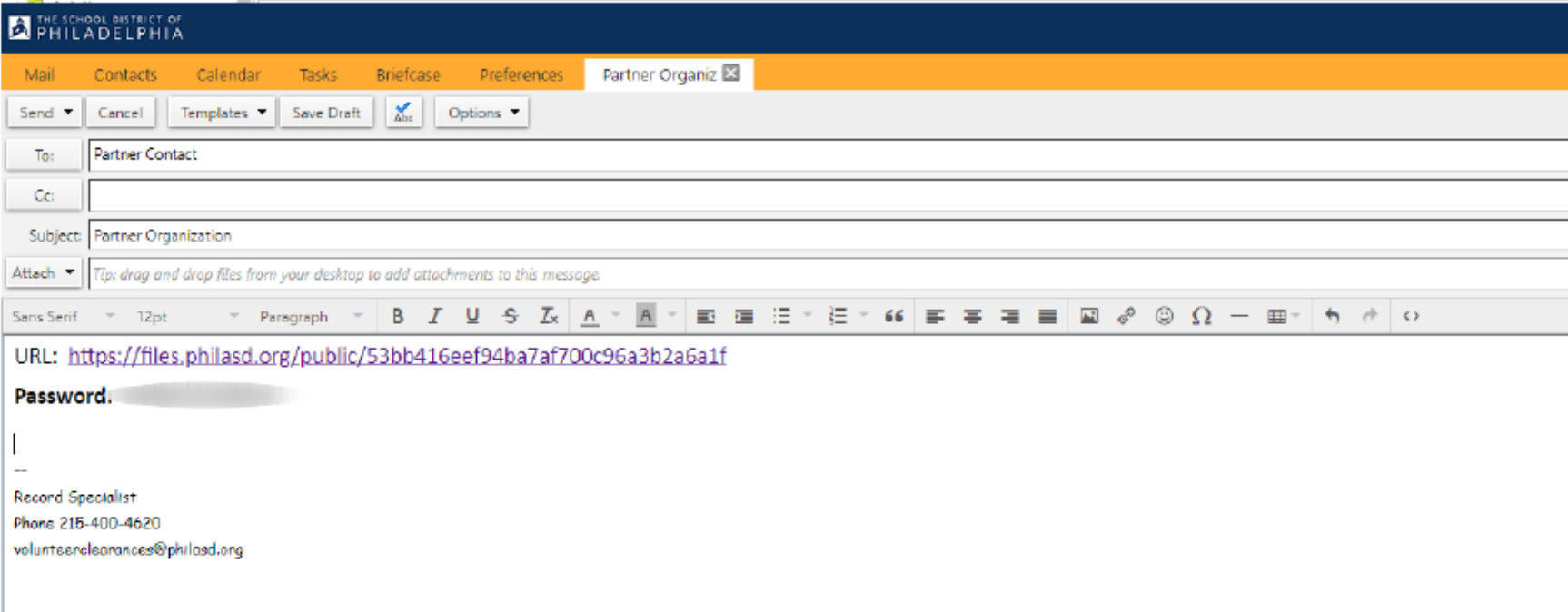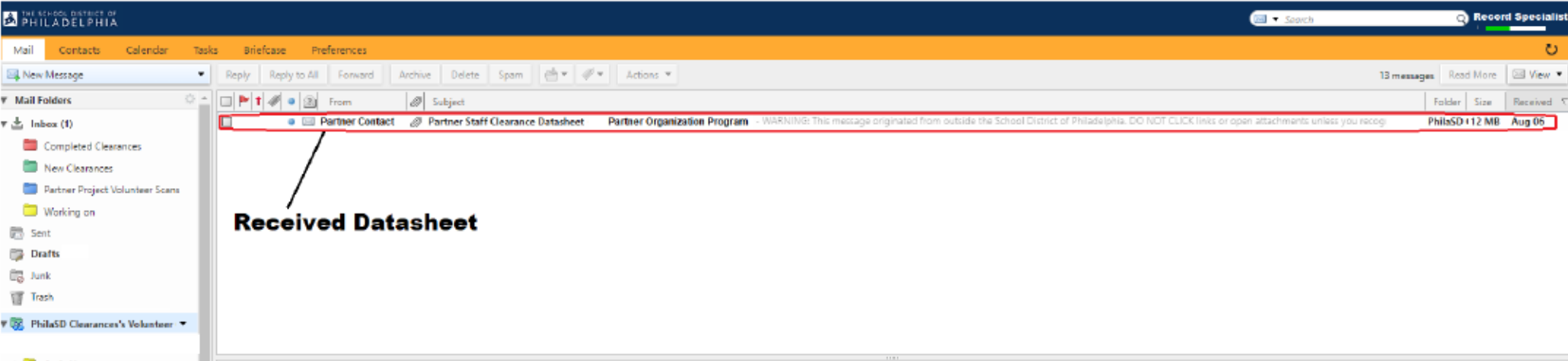# File Transfer Portal Access

