

Getting Started!

Before accessing the Secure Transfer site, you must have the ability to SCAN your Medical Documents and SAVE them on your computer as a **.PDF, .JPEG, .JPG, .DOC, or DOC*** file.

Unfortunately, DMV cannot accept any other file types and cannot assist you on how to scan and/or save your medical document(s) to your computer.

If you are a CDL holder submitting your own document(s), please name your saved documents using your last name, first name.

Examples: Smith, Joe.jpeg, Jones,David.doc

If you are a trucking company submitting documents on behalf of your employee(s), you can save all your employee documents as one file.

Examples: Harold Trucking.pdf, BFT Trucking.bmp

Please ensure that each employees name is on each document scanned and saved to your file.

DMV recommends the use of INTERNET EXPLORER. Other browsers are not guaranteed to work.

To Submit Document(s) - (CDL holders and Companies)

Logon to: <https://transfer.dmv.virginia.gov>

Enter the following: User Name: cdldriver

Enter the following for the Password: dmv123

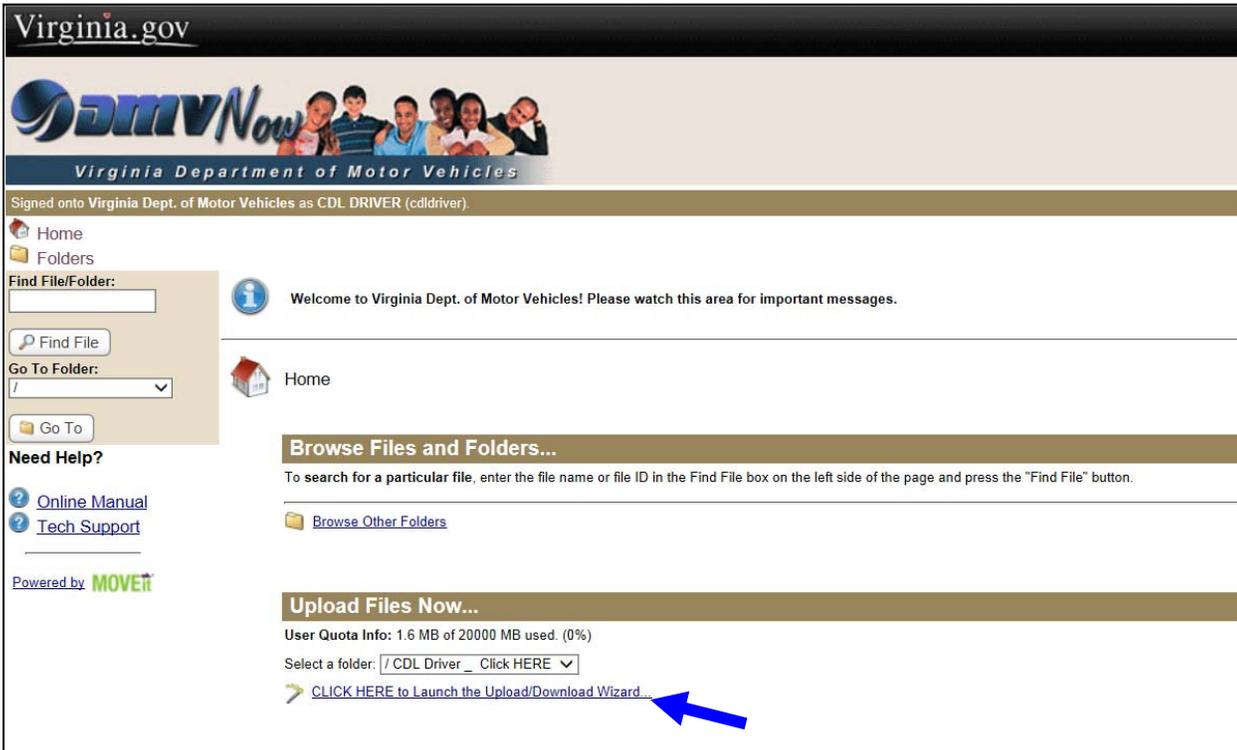
Click the **Sign On** Button.

