

Web File Transfer System - ODJFS

EDS Business Exchange Services (BES)

Today's date: December 19, 2007



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1 Document Control

1.1 DOCUMENT OWNER

EDS Business Exchange Services (BES)

1.2 TERMINOLOGY

Term	Definition
BES	Business Exchange Services
WFTS	Web File Transfer System
ODJFS	Ohio Department of Jobs and Family Services
SSL	Secure Socket Layer
HTTP	Hypertext Transport Protocol
HTTPS	HTTP over SSL

2 Overview

The Web File Transfer System allows Trading Partners to interface with Ohio Department of Jobs and Family Services (ODJFS) over the public internet using a web browser.

This system allows Trading Partners to:

- Submit files to ODJFS.
- Retrieve files from ODJFS.

2.1 SYSTEM REQUIREMENTS

- In order to access the Web File Transfer System, the Trading Partners are required to use Microsoft Internet Explorer 6.0 or higher with 128-bit encryption.
- Browser must be configured to accept cookies

2.2 ENVIRONMENT URL'S

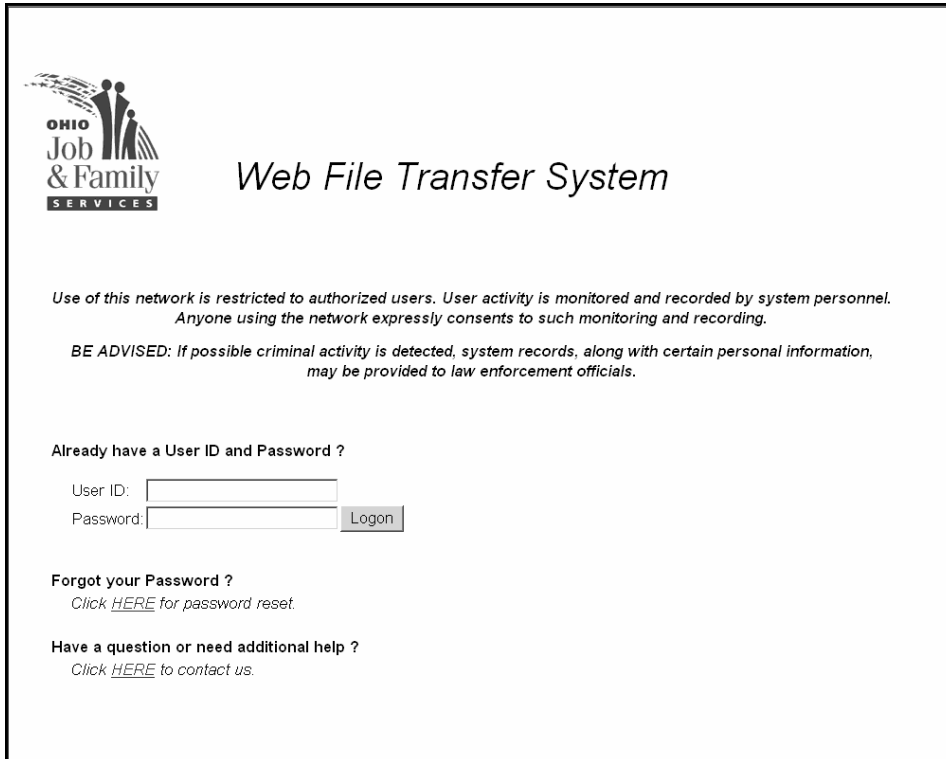
- Certification environment: <https://www.cert.oh.business-exchange-eds.com>
- Production environment: <https://www.prod.oh.business-exchange-eds.com>

3 How To Use

3.1 MAIN SCREEN

The main screen for the Web File Transfer System is located at the following addresses:

- Certification environment: <https://www.cert.oh.business-exchange-eds.com>
- Production environment: <https://www.prod.oh.business-exchange-eds.com>



OHIO
Job
& Family
SERVICES

Web File Transfer System

*Use of this network is restricted to authorized users. User activity is monitored and recorded by system personnel.
Anyone using the network expressly consents to such monitoring and recording.*

BE ADVISED: *If possible criminal activity is detected, system records, along with certain personal information, may be provided to law enforcement officials.*

Already have a User ID and Password ?

User ID:

Password:

Forgot your Password ?
Click [HERE](#) for password reset.

Have a question or need additional help ?
Click [HERE](#) to contact us.

In this page, the User can:

- Log on to the system
- Reset their password.
- Send a note to the Support Group.

3.2 LOG ON

In order to log on to the system, Users must be authenticated by providing their assigned User ID and Password.

To log on to the system:

1. In the main page, enter the User ID and Password combination. Both fields are case-sensitive.

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Web File Transfer System

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may be provided to law enforcement officials.*

Already have a User ID and Password ?

