



IT Capital Plan Submittal Process

California Office of the State Chief Information Officer (OCIO)



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1 INTRODUCTION

Please note that these instructions only apply to the submission of IT Capital Plans due October 1, 2008. Additional instructions regarding electronic submission of other documents will be issued separately.



2 HOW TO SUBMIT YOUR IT CAPITAL PLAN TO OCIO

To ensure your IT Capital Plan (ITCP) is submitted both correctly and accurately, please follow the instructions below EXACTLY:

1. **Searchable Adobe PDF** - Save your ITCP to your computer as a **searchable Adobe PDF** file. If you need help with this process, your local IT support team should be able to assist you.
2. **File Names** - Your ITCP PDF files MUST have file names that conform to the following naming conventions:
 - a. **For Agencies with affiliated constituent-departments:**
 - **Agency ITCP** – If you are submitting a consolidated agency plan, the file name must be **AAAA-ITCP.pdf** where “AAAA” is the agency’s Organization Code. For example, the file name for the consolidated agency plan for Business, Transportation & Housing would be: **0520-ITCP.pdf**
 - **Constituent-Department ITCPs** – For Agencies submitting departmental plans, the file name must be **AAAA-DDDD-ITCP.pdf** where “AAAA” is the Agency’s Organization Code and “DDDD” is the Department’s Organization Code. For example, the ITCP for the Department of Motor Vehicles would be: **0520-2740-ITCP.pdf**
 - b. **Non-affiliated Departments and Constitutional Offices** – For Non-affiliated Departments and Constitutional Offices, the file name must be **AAAA-ITCP.pdf** where “AAAA” is the Non-affiliated Department’s or Constitutional Office’s Organization Code. For example, the file name for the Department of Food and Agriculture would be: **8570-ITCP.pdf**
3. **Secure Transport** - On your Internet-connected computer, open your web browser (e.g. Microsoft Internet Explorer) and navigate to: <https://sftp.dts.ca.gov>

NOTE: You can also access this document from the CIO Internet home page at: <http://cio.ca.gov> under the “Featured Links” section.



You will see the following pop-up window:

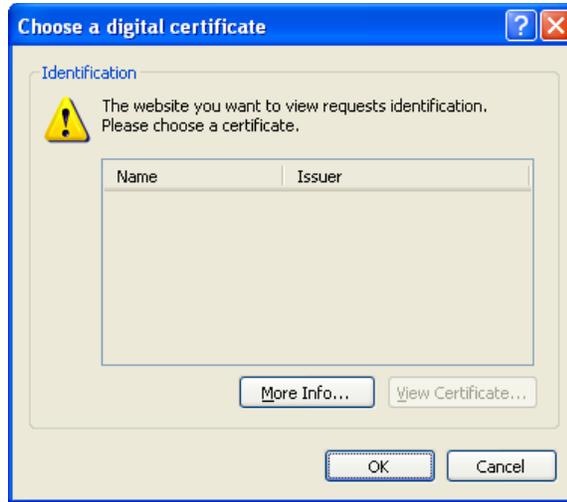


Figure 1 - Digital Certificate

Just click OK to continue (if you don't see this pop-up, don't worry). This pop-up window is a security feature. You will be shown the DTS Secure Transport home page:

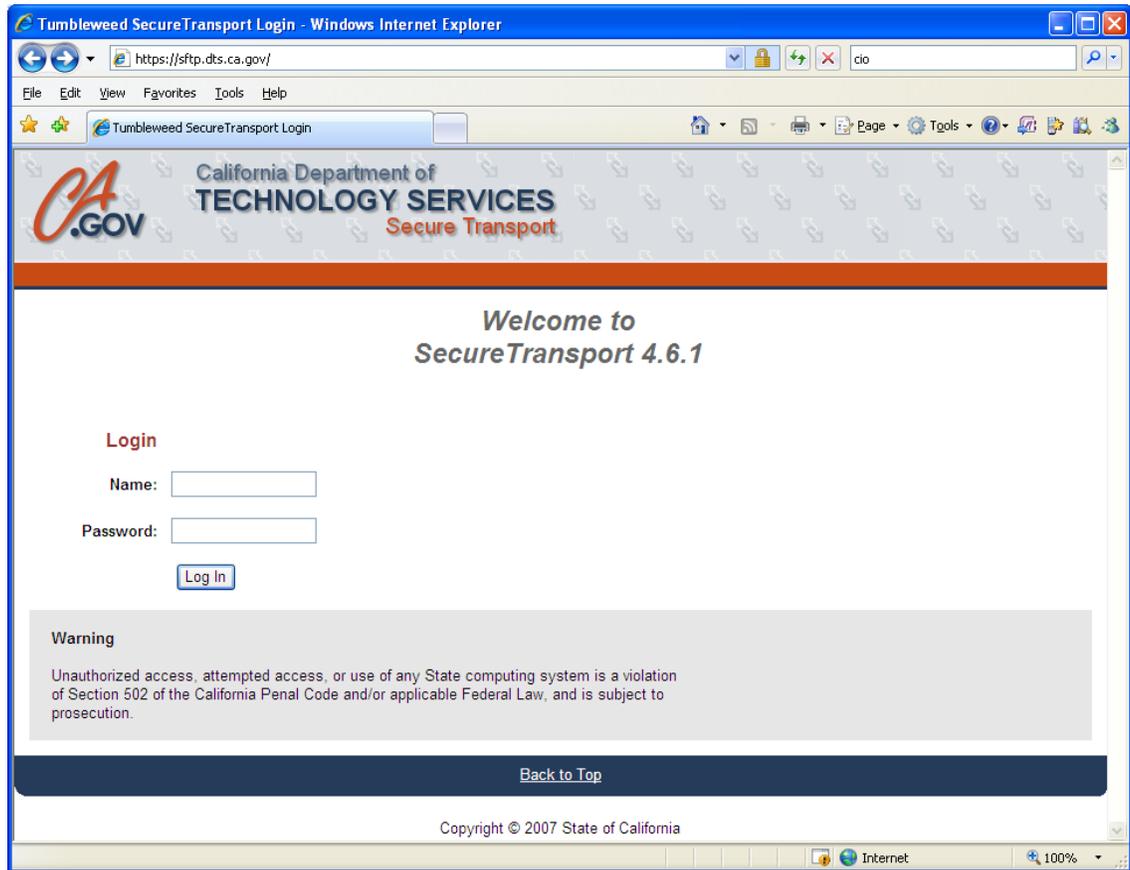


Figure 2 – DTS Secure Transport Home Page



4. **Login Name** - Move the mouse pointer to the box next to “Name:” and click once inside the box. Type in the user name that was assigned to you by the OCIO.
5. **Login Password** - Move the mouse pointer to the box next to “Password:” and click once inside the box. Type in the password that was assigned to you by the OCIO. Be careful to type the password EXACTLY as it was given to you as it is case sensitive.
6. **Login to Secure Transport** - Click once on the “Log In” button. You will be shown the following screen:

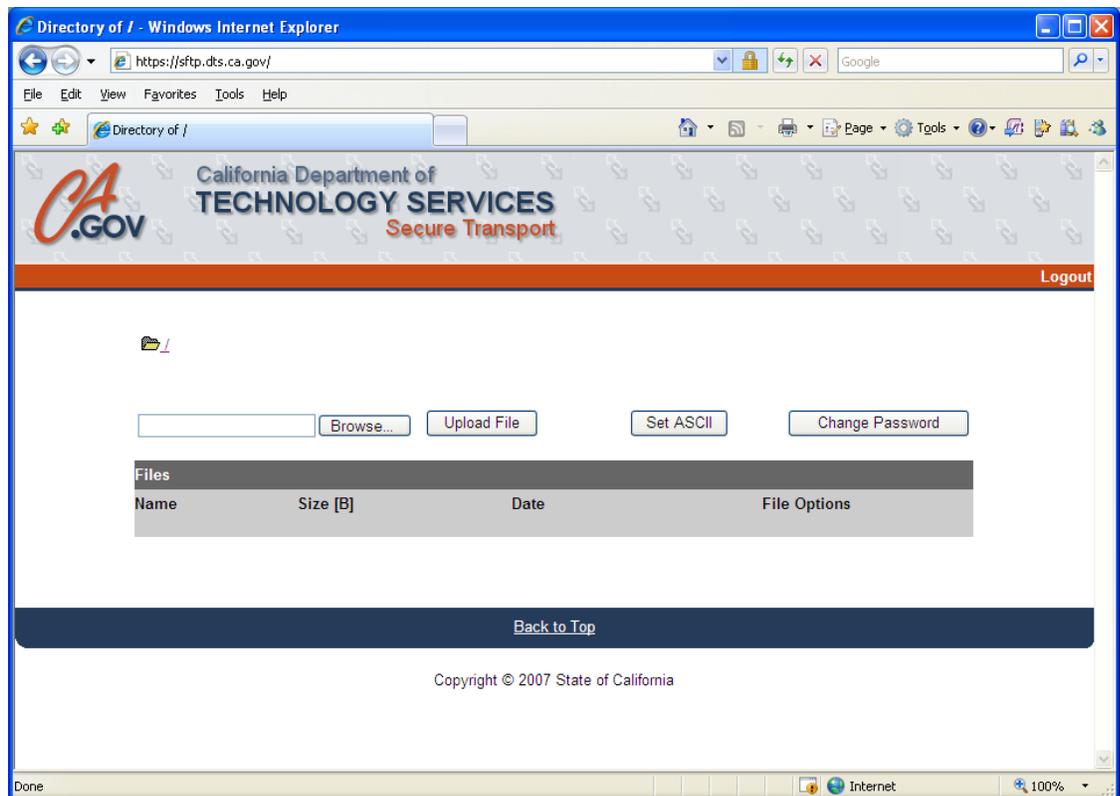


Figure 3 – DTS Secure Transport Upload Screen

7. **Select File** - When you are ready to upload your ITCP file, click on the “Browse...” button. You will see a Windows file browser pop-up like this:



Figure 4 – Choose Document

Navigate to the folder where your ITCP files are stored. Once you've found your file, select the file by clicking on it once. Remember, the file must follow the naming convention described in Step 2 above. Then, click the "Open" button (alternatively, you can double-click the file itself). The Windows file browser will disappear and return you to the web browser window.

8. **Upload File** - Back on the DTS Secure Transport page (Figure 3), click the "Upload File" button. Your file will be copied from your computer to the DTS Secure Transport server and your file will be listed on the page when the transfer is complete. See Figure 5 below:

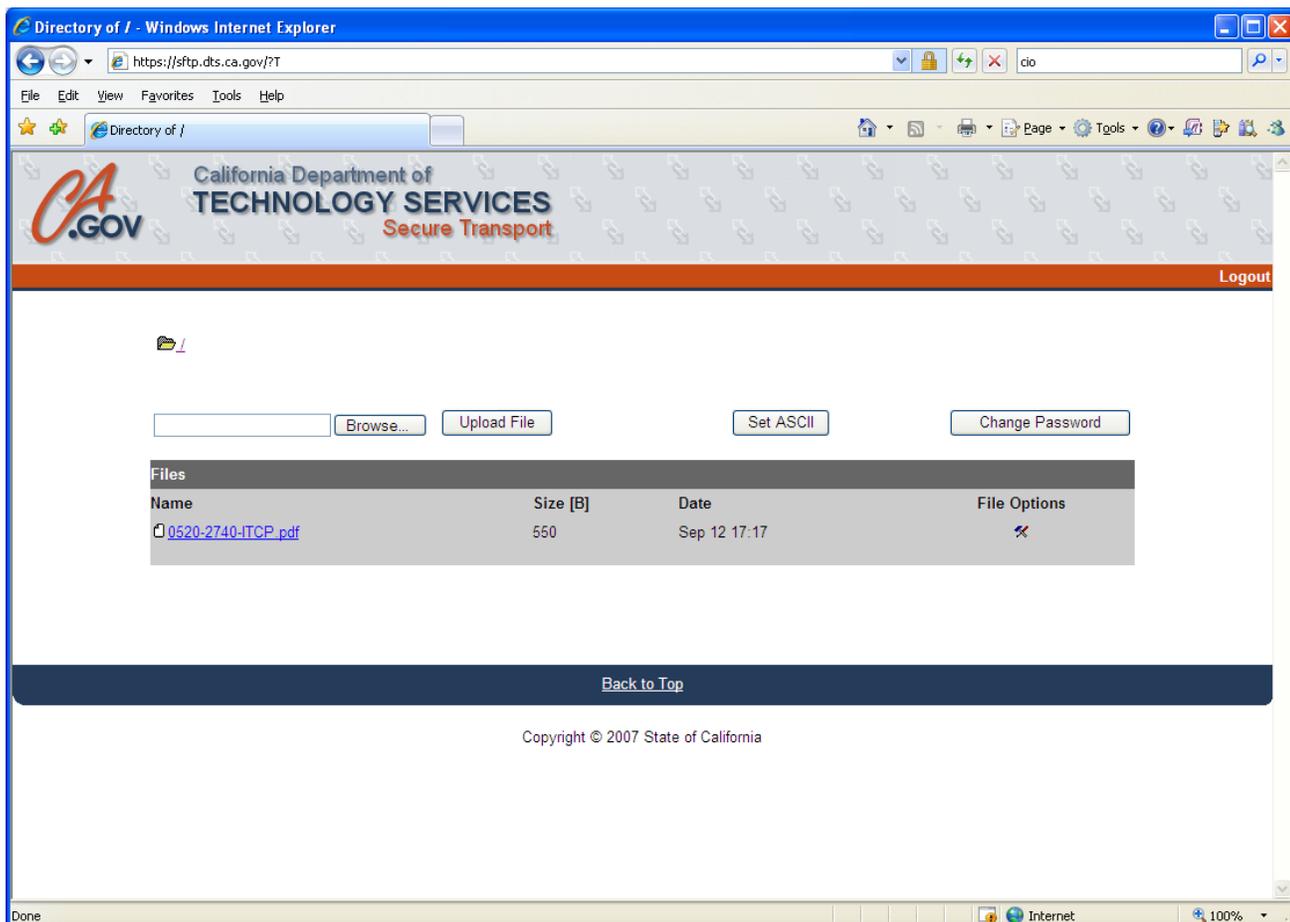


Figure 5 - Document Upload Success

NOTE: Immediately after your file has been copied to the Secure Transport server, an automated process will move it to OCIO’s servers. After the move takes place, your file will be removed from the Secure Transport page and you will not see it in the list. This is normal behavior and an indicator that the transfer is successful.

9. **Confirmation of Successful Upload** - After the file is uploaded, you will receive a confirmation email like this:

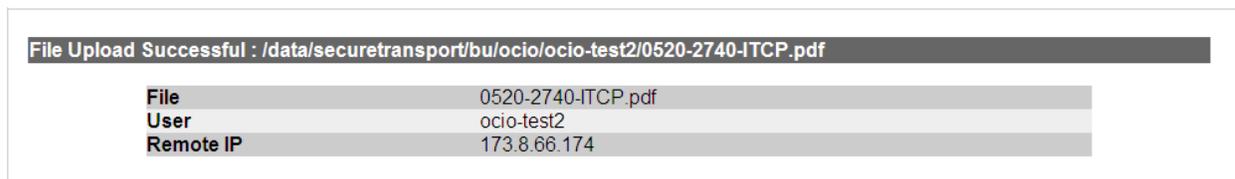


Figure 6 - Confirmation Email

10. **Uploading Additional Files** - Repeat steps 7-9 for each ITCP file you need to upload.



3 ADDITIONAL IMPORTANT INFORMATION

- **Upload Time** - After you click the “Upload File” button, do NOT interrupt the process or your upload will fail. Most files will upload very quickly but if you have a very large file or a slower network connection, the upload process may take several seconds or even a minute or two. Keep an eye on the status indicator at the bottom of your web browser so you can keep track of the progress. Once your file appears on the Secure Transport page, the upload process is complete.
- **Upload Failure** - If your upload fails for any reason, you will get a failure email like this:

File Upload Failed : 0520-ITCP.pdf	
File	0520-ITCP.pdf
User	ocio-test2
Remote IP	173.8.66.174

Figure 7 – Upload Failure Notification

If you do get a failure email, simply upload your file again. Keep in mind that any file you upload with the exact same file name as a previous file you’ve uploaded will overwrite the earlier file.

- **Contact Information** - If you have any questions or issues, contact P.J. Bajwa at (916) 324-2387 or email PJ.Bajwa@CIO.ca.gov.