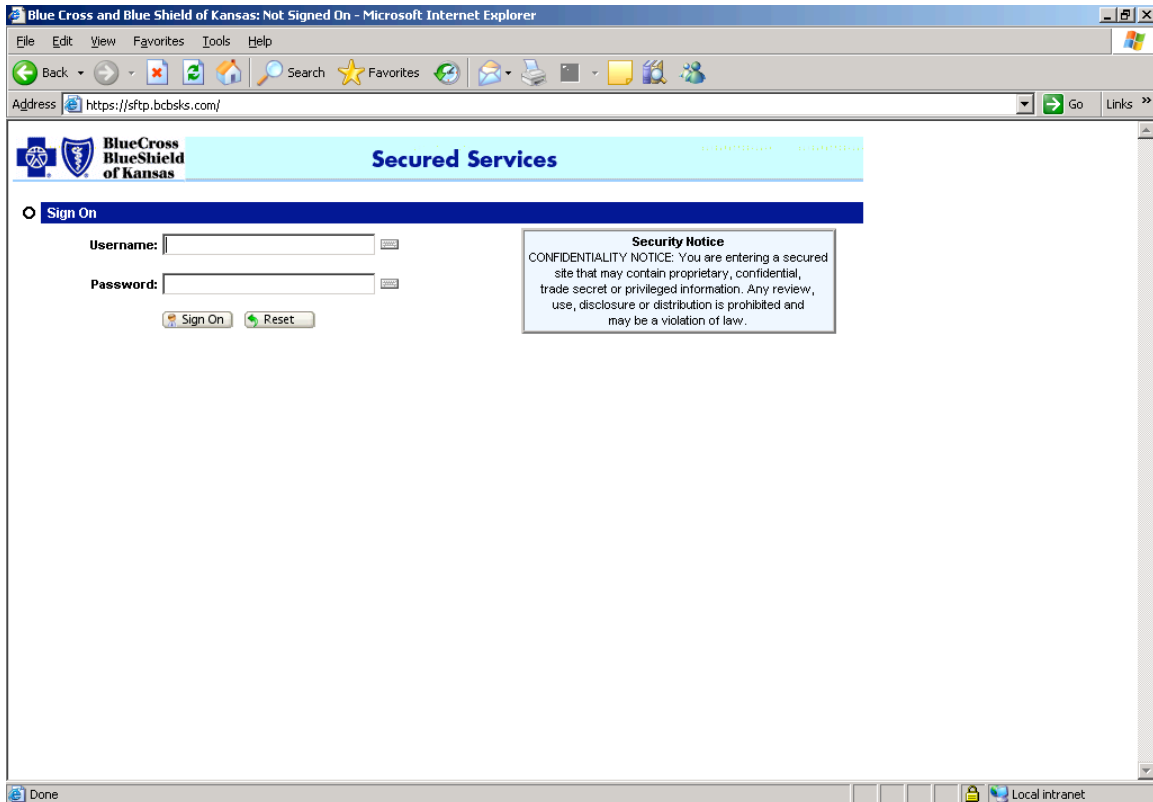


Setup Instructions for Blue Cross and Blue Shield of Kansas (BCBSKS) Secure FTP Server

Note: This site will use cookies – Please make sure your browser is setup to allow the use of cookies.

1. Open a web browser and go to <https://sftp.bcbsks.com>



2. At the prompt, sign in with the username and password that you were provided. Click the "Sign On" button.
3. If you are running Microsoft browser IE 5.5 or higher, click the "Install the ActiveX Wizard" link. This will download a small ActiveX program that will be used to verify the integrity of the files when they are sent and provide non-repudiation.

