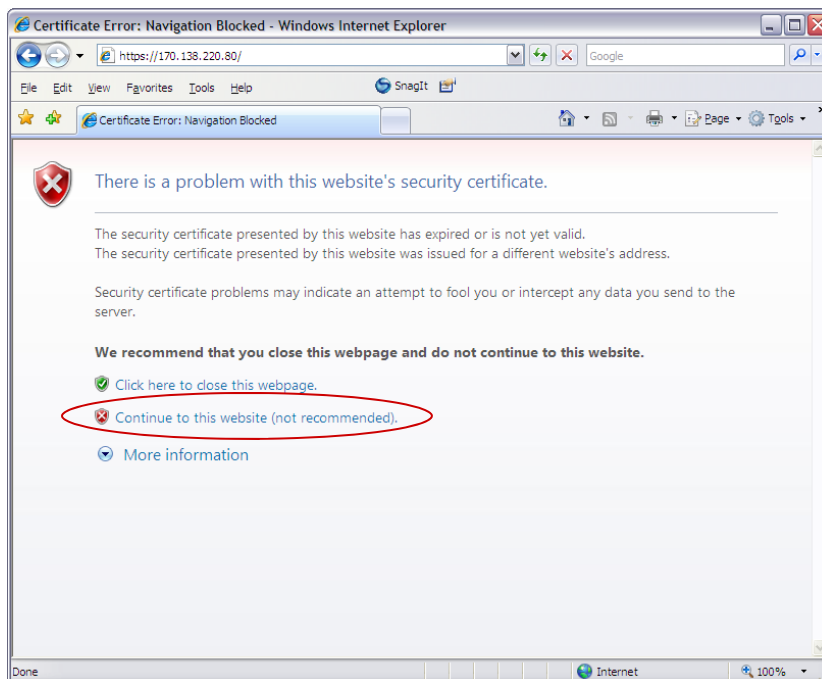


1. Double click on your IE icon and open your web browser. Your home page should be displayed or a black tab ( as shown on the left).

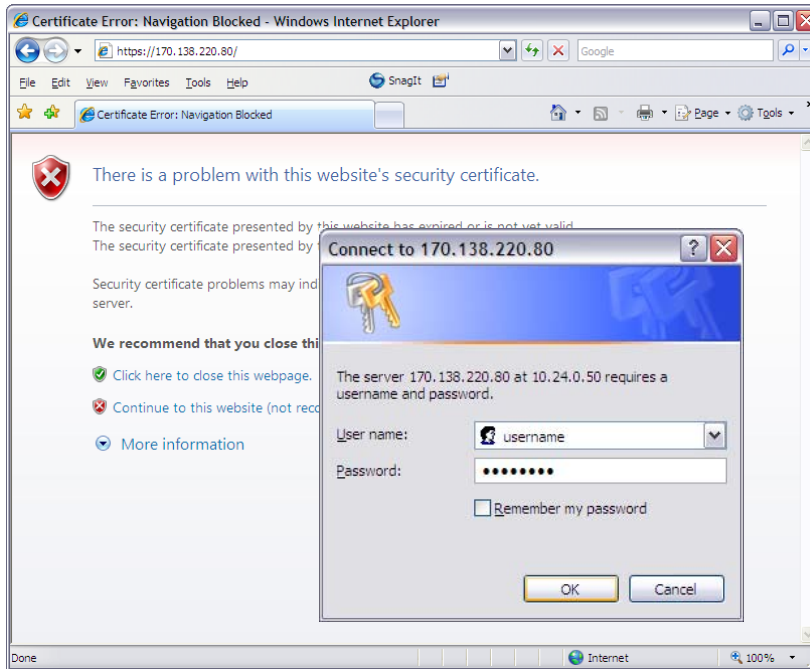
Enter the following in the address bar at the top of page...

`https://170.138.220.80`



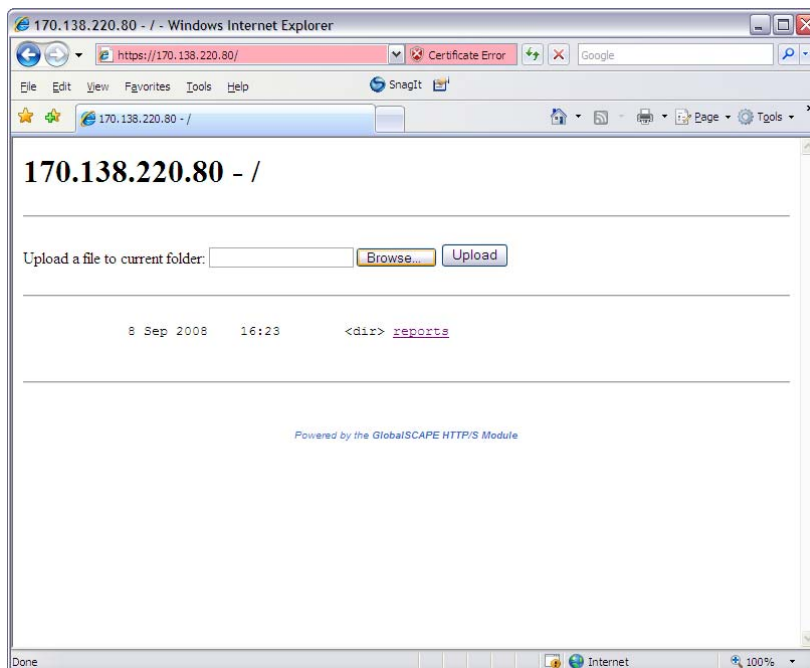
2. You should see the screen to the left displayed in your browser window.