1. Please Enter ALL information of your Programs Paid Staff or Unpaid Volunteers into the Partner Staff Clearance Datasheet that have obtain all clearances/documents for compliance within the last 5 years and Email the Datasheet to volunteerclearances@philasd.org.

2. Once we have received the Organizations Partner Staff Clearance Datasheet we will provide the Partner Contact with the URL Weblink and Password to our Secure **File Transfer Portal**.

Received Datasheet

URL: https://files.philasd.org/public/53bb416eef94ba7af700c96a3b2a6a1f
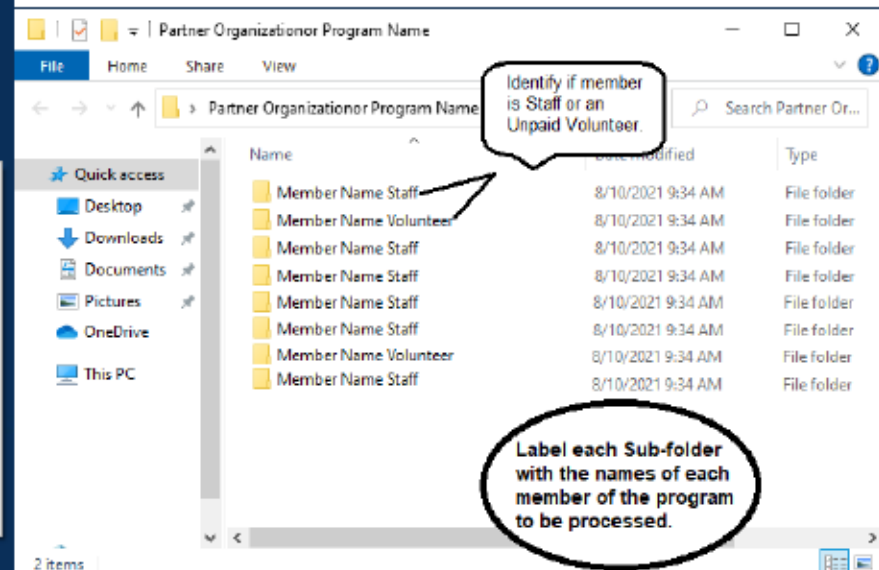
Password.

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Record Specialist
Phone 215-400-4620
volunteerclearances@philasd.org

