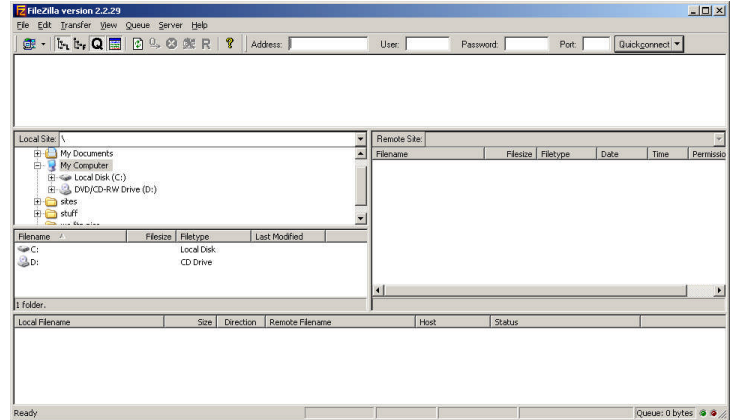
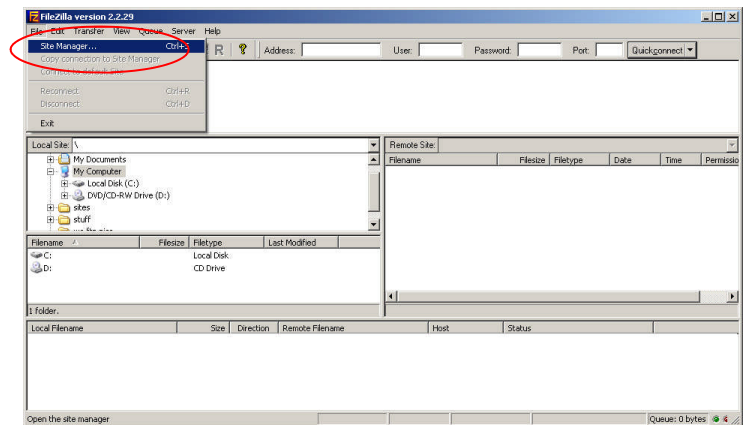


*This document is provided for informational purposes only...  
Software support is provided by the original manufacturer.*

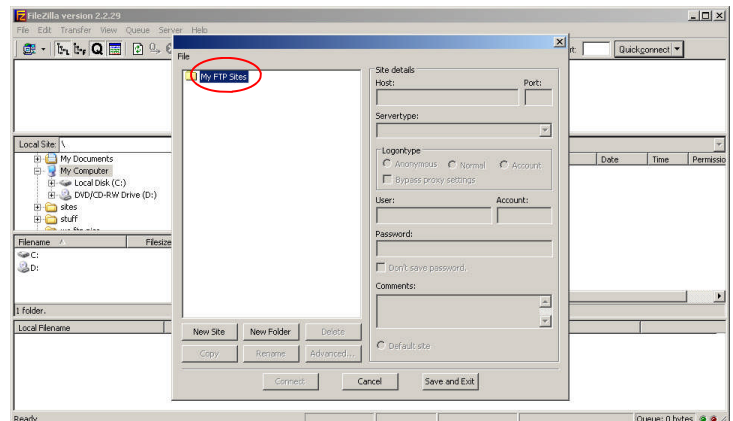
1. Open the FileZilla program by clicking on the desktop icon. The screen to the right is displayed.



