

I. Installation

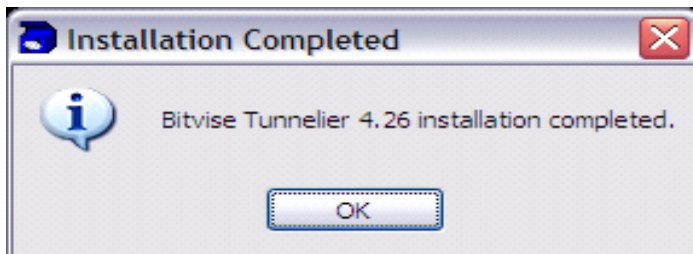
Download the software from:

www.bitvise.com/download-area

And save it to your computer. Be sure to place it in a location that you can find, like your Desktop or My Documents.

Once the download is complete... locate the file and double click on it to start the install process.

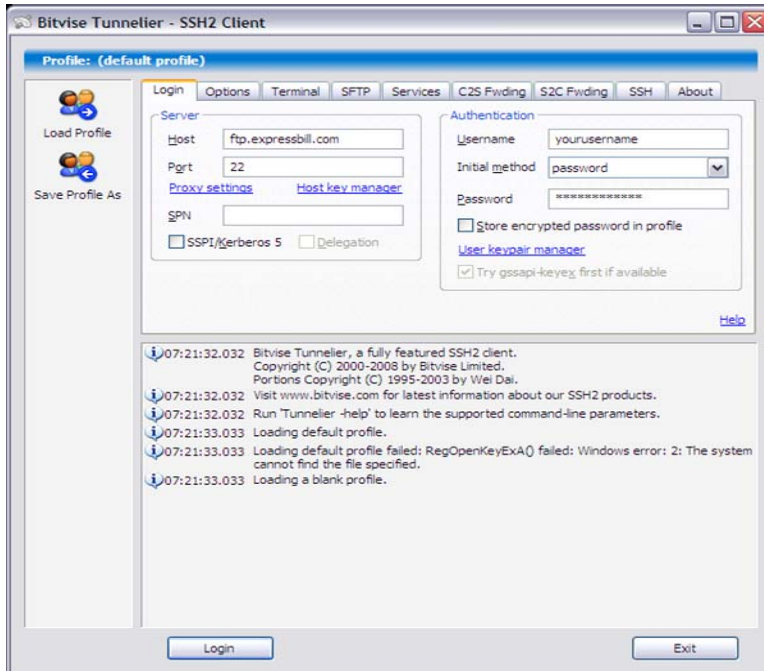
The screen to the left will be shown.



Once the installation is complete, the 'Installation Completed' window will appear (as shown on the left).

Just click 'OK'

The program will automatically be opened and we're ready to configure the software.

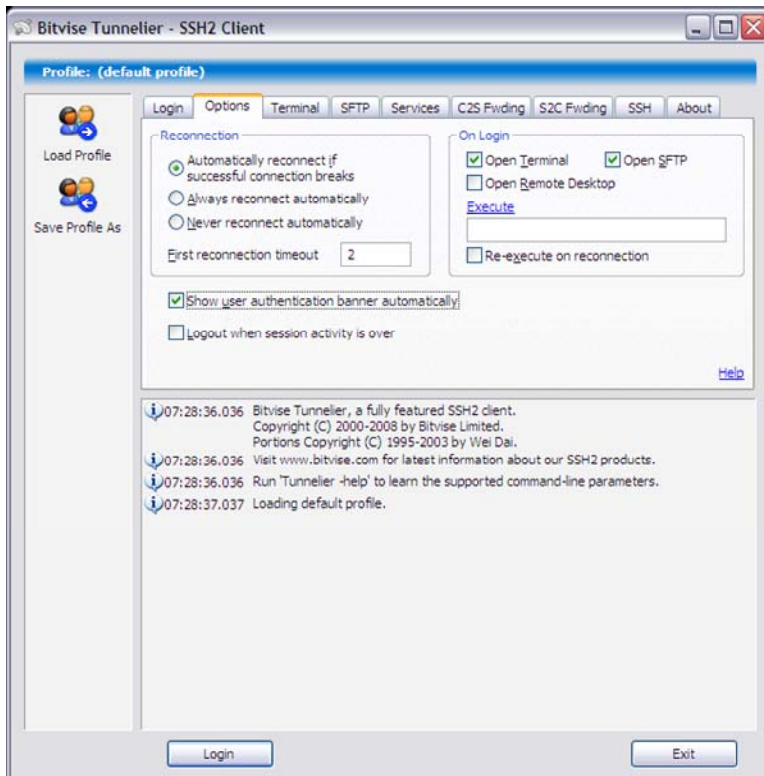
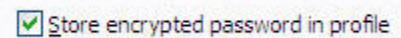