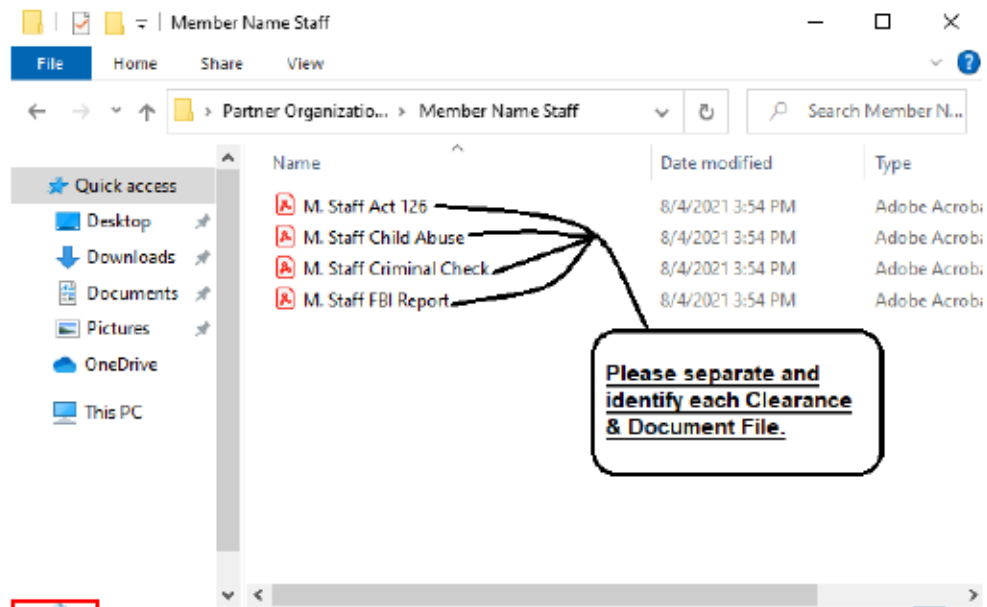3. Please have All Files and Folders organized and Labeled before accessing the File Transfer Portal.
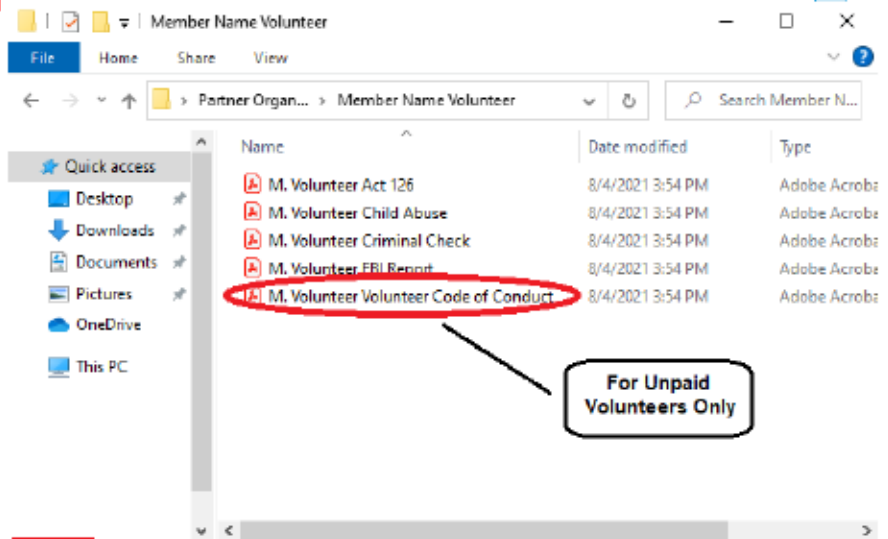
Program Folder
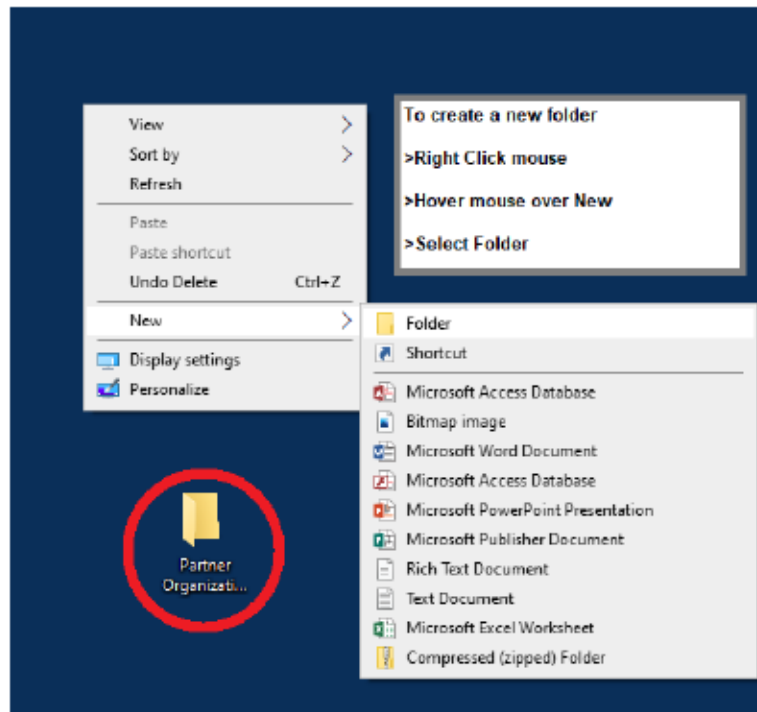
Sub Folders

4. Separate and Identify each clearance and document in each members Sub-folder. **(Files need to be in PDF format)**

Please separate and identify each Clearance & Document File.