The screenshot shows the Virginia DMV Secure File Transfer Portal sign-in page. At the top left is the Virginia.gov logo. Below it is the DMV Now logo with a group of people. The text "Virginia Department of Motor Vehicles" is centered below the logo. On the right side, there are language links: English - Français - Deutsch - Español. The main sign-in area has a "Sign On" header. Below it are two input fields: "Username:" with the value "cdldriver" and "Password:" with masked characters "*****". A "Sign On" button is located below the password field, with a blue arrow pointing to it. To the right of the sign-in fields is a "Welcome to the Virginia Dept. Of Motor Vehicles Secure File Transfer Portal." message and a "NOTICE AND WARNING" section stating that the system is the property of the Commonwealth of Virginia and is intended for authorized users only.

PC's that have a ***JAVA add-on (customer's preference/ option)** will have the display below.

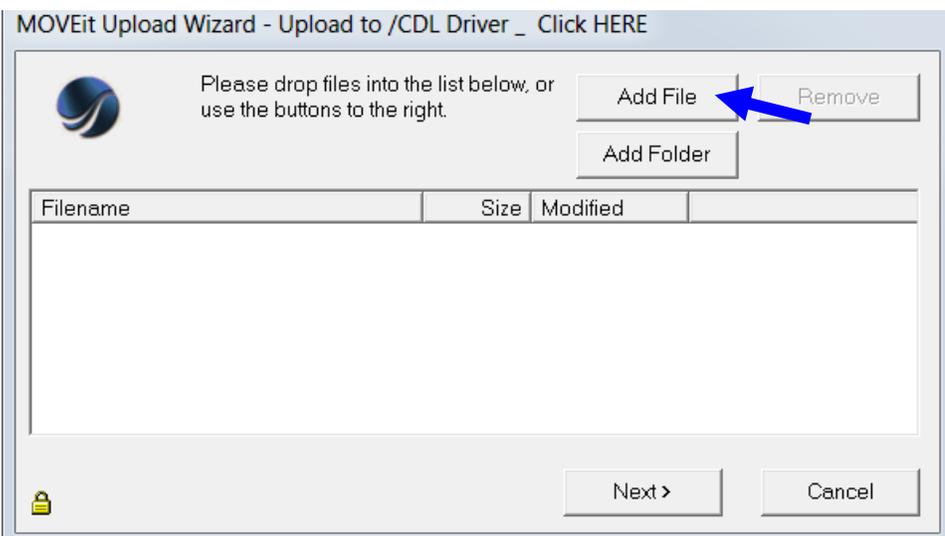
If you **do not have the JAVA add-on installed on your PC**, you will not get the pop up boxes as described below. You will instead see a BROWSE button, which will navigate you through finding you documents on your PC.

Click on  [CLICK HERE to Launch the Upload/Download Wizard...](#) to open Upload Wizard Pop Up Box



The screenshot shows the Virginia.gov DMVNow portal. At the top, it says "Signed onto Virginia Dept. of Motor Vehicles as CDL DRIVER (cdldriver)". On the left, there is a navigation menu with "Home", "Folders", and a "Find File/Folder:" section containing a search box, "Find File" button, "Go To Folder:" dropdown, and "Go To" button. Below that is a "Need Help?" section with links for "Online Manual" and "Tech Support". The main content area has a "Welcome to Virginia Dept. of Motor Vehicles!" message. Below that is a "Browse Files and Folders..." section with a "Browse Other Folders" link. The "Upload Files Now..." section shows "User Quota Info: 1.6 MB of 20000 MB used. (0%)", a folder selection dropdown set to "/ CDL Driver _ Click HERE", and a link with an arrow icon: [CLICK HERE to Launch the Upload/Download Wizard...](#). A blue arrow points to this link.

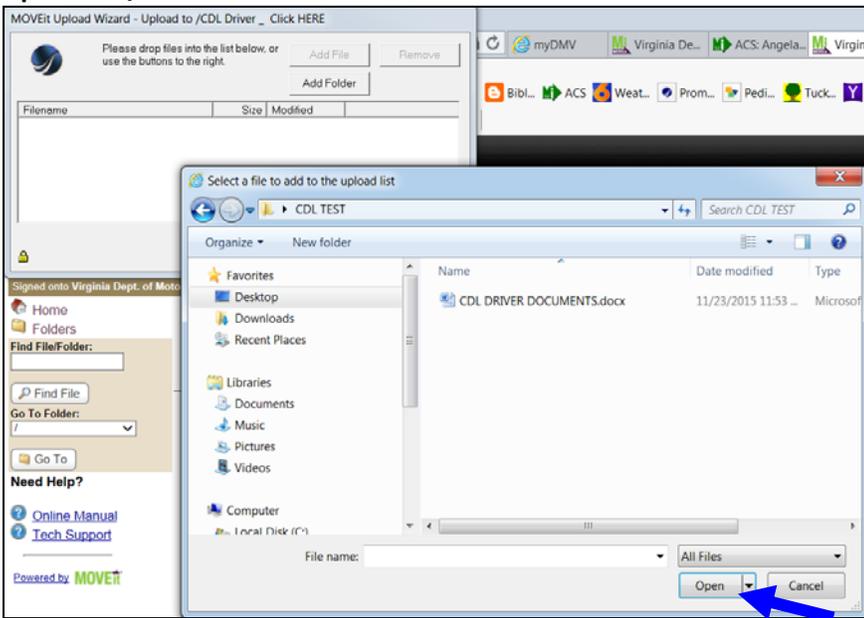
Upload Wizard Pop Up Box
Click Add File Button.