3. Configuring the Login Tab

On this tab, we are concerned with the following:

Field	Value
Host	ftp.expressbill.com
Username	(Your assigned username)
Password	(Your assigned password)

Additionally, if you want the software to remember your password, make sure that you place a checkmark in the store encrypted password in profile box.

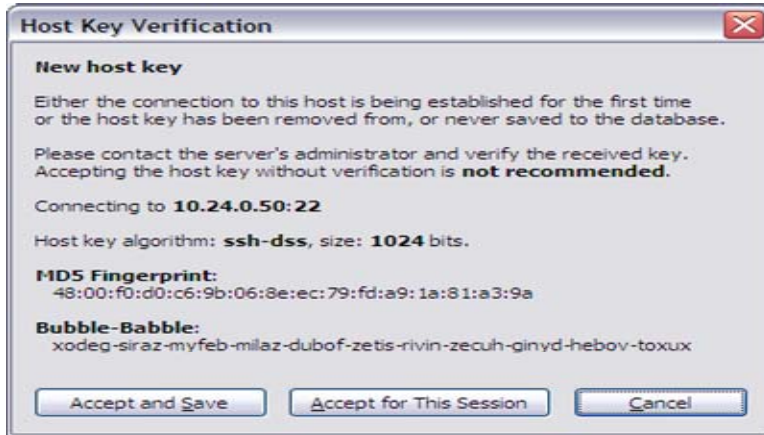


4. Configuring the Options Tab

There is only one setting that we need to change on this tab.

Ensure that the Show user authentication banner automatically does NOT have a check mark in the box.

If you connect and a Tall narrow user authenticated box opens on your screen, click on the 'X' and the SFTP transfer window will open, but this popup screen is not necessary for our transmittals.



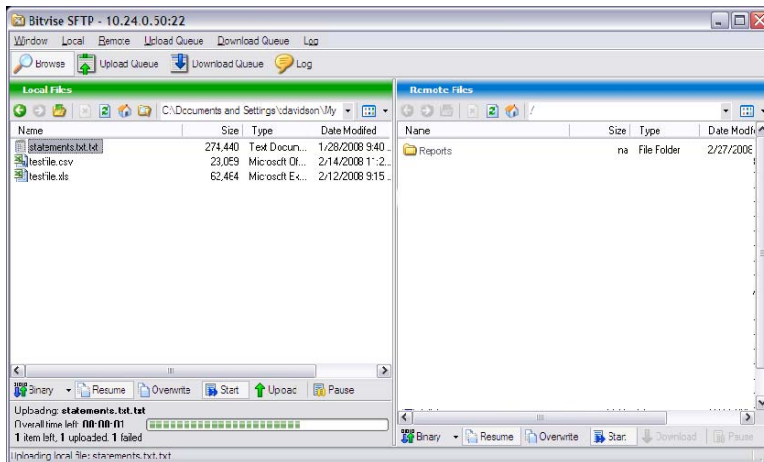
5. Accepting the SSH Key Pair

If you have all the settings correct, clicking the



Will connect to our server and the screen shown to the left will be shown.

