

**CONNECTIVITY REQUIREMENTS
FOR TRANSMITTING ELECTRONIC DATA FILES
TO
ADMINISTRATIVE SERVICES OF KANSAS

5010 TRANSACTIONS**

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PREFACE

The information contained in this document was developed to facilitate sending and receiving of electronic transactions for Blue Cross and Blue Shield of Kansas (dba) ASK. Several methods of file transfer are available to you at this time.

ASK recommends Internet File Transfer.

General questions and comments about the submission of electronic transactions, the specifications contained in this document, or specific procedures involving preparation, transmission, or receiving electronic data should be directed to:


EDI Operations - CC: 493
Administrative Services of Kansas
P.O. Box 3500
Topeka, KS 66601-3500

Phone: 800- 472-6481, Option 1
FAX: (785) 290-0720

INTERNET FILE TRANSFER
WWW.ASK-EDI.COM


Please note, this is the preferred method of file transfer.

Click on – "Login using HIPAA 5010" (located under HIPAA 5010 Information on homepage)
Enter your user ID (Trading Partner Number) and password, and click on Submit.

	Just Ask!	HIPAA 5010
Contact Us		
ASK-EDI Trading Partner Log-in	User Name : (Trading Partner Number) ie: username@username	<input type="text"/>
This secure section has been created for ASK Trading Partners to transmit ANSI files to and receive ANSI files from ASK.	Forgot User Name	
	Password :	<input type="password"/>
First time visitors: <ul style="list-style-type: none">• Find information on Getting Started.• Take an Interactive Tour.	Forgot Password	
		<input type="button" value="Submit"/> <input type="button" value="Clear"/>

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Select: Transmit files, Receive Files, Change Password or Log Out

	Just Ask!	HIPAA 5010
Contact Us		
Transmit Files	ASK-EDI Trading Partner	
Receive Files	This area has been created for ASK Trading Partners to transmit files to and receive files from ASK.	
Change Password	Choose Transmit Files to submit your selected file to the ASK EDI System.	
Glossary	Choose Receive Files to download your ASK Response Reports (TA1, TRN, 997 and Claims Confirmation report) and transaction file (271, 277, 278, 835) to your system.	
Log Out		
Transmit Files Receive Files Contact Us Change Password Help Log Out		
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Transmit Files: Enter file name or browse your files, and then click on Transmit

The screenshot shows a web interface for transmitting files. At the top, there is a yellow header with the ASK logo on the left, the text "Just Ask!" in the center, and "HIPAA 5010" on the right. Below the header is a dark grey navigation bar with "Contact Us" in the center. On the left side, there is a vertical menu with the following items: "Transmit Files", "Receive Files", "Change Password", "Glossary", and "Log Out". The main content area is titled "ASK-EDI Trading Partner" and "Transmit File". It contains the instruction: "Enter the file name or select a file to transmit by browsing through the files on your computer." Below this is the label "Select File to Transmit :", followed by a text input field and a "Browse..." button. A "Transmit" button is located below the input field. At the bottom of the page, there is a footer with a navigation menu: "Transmit Files | Receive Files | Contact Us | Change Password | Help | Log Out". Below the menu is a paragraph of text: "Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas DBA ASK. Blue Cross and Blue Shield of Kansas is an independent licensee of the Blue Cross and Blue Shield Association. If you experience broken links on this site, please notify our [Webmaster](#)."

To download reports, double click on the file you wish to receive. Windows will give you the option of saving to disk or open and view in WordPad.

Select the desired option to see the latest files in your mailbox and then click on Update Received files List. File name, size, date, and time are shown.

The screenshot shows the ASK-EDI Trading Partner interface. On the left is a navigation menu with options: Transmit Files, Receive Files (selected), Previously Received Files, Change Password, Glossary, and Log Out. The main content area is titled 'Just Ask! HIPAA 5010' and 'ASK-EDI Trading Partner Receive Files'. It includes a 'Contact Us' link and a message: 'Select the file you wish to receive from the list below.' Below this is a table titled 'Select File to Receive' with columns for Name, File Size, and Created Date/Time.

