



# **Trading Partners Submitting Transactions Using SFTP**

Version 1.1

November 17, 2016

## Document Information

<b>Document Title:</b>	Trading Partners Submitting Transactions Using SFTP
<b>Document ID:</b>	Simple Guide For TP Using SFTP.Docx
<b>Version:</b>	Version 1.1
<b>Owner:</b>	Electronic Data Interchange (EDI) Service (OXi)
<b>Author:</b>	Ohio Department of Medicaid and Hewlett Packard Enterprise OXi EDI Team

## Amendment History

Version	Date	Modified By	Modifications
0.1	10/10/2016	HPE OXi Team	Initial draft
0.2	11/03/2016	HPE OXi Team	Formatted
0.3	11/04/2016	Brian Russell	URL updated
1.0	11/04/2016	HPE OXi Team	Submitted to ODM for review
1.1	11/17/2016	HPE OXi Team	Updated per ODM feedback

## Terminology and Acronyms

Term	Definition
ACA	Affordable Care Act
ACA 1104	Section 1104 of the ACA
BES	Business Exchange Services
CAQH	Council for Affordable Quality Healthcare
CORE	Committee on Operating Rules for Information Exchange
DAS	Ohio Department of Administrative Services
EDI	Electronic Data Interchange
FTP	File Transfer Protocol A network protocol used to transfer data from one computer to another computer over a TCP/IP network.
HPE	Hewlett Packard Enterprise
HTTP	Hypertext Transport Protocol
HTTPS	HTTP over SSL
MITS	Medicaid Information Technology System

Term	Definition
ODM	Ohio Department of Medicaid
SFTP	Secured File Transfer Protocol
SOAP	Simple Object Access Protocol
URL	Uniform Resource Locator
WFTS	Web File Transfer System
WSDL	Web Service Definition Language

This page intentionally left blank.

# Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>1</b>
1.1	System Requirements.....	1
1.2	Site URLs .....	1
<b>2</b>	<b>Submitting Transactions Using SFTP .....</b>	<b>2</b>
2.1	User ID and Password.....	2
2.2	Configuring SFTP (Logging on the First Time).....	2
2.3	Changing Your Password .....	2
2.4	Configuring SFTP.....	4
2.4.1	Hostnames for SFTP .....	4
2.4.2	TCP Ports .....	4
2.4.3	Firewall Setting.....	4
2.5	Submitting SFTP (Inbound Files).....	4
2.6	Retrieval SFTP (Incoming Files).....	5
2.7	File Naming Standards for SFTP.....	<b>Error! Bookmark not defined.</b>
<b>3</b>	<b>Contact Information.....</b>	<b>6</b>
3.1	Helpdesk.....	6
3.2	Provider Support .....	6

# 1 Introduction

This document describes procedures and steps to assist users in submitting transactions using SFTP, for the Hewlett Packard Enterprise Health & Life Sciences OXi leveraged Electronic Data Interchange (EDI) service.

## 1.1 System Requirements

The IBM Sterling B2B Integrator Mailbox Dashboard requires Microsoft Internet Explorer 9.0 or higher.

## 1.2 Site URLs

For the Certification (CERT) environment for HTTPS use the URL shown below:

<https://mft-qa.oxi.arcaas.com/mailbox>

For the Production (PROD) environment for HTTPS use the URL shown below:

<https://mft.oxi.arcaas.com/mailbox>

For the SFTP Host Names use the following shown below:

- Test Environment: CERT                    **mft-qa.oxi.arcaas.com**
- Production Environment: PROD        **mft.oxi.arcaas.com**

## 2 Submitting Transactions Using SFTP

### 2.1 User ID and Password

The user ID will be the seven-digit trading partner id. The unique password for each trading partner using SFTP will be generated by HPE at the time the account is created. Contact the EDI Support Help Desk by email at [ohiomcd-edi-support@hpe.com](mailto:ohiomcd-edi-support@hpe.com) or by calling 1 (844) 324-7089 when you are ready to receive a password. Passwords will expire in 180 days.

### 2.2 Configuring SFTP (Logging on the First Time)

The initial log on for new users using the OXi system to either the testing (**CERT**) or production (**PROD**) environments is done via the OXi HTTPS **web-portal**. Password changes are done **only** through this section and NOT via SFTP.

**Please see the URLs listed below for the CERT and PROD environments.**

**Note:** Even though the web portal (HTTPS) option to submit files is separate from SFTP, it is part of the OXi solutions/offerings to process files.)

- **CERT** HTTPS URL: <https://mft-qa.oxi.arcaas.com/mailbox>
- **PROD** HTTPS URL: <https://mft.oxi.arcaas.com/mailbox>

### 2.3 Changing Your Password

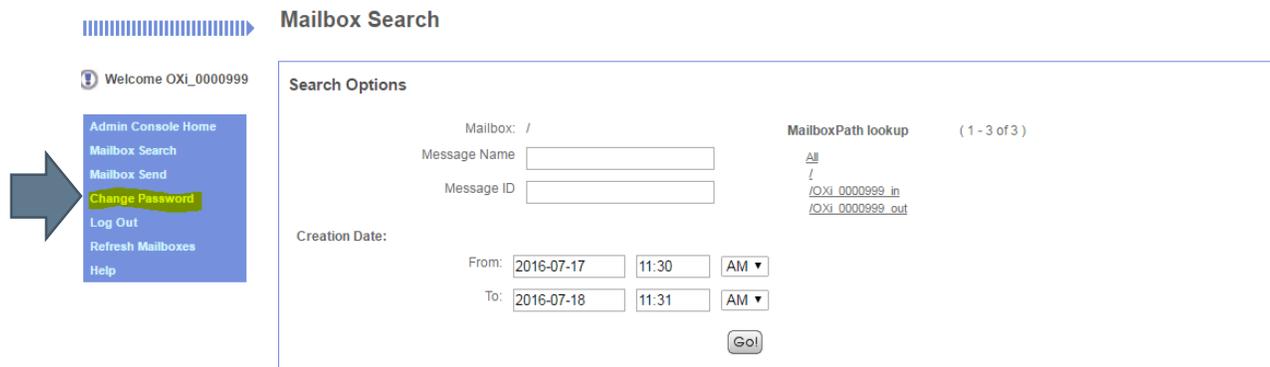
When prompted or needing to change your password, you will do so by selecting **Change Password** in the Admin Home Console. Please follow the instructions listed below for creating a secure password for use in the system.

**Note:** Passwords must be complex and contain characters from the following categories:

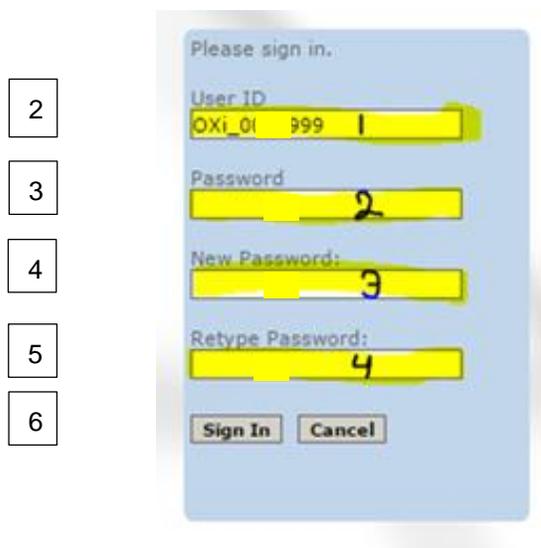
- Base 10 digits (0 – 9).
- Non-alphanumeric, such as: `!@#$$%^&*() +|\'"/><.,/?`
- English uppercase or lowercase (A/a – Z/z)
- Must be a minimum of 8 characters.
- No reuse of the last five passwords associated with account.
- Accounts will be locked after 5 invalid password attempts.
- Passwords have a 180-day expiration period.

To change your password in SFTP:

1. In the left navigation, select **Change Password**.



Once you click Change Password, you will see the following screen.



2. Enter your **User ID**.
3. Enter your current **Password**.
4. Enter a **New Password** following the requirements listed above
5. Re-enter the **New Password**.
6. Click the **Sign In** button.

If, after clicking Sign In, you are returned to the Admin Console Home, you have successfully changed your password.

## 2.4 Configuring SFTP

Any commonly used industry standard secured SSH/SFTP client can be configured to establish SFTP connectivity with OXi EDI exchange.

**Note:** Neither ODM nor HPE recommend or endorse any specific client used to establish connectivity.

### 2.4.1 Hostnames for SFTP

The production and certification systems can be accessed from the Internet through different hostnames.

