

Uploading Documents to the Community Transitions Program

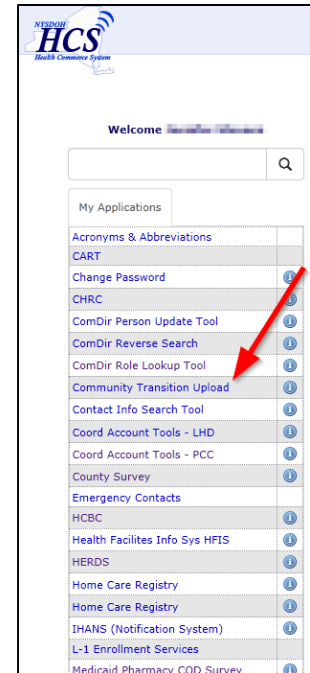
The Community Transitions Upload Application was created to **securely** and easily transfer files, up to 100 megabytes in size, from a Health Commerce System (HCS) user to the Community Transitions Program (CTP). It is secure because the file is not e-mailed, *i.e.*, the file resides on the HCS until it is downloaded by the CTP recipient.

Accessing the Community Transition Upload (CTU)

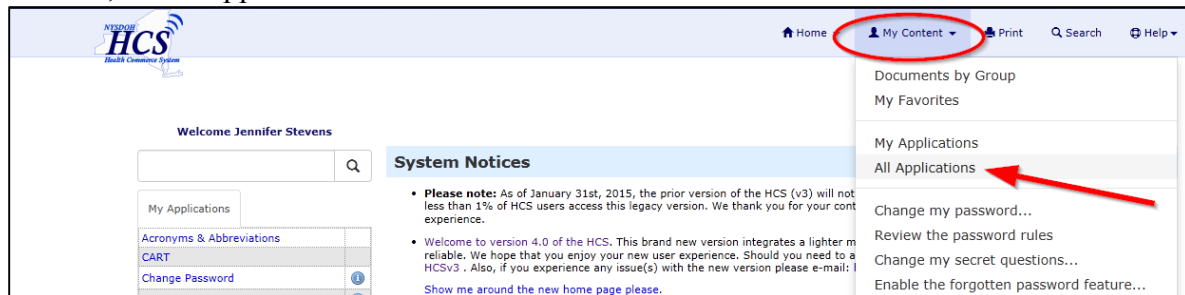
1. Log in to the Health Commerce System (HCS) (formerly the HPN).

<https://commerce.health.state.ny.us>

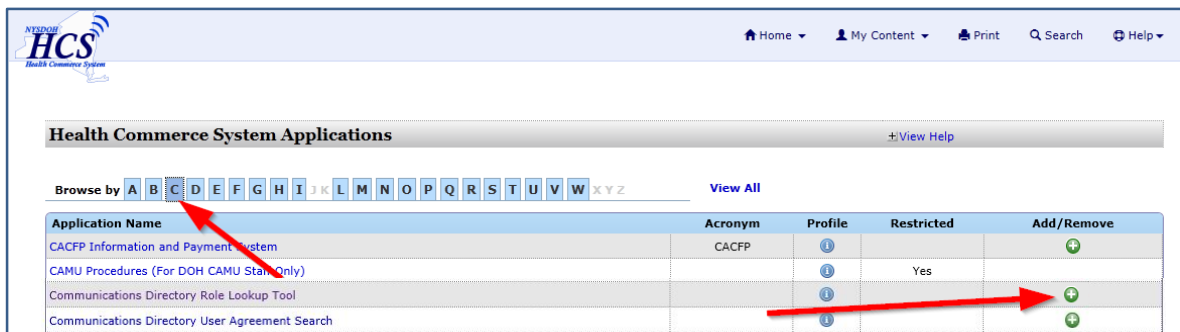
2. Check under your “My Applications” list (alphabetical) to see if you have already added Community Transition Upload application to your list. If so, you can open it by clicking on the words “Community Transition Upload.” If not, go to step 3.



3. If the application is not listed in your “My Applications” you can add it. Go to “My Content,” “All Applications.”



4. Click on the letter “C” at the top. Find Community Transition Upload and click on the green plus symbol (+) to add to your “My Applications” list.



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Sending a File

1. Access Community Transition Upload (CTU) application.
2. The CTU allows transfer of up to 3 files at once. Choose the “Browse...” button (1) to select the file you would like to transfer. Include a message at the bottom in the comment box (2), if desired. Whatever you type will show up in the email that the receiver gets as notice of the file transfer. Click the upload button (3).

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Purpose: This upload utility should be used to send information to the Community Transitions Program staff.

Instructions: To upload a file, click on one of the buttons to the right of the 'Upload file' text and select the file. Repeat for up to 3 files and then click on the Upload button.

Your Email address: jxs36@health.state.ny.us

Mail to:

Upload file (1): **1**

Upload file (2):

Upload file (3):

Please note: A maximum of three (3) files can be uploaded at one time. The total file size cannot exceed 100 MB.

Comments: (included with email) **2**

3

Message: The Symantec Scan Engine has been updated and the virus scan should run faster now. **Warning: The Virus Scan software on the Health Commerce System will not be able to open an encrypted file to check for viruses. If you are about to send an encrypted file, please MAKE SURE that the file was scanned for viruses or malignant codes before uploading.**

[View the Upload Log](#)

3. The page will refresh and you will see notification that your file was uploaded.

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All files uploaded will be scanned for viruses. Please be patient and wait for the process to finish.
Performing virus scan on file 1. **DONE** Go to bottom of page to see results

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Your Email address: jxs36@health.state.ny.us

Mail to:

Upload file (1):

Upload file (2):

Upload file (3):

Please note: A maximum of three (3) files can be uploaded at one time. The total file size cannot exceed 100 MB.

Comments: (included with email)

Message: File: C:\Users\Public\Pictures\Sample Pictures\Koala.jpg uploaded successfully.
The email contains a link to download the file.
Total bytes: 780,831.
No viruses detected.

[View the Upload Log](#)

Uploading Documents to the Community Transitions Program

How does the CTU application work?

As an HCS account holder, you can upload up to three files (total size < 100MB) from your computer to the HCS to the Community Transitions Program (CTP) in a secure manner. An e-mail message is sent to the CTP notifying them to go to the HCS to download the file(s). The CTP recipient can click the link in the e-mail or copy and paste the link into their browser address window to retrieve the file(s). The CTP recipient will see a table displaying the file(s) that have been sent to them, and can click the file name to download each to their computer. ONLY CTP recipients can access this page and/or file. The sender is notified (via e-mail) when the CTP recipient downloads the file.

All e-mail messages are sent to the HCS Business Contact Information e-mail address listed in the sender's Person Record. You can view Business Contact Information for all HCS users by looking in the Communications Directory Role Lookup Tool.

File Name Warning:

File names should contain alpha, numeric and underscore characters ONLY. Other characters may result in an error and cause the system to think there is a virus in the file you are transferring.

Please remember:

- You can transfer **three** files to the CTP at a time.
- Files remain on the HCS for **14 days**.
- Total file size is limited to **100 megabytes**.
- You may send no more than **2500 megabytes** total per week, *e.g.*, 25 files of 100 megabytes each.
- Virus Scan software on the HCS will NOT be able to open an encrypted file to check for viruses, therefore:
 - If you are sending an encrypted file, please **MAKE SURE** that the file was scanned for viruses or malignant codes before uploading.
- Non-encrypted files are checked for viruses during the upload process. If a virus is found, the upload process is aborted and the sender gets a message warning them of the virus.