Name	File Size	Created Date/Time
999S_BSTRANS.DAT_00013_00001	246	02/03/11 11:22 AM
999B_000.ISA06.26.41.txt_00001_00185	292	01/09/11 09:52 PM
999B_ks_auth_badnpi.txt_00001_00177	299	01/09/11 09:52 PM
277CA.00170	742	01/09/11 09:40 PM
999B_000.ISA06.26.41_Good.txt_00001_00169	292	01/09/11 09:40 PM
999B_088.N407_1_A8.695.85.txt_00001_00163	353	01/09/11 09:27 PM

An option is also available to change your password, using the menu on the left side of the screen.

When you have completed file transfer, **LOGOUT**.

SECURE FTP (SFTP)

ASK recommends the following free FTP software options.

- CoreFTP LE
- Filezilla

Trading partners may use the screen prints below to assist in the configuration of the software. Trading partners should refer to the respective websites for further instruction on using or troubleshooting the software.

URL: 5010secftp.bcbsks.com

IP Address: 204.154.185.200

Note:

Files may be uploaded to the root or the **current** folder.

Files available for download will show in the **current** folder.

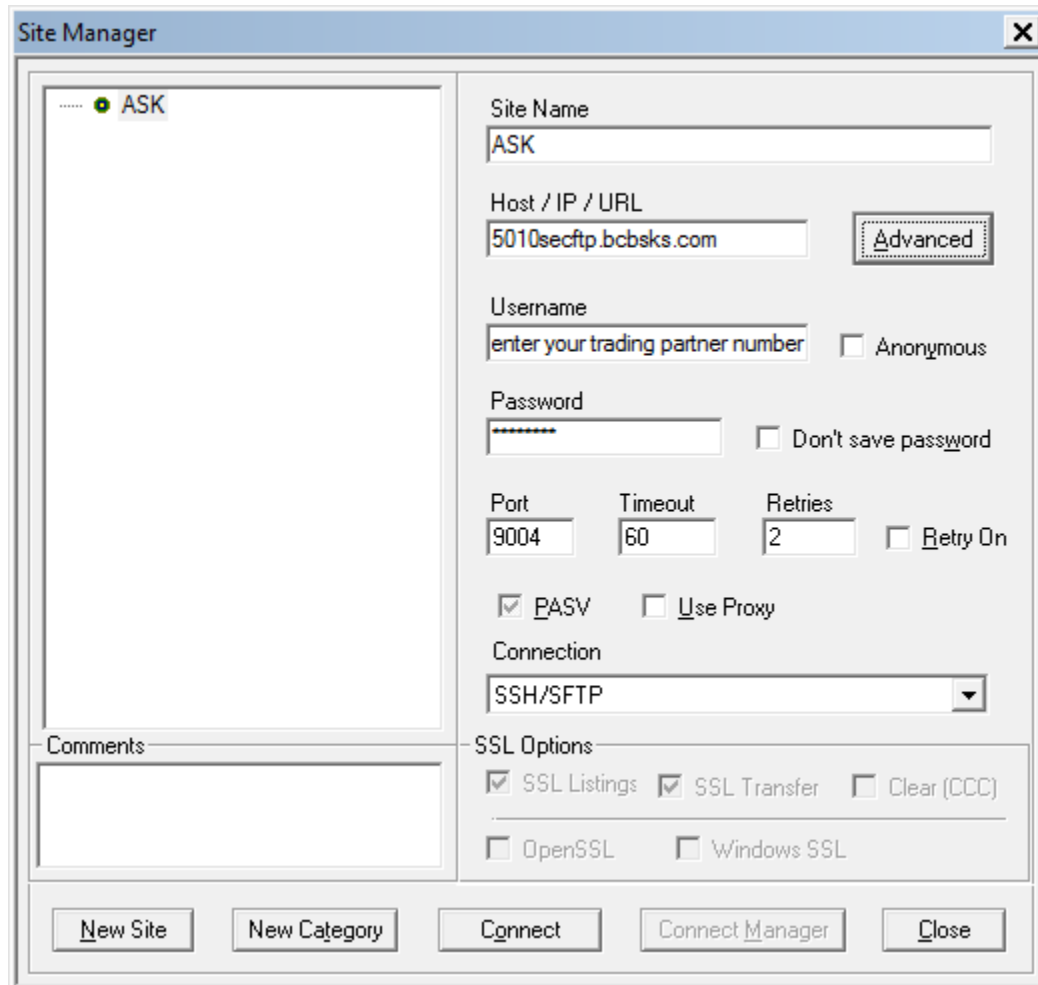
Files that have been downloaded will show in the **downloaded** folder.

