

Blue Cross and Blue Shield of Kansas

Secure FTP Server Instructions

BCBSKS 834 Health Care Benefit Enrollments and Maintenance Transaction

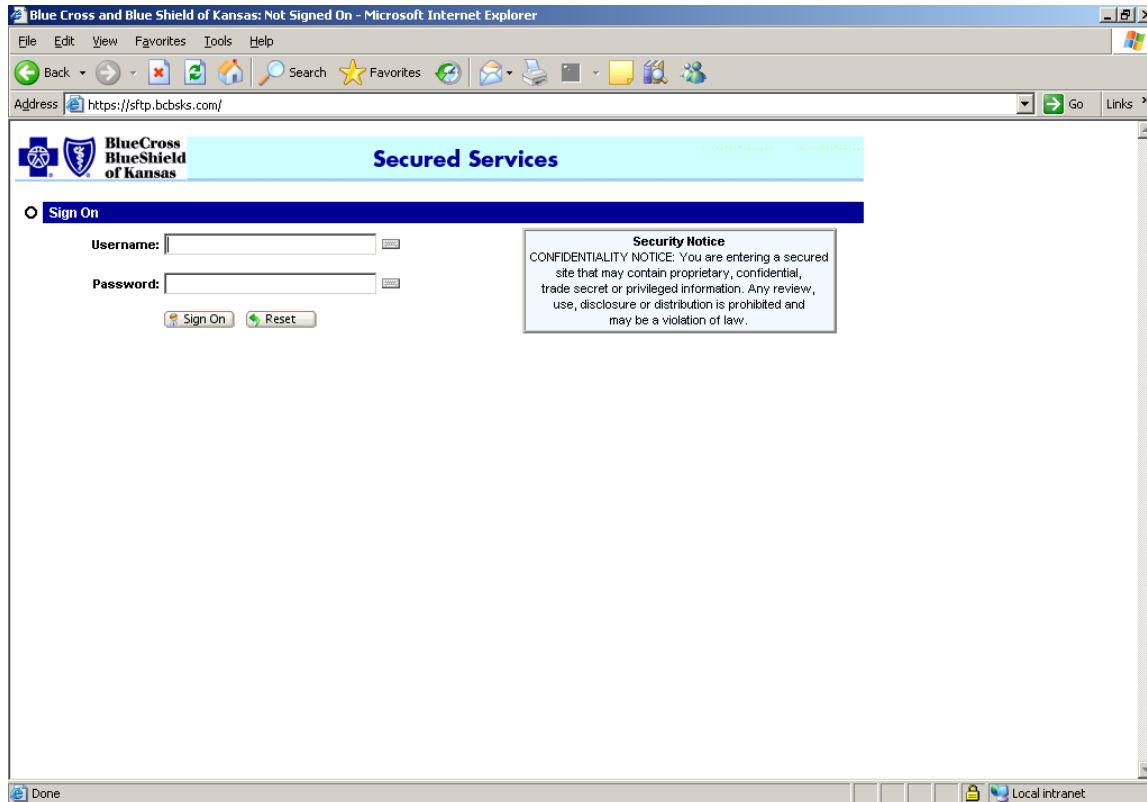
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Setup Instructions for Blue Cross and Blue Shield of Kansas (BCBSKS) Secure FTP Server

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.

