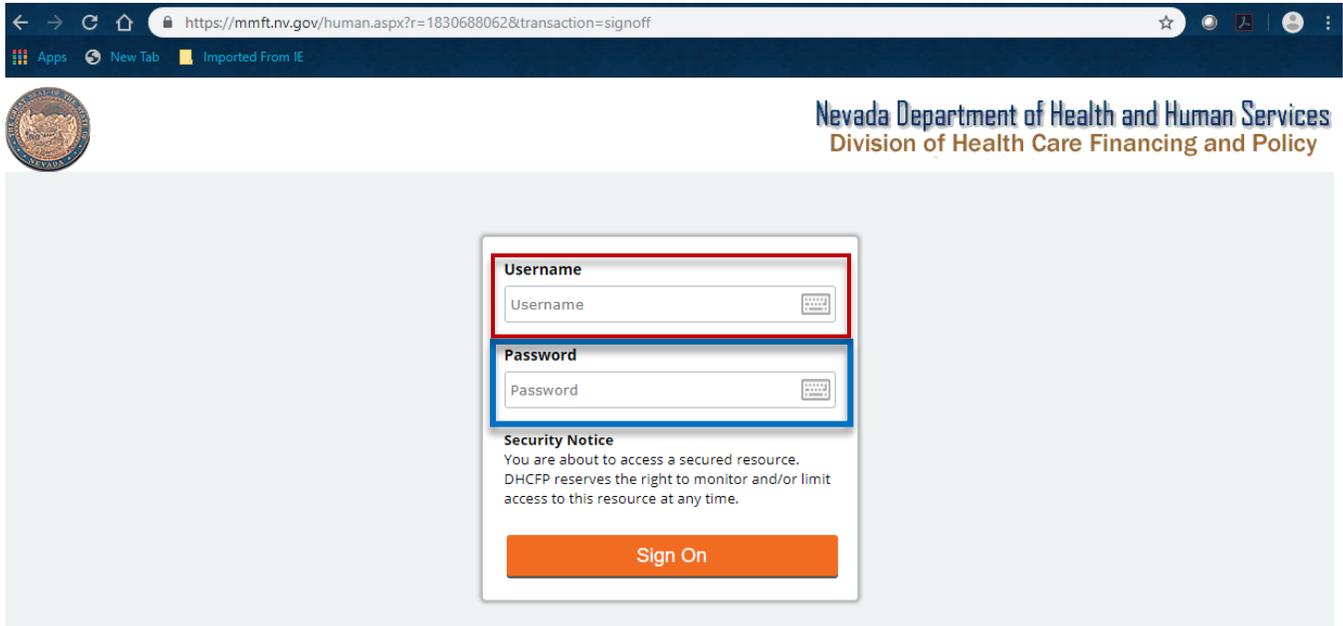**State of Nevada**
Department of Health & Human Services
Division of Health Care Financing & Policy
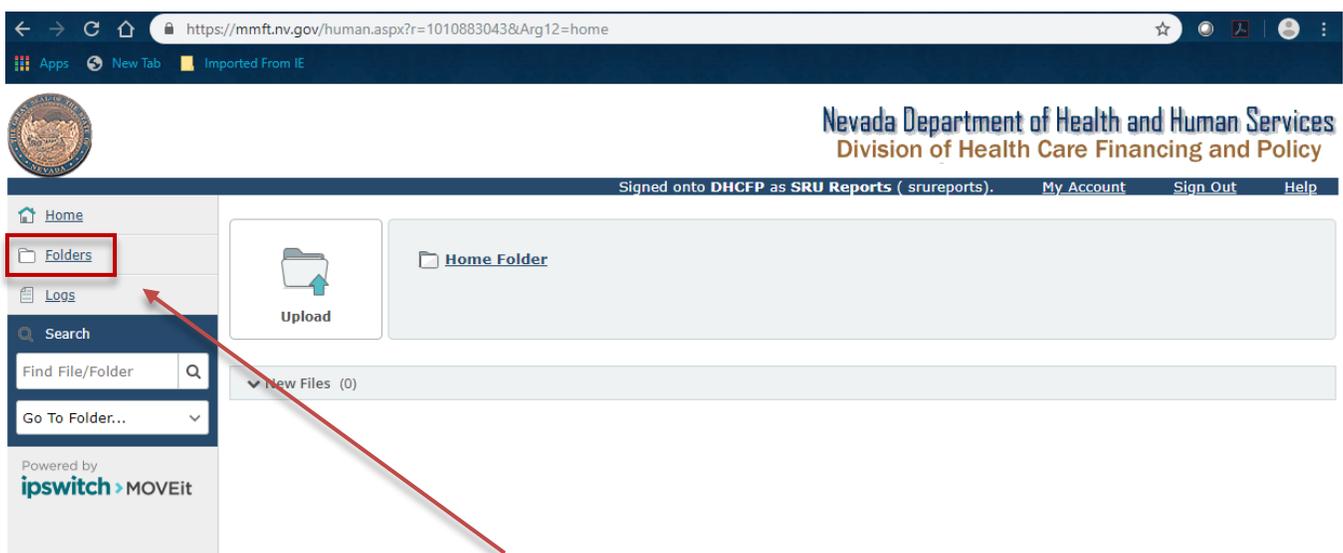
<u>Secure File Transfer Protocol (SFTP) Site Instructions</u>

