

# GoFex File Submission Instructions V2 2020

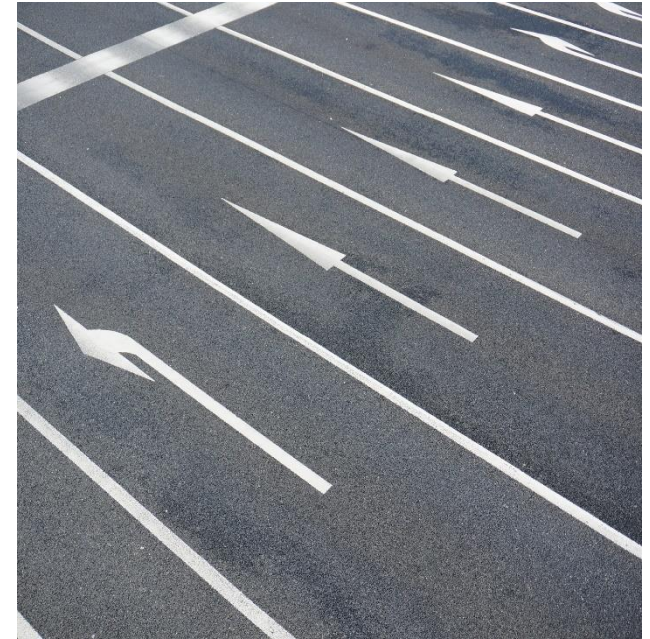
Guide for how to use GoFex to supply data to Commercial Passenger Vehicles Victoria

COMMERCIAL  
PASSENGER  
VEHICLES  
VICTORIA

# Submit your completed information files via the GoFex System

Commercial Passenger Vehicles Victoria (CPVV) now uses GoFex to receive certain information files. GoFex provides a safe and secure system to transfer confidential data. The following pages describe how to submit your files using GoFex.

Please only submit information in the form and format requested by CPVV (and only send us the files we ask for). CPVV may not read, process or respond to any files sent via GoFex that are not specifically requested.



## What's in this guide?

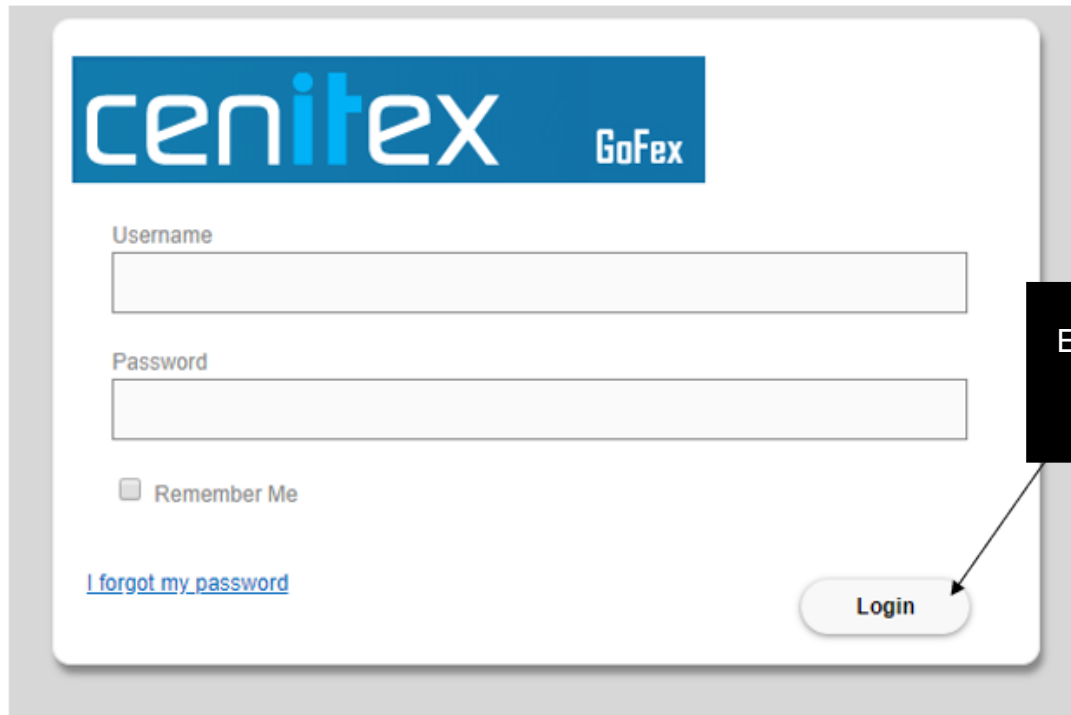
Visit the GoFex website and log in .....	3
Select your file/s .....	4
Then, upload your file/s .....	5
Your upload will be confirmed.....	6
Close or log out of GoFex.....	7
Need more support? (includes password issues) .....	7



## Visit the GoFex website and log in

1. Go to the following URL and enter your email address and the temporary password CPVV sends you. You will be prompted to reset your password the first time you log on to GoFex.

<https://gofex.webaccess.vic.gov.au/WebInterface/login.html>



cenitex GoFex

Username

Password

Remember Me

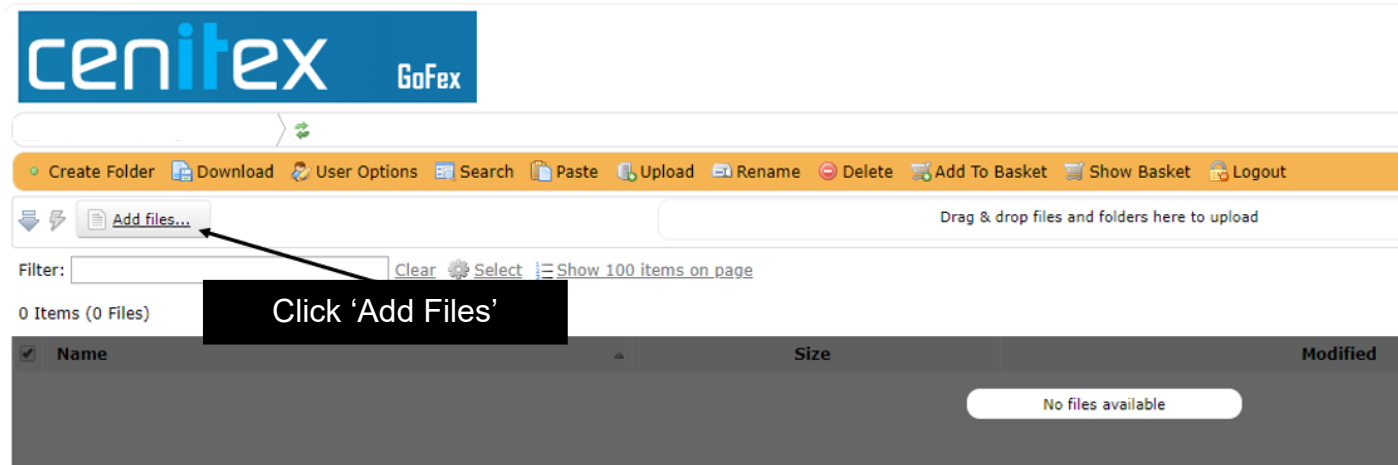
[I forgot my password](#)

Login

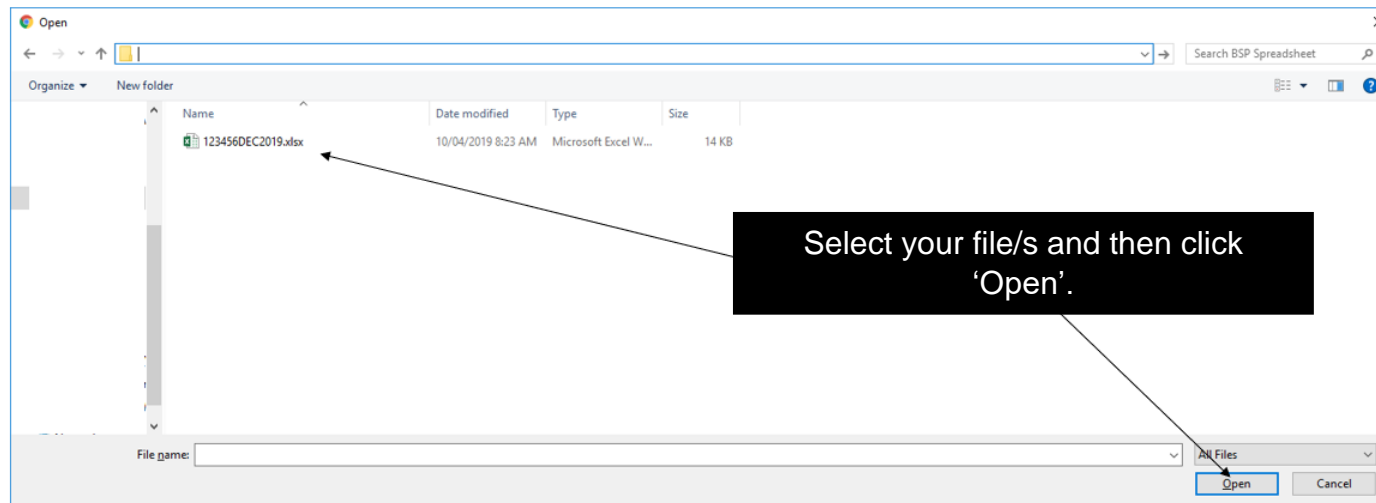
Enter your username (email address) and password. Then click 'Login'.