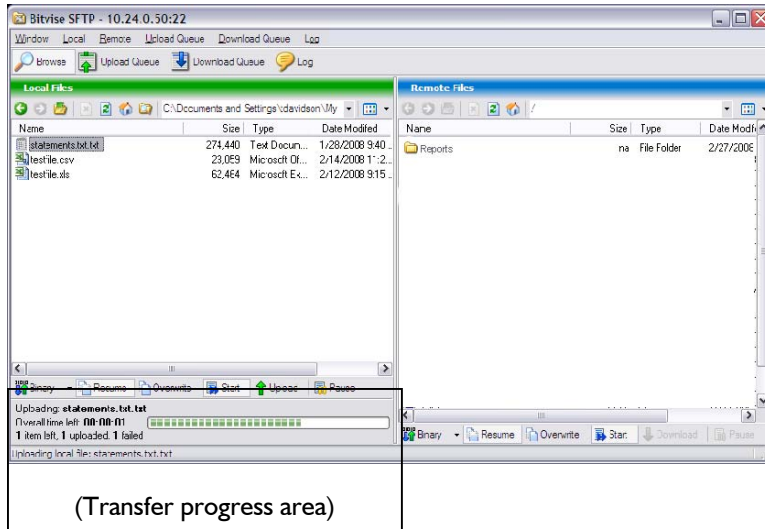
It is recommended that you accept and save the host key. In doing so, this screen will not be shown again unless there is a key change on our server.



6. Transferring files.

Your computer system is shown on the left side of the screen (**the Green side**) and our system is on the right (**the Blue side**)

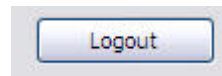
Once you find your file on your system and it is shown in the **GREEN side**, click once on it and hold your **LEFT** mouse button down and drag it to the **BLUE side** and release. The transfer will start.



7. The transfer bar

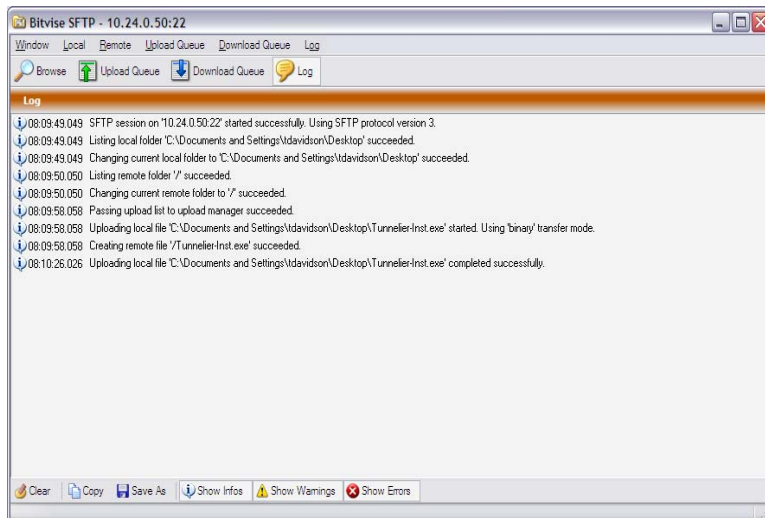
You'll want to notice the transfer bar progress (at the bottom of the GREEN Side) for the progress of the sending.

Once it states that 1 file (or as many as you need to send) are sent... you can just close the window by clicking on the 'X' and then clicking on the

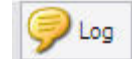


To disconnect from Emdeon.

Then click on the 'Exit' and the program will close.

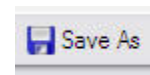


8. Reviewing the Log

Notice the  button

Clicking on this will display the CURRENT SESSION messages.

This is cleared when you close the software so be sure to click on the



If you want to keep this information