

**TELECOMMUNICATIONS REQUIREMENTS
FOR TRANSMITTING ELECTRONIC DATA FILES
TO
ADMINISTRATIVE SERVICES OF KANSAS**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
PREFACE.....	3
INTERNET FILE TRANSFER.....	4
SECURE FTP USING GLUB SOFTWARE.....	6
INSTALLATION	6
SETUP - (GUI INTERFACE ONLY).....	7
TRANSFERRING DATA	8
CHANGING FTP PASSWORD.....	9
PASSWORD CHANGE REQUIREMENTS	10

PREFACE

The information contained in this document was developed to facilitate sending and receiving of electronic transactions for Blue Cross and Blue Shield of Kansas (dba) ASK. Several methods of file transfer are available to you at this time.

ASK recommends Internet File Transfer.

General questions and comments about the submission of electronic transactions, the specifications contained in this document, or specific procedures involving preparation, transmission, or receiving electronic data should be directed to:

EDI Operations - CC: 493K2
Administrative Services of Kansas
P.O. Box 3500
Topeka, KS 66601-3500

Phone: 800- 472-6481, Option 1
FAX: (785) 290-0720

INTERNET FILE TRANSFER

WWW.ASK-EDI.COM

Please note, this is the preferred method of file transfer.

Click on – Trading Partner Log In (top left corner)

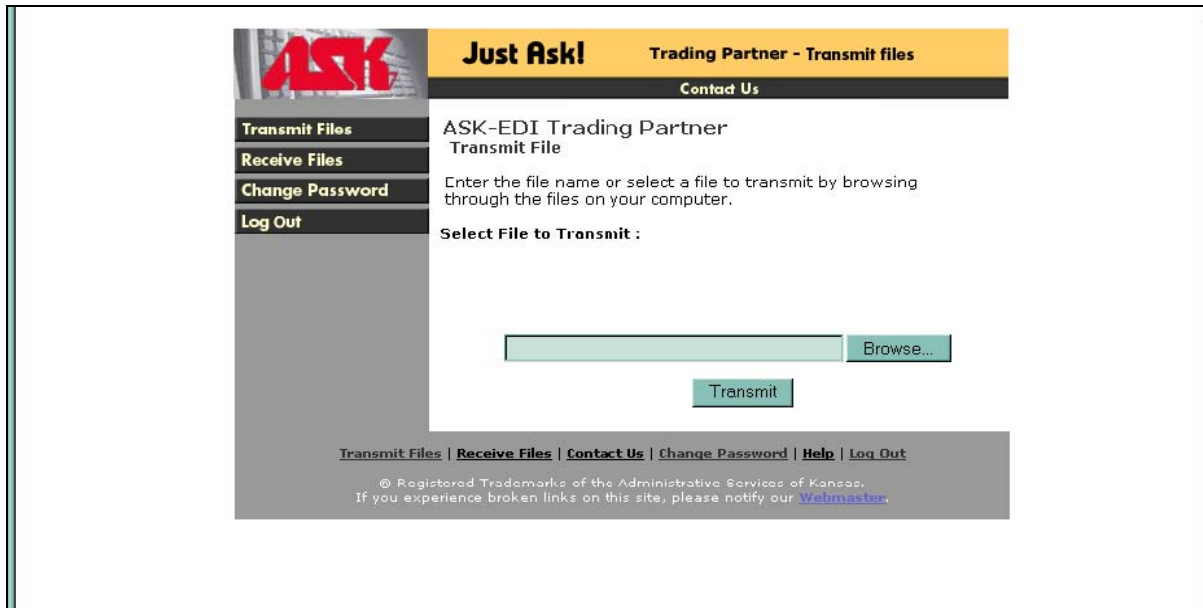
Enter your user ID (Trading Partner Number) and password, and click on Submit.