<u>ACCESSING USER ACCOUNT:</u>

1. Navigate to the ftp website: https://mmft.nv.gov
2. Enter your Username
3. Enter your Password

4. The site will open to your Home Screen:

5. To access your facility folder, select the **<u>FOLDERS</u>** link of the left side of the page:

6. The **folders** screen will open, select the **RATES** link:

7. Then select the **WRAP SUPPLEMENTAL PAYMENT** link:

8. Select your facility folder link:

DOWNLOADING FILES FROM SFTP:

1. The file(s) available for download will be listed;
   a) If you click on the file name, next screen will provide information about the file, click on the download button to download the file to your computer.

   b) Or from your facility folder, click on download icon to download the file to your computer:

2. Once you select your preferred download option, the file will download and appear at the bottom of the page:
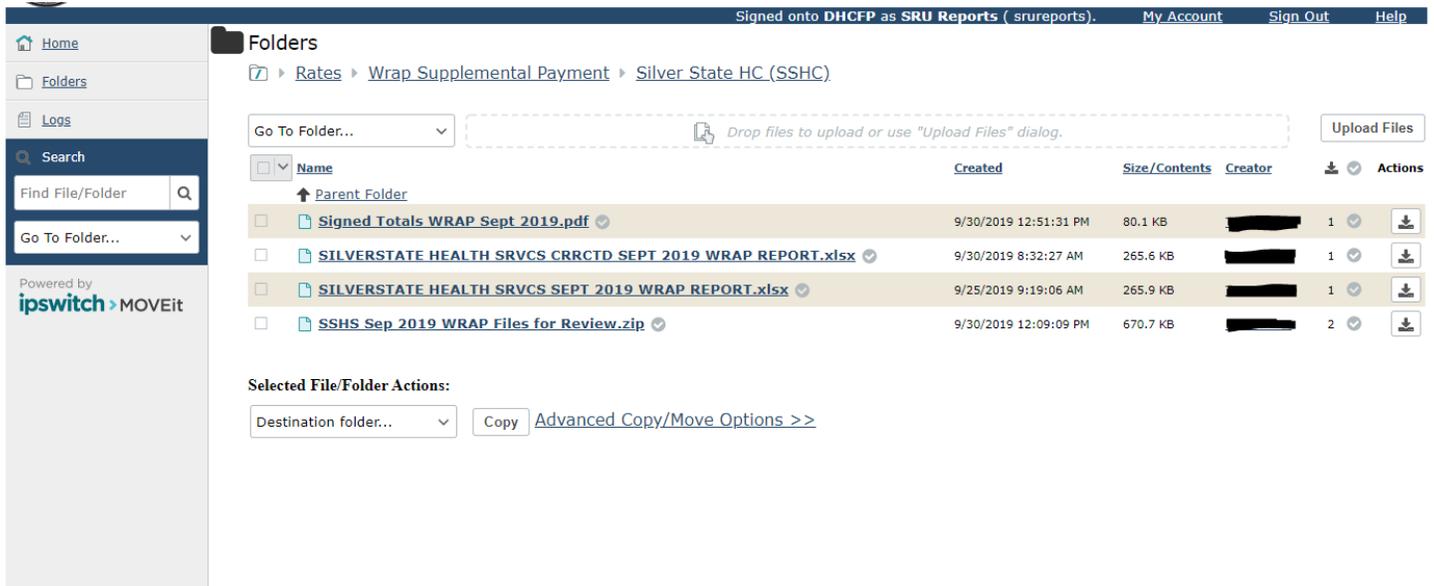
3. Select downloaded file to open on your computer.
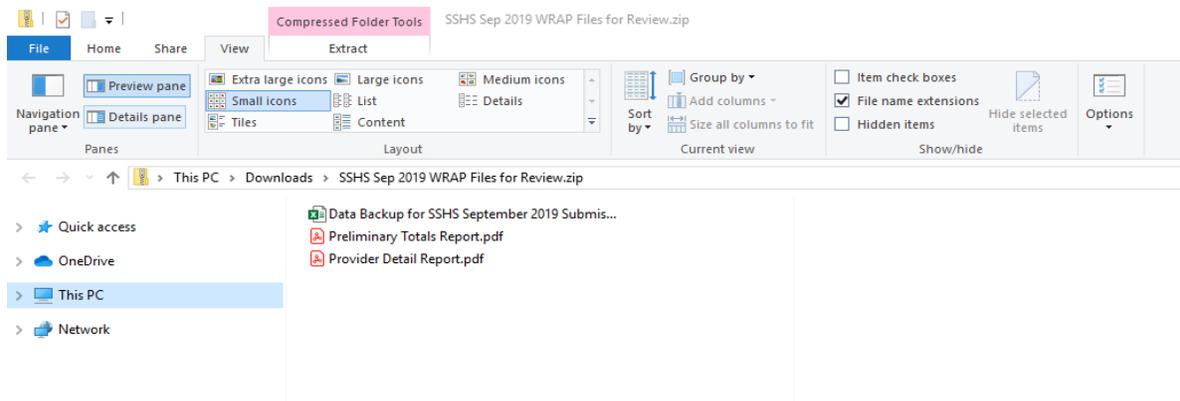
4. You will be prompted for a Password