Click on the 'Continue to this website (not recommended)'



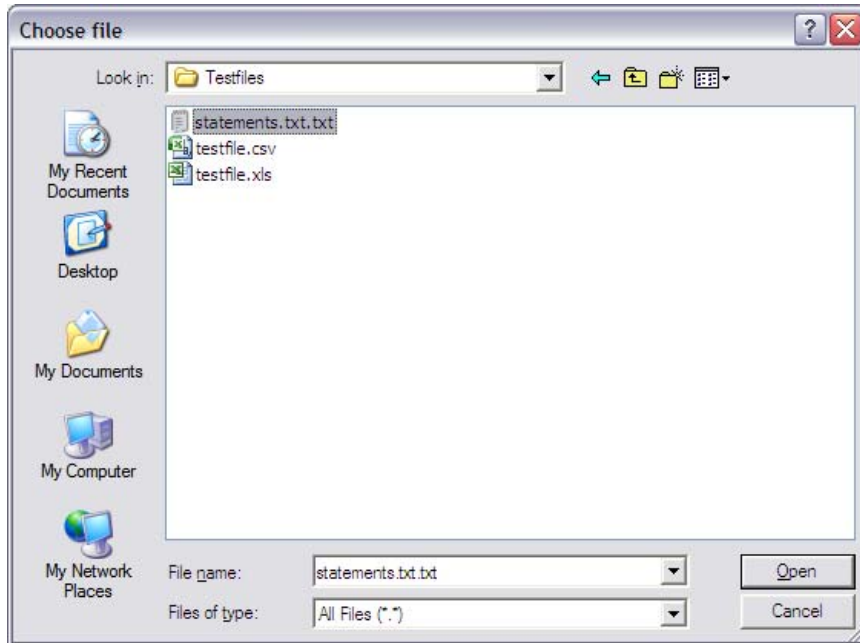
3. A login box will open as displayed to the left. Enter your username and password as assigned by you Emdeon Account manager or Vendor.

Make sure your password is entered exactly as given to you.



4. You are now logged in to the SFTP server in a SSL session. This provides protection of your data when sending it over the internet to our server.

Click on the Upload button and the next screen will pop up.

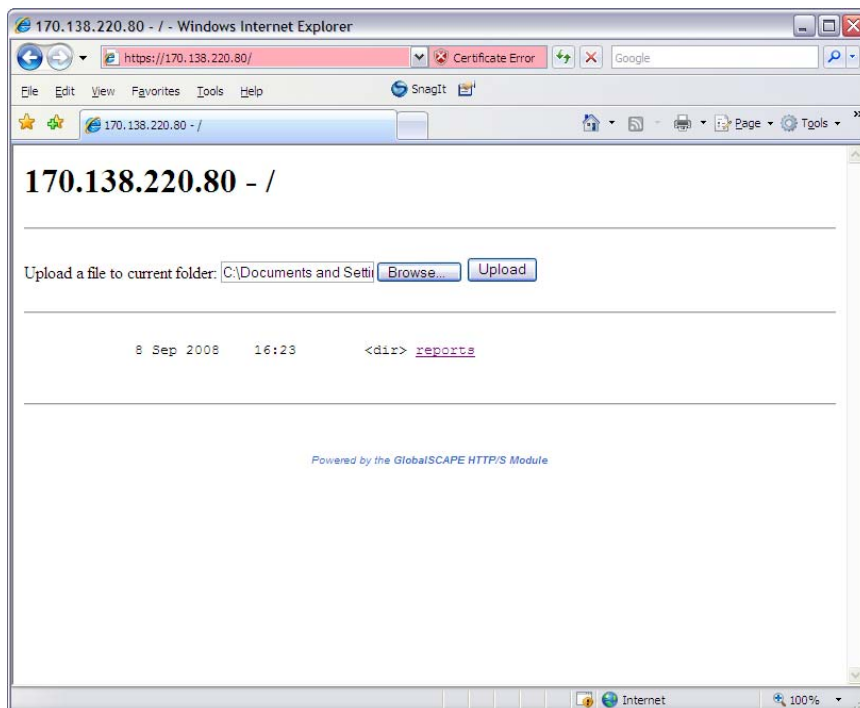


5. This is the pop up screen that allows you to select your file that you want us to print and mail.

If you are unsure of where your Billing system creates the file that you need to send, please contact your vendor.

Once you have selected it... the name of the file will be shown in the 'File name' field.

Click on the 'Open' to select it. The window will close and the select file name will be shown in the next window.



6. Click on the 'Upload' to send the file to us. This will happen quickly and you will not see any confirmation that it is completed.

PLEASE watch for you email or fax confirmations to arrive. If you do not receive them within 2 hours, **CALL THE HELP DESK BEFORE RESENDING** to verify that we do not have your statement file.

Click on the 'X' in the upper right of the window to disconnect from the server.