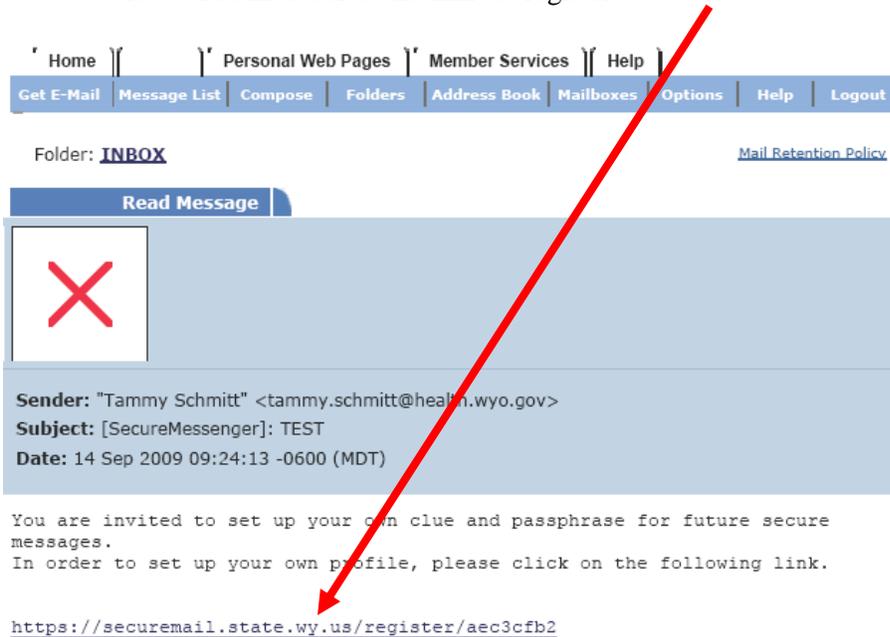


FTP Account Instructions

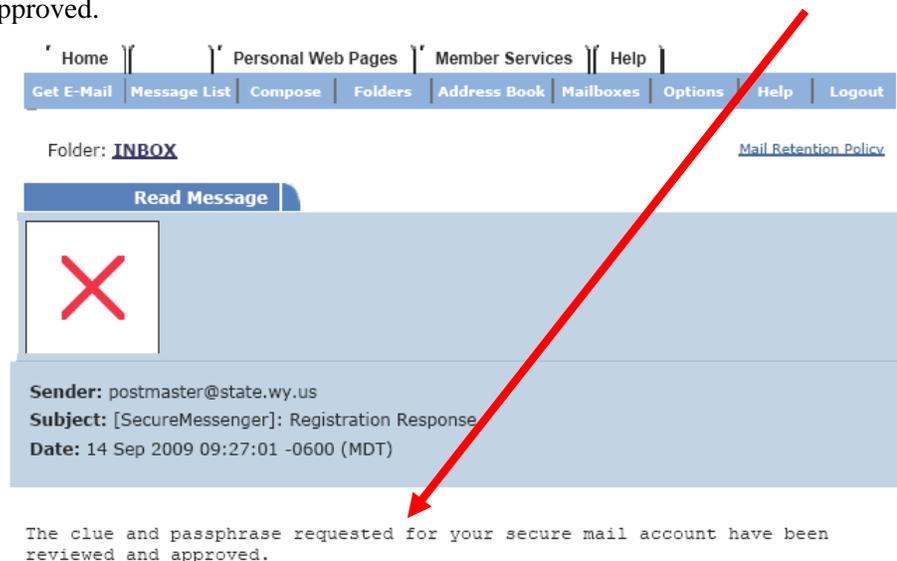
Once Healthcare Licensing and Surveys (HLS) has been notified about a new project they will assign a project number. They will contact the appropriate HLS staff to get an FTP account established for this specific project. You will then be emailed a series of steps on how to access that account. There are two phases: Phase 1 instructs you how to obtain ID and password. Phase 2 instructs you how to access account. Please follow along below:

PHASE 1: Obtaining User Name (ID) and password. Please be aware that IDs and passwords CAN NOT be sent in the same message.

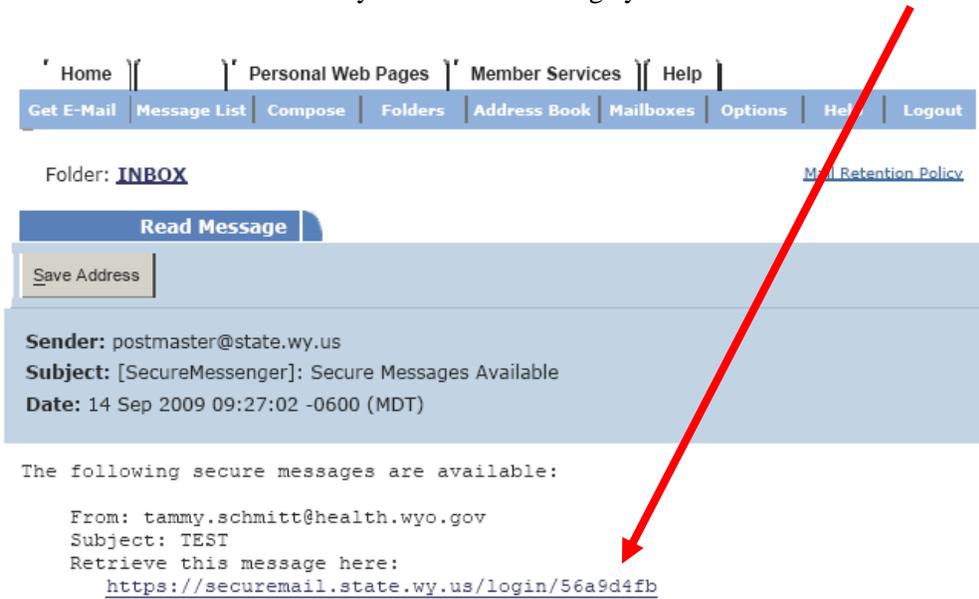
- 1) Once HLS has assigned a project number they will create an FTP account. An email message will be sent to the email address that has been given to HLS as the official email address (usually an Administrator, their secretary, etc.). For the **FIRST TIME ONLY** you will get a message like below. You must select the link to "register".



- 2) You will be taken to a site where you must register a "hint" and a passphrase. Once you put the data in and submit, just close the window and go back to your email.
- 3) You should now get another message like the one below. This show your passphrase has been approved.



- 4) You will get yet another message (like the one below) that indicates you have a message available for review. To actually retrieve the message you MUST click the link.



The screenshot shows an email client interface. At the top, there is a navigation bar with links: Home, Personal Web Pages, Member Services, and Help. