State of Nevada Department of Health & Human Services Division of Health Care Financing & Policy

Secure File Transfer Protocol (SFTP) Site Instructions

ACCESSING USER ACCOUNT:

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

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	Username Username Password Password Security Notice You are about to access a secured resource. DHCFP reserves the right to monitor and/or limit	
	access to this resource at any time.	

4. The site will open to your Home Screen:

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1 Home			Signed onto DHCFP as S	RU Reports (srureports).	<u>My Account</u>	<u>Sign Out</u>	<u>Help</u>
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Q Search	Upload						
Find File/Folder Q	✓ New Files (0)						
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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 **<u>RATES</u>** link:

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7. Then select the WRAP SUPPLEMENTAL PAYMENT link:

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8. Select your facility folder link:

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Find File/Folder	Q	Parent Folder					
Go To Folder	~	Silver State HC (SSHC)	3/16/2018 11:36:37 AM				

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.

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	Selected File/Folder Actions:			
	Destination folder Y Copy Advanced Copy/Move Options >>			
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b) Or from your facility folder, click on download icon to download the file to your computer:

	Signed onto DHCFP as SRU Repo	rts (srureports).	My Account	<u>Sign Out</u>	Help		
1 Home	Folders						
Difference Folders	⑦ ▶ <u>Rates</u> ▶ <u>Wrap Supplemental Payment</u> ▶ <u>Silver State HC (SSHC)</u>						
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pomentationer	SSHS Sep 2019 WRAP Files for Review.zip	9/30/2019 12:09:09 PM	670.7 KB	2	• 🛓		
	Selected File/Folder Actions:	Selected File/Folder Actions:					
	Destination folder V Copy Advanced Copy/Move Options >>						

2. Once you select your preferred download option, the file will download and appear at the bottom of the page:

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1 Home	Folders					
Folders	⑦ ▶ <u>Rates</u> ▶ <u>Wrap Supplemental Payment</u> ▶ <u>Silver State HC (SSHC)</u>					
E Logs	Go To Folder V	ad or use "Upload Files" dialog.			Uploa	ad Files
Q Search	Name	Created	Size/Contents	Creator	¥ 📀	Actions
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	Downloads	×
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3. Select downloaded file to open on your computer.

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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**

0	Nevada Department of Health and Human Services Division of Health Care Financing and Policy
	Signed onto DHCFP as SRU Reports (srureports). <u>My Account</u> <u>Sign Out</u> <u>Help</u>
Home Home	Folders
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E Logs	Go To Folder
Q Search	↑ Parent Folder
Find File/Folder Q	There are no files or folders in this folder.
Go To Folder 🗸 🗸	
Powered by ipswitch > MOVEit	

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:

Upload Files	×
Upload To	
/Rates/Wrap Supplemental Payment/Silver State HC (SSHC)	~
Notes	
Notes	
Drop files to add or Browse	
Upload <u>Cancel</u>	

***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.

	Signed onto DHCFP as SRU Repo	rts (srureports).	My Account	<u>Sign Οι</u>	it I	<u>Help</u>
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	SSHS Sep 2019 WRAP Files for Review.zip	9/30/2019 12:09:09 PM	670.7 KB	-	2 🛇	*
	Selected File/Folder Actions: Destination folder V Copy Advanced Copy/Move Options >>				,	

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.