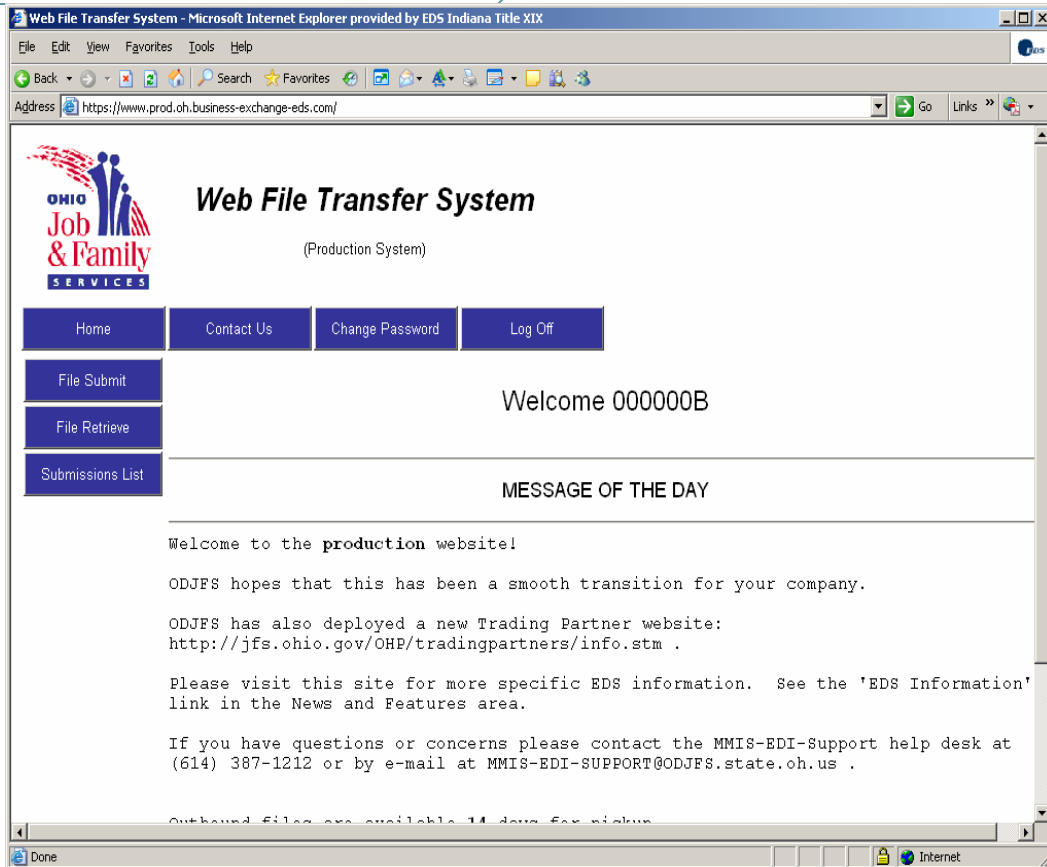
User ID:

Password:

Forgot your Password ?
Click [HERE](#) for password reset.

Have a question or need additional help ?
Click [HERE](#) to contact us.

2. After entering the User ID and Password, click Logon to Log on to the system.
 - If the password is expired the system displays the "Password Expired" screen (see Password Expired)
 - If the password is not expired, the System's Home Page is displayed:



This page provides access to all the functions in the Web File Transfer System:

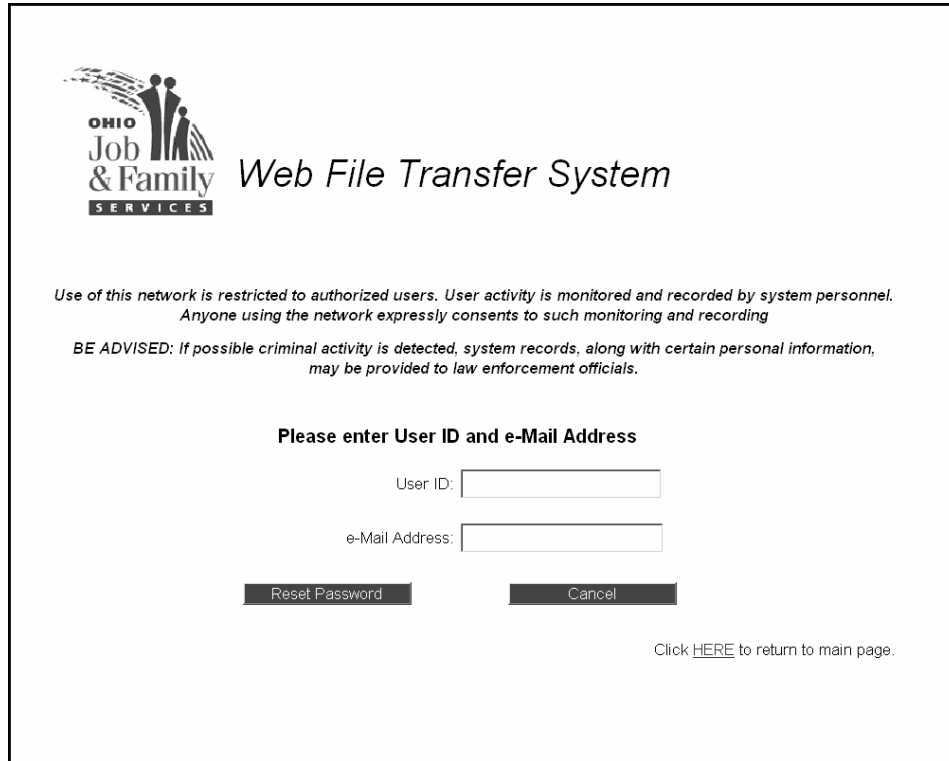
- Contact Us
- Change Password
- File Submit
- File Retrieve
- Submissions List
- Log Off

3.3 RESET PASSWORD

The system provides a self-help option to reset a user's password in case it is forgotten.

