Highly Automated Vehicle
Enterprise File Transfer Instructions

Contents

Highly Automated Vehicle
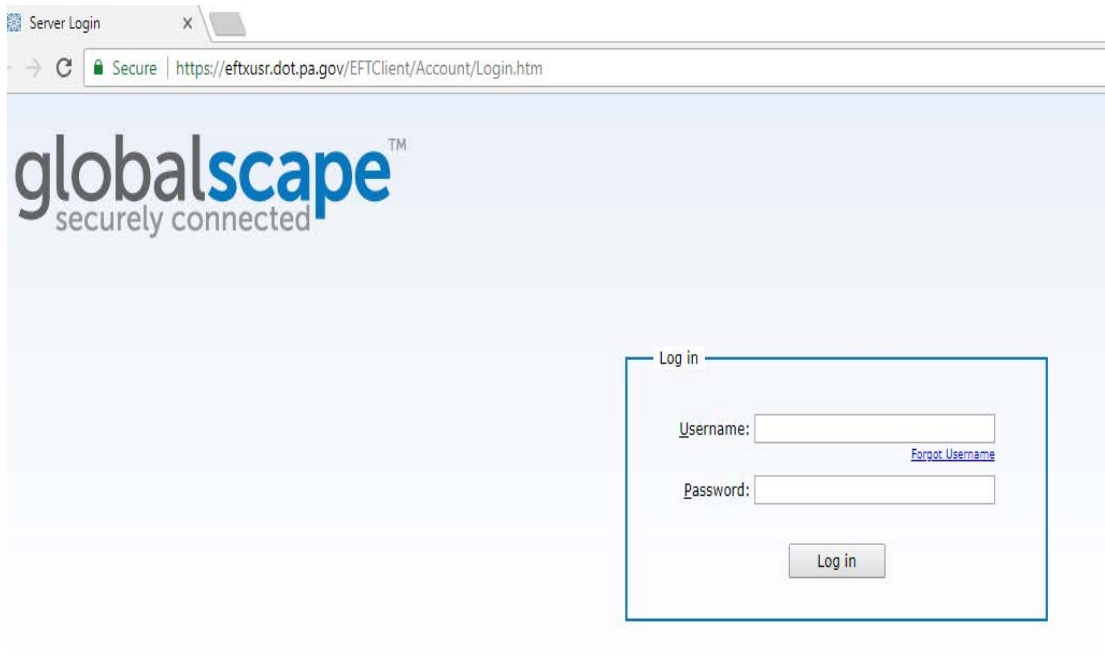# Enterprise File Transfer Instructions

Introduction

For Highly Automated Vehicle Notice of Testing Form Submission (HAV), PennDOT will use GlobalScape which is a pioneer in securing and automating the movement and integration of data seamlessly.

Purpose for this document is to guide Business Partners on how to upload the Notice of Testing Supplement Files.

To obtain a Business Partner account, complete the "COMMONWEALTH IT RESOURCE ACCEPTABLE USE POLICY USER AGREEMENT -COMMONWEALTH CONTRACTOR OR CONSULTANT" within the Commonwealth of Pennsylvania Information Technology Acceptable Use Policy and email a scanned copy to penndotav@pa.gov.

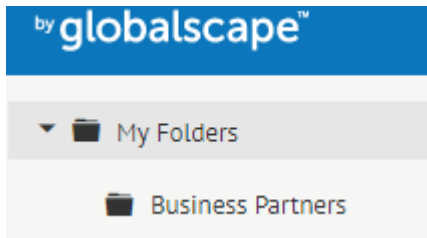## Steps to follow for uploading Notice of Testing Supplement Files

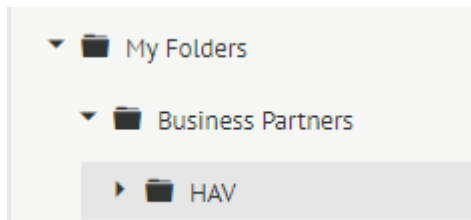- **Step 1**. **Log into External Globalscape EFT by clicking below link.**
  URL - https://eftxusr.dot.pa.gov/EFTClient/Account/Login.htm

- **Step 2. Enter your credentials and click Log In button**

- **Step 3. Click Business Partners folder**

- **Step 4. Click HAV folder under Business Partners**

- **Step 5. Click HAV folder and you will see your Company Name. There will be Application and Supplement folder under HAV.**

  - ➢ **Application Files**
    - ▪ Application file is the main file which will have following information and it can be new form or update to existing form option.
      - ❖ **Tester Information**
      - ❖ **Vehicle Information**
      - ❖ **Safety Drivers Information**
      - ❖ **Location Information**
      - ❖ **Acknowledgement**

  - ➢ **Supplement Files**
    - ▪ Supplement Files should be uploaded for additional vehicle and driver information.
    - ▪ This file can be used to add, modify or delete information about Vehicle or Drivers.

- **Step 6. HAV Application Files should be uploaded in Application folder and any HAV Supplement Files should be uploaded in Supplement folder**

☐ 📁 Application

☐ 📁 Supplement

- **Step 7. To upload Application File, click the Application Folder and then Upload icon and browse to your file and upload**

📁 Application

Upload icon will look like below

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  - ❖ **1. Click upload icon and then**
  - ❖ **2. Browse to the file on your local folder where you have saved the Application file**
  - ❖ **3. Click the Application file and it will upload.**

- **Step 8. To upload Supplementary File, click the Supplement Folder and then Upload icon and browse to your file and upload**

Supplement

Upload icon will look like below

- ❖ 1. Click upload icon and then
- ❖ 2. Browse to the file on your local folder where you have saved the Supplementary file
- ❖ 3. Click the Supplementary file and it will upload.
- ❖ 4. Please note if you are uploading more than 1 Supplementary file please suffix by incrementing a number as below so the files are not over written. It is important to keep **"NoticeOfTesting-S"** in the file name.

NoticeOfTesting-S-1.pdf

NoticeOfTesting-S-2.pdf