

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Serv-U (File Transfer System) Step-by-Step Guide

1. Log into TDHCA's Serv-U (file transfer) system at https://sf-files.tdhca.state.tx.us/ with your assigned Login ID and password.

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Texas Department o	of Housing & Community Affairs
I Y	ou have been logged out.
Login ID:	maverickcountycshc
Password:	•••••
Language:	English 🗸
Reme	Login
🔅 🕸 Recover Password	13
You are accessing a Texas De information system. Unauthoriz subject to security testing and r criminal prosecution. Users of t privacy except as otherwise pro	partment of Housing and Community Affairs ed use is prohibited, and usage may be monitoring. Misuse of this system is subject to this system should have no expectation of povided by applicable privacy laws.

2. To upload a file, click the green "up" arrow/"Upload" button on the tool bar in the middle of the screen.

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Parent Directory	🔛 New Directory	🗂 Open 🔶	Upload 😤 Do	wnload 🗙 Dele	te More Actions 🗸
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3. An "Upload" pop-up screen will appear. Click the "Browse..." button to locate your file.



4. Click on the file so that a pathway appears in the "File Path:" field. Then hit the "Upload" button on the right.

1 Upload		×
File Path: C:\Users\glaing\Desktop\Book1.xlsx	Browse	Upload
Some browsers may not allow the up	load of files larger than 4GB.	

5. You will know your file uploaded successfully if you see it displayed in the greyed out screen behind the "Upload" pop-up window. Click the "Close" button.

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Home 1		
Name	Size Time	
Book1.xlsx	13.4 KB 5/13/2020 1	:48:36 PM
 Upload 		×
File Path:	Browse	Upload
		Close
Some browsers may not allow the up	load of files larger than 4GB.	

6. Your uploaded file(s) will appear listed under the "Home" folder:

Texas Department of Housing and Community Atfairs Web Client	
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📋 Home 🕦	
🗈 Parent Directory 📑 New Directory	🗂 Open 摿 Upload 😤 Download 🗙 Delete
Name	Size Time
Book1.xlsx	13.4 KB 5/13/2020 1:48:36 PM

7. To logout of the File Transfer System, click your user name in the upper right corner so that a drop down menu appears. Select "Logout."

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- 8. IMPORTANT: BE SURE TO EMAIL YOUR TDHCA STAFF CONTACT THAT YOU HAVE UPLOADED FILES FOR REVIEW. The file transfer system does not notify TDHCA that new files have been uploaded.
- 9. To change your password or email address associated with your account, click your user name in the upper right corner so that a drop down menu appears. Select "Change Password" or "Change Email Address" and follow the prompts.

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10. For password resets or any assistance with the File Transfer System, please do not hesitate to email your TDHCA staff contact or <u>albert.alvidrez@tdhca.state.tx.us</u>.