

## To Upload a file(s) to send to another HCS User:

### Points to remember:

- You can transfer **three** files to one person at a time.
- Files remain on the HCS for **14 days**.
- 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 HCS will not be able to open an encrypted file to check for viruses, therefore, before sending an encrypted file, please **MAKE SURE** 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.
- 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.
- **DO NOT** use this tool to submit Official NYS Prescription data. To submit prescription data use either the **Controlled Substance Prescription Reporting Batch or Manual Entry Applications**. For these instructions see: [Overview What is the SFT Utility is used for?](#)

### Directions:

1. Select the **Secure File Transfer Utility** from the list of HCS Applications.
2. Click **I want to... · Send someone else a file**.
3. Enter the file recipient's Health Commerce System Account User ID, if known in the Mail to user: text box, e.g., hinxxx01, hpnxxx01, or xx123456; **NOT** the recipient's e-mail address.

### OR

- a) Click on the **Get User ID** button.
- b) Enter known search criteria for the recipient.
- c) Click the **Submit Search Request** button.
- d) Highlight recipient's name.
- e) Click **Make Selection in box, then click here** button.
- f) Verify correct name has been selected.

**Secure File Transfer** Revised:

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**Purpose:** This upload utility should be used to send documents to a specific Health Commerce user.

**Instructions:** To upload a file, click on one of the buttons to the right of the 'Upload file' text and select the file. Then click on the Upload button.

**Your Email address:**

**Mail to user:**   If you do not know the recipient's HCS User ID, click the **Get User ID** button.

**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 can not exceed 10 MB.

**Comments: (included with email)**   Click **Upload** file on

**Message:** This is a new version of the Secure File Transfer. It will allow you to upload up to 3 files at a time. You can view the details of the files you uploaded by clicking on the *View the Upload Log* link at the bottom of this page. You can also click on the *Uploaded* link to see details of who downloaded the file and when it was downloaded.

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4. Click button to the right of the Upload file text box. Depending on your internet browser, your button name will be either **Browse** or **Choose File**.
5. Navigate to and select the file on your computer (see **Please Remember** at top of page).
6. Click Open. The path to the file on your computer will be copied into the Upload File text box.
7. Repeat steps 4-6 for each file.
8. Add a comment (optional). This text will be added to the email note that is sent to the HCS user informing him/her that a file or files have been sent to them and where they can retrieve it.

**Note:** If you want to change any of the information you've entered before uploading, click the Back button of your browser.

9. Click **Upload**.
10. The file(s) uploaded will be virus scanned. A message will appear at the top of the page to tell you the results of the virus scan.

Both the sender and the recipient receives an email notification of the file transfer.



**Recipient's email**

To **The Recipient's email address**  
 cc **Sender's email address**  
 bcc  
 Subject **Secure File Transfer from Sender's name (HCS Us**

**Sender's comments will display here**

The following file(s) have been sent to you:

- cti\_110\_pg.pdf
- NORA2.pdf
- HERDS\_3\_PreCourse\_Materials.pdf

← **The file names that can be uploaded from the HCS by the recipient**



Please Note:

This file can be downloaded using the link below. After clicking on the link you will see an IMMEDIATE ATTENTION section of the HCS Portal. Click on that HCS Portal link to download your

All file sent can be downloaded using the link below.

[https://commerce.health.state.ny.us/hcsportal/hcs\\_home.portal?link=/hpn/cgi-bin/applinks/](https://commerce.health.state.ny.us/hcsportal/hcs_home.portal?link=/hpn/cgi-bin/applinks/)

The file(s) will be available to download for 14 days ONLY. **This is a warning**

You may send files by clicking on

<https://commerce.health.state.ny.us/hpn/cgi-bin/applinks/general/genupld?profile=genfxr>

Clicking on this link should automatically pull up your default browser and take you to the web page (if your e-mail system has the ability and has been set up to do this - check with your support staff).

← **Link Trans**