

# SFTP Onboarding for Business Partners

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**Introduction** Secure File Transmission Protocol (SFTP) is a mechanism used by Business Partners to transfer and exchange Payroll Reporting, Retirement Enrollment, and/or Health Enrollment files between a client’s and CalPERS’ server through a secured SFTP connection. Business Partners interested in utilizing SFTP should be able to properly develop a my|CalPERS compatible XML file prior to considering the SFTP exchange.

**Note:** This process does not apply to Carriers or Direct Authorization Vendors.

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**Step by Step** The following steps provide direction on how to establish file submission via SFTP.

Step	Who	Action						
1	Business Partner	Will a Third Party Administrator submit data on behalf of the Business Partner?  <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Proceed to <a href="#">Step 2</a></td> </tr> <tr> <td>No</td> <td>Skip to <a href="#">Step 4</a></td> </tr> </tbody> </table>	If	Then	Yes	Proceed to <a href="#">Step 2</a>	No	Skip to <a href="#">Step 4</a>
If	Then							
Yes	Proceed to <a href="#">Step 2</a>							
No	Skip to <a href="#">Step 4</a>							
2	Business Partner	Requests to establish a Business Partner Relationship by following the steps outlined in the <a href="#">my CalPERS System Access Administration &amp; Establish a Business Partner Relationship</a> student guide.						
3	CalPERS	Approves the appropriate service relationship(s) within my CalPERS.						
<b>Note:</b> Steps 4 – 6 may be done concurrently								
4	Business Partner/ Third Party Administrator	Reviews the <a href="#">Employer Technical Toolkit</a> (ZIP) that provides documents and schema files needed to build XML files to report health, membership, and payroll/SIP to CalPERS.  <b>Note:</b> Contact CalPERS to obtain access to the File Readiness test environment and request assistance with file development and error resolution. SFTP requests may be postponed if files are not correctly formatted and tested.						

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## SFTP Onboarding for Business Partners, Continued

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Step by Step,  
continued

Step	Who	Action
5	Business Partner/ Third Party Administrator	<p>Reviews the <i>Encryption_Decryption_File_Naming</i> PDF document within the <a href="#">Employer Technical Toolkit</a> to ensure that the Business Partner can adhere to all SFTP protocol requirements outlined in the documentation. This includes proper encryption, decryption, and transport requirements.</p> <p>A thorough review of this document should be done by a Business Partner’s data transfer team.</p> <p><b>Note:</b> SFTP requests may be postponed until the Business Partner/Third Party Vendor can adhere to all encryption/decryption requirements.</p>
6	Business Partner/ Third Party Administrator	<p>Notifies CalPERS of intent to submit files via SFTP.</p> <p>The following information must be provided:</p> <ol style="list-style-type: none"> <li>1. CalPERS Business Partner Name &amp; CalPERS ID</li> <li>2. Third Party Administrator Name &amp; CalPERS ID (if applicable)</li> <li>3. The Interface number required to submit data:               <ol style="list-style-type: none"> <li>a. IA00007 – Retirement Enrollments</li> <li>b. IA10006 – Payroll Reporting</li> <li>c. IA50031 – Health Enrollments</li> </ol> </li> <li>4. Contact Information for CalPERS Business Partner</li> <li>5. Contact Information for Third Party Administrator (if applicable)</li> </ol> <p><b>Note:</b> Contacts provided should be individuals who can review and sign CalPERS security documents. Contacts should also include those with data transfer and interface exchange knowledge.</p>

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## SFTP Onboarding for Business Partners, Continued

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**Step by Step,**  
continued

Step	Who	Action
<b>Note:</b> Steps 7 – 8 must be completed before CalPERS Business Partner Support Unit (BPSU) submits the formal request to initiate the SFTP folder setup.		
7	Business Partner Support Unit	Provides dedicated Business Partner contact the <i>Sending Electronic Information Agreement</i> (SEIA) and the <i>Receiving Electronic Information Agreement</i> (REIA) documents for signature.
8	Business Partner/ Third Party Administrator	Signs the <i>Sending Electronic Information Agreement</i> (SEIA) and the <i>Receiving Electronic Information Agreement</i> (REIA) security documents and sends back to BPSU.
<b>Note:</b> Steps 9 – 11 are completed once CalPERS has assigned the Business Partner’s SFTP connectivity request to a my CalPERS system release.		
9	CalPERS File Transmission Team	Contacts the Business Partner/Third Party Administrator’s Middleware team to confirm that SFTP protocols are met by reviewing the <i>Encryption_Decryption_File_Naming</i> PDF file found in the Technical Toolkit.
10	CalPERS File Transmission Team	Works with the Business Partner/Third Party Administrator to test file transmission once the SFTP account has been established and implemented.
11	Business Partner Support Unit	Notifies the Business Partner and/or Third Party Administrator when the SFTP connectivity is implemented and available in the my CalPERS production environment.

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