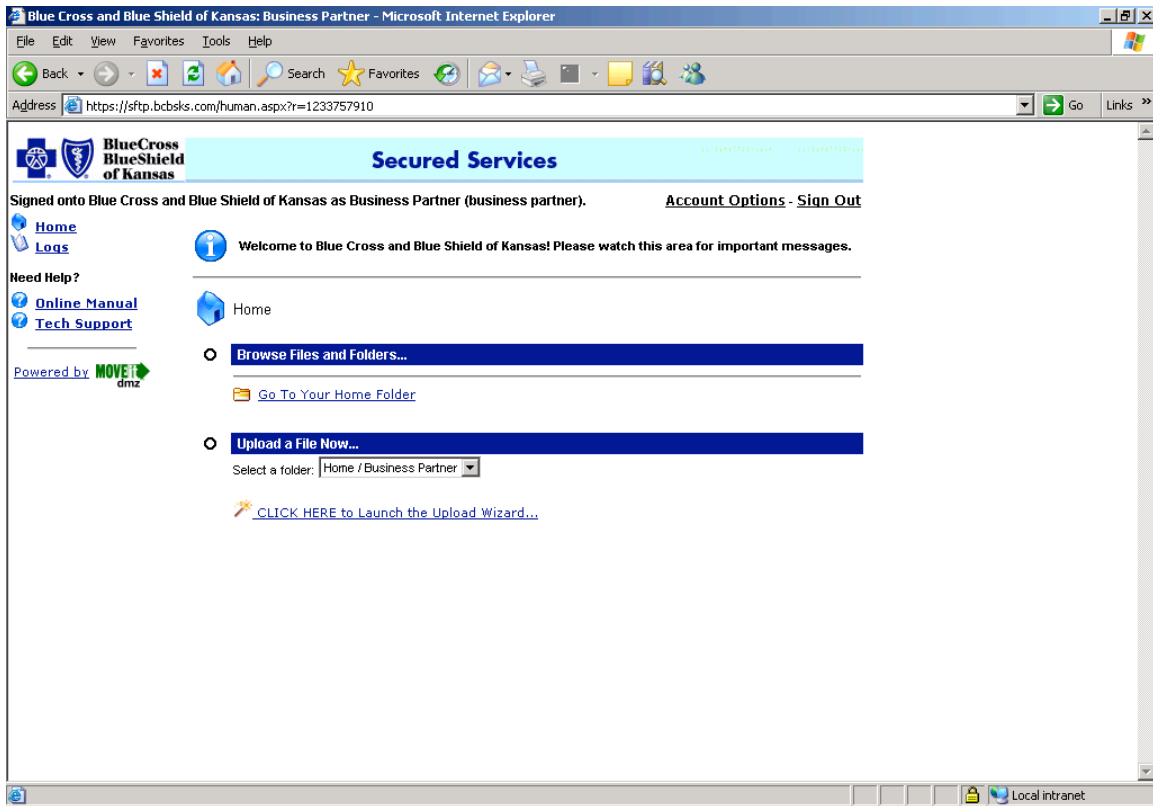
If you prefer, you can install the Java wizard. This will also be used to verify the integrity of the files and provide non-repudiation.

Once the wizard is installed, you will be notified with a pop up message that reads:

"The Upload/Download Wizard installed OK"