CoreFTP LE

Download free version of CoreFTP LE at:

<http://coreftp.com/download.html>

1. Open software by double-clicking on CoreFTP icon
2. Click on **New Site** button (bottom left corner)
3. Enter a site name for the connection (ASK)
4. Enter information as indicated in the screen shot below



The configuration is complete.

Click **Connect** to connect to ASK and follow instruction for uploading and downloading at:

[http://coreftp.com/docs/web1/Transferring \(uploading and downloading\) files.htm](http://coreftp.com/docs/web1/Transferring%20(uploading%20and%20downloading)%20files.htm)

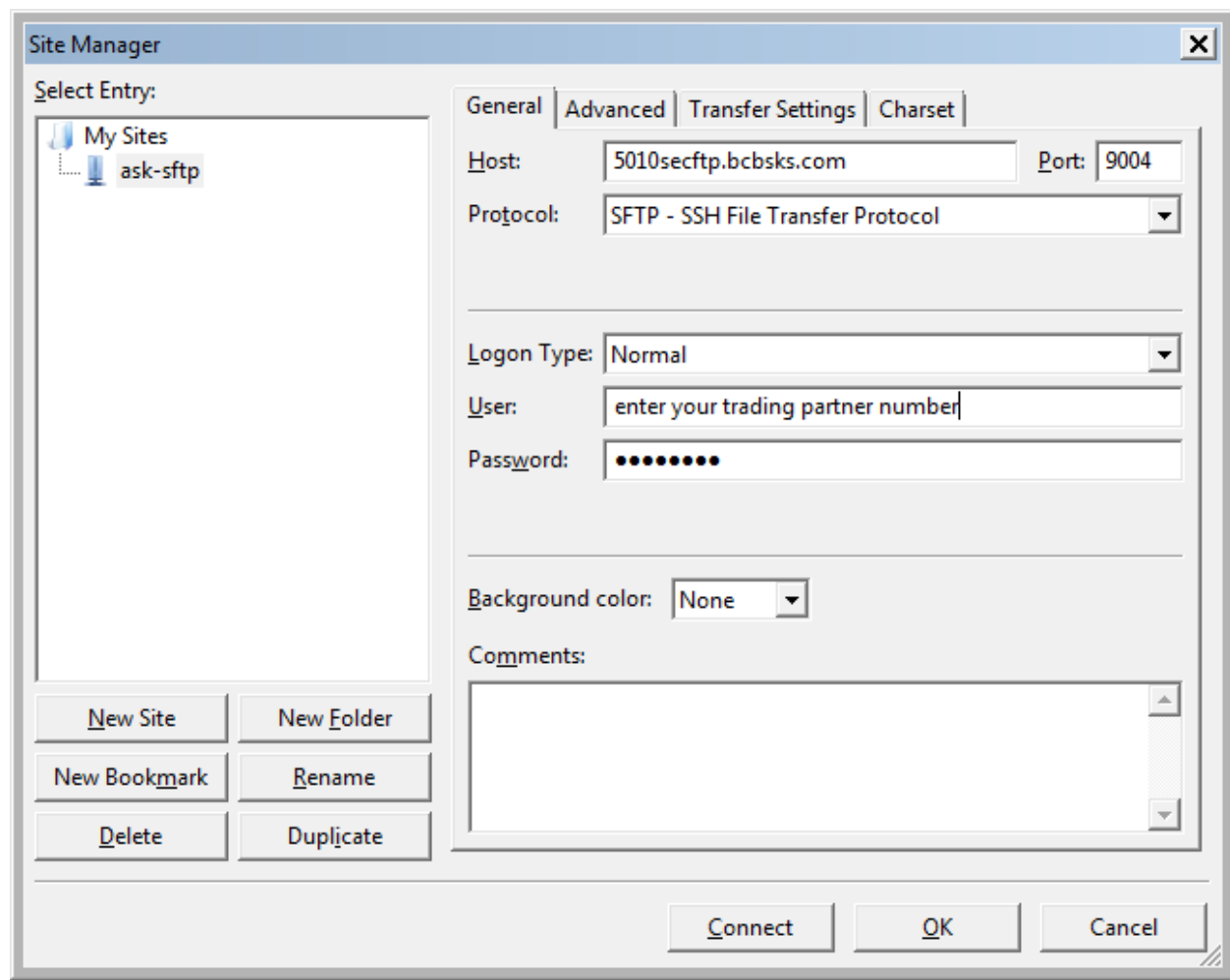
Filezilla FTP Client

Download free version of Filezilla Client at:

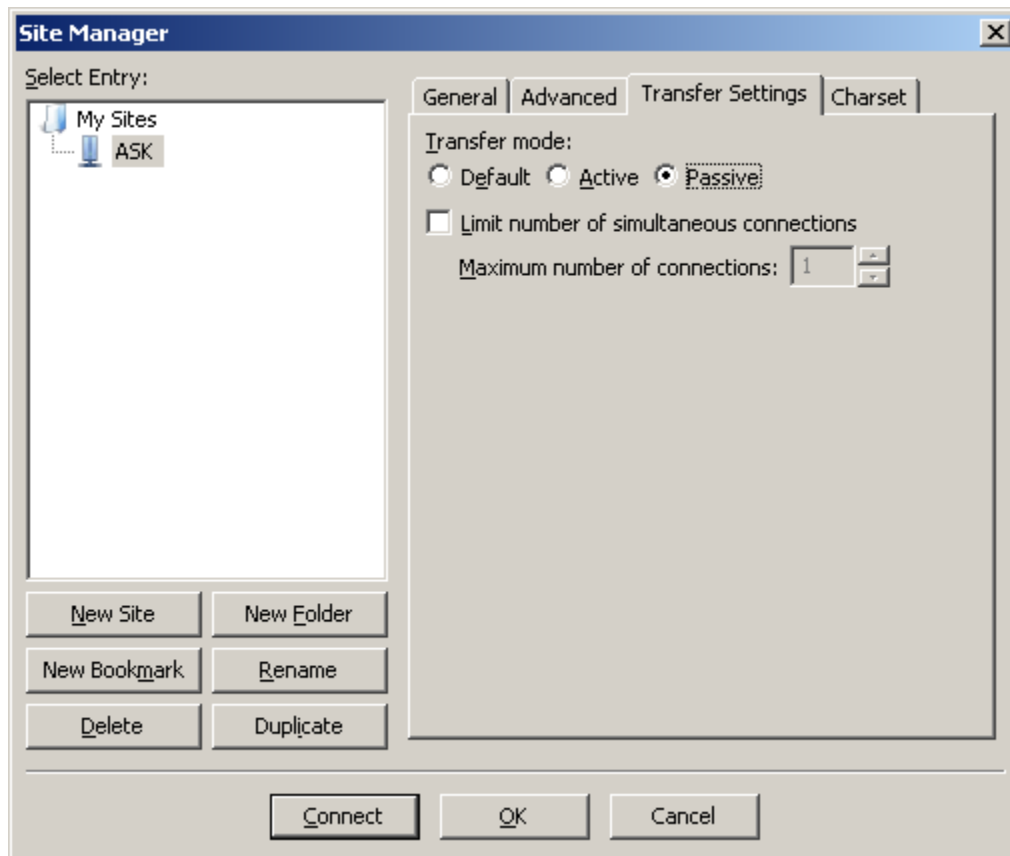
<https://filezilla-project.org/download.php?type=client>

Once software has successfully downloaded and installed:

- Click on **Programs** and look for **Filezilla FTP Client**
- Click on **File**, then click on **Site Manager**
- Click on **New Site** (located on the lower left hand)
- Enter name of site (ASK) and complete information on General tab



Click on Transfer Setting tab:
Change Transfer Mode to **Passive**



Click **OK** to save the changes.

The configuration is complete.

Click Connect to connect to ASK and follow instruction for uploading and downloading at:
<https://wiki.filezilla-project.org/Using>

CHANGING FTP PASSWORD

The following message will appear when your password has expired.

550-Use "user" to login and use "<password>/<new password>" for PASS

It's time to change your password. Select a new password, the system will track eight generations of passwords. You must select something new and different. Example - you cannot use help1, help2, help3. These are too similar.

Type: ftp>user (space bar) your Trading Partner Number@Trading Partner Number (space bar) your old password/your new password and press enter.

Example ftp>user 0003000@0003000 Spring@1/Winter@1 and press enter.

OR

Visit the ASK Web site, click on File Transfer and change you password on-line (see page 4).

If you are suspended, you must call our help desk at 800-472-6481 Option 1 to be unsuspended.

ASK cannot view your 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.**