5. Enter the Password that was emailed to you separately and select OK.
6. Once the document opens, Save As to save the file(s) to your desired location on your computer.

UPLOADING DOCUMENTS TO SFTP:

1. From your facility folder, you can upload files two ways:
   a. *DRAG and Drop* **OR**
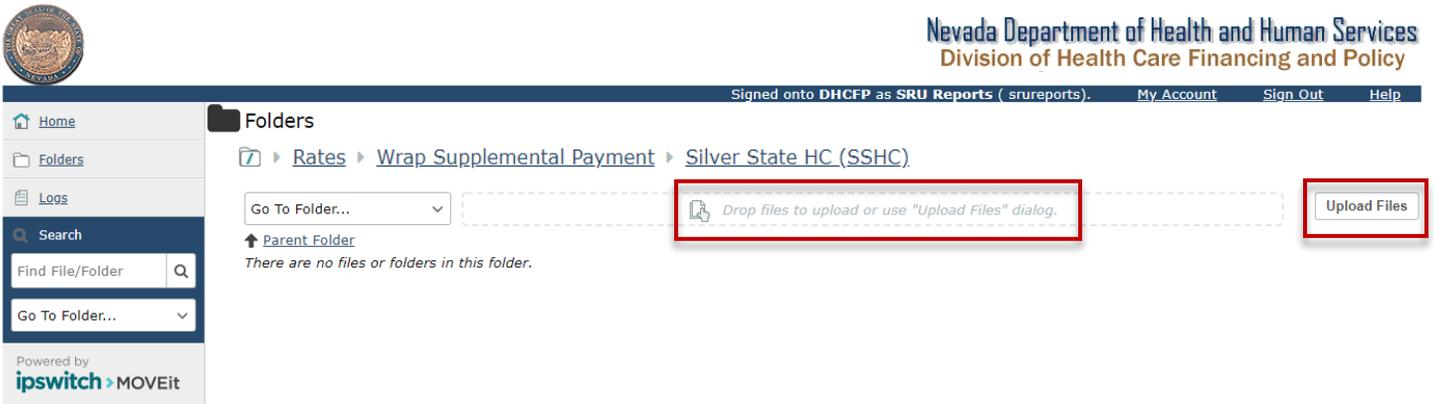
   b. click the **Upload Files** button. Once the upload window appears, select <u>Browse…</u> to locate the file on your computer or you can *DRAG and Drop* the file and click the Upload button:
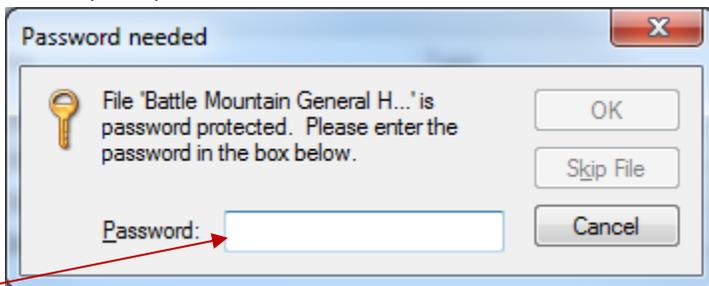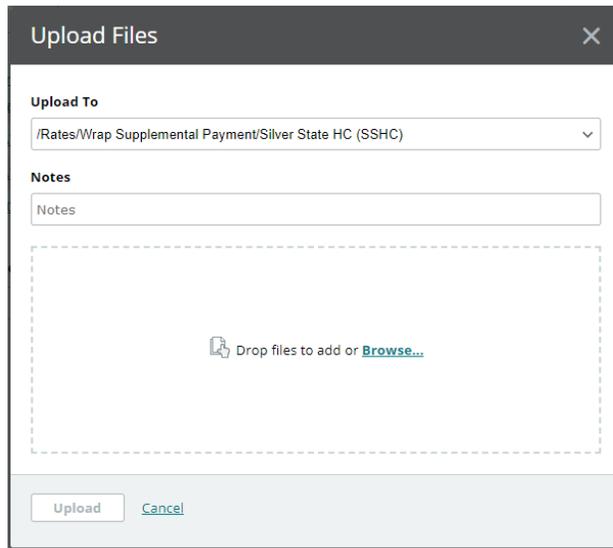

***NOTE: Files with the same name can not be uploaded if that file name is already listed under the facility.

2. Uploaded files will appear on the facility folders home page (same as when selecting a file to download).
   a. The files Creator will be listed for each file.
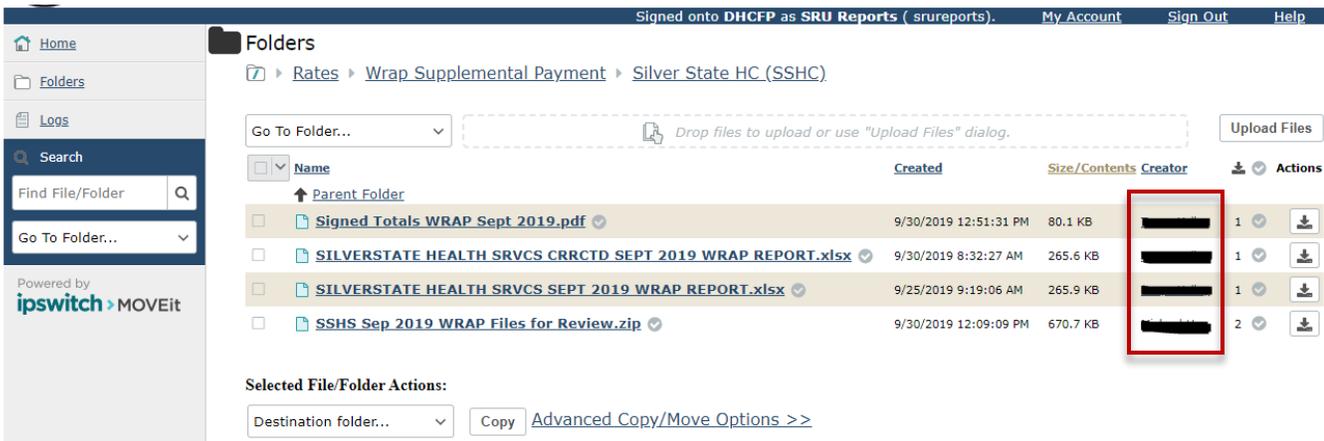
3. All users with access to the facility folder will receive a system generated notification email that a file has been uploaded:

IMPORTANT INFORMATION:

- Files must be downloaded within 7 days of notification email date; files will be automatically deleted from the SFTP site 7 days after a file is uploaded.
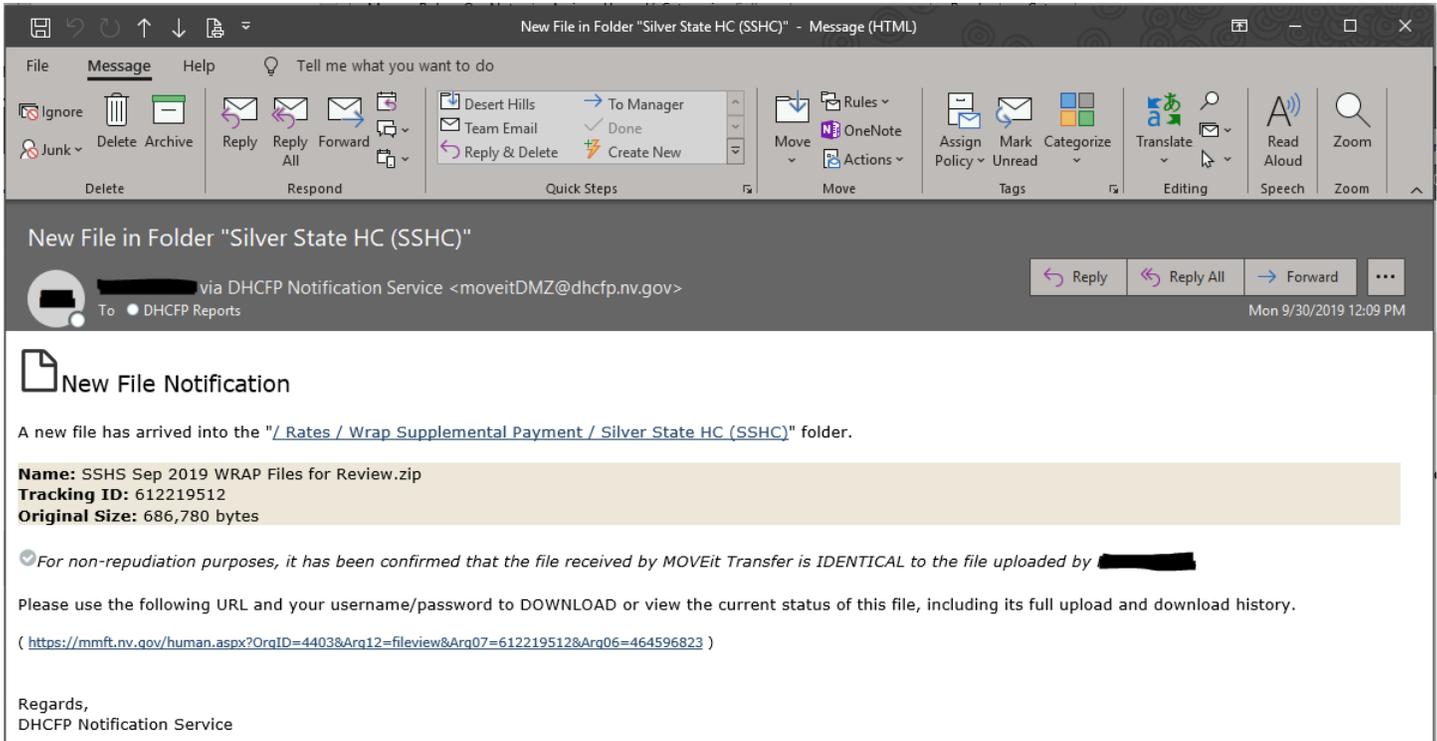- Account passwords are reset every 90 days.
- Accounts will be deactivated with no logon activity after 90 days. Users will receive a system generated email with a warning 7 days prior to an accounts expiration date as well as an email the day off expiration. After 7 days of an account being deactivated, the account will be automatically deleted from the system. If you do receive the email notification, please go to **https://mmft.nv.gov/** and log into your account and reset password if prompted.
- If your account does become deleted, password resets, questions or other issues, please contact **Ashley Mager** at **Ashley.Mager@dhcfp.nv.gov** .