

GPNET FILE TRANSFER PROTOCOL (FTP) *JOB AID*

The File Transfer Protocol (FTP) currently offered by CGS is not an Internet connection. It is a direct dial up connection.

1. Open up your Connect GPNet connection. Enter the FTP connection **User name** and **Password**.

Note: The user name and password are case sensitive.

2. If you do not have an FTP user name and password contact the CGS EDI Help Desk at 1.866.276.9558 for Ohio and Kentucky Part B customers, 1.866.590.6703 for Ohio and Kentucky Part A customers, or 1.877.299.4500 for Home Health & Hospice customers.
3. Click **Dial**.
4. Your modem will dial. Once connected, the network connections icon will appear on your Windows taskbar.
5. After the connection has been established, open a Command Prompt by going to **Start>Run** and

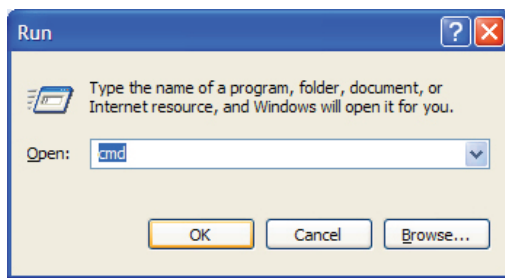


Figure 1 - Run Window

6. Type **cmd** and click on **OK**
7. At the command prompt C:\ Type **ftp** and press **ENTER**.
8. At the ftp> prompt, type **open** and the **IP Address**. Press **ENTER**.
9. Please contact the CGS EDI help desk to obtain the IP address for CGS
10. Type your **Submitter ID** as the User ID at the **User** prompt and press **ENTER**. This must be entered in **CAPS**.
11. Type your password in **CAPS** and press **ENTER**. The password will not display when it is entered.
12. Note please enter your password by using the **SHIFT** key and not the CAPS LOCK key.

```
Microsoft Windows XP [Version 5.1.2600]
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C:\>ftp
ftp> open
Connected to
220 a70amcrpedi10 FXF_FTP (Version Thu Feb 25 11:44:27 EST ) server ready.
User < :<none>>:
331 Password required for
Password:
230 User logged in.
```

Figure 2 - MS-DOS Prompt Window with FTP Connection

This screen should display with the User is logged in.

To download a file after connecting to the FTP/FXF, begin by changing directories to the outbound mailbox and list the files available for download.

1. At the DOS ftp> prompt, type **cd outbound** and press **ENTER**.
2. Type **ls** and press **ENTER**. to see a list of files available to download.
3. After determining which file you want to download, type **get** and the file name.

Note: The file name you wish to retrieve must exactly match the file name in the outbound directory.

```
ftp> cd outbound
250 CWD Command successful.
ftp> ls
200 PORT command successful.
150 Opening data connection for '/bin/ls'.
RSP00016.RSP.REJECTED_ID
RSP00017.RSP.REJECTED_ID
226 Transfer complete.
ftp: 52 bytes received in 0.02Seconds 2.60Kbytes/sec.
ftp> get RSP00016.RSP.REJECTED_ID
200 PORT command successful.
150 Opening data connection for RSP00016.RSP.REJECTED_ID.
226 Transfer complete.
ftp: 119 bytes received in 0.03Seconds 3.97Kbytes/sec.
ftp>
```

Figure 3 - MS-DOS Prompt Window with FTP Connection 5

4. When the download is complete, you will get a "Transfer Complete" message.
5. To exit the FTP process, type **bye** and press **ENTER**.
6. To exit Command prompt, type **exit** at the prompt and press **ENTER**.
7. To end your modem connection, right click on the network signal on the Windows Taskbar and choose **Disconnect**. Click on **Disconnect**.

Note: CGS does not provide support for any FTP software applications. We support only the entry of the information using the DOS commands at the command prompt.

