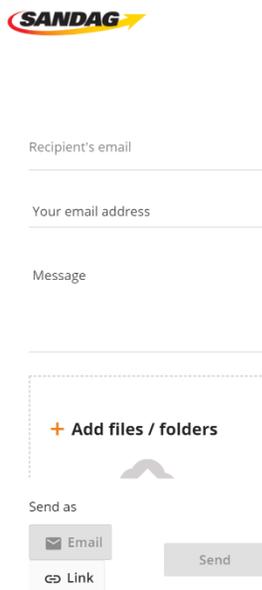


How to Submit Large Invoice Files to SANDAG

SANDAG uses the file transfer site WeSendit to receive large invoice files that cannot be uploaded or downloaded via traditional email methods. Using WeSendit, users can securely upload up to 2GBs without registration and up to 5GBs with free registration. Below are instructions on how to use WeSendit to send large invoice files to SANDAG, applicable but not limited to the Specialized Transportation Grant Program.

1. **Go to the WeSendit website:** <https://sandag.wesendit.com/>. (Figure 1)

Figure 1



The screenshot shows the WeSendit interface. At the top left is the SANDAG logo. Below it are three input fields: "Recipient's email", "Your email address", and "Message". Below the message field is a dashed box containing a plus sign and the text "+ Add files / folders" with a folder icon. At the bottom, there is a "Send as" section with two radio buttons: "Email" (selected) and "Link". A "Send" button is located to the right of the "Email" option.

Tip

If this is your first time using SANDAG's WeSendit site, you may be asked to accept cookies via a pop-up window before moving forward. Click the "I accept" button and WeSendit will provide you with pop-up window directions. Select the "Next" buttons to access the site and proceed.



2. **Address the email to SANDAG:** Enter the following email address into the "Recipient's email" field: grantsdistribution@sandag.org.
3. **Enter your email address into the "Your email address" field.**
4. **(Optional) Enter a message:** Although not required, SANDAG recommends that grantees list the grant agreement number(s), cycle number(s), and funding source(s) for the invoices they submit.
5. **Attach your invoice file(s) from your computer using one of the following options:**

- 1) Option 1: Click on the “+ Add your files/folders” button and your computer’s file explorer will pop up in a new window. Then, navigate to your invoice(s) among your computer files. Double-click on the file and then click the “open” button. You can attach more than one file, but you cannot attach a folder using this method.
- 2) Option 2: Navigate to your invoice(s) among your computer files and then drag and drop your invoice file(s) or folder(s) from your file explorer to the file field of the WeSendit webpage. (**Figure 2**)

Tip

If you accidentally add a file attachment you did not want to include, you can click the “X” button the left of the file name to remove it.

WeSendit shows you how many GB you are sending at the bottom of the file field.

Figure 2



Recipient's email
grantsdistribution@sandag.org

Your email address
aly.neumann@sandag.org

Message
grant agreement number(s), cycle number(s), and funding source(s)

- WeSendit Images**
341 kB 4 Files
- Confirmation email.PNG
41.2 KB
 - Figure 1.PNG
0.1 MB
 - Set storage time.PNG
0.1 MB
 - transfer complete.PNG
58.7 KB

+ 4 Files - 341 kB / 2 GB
Add more files or folders

Send as
 Email Link

“X” button to remove files you do not want to send to SANDAG you may have accidentally included.

Recipient and sender emails as well as an optional message field.

List of total storage amount uploaded into your WeSendit session.

“Send” button to send files to grantsdistribution@sandag.org

“Send as email” is the default method needed to send files to grantsdistribution@sandag.org

Send

6. **Click the “Send” button:** The “Send as Email” option has been enabled. Please leave as is and do not change to “Link.”

7. **Set the storage time:** WeSendit will ask you to set the storage time and create a password to protect your file downloads. Keep the storage time at the default setting of **7 days** and **do not** click the box to activate password protection.

8. **Click the “Send” button again.**

9. **Confirmation:** WeSendit will note when your transfer has been completed on their webpage and they will send a confirmation email to the sender email you entered during your session to indicate your files have been sent to SANDAG. (**Figure 3** and **Figure 4**)

Figure 3



Transfer completed!



The email with the download link was sent successfully. Your transfer is available for 7 day(s)

OK

Figure 4



Dear WeSendit User,

Thanks for using WeSendit. Your file(s) have been successfully sent. As soon as grantsdistribution@sandag.org has downloaded the data, you will receive a confirmation email.

New also send entire folders

Try WeSendit Premium for 7 days for free.
Private | Business | Advertising | Help?