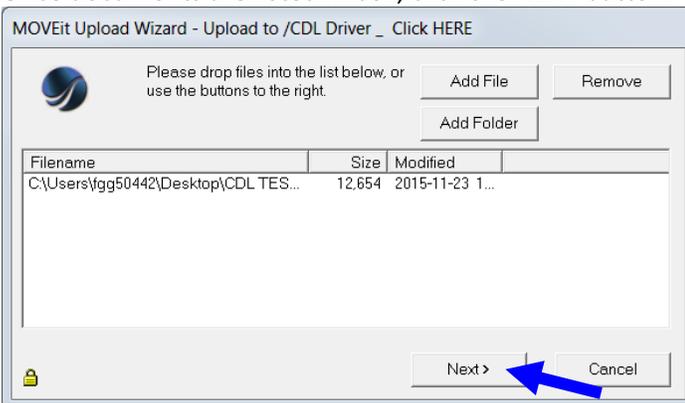
The screenshot shows the "MOVEit Upload Wizard - Upload to /CDL Driver _ Click HERE" dialog box. It contains a logo on the left and the instruction: "Please drop files into the list below, or use the buttons to the right." To the right of the instruction are three buttons: "Add File", "Remove", and "Add Folder". A blue arrow points to the "Add File" button. Below the buttons is a table with columns for "Filename", "Size", and "Modified". At the bottom of the dialog are "Next >" and "Cancel" buttons.

Filename	Size	Modified
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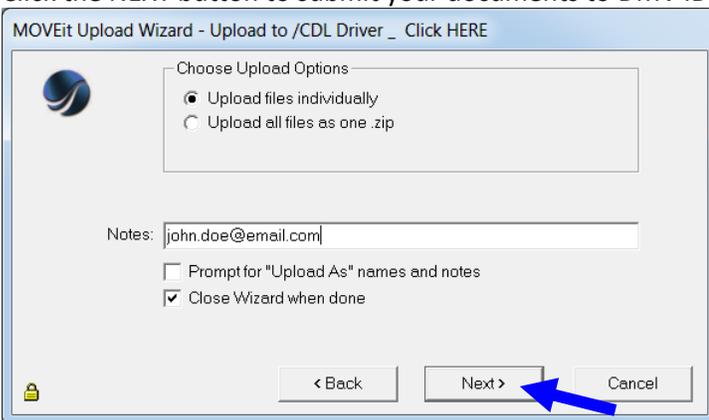
Locate your documents, highlight the document and click the OPEN button to add them to the **MOVEit Upload Wizard – Upload to /CDL Driver-Click HERE box.**



Once documents are listed in box, click the NEXT button.

