



Transferring Files with CDFW File Transfer Portal

Purpose: Provide County and State Clearinghouse staff instructions for transferring Environmental Document Filing Fee supporting documentation (i.e., State Treasurer TC-31 report, CEQA notices, and receipts) electronically to CDFW using the file transfer portal (FTP). Please visit [CDFWs Information for County Clerks](#) internet page for more information.

Requesting Use of the FTP System:

1. Email CEQA@wildlife.ca.gov with subject line "Electronic Submission Credential Request". Specify what email address should be associated with the account. This email address is where login credentials will be sent and will be used for account recovery in the event that credentials are lost. CDFW **strongly** recommends that the email address be a generic county email that is not associated with a single person to reduce the chances of the linked email being lost.
2. CDFW staff will respond by sending the credentials to the specified county email.

Logging In:

1. Go to the CDFW FTP site: <https://ftp.wildlife.ca.gov/>
2. Login with the login ID and password provided to you by CDFW. You will be prompted to change your password the first time you login. Press "OK" in the pop up to finish login process. If login ID and/or password have been lost, contact CEQA@wildlife.ca.gov.

The screenshot shows the login page for the California Department of Fish and Wildlife's CDFW File Transfer portal. It features the department's logo and a welcome message. A warning notice is displayed, followed by a login section with fields for Login ID (pre-filled with 'CEQA Admin'), Password, and Language (set to 'English'). There are checkboxes for 'Remember me' and a 'Login' button. The footer indicates support by the California Department of Fish and Wildlife and is dated © 2025 State of California.

The screenshot shows a Serv-U web interface for the CEQA Document Submittal site. It includes a yellow star icon and the text 'CEQA Document Submittal site for electronic delivery.' Below this, there are two buttons: 'OK' and 'Log out'.

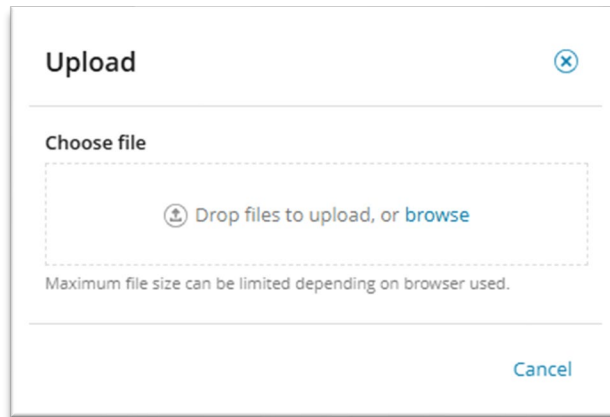


Upload a file

1. Click "Upload"



2. Drag a file into the box (image shown below) or click within it to browse for the file. **NOTE:** CDFW will **ONLY** accept documentation in PDF format. All relevant documents must be combined into one PDF file with the following naming convention: County Code Number_County Name_MMYYYY (e.g. 01_Alameda_012026.) "County Code Number" refers to a [county's official numerical code](#).



3. Upon successful upload, the file will be added to the home screen as shown below. Log out or close the browser window.

