



# SFTP Onboarding for Business Partners

## Introduction

Secure File Transmission Protocol (SFTP) is a mechanism available 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 myCalPERS compatible XML file prior to considering this method.

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

## Step-by-Step Procedure

The following steps provide direction for file submission set-up via Secure File Transfer Protocol (SFTP). Keep in mind the following:

- Steps 4 – 6 may be done concurrently.
- Steps 7 – 8 must be completed before CalPERS EAMD System Support (SS) submits the formal request to initiate the SFTP folder setup.
- Steps 9 – 11 are completed once CalPERS has assigned the Business Partner’s SFTP connectivity request to a my|CalPERS system release.

Step	Who	Action
1	Business Partner	Will a third-party administrator submit data on behalf of the Business Partner?  If yes, proceed to Step 2.  If no, skip to Step 4.
2	Business Partner	Requests to establish a Business Partner Relationship by following the steps outlined in the <a href="#">Business Partner Relationships student guide</a> .
3	CalPERS EAMD SS	Approves the appropriate service relationship(s) within myCalPERS.
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.

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 adheres 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>
7	CalPERS EAMD SS	Provides dedicated Business Partner contact the <i>Sending Electronic Information Agreement (SEIA)</i> and the <i>Receiving Electronic Information Agreement (REIA)</i> documents for signature.
8	Business Partner/ Third Party Administrator	Signs the <i>Sending Electronic Information Agreement (SEIA)</i> and the <i>Receiving Electronic Information Agreement (REIA)</i> security documents and sends back to BPSU.
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	CalPERS EAMD SS	Notifies the Business Partner and/or Third-Party Administrator when the SFTP connectivity is implemented and available in the myCalPERS production environment.