



CPUC FTP

SENDING AND RECEIVING FILES
FOR USERS EXTERNAL TO THE CPUC



WHY USE KITEWORKS

Large Files

There are limitations for file sizes sent using regular email. Using Kiteworks allows you to send much larger files. External users will be able to send files of very large size and folders with a combined size of 500MB.



Time Stamp

Kiteworks will automatically notify the sender when the recipient has downloaded the file that was sent.



Secure

Sending files through Kiteworks adds another level of security. Users may want to use this service when sending confidential information.



ACCOUNT CREATION

Users outside of the CPUC will need to create an account to gain access to the FTP (File Transfer Protocol).

Use any web browser to go to the website below.

<https://cpucftp.cpuc.ca.gov/>

Just below the sign in page you will need to select “Create account”



CPUC Secure File Transfer Protc

Sign in

Username or email

Password

[Forgot password?](#)

Sign in

New user? [Create account](#)

Secured by 



This computing system is the property of the State of California and is for official use only. The State reserves the right to monitor and log without notice all network activity. You should have no expectation of privacy in the use of computer related resources. Penalties for unauthorized access or use may include disciplinary measures and or legal action.

ACCOUNT CREATION

Create your account using your email address. When submitted, you will receive an email to activate your account as seen in the second picture.

NOTE: It may take up 2-4 hours for the confirmation email to arrive.

Create account

Already a kiteworks user? [Sign in](#)

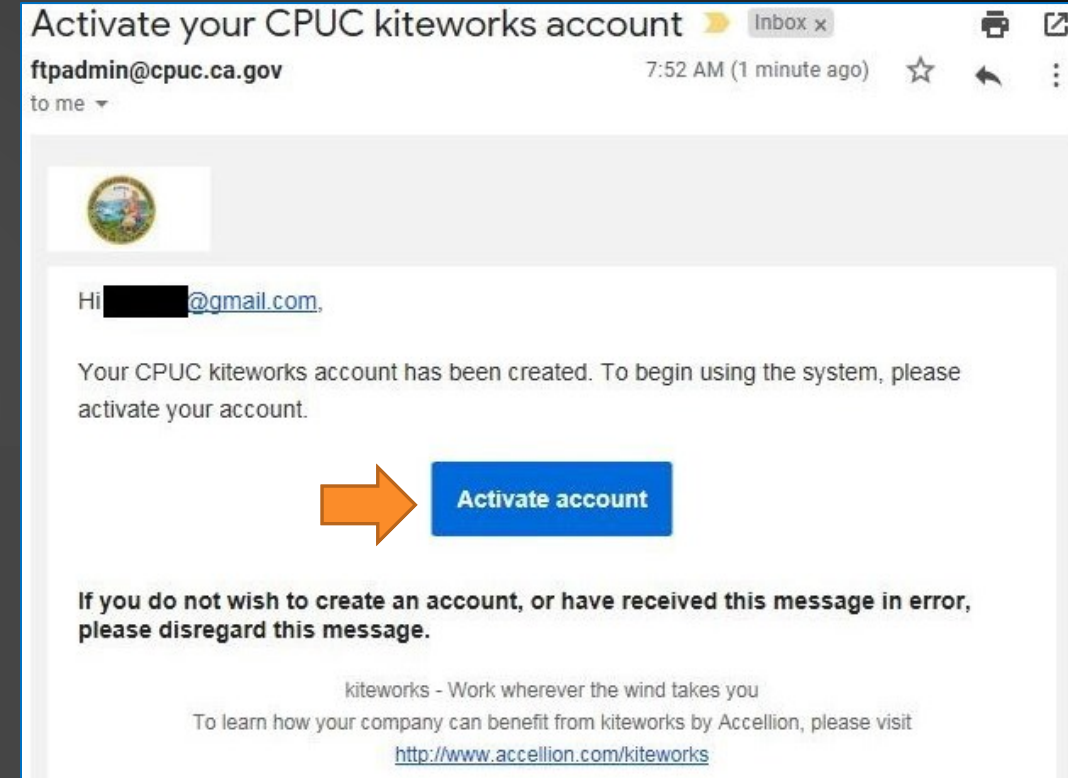
Email

Password

Confirm Password


- ✓ 1 number
- ✓ 1 uppercase character
- ✓ 8 characters minimum

Create account



SIGN IN

CPUC Secure File Transfer Protoc



Sign in


Username or email

Password

[Forgot password?](#)

[Sign in](#)

New user? [Create account](#)

Secured by  Accellion

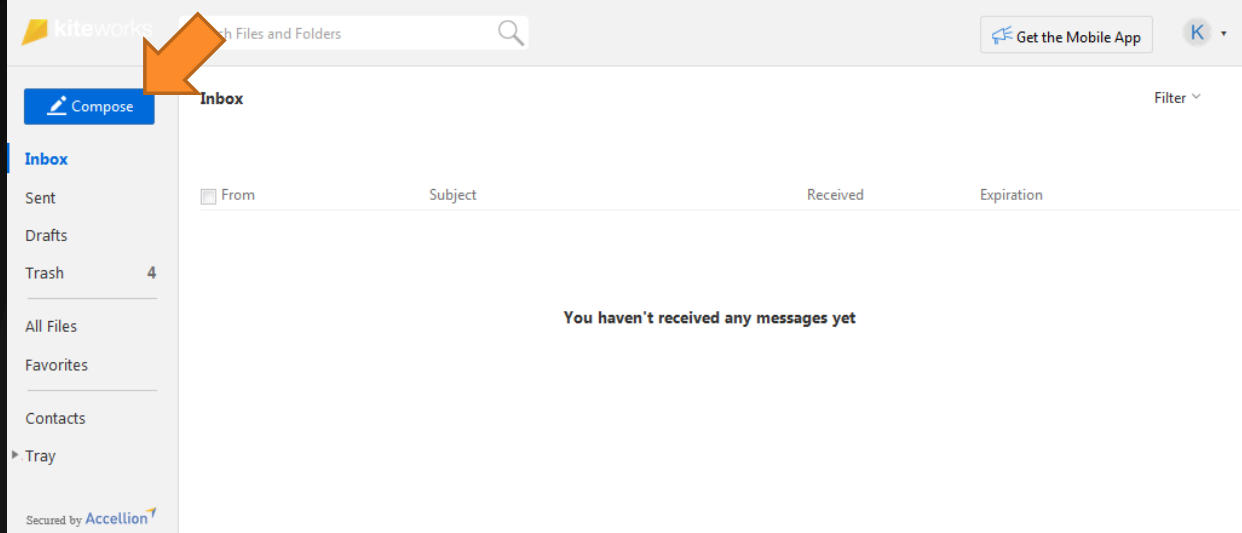
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Once you have created and activated your account you will be able to sign into your Kiteworks FTP Mailbox.

<https://kwftp.cpuc.ca.gov/>

Login with the same email and password you have chosen from the account creation section.