The screenshot shows the ASK-EDI Trading Partner Log-in page. At the top left is the ASK logo. To its right is a yellow header with the text "Just Ask!". Below the header is a black bar with "Contact Us" in white. The main content area is divided into two columns. The left column contains the text "ASK-EDI Trading Partner Log-in" and "This area has been created for ASK Trading Partners to transmit files to and receive files from ASK." Below this is a horizontal line and the text "First time visitors: Find information on [Getting Started](#)". The right column contains a "User Name" field with a text input box, a "(Trading Partner Number) :" label, a "Forgot User Name" link, a "Password" field with a text input box, and a "Forgot Password" link. At the bottom of the right column are "Submit" and "Clear" buttons. Below the buttons is the VeriSign Secure Site logo with a "Click to verify" button. At the bottom of the page is a grey footer with the text: "© Registered Trademarks of the Administrative Services of Kansas. If you experience broken links on this site, please notify our [Webmaster](#)."

Select: Transmit files, Receive Files, Change Password or Log Out

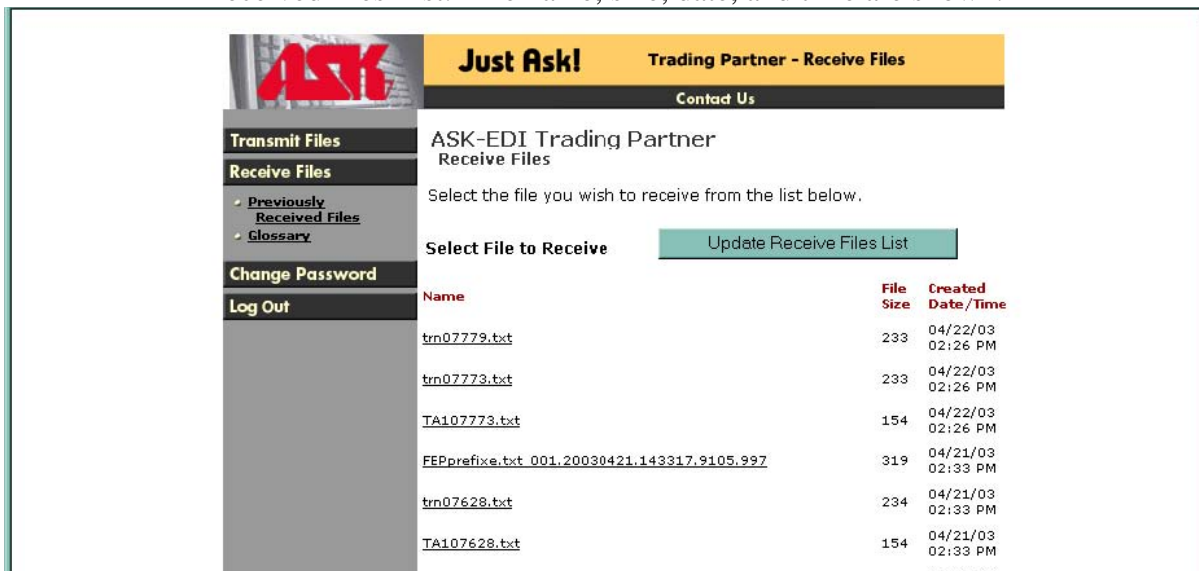
The screenshot shows the ASK-EDI Trading Partner main menu. At the top left is the ASK logo. To its right is a yellow header with the text "Just Ask!". Below the header is a black bar with "Contact Us" in white. The main content area is divided into two columns. The left column contains a vertical menu with the following items: "Transmit Files", "Receive Files", "Change Password", and "Log Out". The right column contains the text "ASK-EDI Trading Partner" and "This area has been created for ASK Trading Partners to transmit files to and receive files from ASK." Below this is the text "Choose [Transmit Files](#) to submit your selected file to the ASK EDI System." and "Choose [Receive Files](#) to download your ASK Response Reports (TA1, TRN, 997 and Claims Confirmation report); and transaction file (271, 277, 278, 835) to your system." At the bottom of the right column is a grey bar with the text: "© Registered Trademarks of the Administrative Services of Kansas. If you experience broken links on this site, please notify our [Webmaster](#)."

Transmit Files: Enter file name or browse your files and double click, and then select Transmit.



To download reports, double click on the file you wish to receive. Windows will give you the option of saving to disk or open and view in WordPad.

Select the desired option to see the latest files in your mailbox and then click on Update Received files List. File name, size, date, and time are shown.



An option is also available to change your password, using the menu on the left side of the screen.

When you have completed file transfer, **LOGOUT**.

