

Administrative Services of Kansas (ASK)

New EDI System (Edifecs)

834 Quick Start Guide

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Secure FTP Server Instructions

Logging in to SFTP Server:

1. Open a web browser and go to <https://edisftp.bcbsks.com>
(using standard port 22)
2. Log in:
User ID: (your trading partner number)
Password:

Click the "Sign On" button.

Trading partners logging in for the first time will be forced to select a new password.
(See Password Requirements – page 4)

Uploading Files to SFTP Server:

At Home screen:

Recommended:

Click on Install the Upload/Download Wizard and follow instructions for install. (Will only work if running Microsoft browser IE 5.5 or higher) The wizard can be also be disabled.

To upload files:

- Select a Folder - should default to **/Home/EDI/your trading partner number**.
- Click on Launch the Upload Wizard and follow Wizard instructions to upload file.

OR

Disable Upload/Download Wizard and Upload option on home page
User will be returned to Home screen after upload

Downloading Files from ASK:

New files available for download will show on Home page. Click Download button to the right of file to begin download.

OR

To use the Download Wizard (recommended), or to view
Files available for download, click on Browse Other Folders

Select - **/Home/EDI(trading partner number)/Outbound** folder

- Select files to download by clicking box to the left of the file (a check mark will appear)
- Click Download
- If enabled, the download Wizard will launch and allow you to browse your computer for the download destination.
- Please refer to [Acknowledgements](#) for further information.

Instructions for Changing Password

1. Log into ASK SFTP Server
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.

Trading Partner may use the suggested password,

or

Click on Type Custom Password to select new password.

Click on **Change Password** to save new password.

PASSWORD CHANGE REQUIREMENTS

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

- Passwords must be a minimum of 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 are case sensitive.