To reset a password:

1. In the main page, click on the forgot password option, the system will display the following screen:



The screenshot shows a web page for the Ohio Job & Family Services Web File Transfer System. At the top left is the logo for Ohio Job & Family Services, featuring stylized figures. To the right of the logo is the text "Web File Transfer System". Below the logo and title, there are two lines of disclaimer text: "Use of this network is restricted to authorized users. User activity is monitored and recorded by system personnel. Anyone using the network expressly consents to such monitoring and recording" and "BE ADVISED: If possible criminal activity is detected, system records, along with certain personal information, may be provided to law enforcement officials." Below the disclaimer, the text "Please enter User ID and e-Mail Address" is centered. Underneath, there are two input fields: "User ID:" followed by a text box, and "e-Mail Address:" followed by a text box. Below the input fields are two buttons: "Reset Password" and "Cancel". At the bottom right of the form area, there is a link: "Click [HERE](#) to return to main page."

2. Enter the User ID and the e-mail address associated to that User. Click on "Reset Password" to continue or "Cancel" to return to the previous page without resetting the user's password.
3. If the User ID and e-mail information entered matches the information on-record, the system resets the password and sends an e-mail with the new, temporary password to the address on record and the following confirmation screen is displayed.



Web File Transfer System

Use of this network is restricted to authorized users. User activity is monitored and recorded by system personnel. Anyone using the network expressly consents to such monitoring and recording

BE ADVISED: If possible criminal activity is detected, system records, along with certain personal information, may be provided to law enforcement officials.

Password has been reset and emailed to the address on record.

Click [HERE](#) to return to main page.

3.4 CONTACT US

The “Contact Us” page provides the User a means to send a note related to the website operation or technical difficulties to the Support Group. This page should not be used to request password resets or any other type of information not related to the website operation.

To send a message to the support group:

1. In the Main Page, click on the “Contact Us” option, the following page is displayed:

2. Fill in the information in the web page, the fields User ID, Name, Organization Name, e-Mail Address and Comments are required.
3. Clicking on “Reset” will clear all the fields in the form. Clicking on “Close” closes the Contact Us form and returns to the Main Page.
4. When completing the form, click on the “Submit” button to send the message to the support group. The following confirmation screen is displayed.



Web File Transfer System

Contact Us

Your message has been sent.

Your message has been sent to the web site support group. Thank you.

The following information has been sent:

User ID:	UserID
Name:	UserName
Provider Name:	Provider ABC
Provider Number:	Provider 1234
Organization Name:	Org. Name
e-Mail Address:	email.address@domain.net

Comments:

This is a message related to the operation of this website.

Thank you.

TP.

Close

5. Click on "Close" to return to the Main Page.

3.5 PASSWORD EXPIRED

The password to access the system is valid for 30 days. After this time, the User is required to change their password.

When the User logs in after the password has expired, the system prompts for a password change by presenting the following screen:

OHIO Job & Family SERVICES

Web File Transfer System

Home Contact Us Change Password Log Off

Password Expired

Please enter your new password in the fields below and click on "Continue"

Your new password must meet the following requirements:

- Must be at least 8 characters in length
- Must contain at least 1 uppercase character (A-Z)
- Must contain at least 1 lowercase character (a-z)
- Must contain at least 1 numeric character (0-9)
- Must contain at least 1 special character (~, !, #, \$, %, ^, &, * (.), _ , +, {, }, |, [,] \, <, >, ? or /)
- The same character must not appear more than twice
- The first character must not be an asterisk (*)

New Password:

Re-enter New Password:

Continue

1. Enter a new password in the field indicated. Confirm the password entered in the field "Re-enter Password".
2. Click on "Continue".
3. It is important to note that the new password cannot be the same as any of the last six passwords utilized (including the current one).
4. If the passwords entered match and meet the requirements indicated in the screen, the systems changes the password and displays the following confirmation screen:



Web File Transfer System

Home

Contact Us

Change Password

Log Off

Change Password

Password succesfully changed.

Please click [here](#) to continue

5. Click on the link or on the "Home" button to continue.

3.6 CHANGE PASSWORD

The User can change their password at any time, even if it is not expired, and may do so by clicking on the “Change Password” button located in the main menu at any time during the session.

OHIO Job & Family SERVICES

Web File Transfer System

Home Contact Us **Change Password** Log Off

File Submit

File Retrieve

Submissions List

Change Password

Please enter your new password in the fields below and click on "Continue"

Your new password must meet the following requirements:

- Must be at least 8 characters in length
- Must contain at least 1 uppercase character (A-Z)
- Must contain at least 1 lowercase character (a-z)
- Must contain at least 1 numeric character (0-9)
- Must contain at least 1 special character (~, !, #, \$, %, ^, &, *, (,), _ , +, {, }, |, [,] , \, <, >, ? or /)
- The same character must not appear more than twice
- The first character must not be an asterisk ("*)

New Password:

Re-enter New Password:

Continue Cancel

1. Enter the new password in the indicated field. Confirm the password by re-entering it as indicated. Make sure the new password meets the password requirements as listed in the screen.
2. It is important to note that the new password cannot be the same as any of the last six passwords utilized (including the current one).
3. Click “Continue” to change the password or “Cancel” to return to the Home Page without changing the password.
4. When the password is changed, the system displays the following confirmation screen.