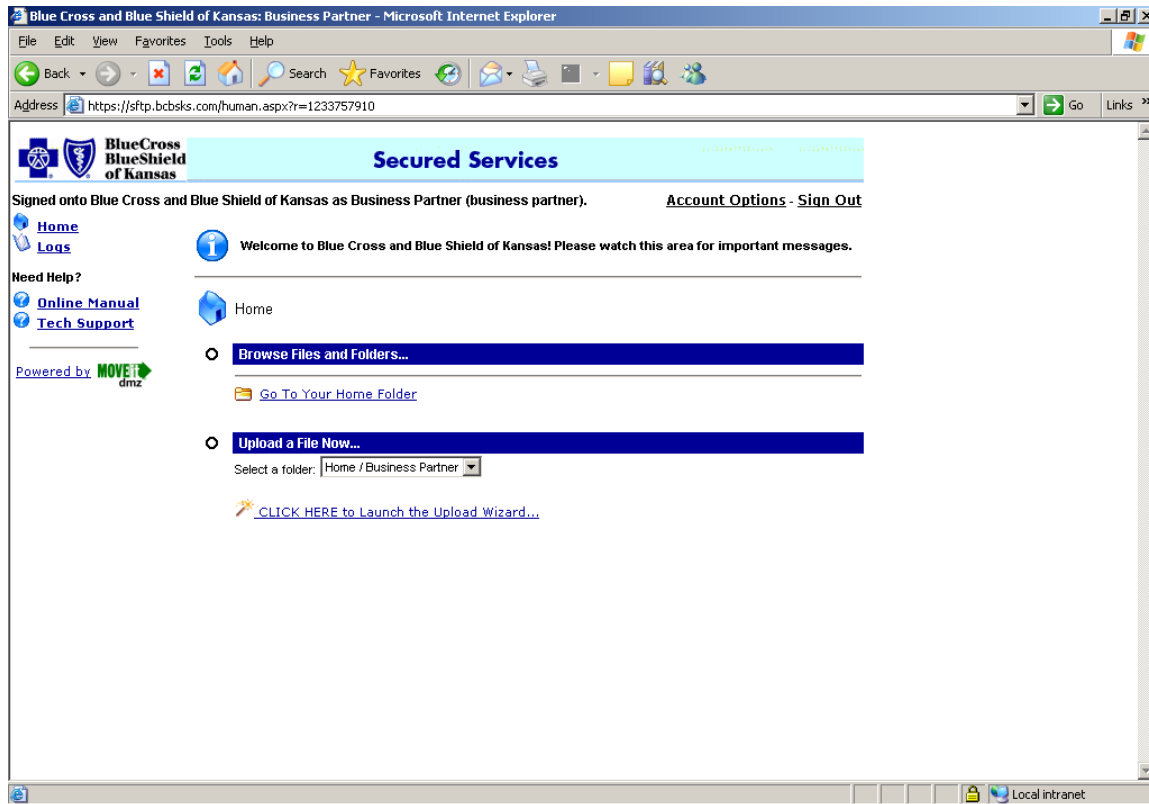
If you prefer, you can install the Java wizard. This will also be used to verify the integrity of the files and provide non-repudiation.

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

"The Upload/Download Wizard installed OK"

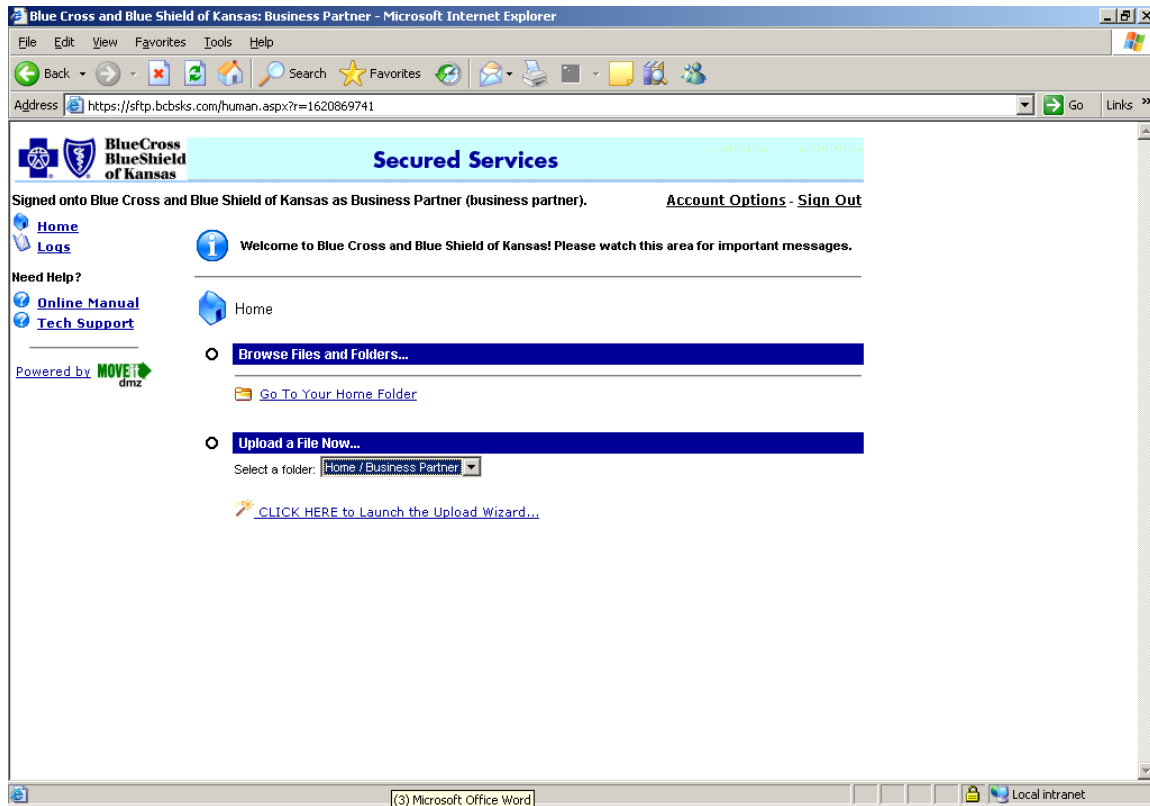
Click the OK button to continue.