SECURE FTP USING GLUB SOFTWARE

Secure FTP is a client application that allows for 128-bit encrypted secure connection to be made to a server that supports FTP over SSL. The application can be run via a GUI (graphical user interface), or from the command-line interface. Secure FTP is free for noncommercial use. This will allow for:

- Scriptable operation
- Multiple files transfers

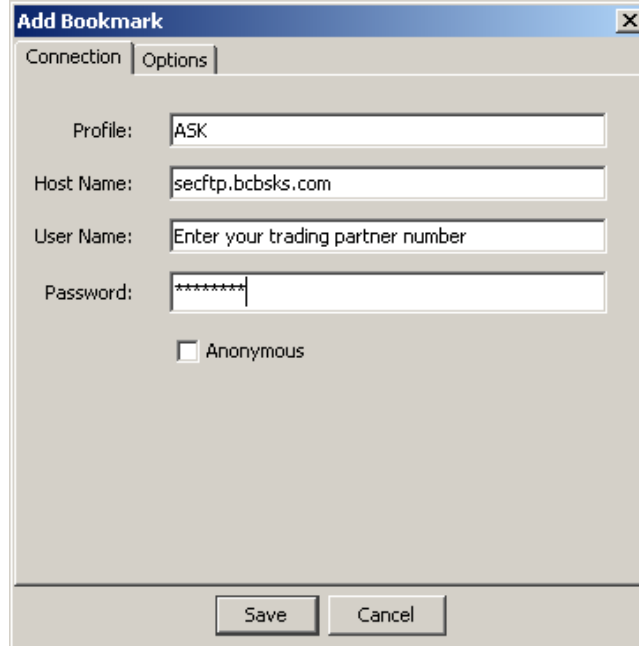
Installation

Secure FTP software may be downloaded from www.glub.com.

1. Select Secure FTP 2.5.15
2. Select current version of Secure FTP
3. Download Installer (Java Runtime version 1.4 or greater is required. If this is not detected on the computer to which you are loading Secure FTP, you may access from the link provided)
4. Choose your operating system, and enter your email address before proceeding with the download.
5. The file Secureftp2_5_15_setup.exe will be downloaded. Select the option Save and indicate the drive where software will be downloaded. Follow the installation wizard instructions.
6. After file has downloaded locate the file Secureftp2_5_15_setup.exe and double click to begin setup.
7. Follow Setup Wizard instructions to complete the install. The Secure FTP 2.5.15 files will be installed in a Folder called Secure FTP 2.5.15 on the selected drive.

Setup - (GUI interface only)

1. Double Click on Secure [FTP 2.5](#) icon (should be located on your desktop)
2. Click on Bookmarks (located at top of Window)
3. Enter information below:

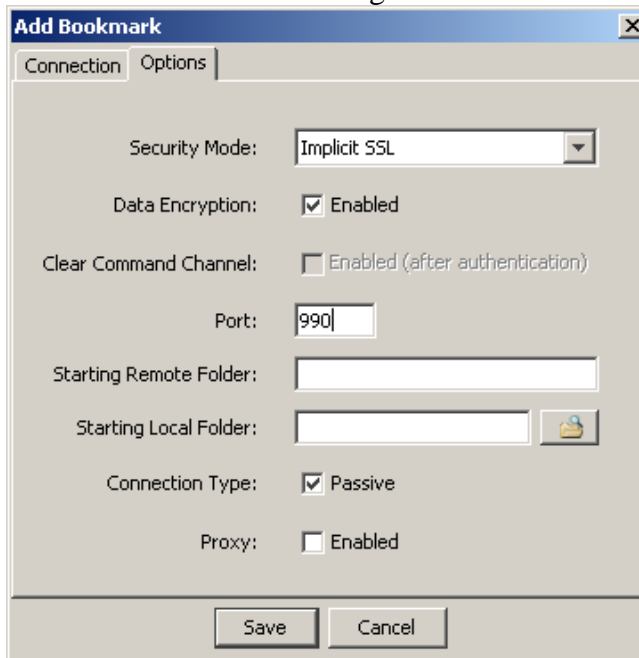


The screenshot shows the 'Add Bookmark' dialog box with the 'Connection' tab selected. The fields are filled with the following information:

- Profile: ASK
- Host Name: secftp.bcbsks.com
- User Name: Enter your trading partner number
- Password: *****
- Anonymous