The screenshot displays the Ohio Job & Family Services Web File Transfer System interface. At the top left is the logo for Ohio Job & Family Services, featuring three stylized figures. To the right of the logo is the text "Web File Transfer System". Below the logo and title is a horizontal menu with buttons for "Home", "Contact Us", "Change Password", and "Log Off". On the left side, there is a vertical menu with buttons for "File Submit", "File Retrieve", and "Submissions List". The main content area is titled "Change Password" and displays the message "Password successfully changed." followed by the instruction "Please click [here](#) to continue".

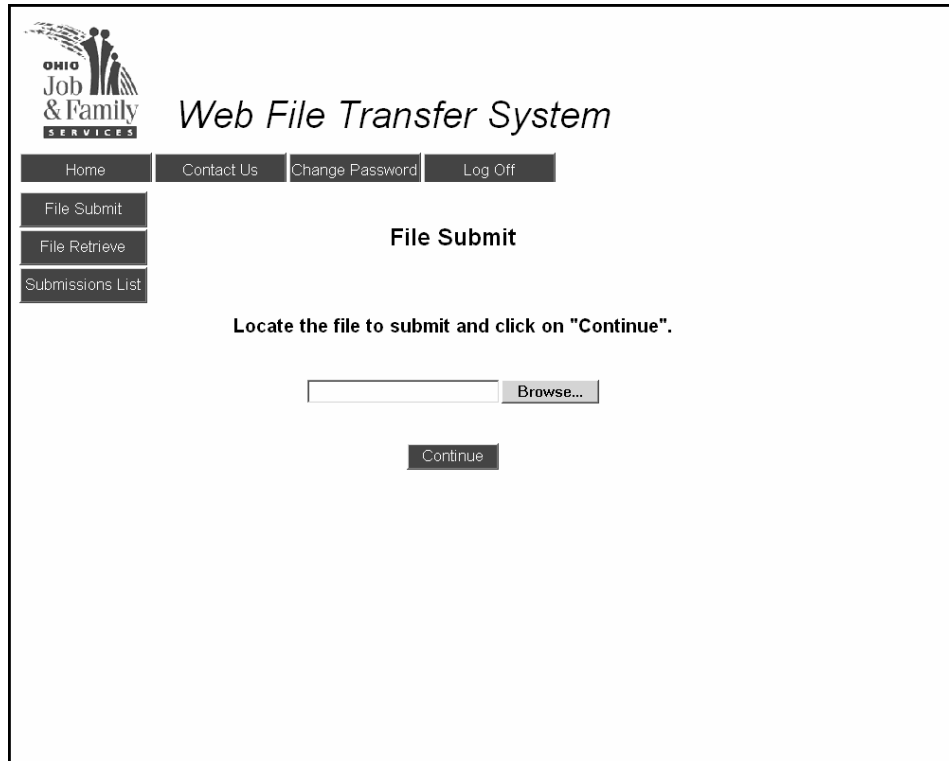
5. Click on the link, the "Home" button or any other menu item to continue.

3.7 FILE SUBMIT

File submissions are files sent directly from the Trading Partner to the ODJFS system. These files are typically claims that are being submitted for processing. A submission Batch ID is assigned to each file submission for tracking purposes. Please note the submission Batch ID when the file is submitted for reference in case there is the need to call the Customer Support Center for assistance.


To submit a file:

1. Click on the "File Submit" button located in the Function Menu, the system will display the following screen.



The screenshot shows the 'Web File Transfer System' interface. At the top left is the logo for 'OHIO Job & Family SERVICES'. To the right of the logo is the title 'Web File Transfer System'. Below the logo and title is a navigation menu with buttons for 'Home', 'Contact Us', 'Change Password', and 'Log Off'. On the left side, there is a vertical menu with buttons for 'File Submit', 'File Retrieve', and 'Submissions List'. The main content area is titled 'File Submit' and contains the instruction: 'Locate the file to submit and click on "Continue".'. Below this instruction is a text input field followed by a 'Browse...' button. At the bottom of the main content area is a 'Continue' button.

2. Indicate the file to be submitted by either entering the file name into the field or using the 'Browse' button to locate the file in the local system.
3. Click on "Continue" to submit the file.
4. The system displays the following confirmation page. Please note the Batch ID. This is a unique number that will be helpful should the Customer Support Center be called with regards to the file.



The screenshot shows the 'Web File Transfer System' interface. At the top left is the logo for 'OHIO Job & Family SERVICES'. To the right of the logo is the title 'Web File Transfer System'. Below the title is a horizontal menu with buttons for 'Home', 'Contact Us', 'Change Password', and 'Log Off'. On the left side, there is a vertical menu with buttons for 'File Submit', 'File Retrieve', and 'Submissions List'. The main content area is titled 'File Submission Details' and contains the following information:

- Submission Status:** File "defa837p.txt" Successfully Submitted.
- Submission Batch ID:** OH0000W6
- Submission Date/Time:** 2007/01/26 11:19 AM CST

At the bottom center of the main content area is a 'Print' button.

5. This confirmation page can be printed by clicking on the "Print" button, otherwise click on any other menu item to continue.

3.8 FILE RETRIEVAL

File retrieval provides the Trading Partner to download a file from the ODJFS system. These files are typically responses to claims previously submitted or payment files. The listing of files available for download is organized by file type. File Retrieval also provides the Trading Partner the option of removing a file from the file retrieval list.

