



## 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.

**Texas Department of Housing and Community Affairs**

**Texas Department of Housing & Community Affairs**

**You have been logged out.**

Login ID:

Password:

Language:

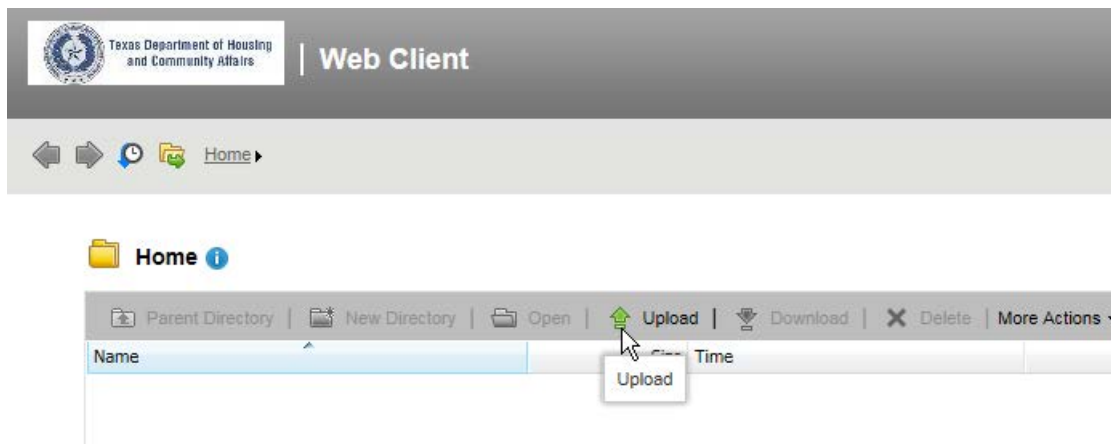
Remember me

[Recover Password](#)

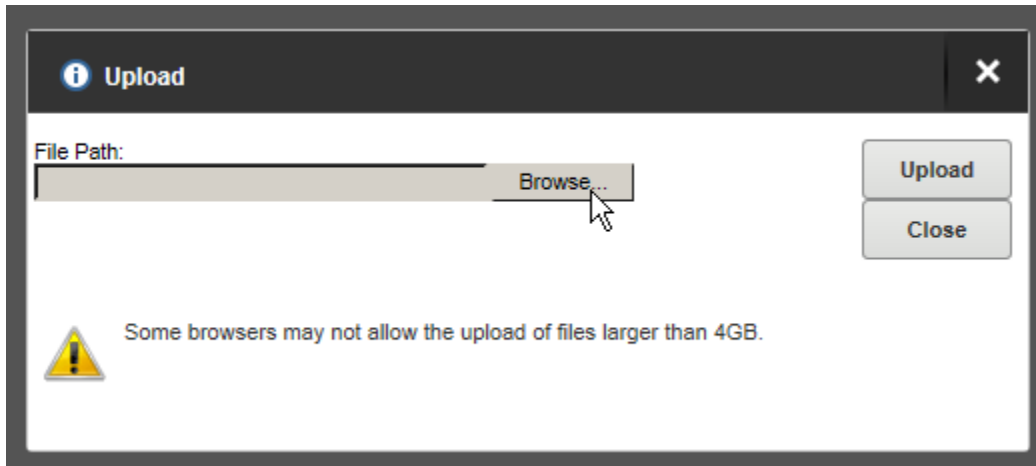
You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws.

[TDHCA Site Policies](#)