## Select your file/s

2. Click on the 'Add Files' button.

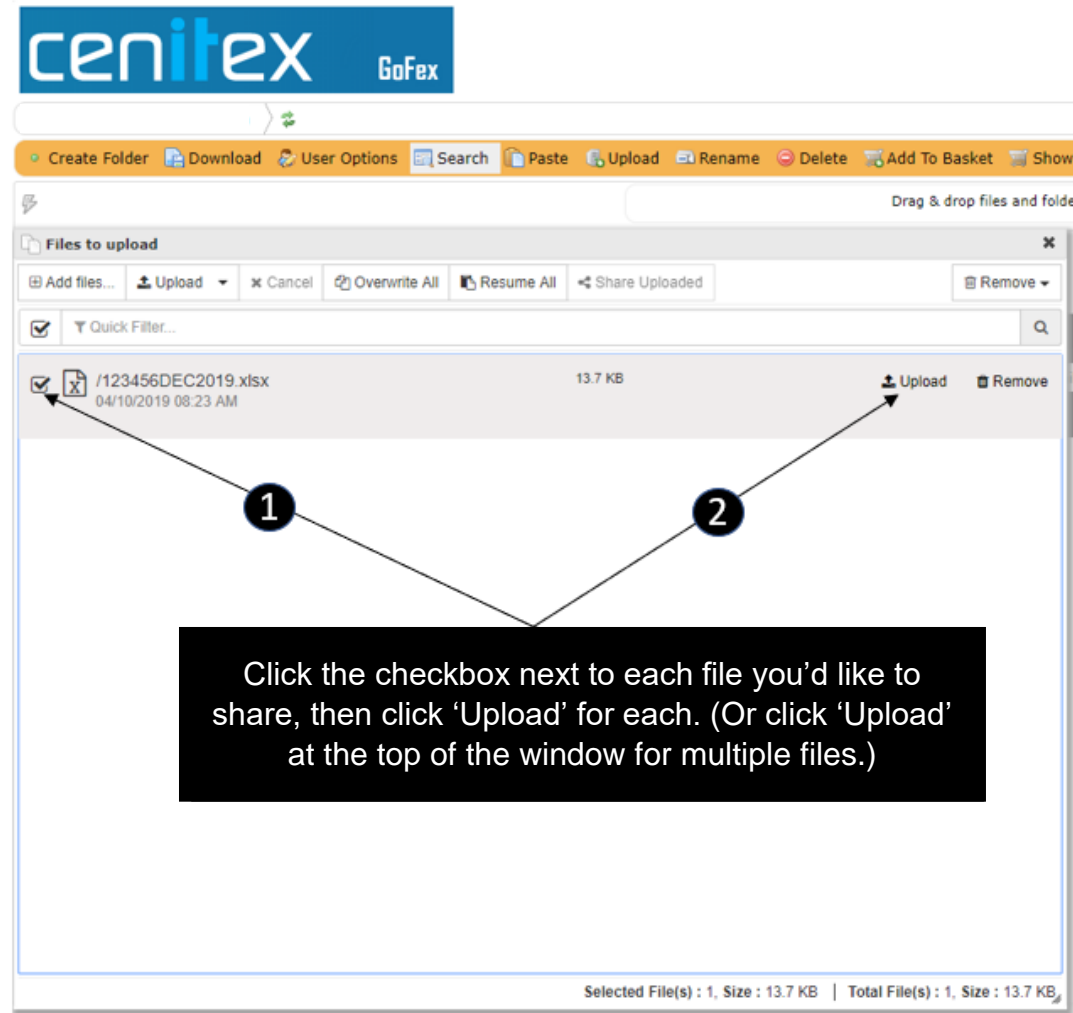


3. Select the files you'd like to send to CPVV.



## Then, upload your file/s

- Once you've selected your files, a pop-up window will appear. Tick the checkbox for each relevant file and click 'Upload'.