To retrieve a file:

1. Click on the "File Retrieval" button located in the Function Menu, the system will respond with the following screen:

The screenshot displays the 'Web File Transfer System' interface. At the top left is the logo for 'OHIO Job & Family SERVICES'. The main title is 'Web File Transfer System'. Below the title is a navigation bar with buttons for 'Home', 'Contact Us', 'Change Password', and 'Log Off'. On the left side, there is a vertical menu with buttons for 'File Submit', 'File Retrieve', and 'Submissions List'. The main content area is titled 'File Retrieve' and contains the instruction: 'Select a file to download from the list below: (clicking on the file name will display the file)'. To the right of this instruction is a 'Remove Selected' button. Below the instruction is a list of file types, each preceded by a plus sign in a box:

- 271 - Eligibility Response
- 276 - Claim Status Request
- 278 - Response to Request for Review
- 820 - Remittance
- 824 - Application Advice
- TA1 - Interchange Error
- XXX - Others

2. Click on one of the file type "plus" boxes. The system will expand a list of file of that type and display it as follows (in this example, the list of file type 271 – Eligibility Response is displayed) :

File Retrieve

Select a file to download from the list below:
(clicking on the file name will display the file)

Remove Selected

	File Name	File Size (bytes)	File Date/Time	
<input type="checkbox"/>	luistest1.OH00004Y.OH00004Y.271	15975	2006/10/04 01:19 PM CDT	Retrieve

3. Clicking on the File Name displays the first 1024 characters of the file:

File Viewer

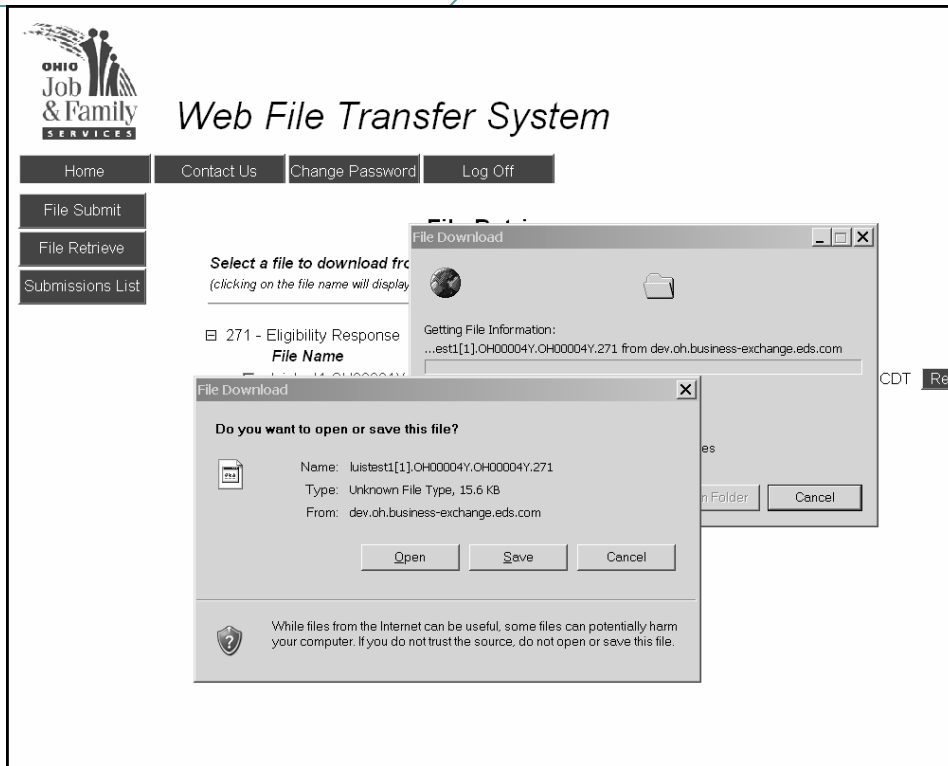
File Name: luistest1.OH00004Y.OH00004Y.271
 File Size (bytes): 15975

(Displaying the first 1024 bytes)