2. Click on 'File' then 'Site Manager' to open the connection wizard.



3. Click on the 'New Site' button

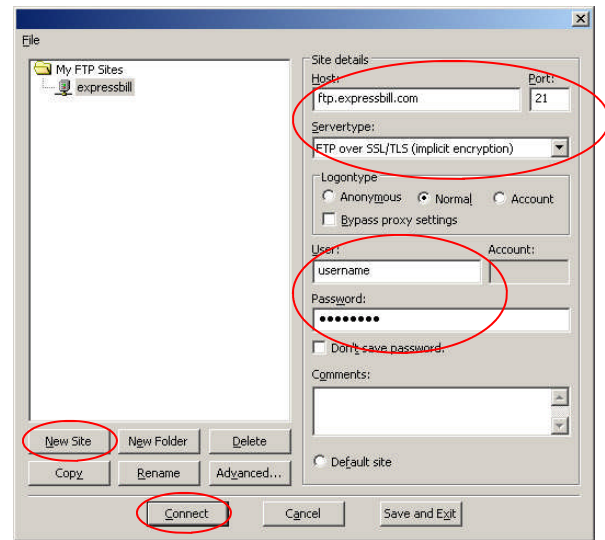


4. Enter the information as shown on the right. Your user name and password will be provided by Emdeon/ ExpressBill.

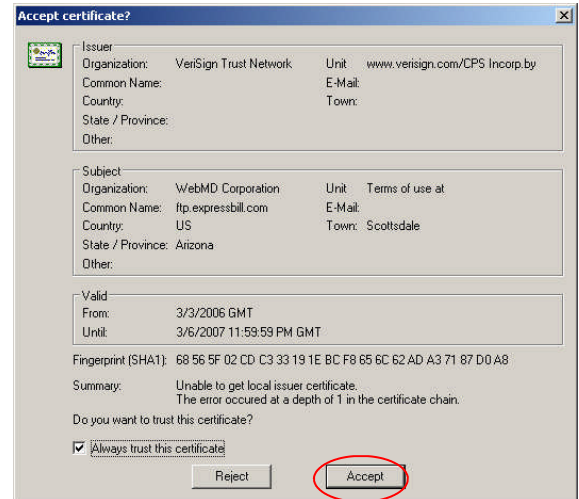
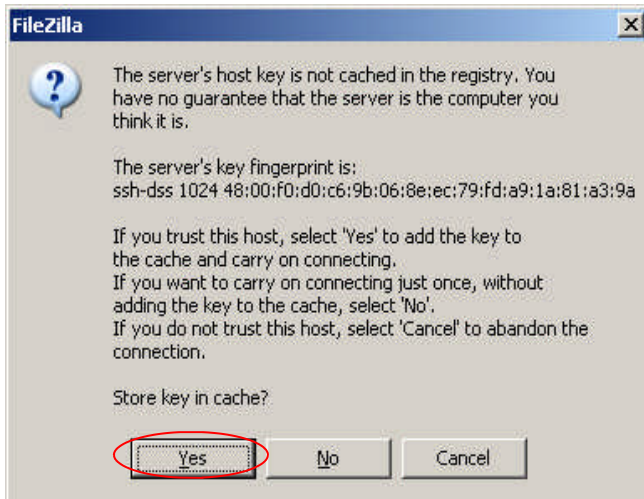
Click on the drop down and select 'FTP over SSL/ TLS ( implicit encryption) or SFTP using SSH2 as the connection type and then click the 'Connect' button.

Selecting FTP as the connection type will connect you to the server, however you will not be invoking the SSL or SSH encryptions.

*Note: the ip address is 170.138.220.80 Please use this only if you have internal IT computer support that would need to establish routing through you firewall.*

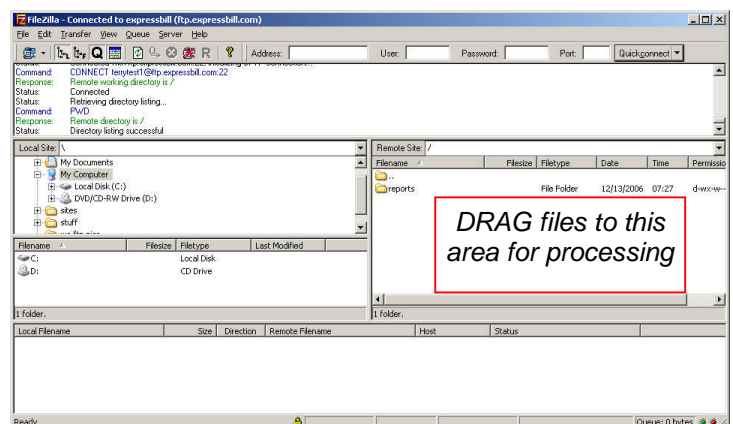


One of the 2 screens below will be displayed depending on the Servertype that was selected above. If you do not see either of these, you **MAY** be connecting to our secure server in a non-secured mode.



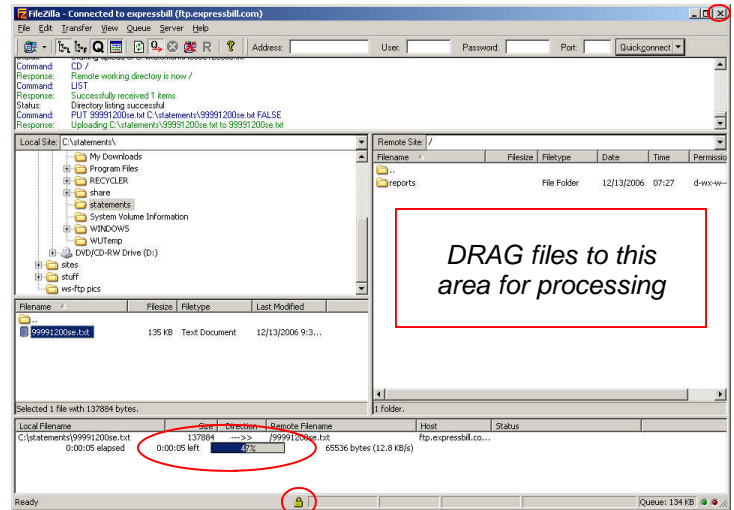
10. You are now connected to the server and you can place any files that you wish to be processed in the large white area ( just drag and drop them).

Click on the 'X' in the upper right to log off and close the software.



- When you drag the file over to the area ... notice the information window on the bottom of the screen will show the file being transferred. Once the file transfer is completed, your file will then be shown on the right side of the screen, but only for a brief period of time as the file moves into production and is no longer displayed.

Click on the 'X' in the upper right to log off and close the software.



*DRAG files to this area for processing*

Indicates that an SSL/SSH session is connected.