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



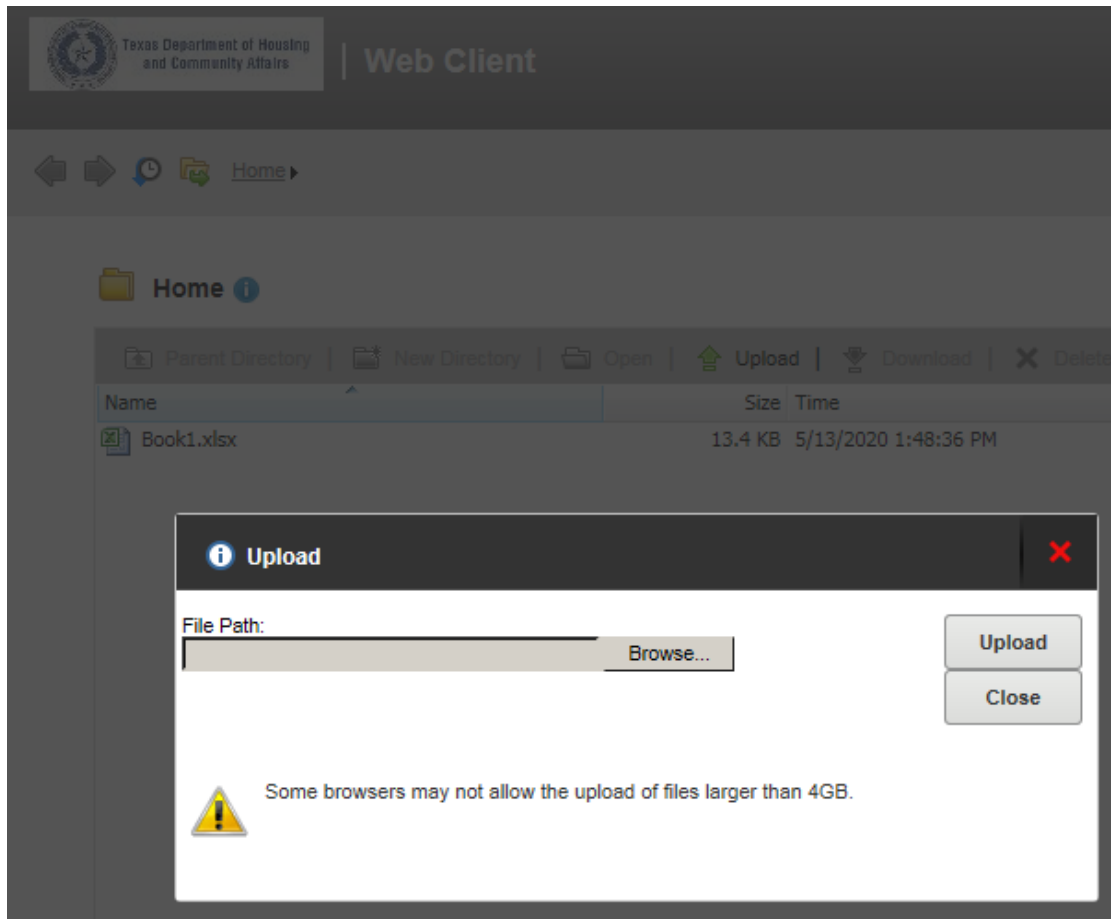
3. An "Upload" pop-up screen will appear. Click the "Browse..." button to locate your file.



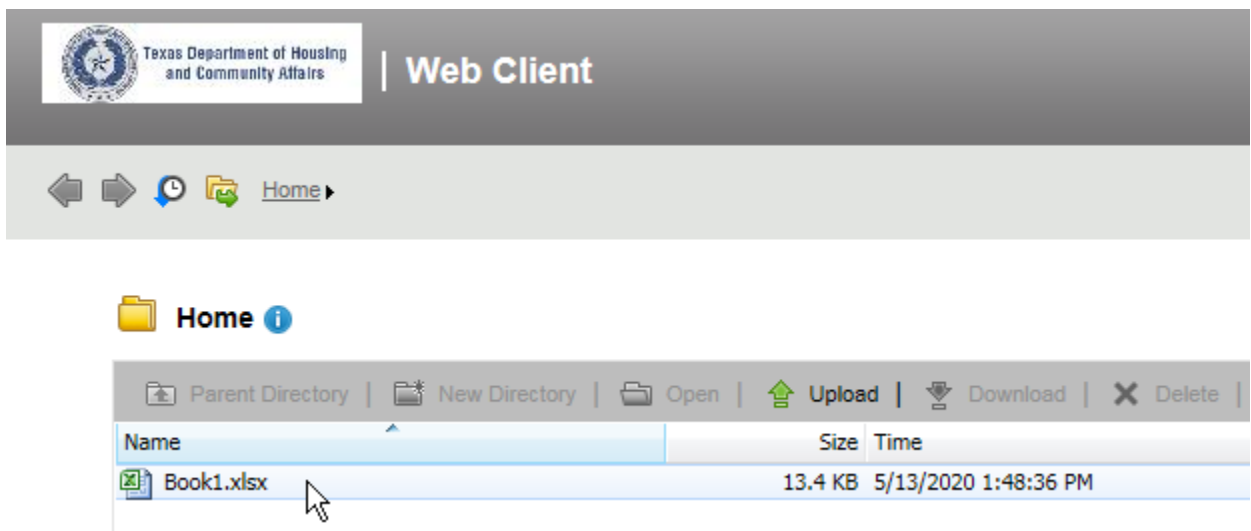
4. Click on the file so that a pathway appears in the "File Path:" field. Then hit the "Upload" button on the right.