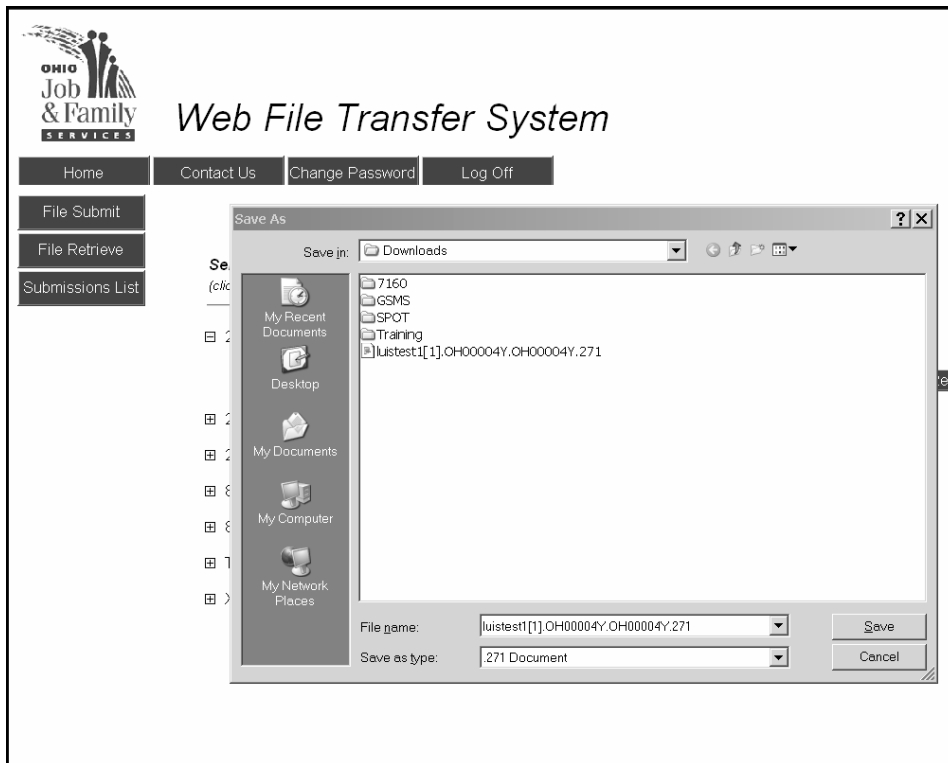
```

ISA*00*          *00*          *ZZ*999999997  *ZZ*999999994
*000919*1600*U*00401*100000003*1*T*>
GS*HC*999999997*999999994*20021201*1440*100000002*X*00
4010X098A1
ST*837*100000001
BHT*0019*00*BHT03ORIGINATOR TRANSACTION
ID*20000919*1440012*CH
REF*87*004010X098DA1
NM1*41*2*1000A LOOP SUBMITTER LAST
NAME35BTS*****48*xxxxx SUBMITTER PRIMARY
IDENTIFICATION NUMBER
PER*IC*1000A PER02 SUBMITTER CONTACT
INFORMATION*FX*8006153511*TE*7545161135*ED*754123456
7 1000A PER08
INM*40*2*1000B RECEIVER NAME MAKE IT
    
```

4. Click on the "Retrieve" button to download the file. The system displays a dialog to save the file in the local system



5. Click on "Save" to select a file name and location for the file in the local system:



6. Select a file name and location in the local system and click on the "Save" button to begin download of the file.

OHIO Job & Family SERVICES

Web File Transfer System

Home Contact Us Change Password Log Off

File Submit

File Retrieve

Submissions List

Select a file to download from the list
(clicking on the file name will display details)

File Name

- 271 - Eligibility Response
luistest1.OH00004Y
- 276 - Claim Status Request
- 278 - Response to Request
- 820 - Remittance
- 824 - Application Advice
- TA1 - Interchange Error
- XXX - Others

File Download

Saving:
...estt[1].OH00004Y.OH00004Y.271 from dev.oh.business-exchange.eds.com

Estimated time left:
Download to:
Transfer rate:

Close this dialog box when download completes

Open Open Folder Cancel

CDT Retri

7. The system also offers the option of removing the file from the list of files available for download, this could be done after the file is downloaded successfully to the local system. In order to remove the file from the list repeat steps 1 and 2 of the file retrieval process.
8. Click on the check box to the left of the file name to select the file. More than one file can be selected with this process. Repeat this for every file to be removed from the list of available files.

OHIO Job & Family SERVICES

Web File Transfer System

Home | Contact Us | Change Password | Log Off

File Submit | **File Retrieve** | Submissions List

File Retrieve

Select a file to download from the list below:
(clicking on the file name will display the file)

[Remove Selected](#)

<input type="checkbox"/>	271 - Eligibility Response			
<input type="checkbox"/>	276 - Claim Status Request			
<input type="checkbox"/>	278 - Response to Request for Review			
	File Name	File Size (bytes)	File Date/Time	
<input checked="" type="checkbox"/>	luistest1_OH0000CZ_OH0000Cz_278	3702	2006/11/16 12:28 PM CST	Retri
<input type="checkbox"/>	luistest1_TR0000BB_TR0000BB_278	3728	2006/11/17 03:18 PM CST	Retri
<input type="checkbox"/>	820 - Remittance			
<input type="checkbox"/>	824 - Application Advice			
<input type="checkbox"/>	TA1 - Interchange Error			
<input type="checkbox"/>	XXX - Others			

- Click on the "Remove Selected" button. The system will remove the selected files from the list of files available for download.

3.9 SUBMISSIONS LIST

Trading Partners have the option to access a list of their file submissions. The submission list shows all the file submissions related to a particular User ID.

To access the Submissions List:

1. Click on the "Submissions List" button in the Function Menu. The system will display the Submission List screen with a list of the files submitted in the last 24 hours.

Web File Transfer System

Home | Contact Us | Change Password | Log Off

File Submit | File Retrieve | Submissions List

Submissions List

Search will only display the first 100 records

Displaying 7 records.

