



Trading Partners FTP Instructions

October 3, 2016

Purpose

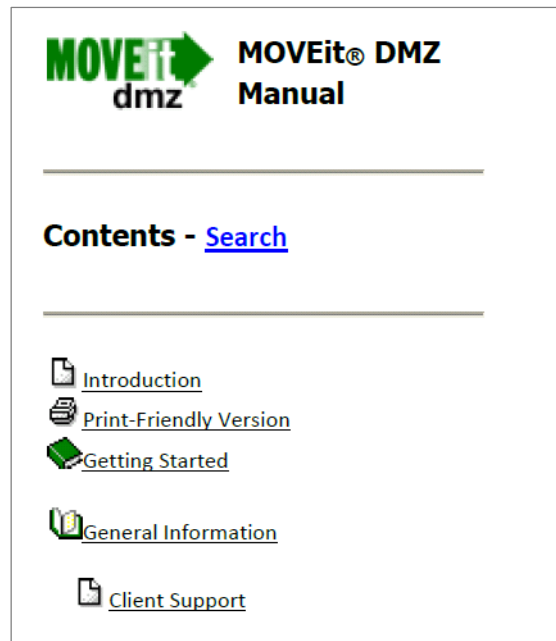
This document is designed to demonstrate how to retrieve an 835 Electronic Remittance Advice from the NEW Magellan Trading Partners FTP site.

Benefits

- More Secure
- User password control
- Files available for 30 days
- Simplicity (clients do not need FTP software if they utilize the HTTPS site)
- During transition files will be available on both sites

Note: In preparation for this transition files have been made available both sites since May 9th; please retrieve only current files to avoid duplicates being loaded to your system.

For a list of supported software select Online Manual >General Information > Client Support



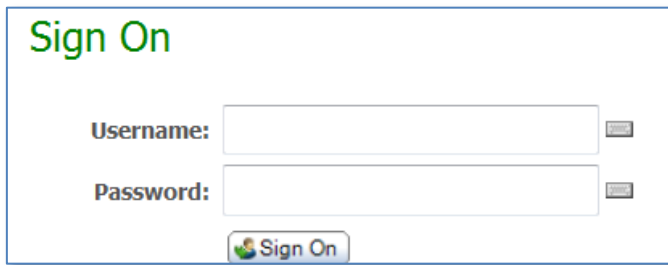
The screenshot shows the top of a web page for the MOVEit DMZ Manual. At the top left is the logo for MOVEit dmz, which consists of the word 'MOVEit' in green with a green arrow pointing right, and 'dmz' in black below it. To the right of the logo is the text 'MOVEit® DMZ Manual' in black. Below the logo and text is a horizontal line. Underneath the line is the text 'Contents - [Search](#)'. Another horizontal line is below this. At the bottom of the screenshot, there is a list of links, each preceded by a small icon: a document icon for 'Introduction', a printer icon for 'Print-Friendly Version', a green arrow icon for 'Getting Started', a book icon for 'General Information', and a document icon for 'Client Support'.

Navigate to New FTP Site

1. Navigate to: <https://ftp02.magellanhealth.com>

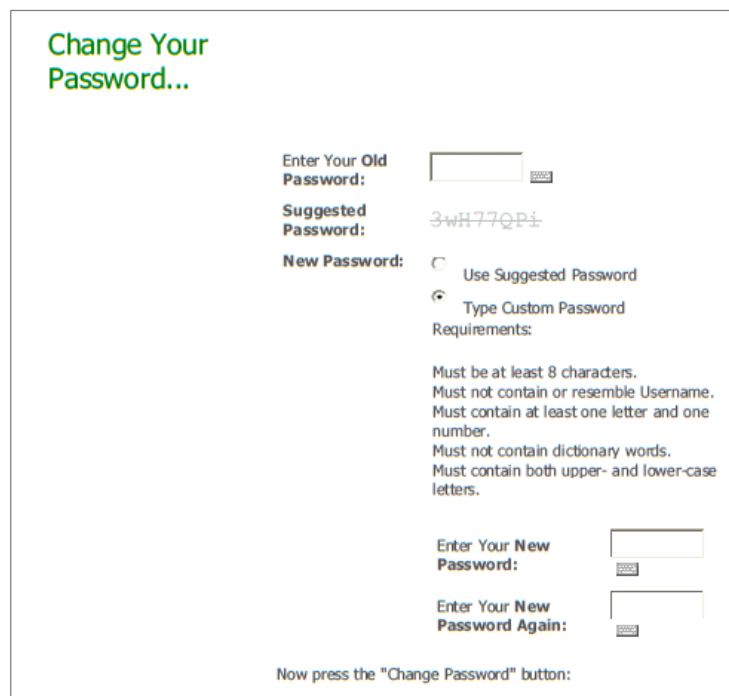


2. Log in with credentials provided by EDI:

A screenshot of a "Sign On" login form. The form has a title "Sign On" in green. Below the title are two input fields: "Username:" and "Password:". Each field has a small "x" icon to its right. Below the password field is a "Sign On" button with a green arrow icon.

Log in to New FTP Site

1. To change your password select **My Account** located on top right of screen.
2. Enter the password provided by EDI Helpdesk for **Old Password**.
3. You may use **Suggested Password** or **Type Custom Password**

A screenshot of a "Change Your Password..." form. The form has a title "Change Your Password..." in green. Below the title are several sections: "Enter Your Old Password:" with an input field and a small "x" icon; "Suggested Password:" with the text "3wH77QP±"; "New Password:" with two radio buttons: "Use Suggested Password" (unselected) and "Type Custom Password" (selected); "Requirements:" with a list of password rules: "Must be at least 8 characters.", "Must not contain or resemble Username.", "Must contain at least one letter and one number.", "Must not contain dictionary words.", "Must contain both upper- and lower-case letters."; "Enter Your New Password:" with an input field and a small "x" icon; "Enter Your New Password Again:" with an input field and a small "x" icon. At the bottom, it says "Now press the 'Change Password' button:".

If you wish to receive notification of file delivery, you may select **Change Notification** & enter email address.


Retrieving 835 Files

There are 3 methods of connectivity

1. Web connection: <https://ftp02.magellanhealth.com/>
To retrieve files from Web connection:
 - Click drop down arrow in **GoTo Folder** section on left side of screen Select **Outgoing**
 - Click on file you wish to download & select **download**
 - Select **Save**
 - Save file to location on your system
2. FTP/SSH Connection the Host is ftp02.magellanhealth.com with Port ID 22
3. FTP/SSL Connection the Host is ftp02.magellanhealth.com with Port ID 21; if you need to set firewall the range is 35000-38000.

To retrieve files from FTP connections you need to transfer **from** /Outgoing folder **to** folder location on your system.

Please follow steps below if you do not have 835 translator / viewer

1. Download a translator/viewer located at:
http://www.cms.gov/AccessstoDataApplication/02_MedicareRemitEasyPrint.asp
2. The application that you need to download is:
Medicare Remit Easy Print (MREP) - The 5 link in Downloads.
3. Please refer to the Easy Print user guide for installation instructions if you have experience difficulties
4. Once the application is installed you can open it and click import  and locate your file (.dat file in Zip File) wherever you saved it from the FTP client.

Note: All files are delivered in .zip format; ZIP and UNZIP software is available from a variety of vendors.

Contact Number

If you have issues downloading files or need password reset; please contact:

- EDI Helpdesk -
 - Phone: 1(800) 924-6741
 - Email: EDIVMAP@magellanhealth.com