfer System

- a. Follow the instructions below to complete the upload process into exFiles:
  - i. After creating your .zip file and labelling the .zip file as instructed above, enter the URL (provided below) for the exFiles File Transfer System into your web browser:

<https://www3.cde.ca.gov/exfiles/index.aspx?pid=171>

- ii. Once you arrive at the exFiles File Transfer System webpage, you will be prompted to enter the Project Code provided below:

Project Code: **CTEIGExp**

- iii. After you enter the Project Code, you will be prompted to enter the Upload Password provide below:

Upload Password: **d-5GPolx!r**

- iv. Next, you will be asked to select a file to upload. Click the “choose file” button.
- v. Navigate to the .zip file you want to upload.

**Note:** Only one .zip file can be uploaded at a time.

- vi. After selecting the .zip file, you will return to the file upload screen. In the description text box, enter the EXACT name of the .zip file selected for upload.

**Note:** The name of the .zip file you selected and the description must be the same.

- vii. Once you have selected the .zip file and entered the .zip file name into the description text box, click the “upload file” button.

**Note:** Do not encrypt the file. Do not select a file encryption type or enter anything into the File Encryption Password text box. Just click “upload file”

- viii. After you click “upload file”, the name of the .zip file and the description of the .zip file (these should be the same), will be displayed in the File Listings table.

- ix. Within the File Listings table, a date and time stamp will be displayed next to the .zip file name and description of your application.

**Note:** The information displayed in the File Listings table will serve as your confirmation receipt. It is highly recommended that you print this page for your records.

### 3) CTEIG Expenditure Report Submission Protocols

- a. The CCTD will NOT verify if the .zip file submitted contains all of the necessary documents until after the submission deadline on Sunday, January 31<sup>st</sup>, 2021 at 11:59 pm. It is the responsibility of each grantee to ensure their .zip file contains both the report and signature page in their original format prior to submission.
- b. If the CTEIG Annual Financial Expenditure Report is manipulated in any way, or submitted as any file type other than a pdf for the signature page or an excel file for the expenditure report, the submission will be **DENIED**, and the grantee will be ineligible for the next round of CTEIG funding.

- c. If you suspect that you failed to abide by the above instructions, you must contact the CCTD Leadership office at [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov) and request your previous submission be deleted. Once you have received confirmation from CCTD that it has been deleted, you must then upload the new .zip file in its entirety, prior to the deadline on Sunday, January 31<sup>st</sup>, 2021 at 11:59pm.
- d. Each grantee must submit one .zip file in its entirety with all the required documents (Annual Financial Expenditure Report (Excel document) and Signature Page (pdf document)) in their original format by the deadline to remain eligible for future CTEIG funding.

If you have any questions, please contact the CCTD Leadership office by email at [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov) or by phone at 916-322-5050.