4. Now, your screen will appear as below:

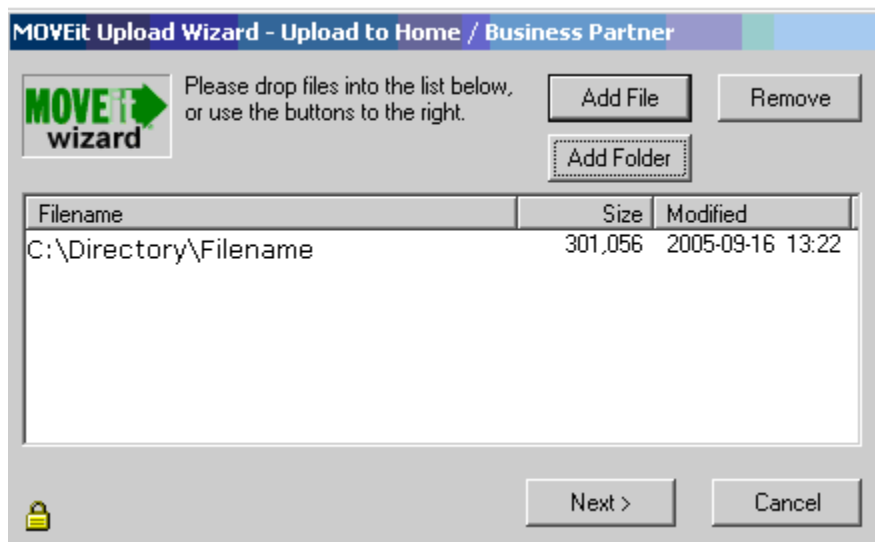


UPLOADING FILES TO BCBSKS

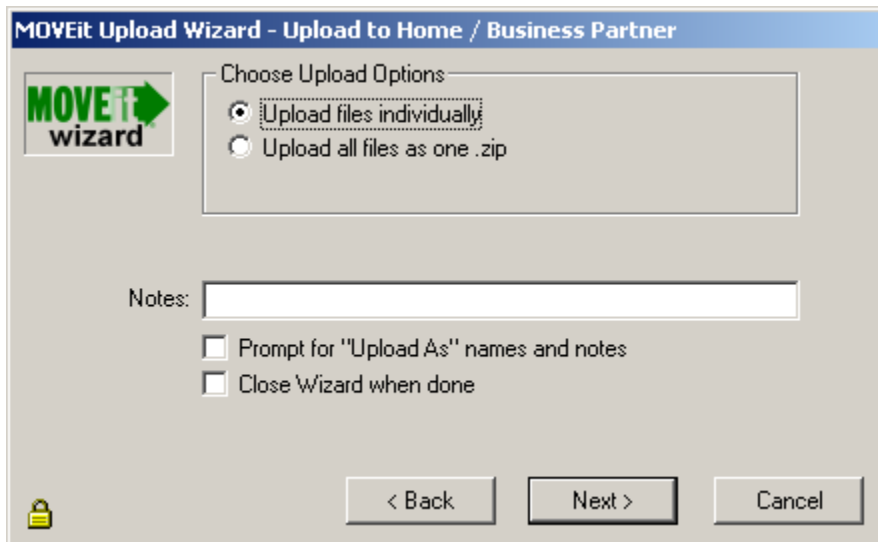
1. Click "CLICK HERE to Launch the Upload Wizard."