Buttons: Save, Cancel

4. Click on Options Tab and enter the following:



The screenshot shows the 'Add Bookmark' dialog box with the 'Options' tab selected. The settings are as follows:

- Security Mode: Implicit SSL
- Data Encryption: Enabled
- Clear Command Channel: Enabled (after authentication)
- Port: 990
- Starting Remote Folder: (empty field)
- Starting Local Folder: (empty field) [Browse icon]
- Connection Type: Passive
- Proxy: Enabled

Buttons: Save, Cancel

5. Click on Save. Once the ASK profile has been setup you may select this from the Open Connection window that displays each time the software is opened.

Note: When initial connection is made a New Certificate Encountered window will appear. Click on - Grant Always.

Transferring Data

Uploading - Using GUI Interface - Browse Your Computer (left side of the window) for location of file(s) to be uploaded. Select all files you wish to transfer and click on the Upload button (found on the toolbar)

Downloading – Using GUI Interface - Select the file(s) available for download. This will download the selected files into your current directory (which can be found on the left side of the window). Optionally, you may choose to drag the selected files from the remote side (right side of window) and drop them on the local side (the left side of window). If you drag over a local folder, that item will become highlighted, signaling that the downloaded files will be stored there (rather than the current directory)

To view previously downloaded files:

From GUI Interface:

- Click on Remote
- Select – Send Raw Command
- Type **site showsent** - this will toggle to list of previously downloaded files. To toggle back to new listing enter command again.

Using Command-Line Interface – Open a Browser window, Exit to Command prompt:

1. Change to the directory where you have loaded Secure FTP (i.e.: c:\program files\secure ftp 2.5)
2. Type **FTPS** [Enter]
3. At this directory type **open secftp.bcbsks.com**
4. Message should come back: Attempting to make an implicit SSL connection to 204.154.185.200 on port 990.
220-Glub Tech Secure FTP Wrapper (v.2.5.9.1)
220 smart2 FTP server starting...
5. At USER (**enter your trading partner number**).
6. Message should come back: Password Required. At PASS (**enter your trading partner password**).

Note: IF a return port is needed, please use 3000 - 3049

TO SEND A FILE

At the FTP prompt type the command **PUT and the Name of your claims file [Enter]** (for compressed files, type **bin (lower case)** before sending the file).

TO DOWNLOAD REPORTS

Type **ls (alpha, lower case) [Enter]** to view a list of files available to download.

If files do not appear, type **quote site showsent [Enter]**. (This command will toggle a list of files on and off.) Type **ls [Enter]**.

To download a report to your pc, type **get** (followed by a space and the full name of the report)

TO END SESSION

After the file transfer is complete type **quit** and then press **[Enter]**. Type **exit** at the prompt and press **[Enter]** and then **Click on “Disconnect”** at the dial up networking window.

CHANGING FTP PASSWORD

The following message will appear when your password has expired.

555-Use "user" to login and use "<password>/<new password>" for PASS 550 Not logged in

It's time to change your password. Select a new password, the system will track 8 generations of passwords, you must select something new and different. For example you cannot use help1, help2, help3... these are too similar.

Type: ftp>user(space bar)your TP#(space bar)your old password/your new password [press enter] (all on one line).

It should appear something like: ftp>user 9999999 winter/spring

OR

Visit the ASK Web site, click on File Transfer and change you password on-line (see page 5).

The EDI system is case sensitive, so we suggest using lower case. If you are suspended, you must call our help desk at 800-472-6481 Option 1 to be unsuspended.

ASK cannot view your password.

PASSWORD CHANGE REQUIREMENTS

To change your current password, you must enter and confirm your new password. Because your password protects your personal information, we encourage you to make your passwords as strong as possible. You must follow these criteria:

- Passwords must be **exactly 8 characters** in length.
- Passwords must include both alpha and numeric characters.
- A password cannot be used again for at least six generations. In other words, you must create at least six new passwords before you can use the first one again in the future.
- Your password must be changed every 60 days.
- Special characters (such as # \$ % ' * ; @) may be used in your password, but are not required.

*Please note: Passwords must be eight characters long and are case sensitive. For example: "Smith222" is not the same as "SMITH222."