For Unpaid Volunteers Only
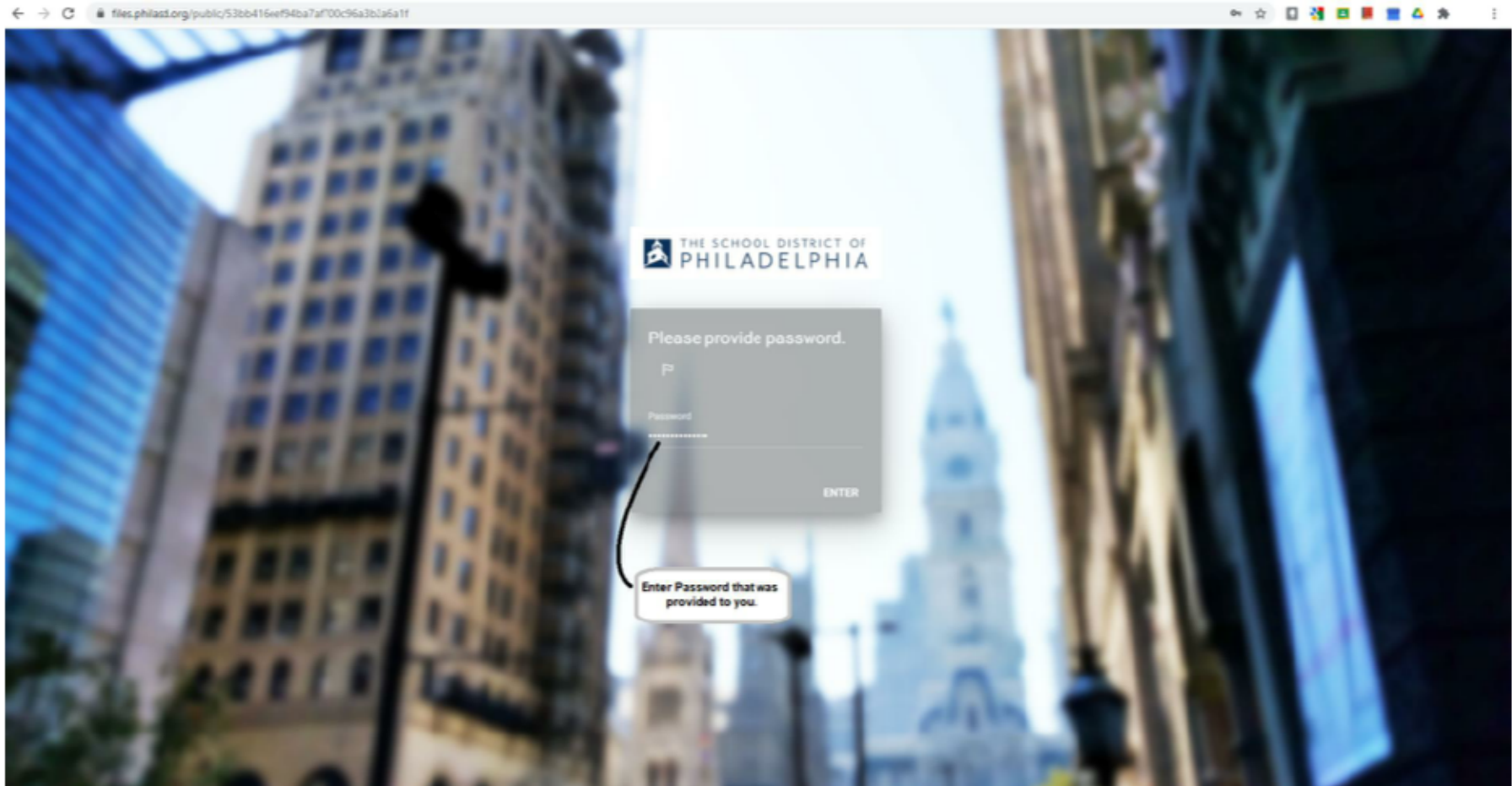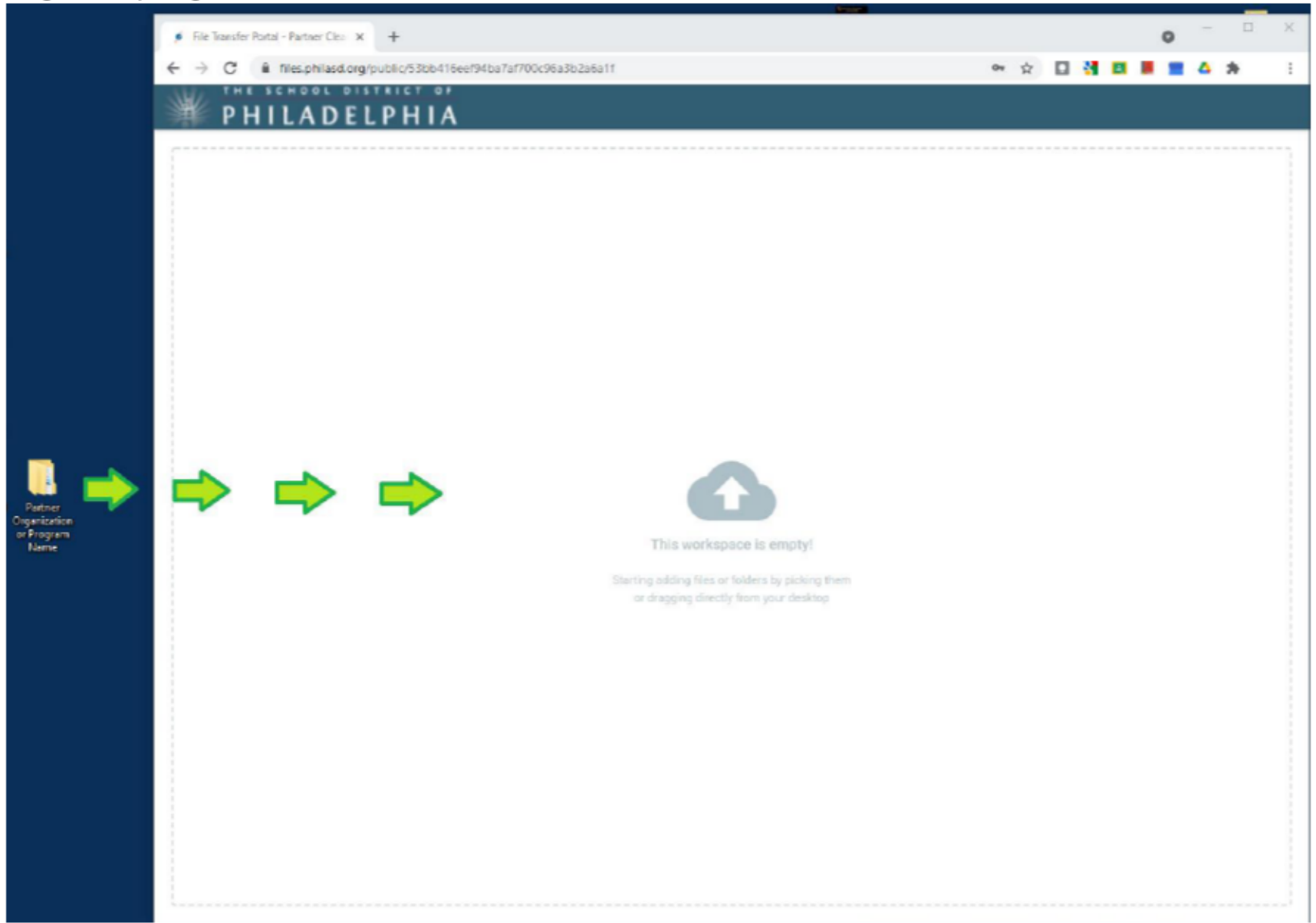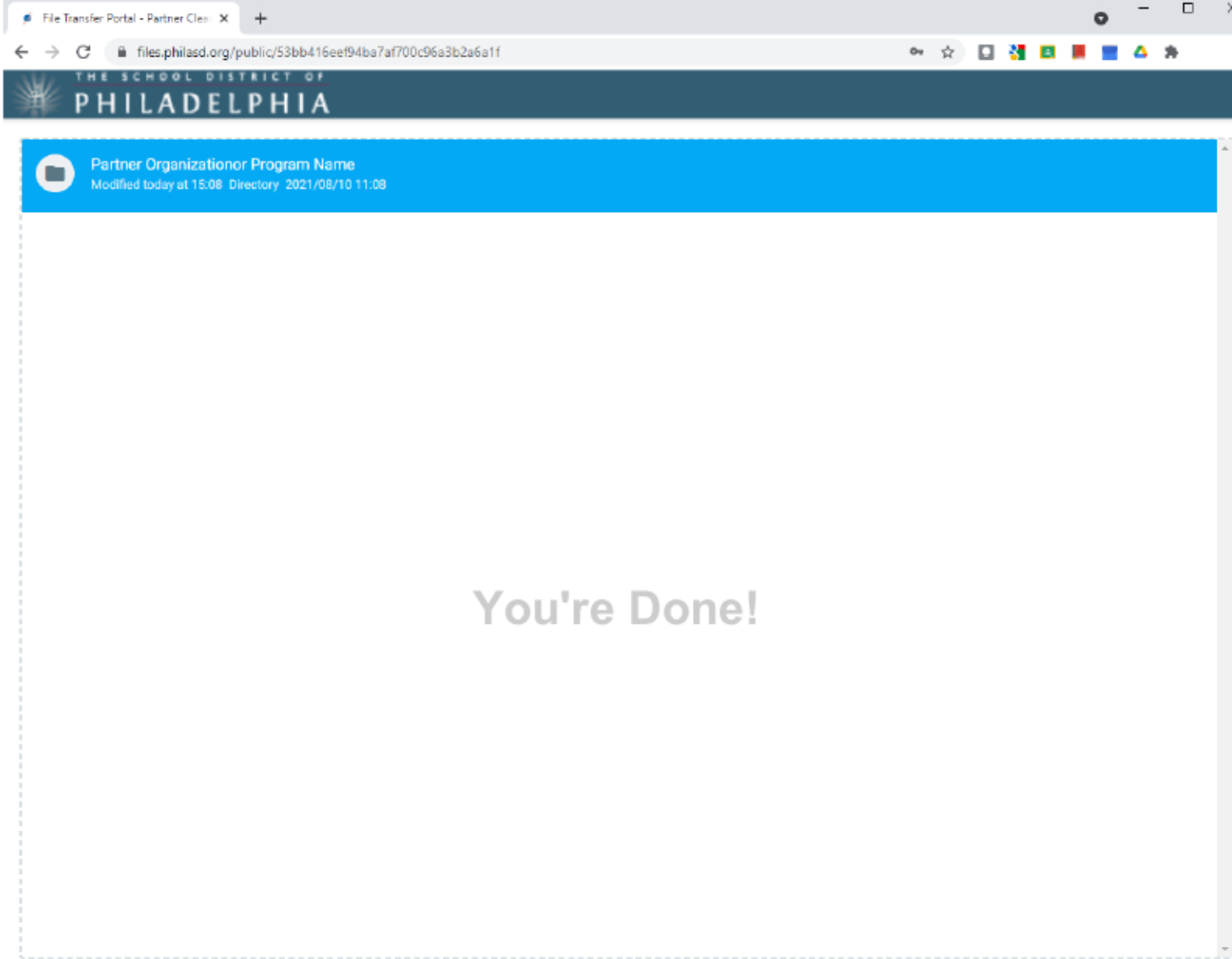
5. Enter the URL Weblink into your Web browser. Then enter the Password provided to you in the Text field.

6. Drag and Drop Program Folder with files into the File Transfer Portal.

7. Once the Folder is dropped into the File Transfer Portal you will see the folder highlighted indicating it was received.

You will be emailed to confirm when clearances have been received