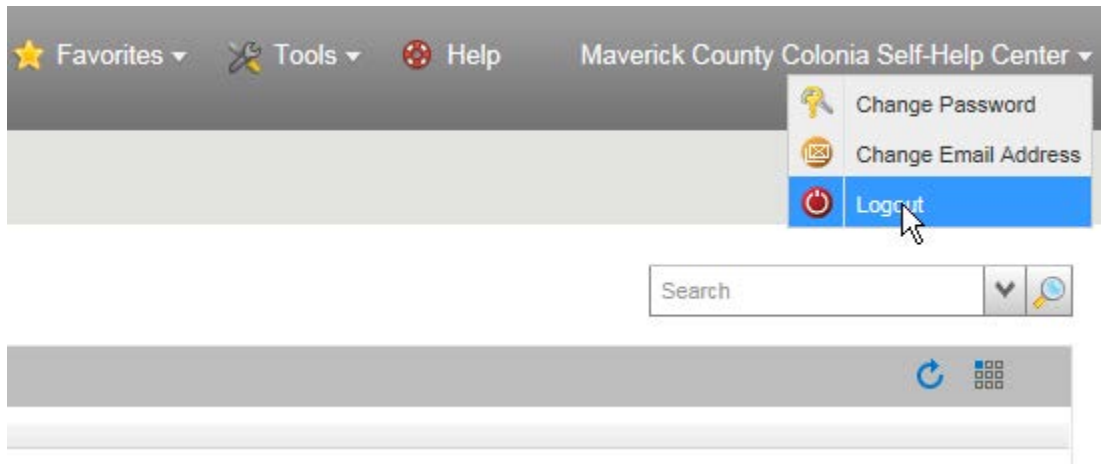
5. You will know your file uploaded successfully if you see it displayed in the greyed out screen behind the “Upload” pop-up window. Click the “Close” button.



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

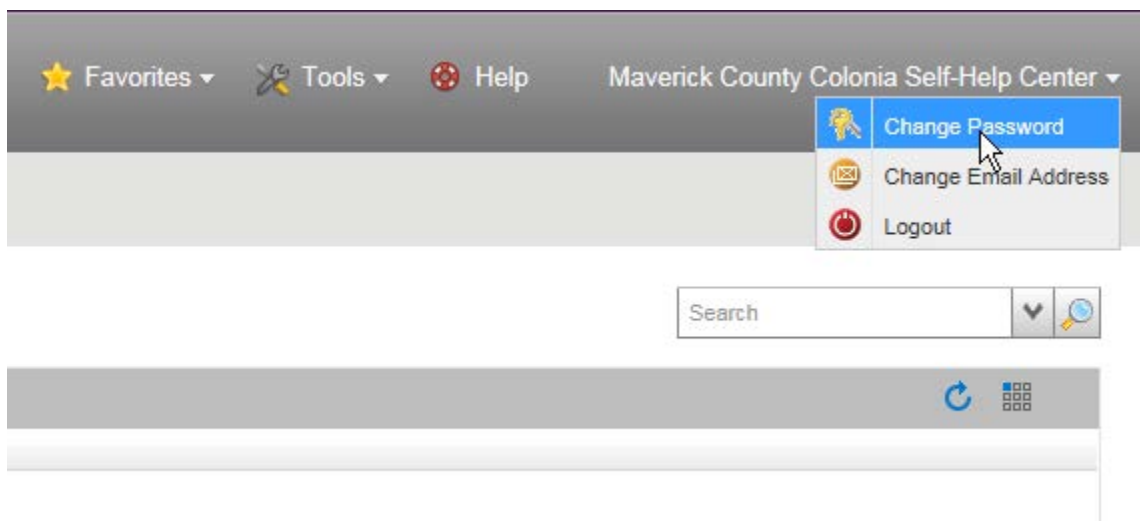


7. To logout of the File Transfer System, click your user name in the upper right corner so that a drop down menu appears. Select "Logout."



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.



10. For password resets or any assistance with the File Transfer System, please do not hesitate to email your TDHCA staff contact or [albert.alvidrez@tdhca.state.tx.us](mailto:albert.alvidrez@tdhca.state.tx.us).