- Test Environment: CERT                    **mft-qa.oxi.arcaas.com**
- Production Environment: PROD        **mft.oxi.arcaas.com**

### 2.4.2 TCP Ports

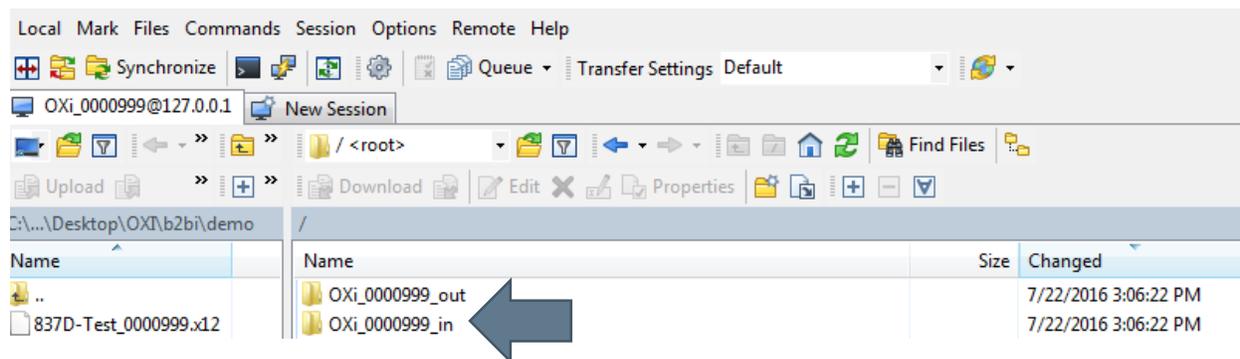
The TCP port used for SFTP for both the production (PROD) and test (CERT) environments will be 2222.

### 2.4.3 Firewall Setting

Unless outbound Internet access is unrestricted from the client computer, any firewall between the client computer and the HPE server should be configured to allow traffic.

## 2.5 Submitting SFTP (Inbound Files)

The following figure shows the drag-and-drop method to submit files for processing. On the left side of the figure is the folder on your PC where files are to be submitted. The right side shows the “In” and “Out” folders on the server.

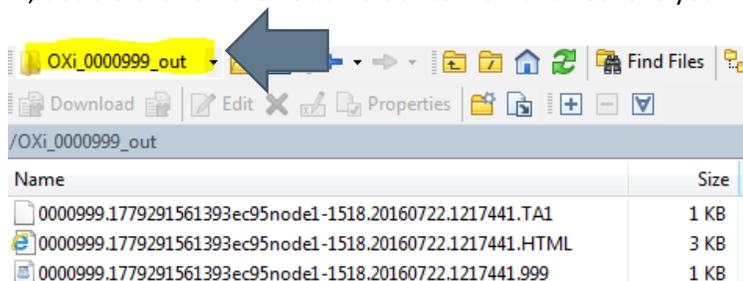


Submit your files by placing them in the OXi\_XXXXXX\_in folder, where the XXXXXX represents your trading partner ID.

- Notes:**
1. Once this file has been sent from the “In” box, it has been successfully sent for processing.
  2. There are no file naming standards.
  3. Be advised that large file sizes may take longer to transfer and not be visible in the list until completely moved for processing.

## 2.6 Retrieval SFTP (Incoming Files)

- Using your SFTP client, double-click on the “Out” folder to view and retrieve your response transactions.



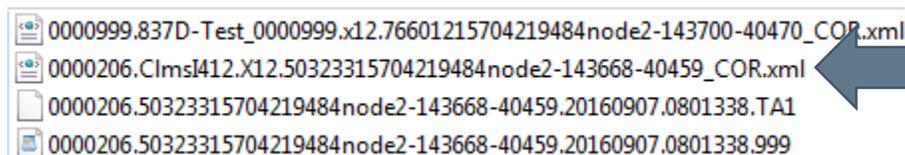
- Right-click on the file to select and download it to the file folder of your choice.

## 2.7 New Response File Information

The new file (**Correlation file**) will have the trading partner id, followed by the original file name, the run ID, an underscore and COR.xml.

: <TP ID>.<Original File Name>.<Run ID>\_COR.xml

The following figure provides an example of the new name correlation.



## 3 Contact Information

### 3.1 Helpdesk

**Days Available:** Monday through Friday

**Time Available:** 8:00 a.m. to 4:30 p.m. EST

**Phone:** (844) 324-7089

**Email:** [ohiomcd-edi-support@hpe.com](mailto:ohiomcd-edi-support@hpe.com)

### 3.2 Provider Support

**OHIO Medicaid Provider Service Number**

**Provider Assistance Unit:** 1-800-686-1516. Please listen to the entire message before making your selection.

**URL:** <http://medicaid.ohio.gov/PROVIDERS.aspx>