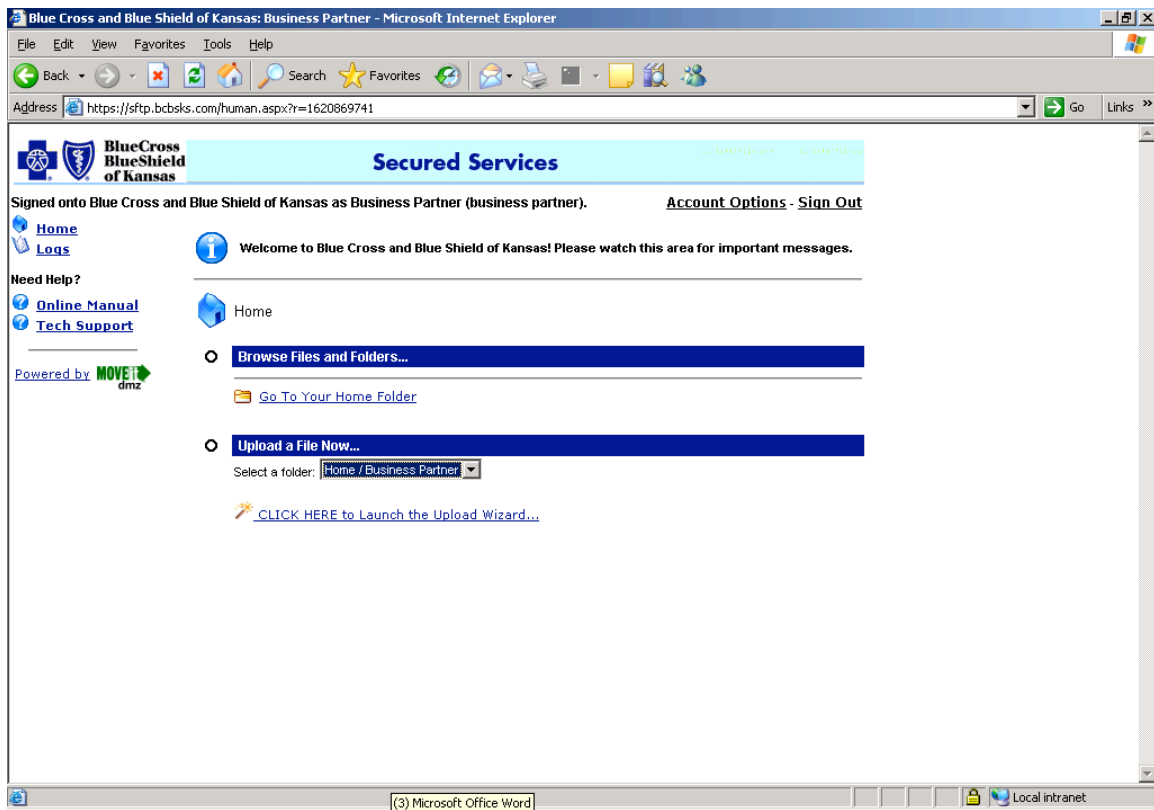
Click the OK button to continue.

4. Now, your screen will appear as below:

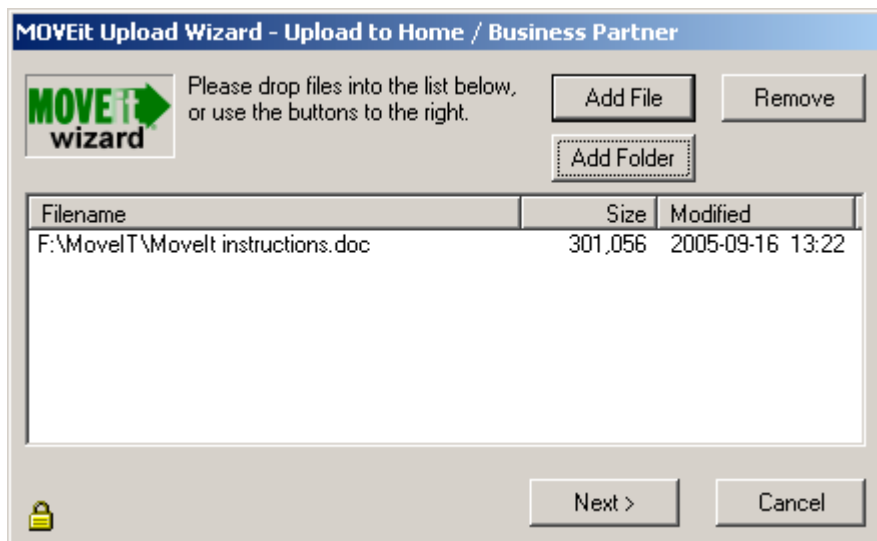


UPLOADING FILES TO BCBSKS

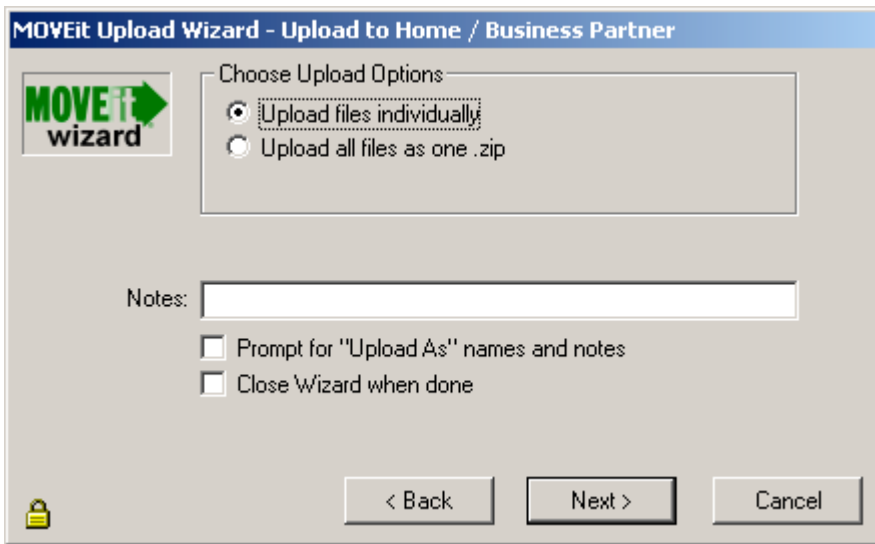
1. Click "CLICK HERE to Launch the Upload Wizard."