COMMERCIAL  
PASSENGER  
VEHICLES  
VICTORIA

# Your upload will be confirmed

- 5. Don't close GoFex until your files have uploaded. Once each file has successfully uploaded it will appear in your list of items.

cenitex GoFex

Create Folder Download User Options Search Paste Upload Rename Delete Add To Basket Show Basket Logout

Drag & drop files and folders here to upload

Filter: Clear Select Show 100 items on page

1 Items (1 Files)

Name	Size	Modified
123456DEC2019.xlsx	13.7 KB	04/10/19

Files to upload

Add files... Upload Cancel Overwrite All Resume All Share Uploaded Remove

Quick Filter...

/123456DEC2019.xlsx 13.7 KB Re-Upload Remove

04/10/2019 08:23 AM

Uploaded in a moment at average speed of 13.7 KB/s

Powered by CrushFTP © 2018 CrushFTP

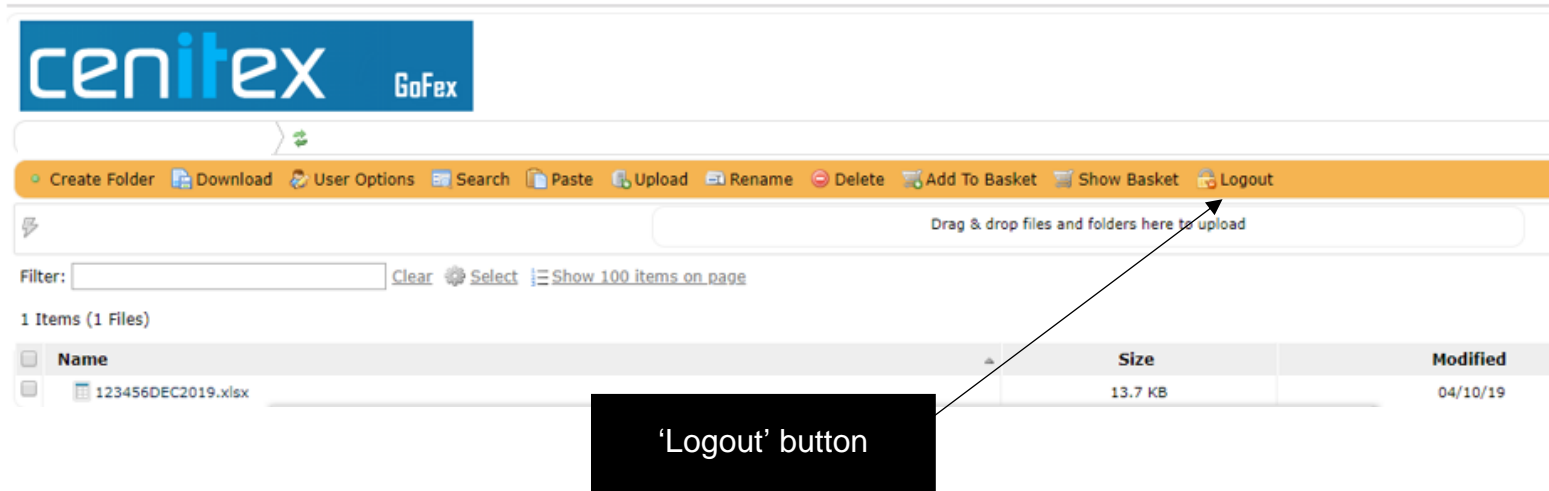
Logged

As each file uploads, it will appear here. Once files have been added to you list, it means they've been sent to CPVV.

There's no need to take further action.

## Close or log out of GoFex

6. Close your browser window or click 'Logout' to finish your GoFex session.



**Note:** next time you log into GoFex the files you uploaded will not appear in your list. Don't worry, if you followed all these steps – we received your file. We remove the files from your list after each session for security purposes.

## Need more support? (includes password issues)

If you need more support with using GoFex please email [bsp.data@cpv.vic.gov.au](mailto:bsp.data@cpv.vic.gov.au). Please also email us if you need your password reset.

COMMERCIAL  
PASSENGER  
VEHICLES  
VICTORIA