Batch ID	Submission Date/Time
OH0000W6	2007-01-26 11:19 AM CST
OH0000W5	2007-01-25 06:18 PM CST
OH0000W4	2007-01-25 06:18 PM CST
OH0000W3	2007-01-25 06:18 PM CST
OH0000W2	2007-01-25 06:17 PM CST
OH0000W1	2007-01-25 06:17 PM CST
OH0000W0	2007-01-25 06:17 PM CST

[Back to Top](#)

2. Click on the Batch ID to show a list of the files associated with it.

Submission Detail

Batch ID	Status Date/Time	Status	File Name	File Size (bytes)	Service
OH0000W2	2007-01-25 06:17 PM CST	Received	defa837p.bt	15927.0	HTTPS

- The system also provides the ability to search for files by a specific Batch ID or files submitted during a specific period of time, to select the start and end dates click on the corresponding "Select Date" link, a calendar will appear allowing the user to select the desired date:

Calendar Picker - Microsoft Internet Explorer provided by EDS COE

January 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Date Selected: 2007-01-25 [Set]

- Select the desired Start Date and click "Set". Repeat the process to select the desired End Date. Then click on "Search" to continue. Note: The system will only show the first 100 records that match the search criteria. To see additional records, use the "Prev" and "Next" buttons to the right of the screen:

OHIO Job & Family SERVICES

Web File Transfer System

Home | Contact Us | Change Password | Log Off

File Submit | File Retrieve | Submissions List

Submissions List

Batch ID Start Date *Select Date* End Date *Select Date* Search Search will only display the first 100 records

2006-01-05 2007-01-26

Displaying 100 records. Prev Next

Batch ID	Submission Date/Time
OH0000W6	2007-01-26 11:19 AM CST
OH0000W5	2007-01-25 06:18 PM CST
OH0000W4	2007-01-25 06:18 PM CST
OH0000W3	2007-01-25 06:18 PM CST
OH0000W2	2007-01-25 06:17 PM CST
OH0000W1	2007-01-25 06:17 PM CST
OH0000W0	2007-01-25 06:17 PM CST
OH0000RQ	2007-01-23 04:32 PM CST
OH0000RN	2007-01-23 04:30 PM CST
OH0000RM	2007-01-23 04:22 PM CST
OH0000RL	2007-01-23 04:21 PM CST
OH0000RK	2007-01-23 04:20 PM CST
OH0000RJ	2007-01-23 12:05 PM CST
OH0000RI	2007-01-23 11:16 AM CST
OH0000RH	2007-01-23 11:13 AM CST
OH0000RG	2007-01-19 02:25 PM CST
OH0000R9	2007-01-18 01:28 PM CST

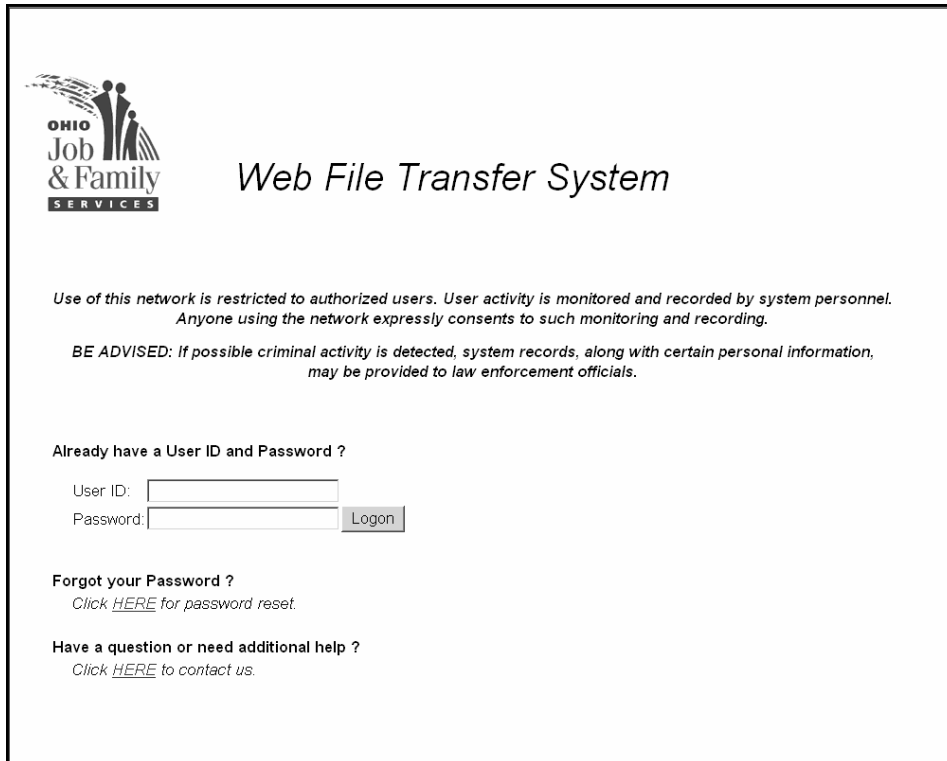
- To search for a specific Batch, enter the Batch ID in the field indicated and click on "Search". Please note that the system will search for the Batch ID within the period of time indicated by the Start and End Dates.


3.10 LOG OFF

It is important to log off after completing work with the Web File Transfer System. For security reasons, the system will automatically terminate the session after a system defined period of inactivity, which is set at 15 minutes. If the session expires, the Trading Partner will be sent to the main logon window.

To Log Off:

1. Click on the Log Off button in the Main Menu, the system will terminate the session and return to the Main Page:



 **Web File Transfer System**

Use of this network is restricted to authorized users. User activity is monitored and recorded by system personnel. Anyone using the network expressly consents to such monitoring and recording.