2. Click the "Add File" button and select the file from your local drive that you wish to upload. Click "Next>."



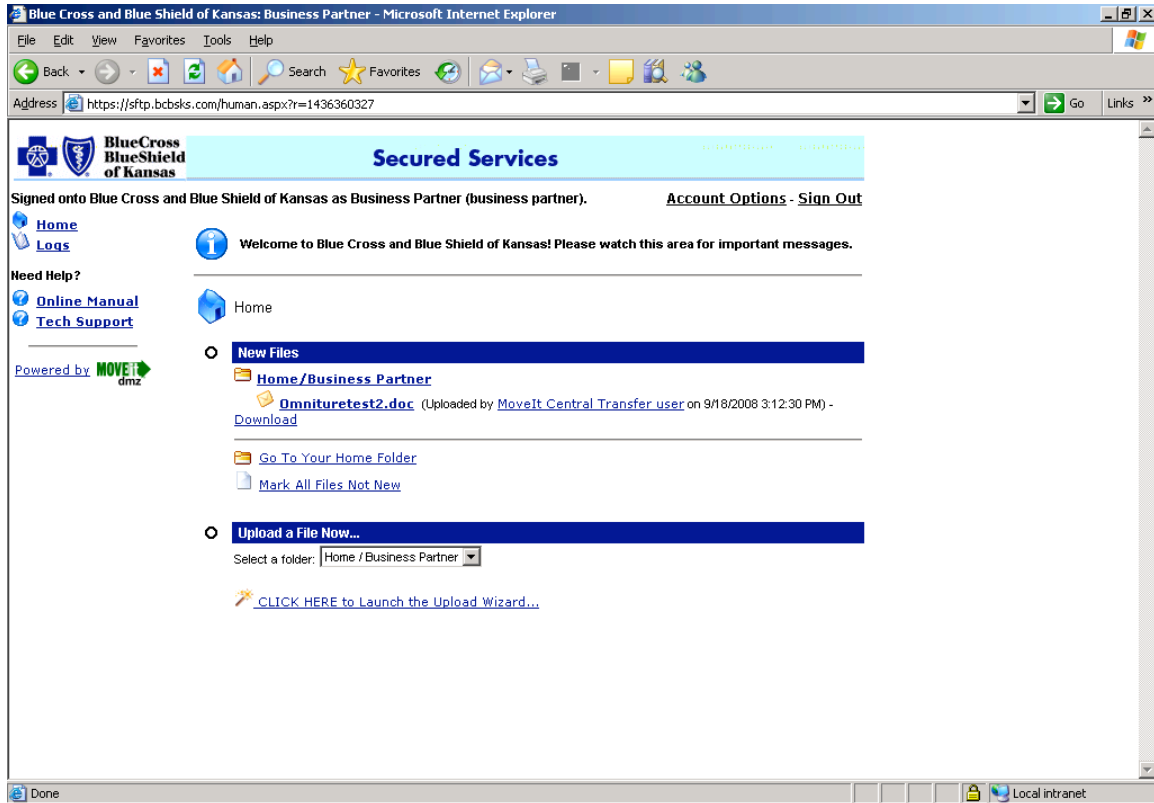
3. Choose how you want to upload the file and click "Next>."



4. The file will be uploaded to BCBSKS FTP server.

RETRIEVING FILES FROM BCBSKS

1. Click the "Download" button highlighted in blue next to the file name you wish to download.



Select which local drive you want to save this data and then click "Save."
Repeat this for all files you want to download.