



**Lisette Estrella-Henderson, Superintendent of Schools**  
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**Application for Secure File Transfer Account  
 SCOE Technology and Business Systems**

The SCOE I.T. department manages a web-based secure file-transfer service to help employees and customers transfer sensitive information under the highest security standards. It supports the transfer of files that might be too large to send by e-mail, or which contain sensitive or confidential information that would otherwise require encryption before sending and decryption upon receipt. Individuals who regularly transmit or receive sensitive electronic data files with SCOE may apply for an account on this system. Completed applications can be filled in electronically, digitally signed then saved with the recommended file name. Send by email to the individual shown below. The account will be activated once the electronic document is received. **Please DO NOT send paper forms.**

Direct questions and completed forms to:	Recommended file name (copy below then click button)

REQUESTING OFFICIAL – A digital signature is only required when this application is submitted by someone other than the Requesting Official named below			
Name:		Position:	
Email:		Phone:	
Organization or District Abbreviation:		Digital Signature:	

USER LOGON REQUESTED			
First Name:		Position:	
Last Name:		Phone:	
		Email:	
Primary SCOE Contact:			

Describe why this account is needed, including the general nature of the data files that will be sent or received.

Complete the section on the next page so we can build the correct security profile.

<b>TYPES OF FILES</b> Check all that apply for <u>this</u> user	<b>TRANSFER MODES</b> Check all that apply		
	Send to SCOE	Receive from SCOE	Send and Receive
<b>PAYROLL, RETIREMENT &amp; ACCOUNTS PAYABLE</b>			
Payroll Adjustments			
Retirement			
W-2 / 1099			
Other (specify):			
<b>FINANCE ADMINISTRATION</b>			
Fiscal/Budget/Audit (includes Payroll, Retirement and AP)			
Other (specify):			
<b>SELPA</b>			
Student Data			
Financial Data			
Other (specify):			
<b>STUDENT INFORMATION</b>			
Attendance / Transcripts / CALPADS			
Free/Reduced Meal Program			
Other (specify):			
<b>HUMAN RESOURCES</b>			
Credentials			
Other (specify):			
<b>WILLIAMS INSPECTIONS</b>			
Facilities-related material			
Instruction-related material			
Other (specify):			
<b>PRINTING AND DUPLICATION</b>			
Artwork, proofs and related document files			
Other (specify):			
<b>INFORMATION SERVICES AND TECHNOLOGY</b>			
All technology-related files			