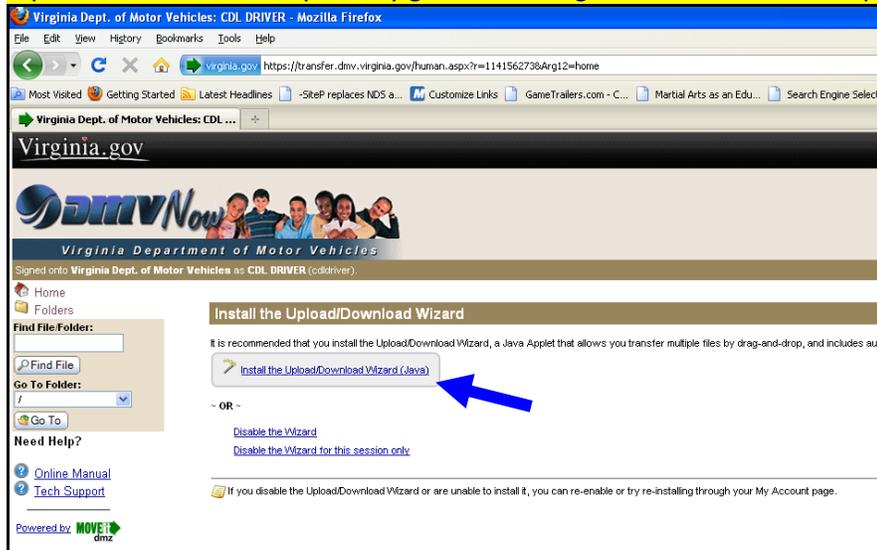


Click the NEXT button to submit your documents to DMV ID Review.

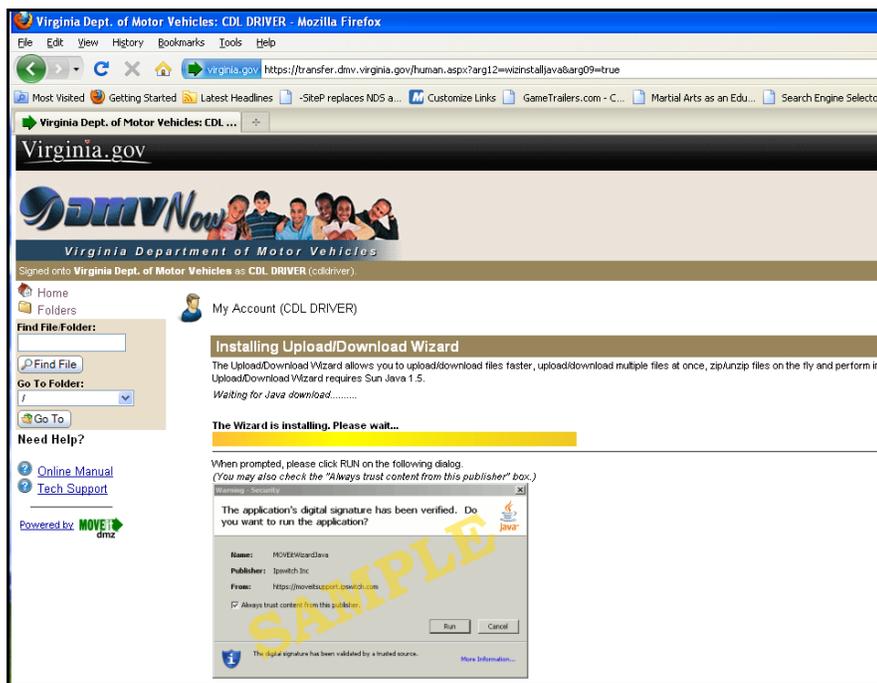


***For those who have JAVA add-on on their PC, when prompted, in the NOTES section please provide an email address, so that we can provide your company with confirmation once your employee's medical certification document(s) have been processed.**
IF you do not have JAVA, you will not get this pop up box.

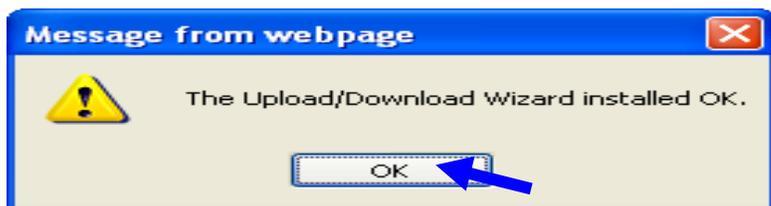
If you do not have JAVA, you may get the message below to install the Upload/ Download Wizard (JAVA).



If you choose to Install the Upload/ Download Wizard (JAVA), you do so at your own discretion and DMV is not responsible for your PC's performance.



The next page will show the Wizard is loading.
You must be using Internet Explorer. Other browsers such as Firefox or Mozelle are not guaranteed to work.



Message from webpage popup box will indicate a successful download.
Click OK and proceed.

Log out of the site by clicking Sign Out.

Thank you for submitting your information electronically. Please wait at least 10 days before contacting the CDL/ NDR Work center at dlworkcenter@dmv.virginia.gov or calling 804-367-1772 as to the status of your document(s). You may also fax your documents directly to the work center at 804-367-6692.