SENDING A FILE



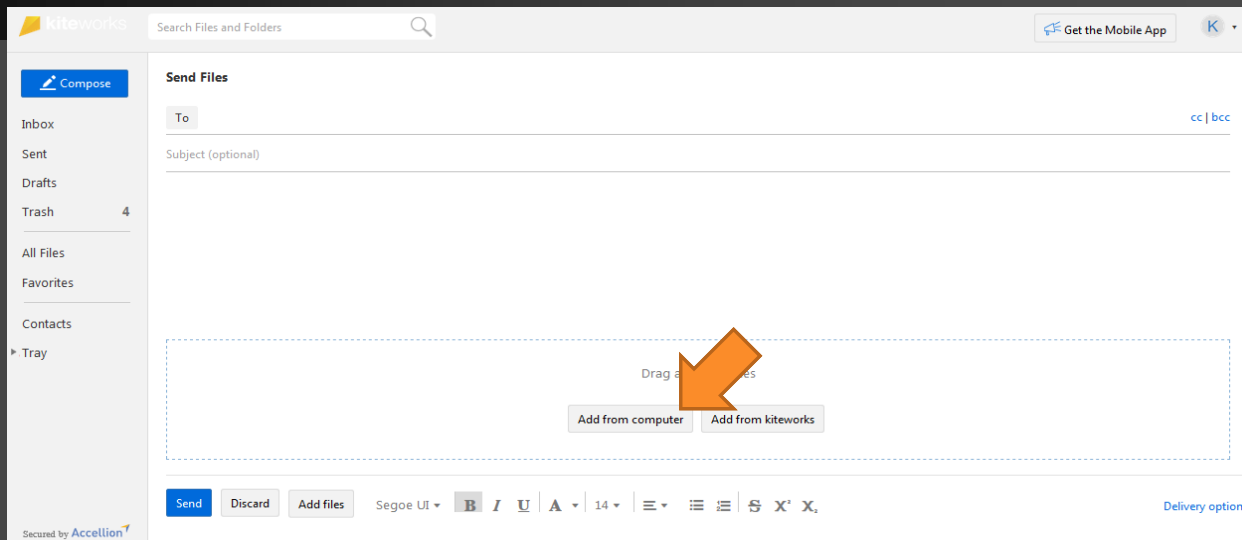
Select Compose in the top left corner. Then just like any other email system, fill in the To address box, fill in the subject line box, and then compose the body of your message.

When emailing to a CPUC employee, use their first.last@cpuc.ca.gov email for the address.

When attaching a file, you can either drag and drop files in the section below or browse for a file on the computer using windows explorer.

Finally, click send and your email along with your files will be uploaded to a secure server and then sent off to its destination.

Note: As an external user, this system will only work to send emails/attachments to users within the CPUC



RECEIVING A FILE

When someone sends a file, you will receive an email receipt to the email account that you used and it will also show up in the Kiteworks inbox .

For additional help, please email ftpadmin@cpuc.ca.gov

The screenshot shows the Kiteworks web interface. On the left is a navigation sidebar with 'Compose', 'Inbox 2', 'Sent', 'Drafts', 'Trash', 'All Files', 'Favorites', and 'Contacts'. The main area is titled 'Inbox' and contains a table of received files. The table has columns for 'From', 'Subject', 'Received', and 'Expiration'. The first row shows a file from 'areen.khachadouri@cpuc.ca.gov' with the subject 'Files needed for work', received at '02:33 PM', and an expiration date of 'Dec 10'. The second row shows a file from 'areen.khachadouri@cpuc.ca.gov' with the subject 'document · Here is the file you were asking for.', received on '2/10/2017', and an expiration date of '3/12/2017'. The third row shows a file from 'maile@cpuc.ca.gov' with the subject '(no subject) · ...', received on '1/24/2017', and an expiration date of '2/23/2017'. The interface also includes a search bar at the top, a 'Get the Mobile App' button, and a 'Filter' dropdown.

From	Subject	Received	Expiration
areen.khachadouri@cpuc.ca.gov	Files needed for work	02:33 PM	Dec 10
areen.khachadouri@cpuc.ca.gov	document · Here is the file you were asking for.	2/10/2017	3/12/2017
maile@cpuc.ca.gov	(no subject) · ...	1/24/2017	2/23/2017

The screenshot shows an email receipt from 'ftpadmin@cpuc.ca.gov' to a recipient at 'yahoo.com'. The email content includes a CPUC logo, a notification that the user received 1 file from 'areen.khachadouri@cpuc.ca.gov' via CPUC kiteworks. The file is titled 'Drug Consultant Guide in Submitting Records v3.docx' and is 947.75 KB in size. The file links expire on Dec 10, 2018. A blue 'Access files' button is provided. Below the button, there is a note for new users: 'New to CPUC kiteworks? You will need to create an account in order to access the files.' At the bottom, there is a footer with the text 'Secured by Accellion' and a link to 'http://www.accellion.com/kiteworks'.