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



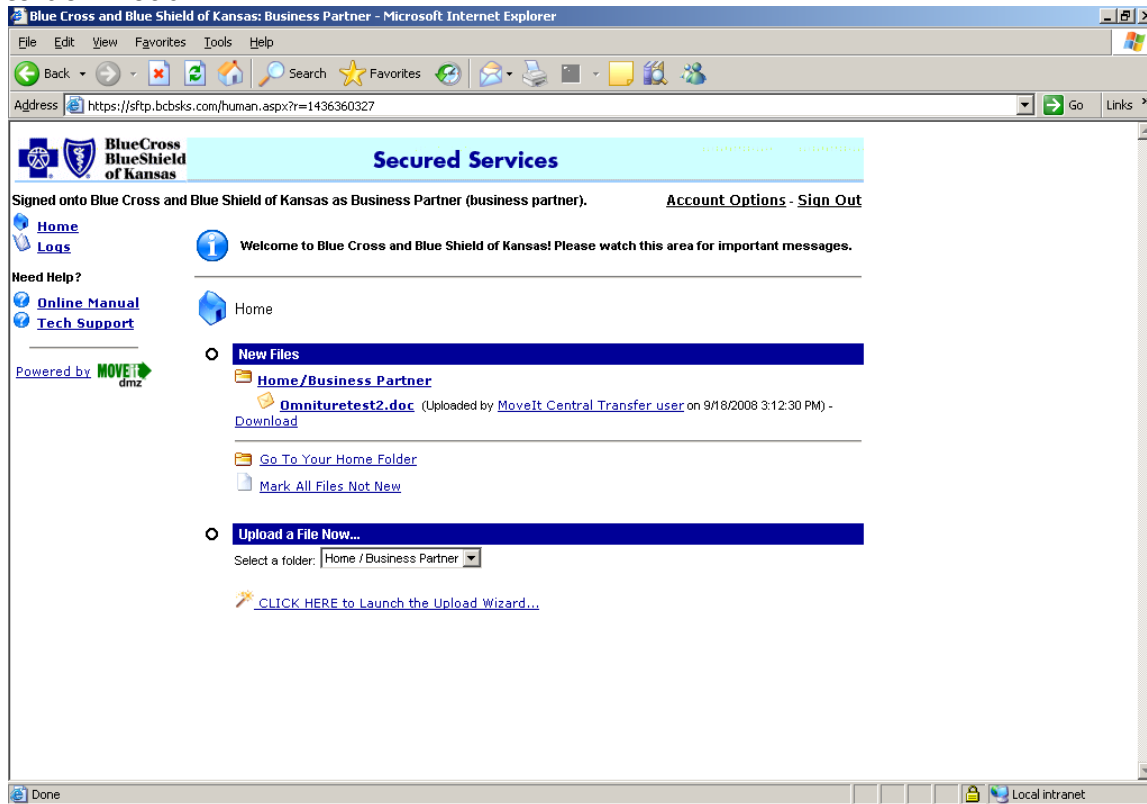
3. Choose Upload files individually and click "Next>."
*Please do not zip your files.



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.

Instruction to Change Password

1. Log into MoveIT DMZ
2. Click on **My Account** in the upper right corner of the screen
3. In the **Change Your Password** Section
 - a) Enter you Old Password
 - b) Choose "Use Suggested Password"or
 - c) Choose "Type Custom Password"
 - d) Click "**Change Password**" button to save new password.



PASSWORD CHANGE REQUIREMENTS

To change your current password, you must enter and confirm your new password. Because your password protects your personal information, we encourage you to make your passwords as strong as possible. You must follow these criteria:

- Passwords must be **exactly 8 characters** in length.
- Passwords must include both alpha and numeric characters.
- Special characters (such as # \$ % ` * ; @) must be included in your password.
- A password cannot be used again for at least six generations. In other words, you must create at least six new passwords before you can use the first one again in the future.
- Your password must be changed every 60 days.

***NOTE: Passwords must be eight characters long and are case sensitive. Your password must contain 1 uppercase, 1 numeric and 1 special character.**