BE ADVISED: If possible criminal activity is detected, system records, along with certain personal information, may be provided to law enforcement officials.

Already have a User ID and Password ?

User ID:

Password:

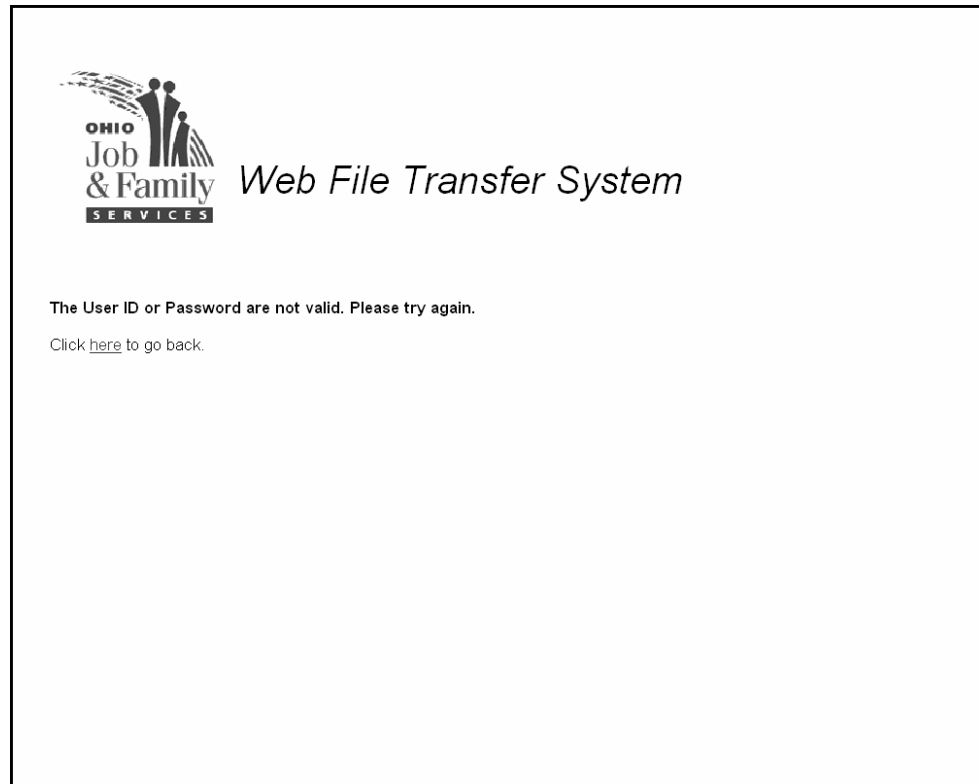
Forgot your Password ?
Click [HERE](#) for password reset.

Have a question or need additional help ?
Click [HERE](#) to contact us.

4 Exceptions

4.1 INVALID USER ID OR PASSWORD

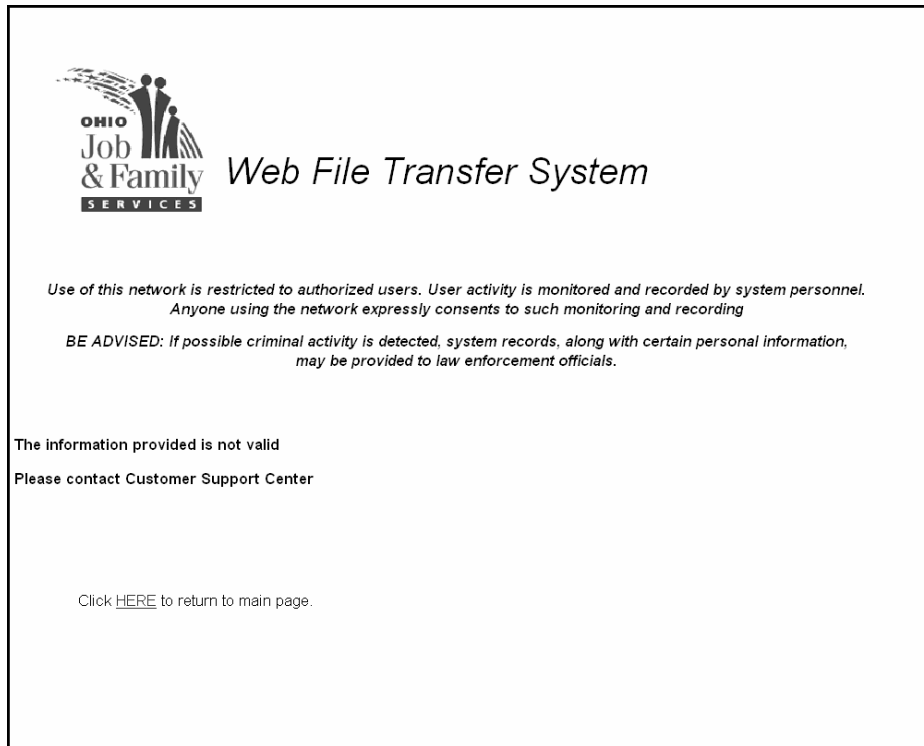
If, when logging on, the User enters a invalid User ID or Password, the system displays the following screen:



1. Click on the link to go back to the Main Log On page.

4.2 INVALID PASSWORD RESET

When the User provides the wrong information for the self-service password reset screen, the following screen is displayed:



1. Click on the link to go back to the Main Log On page.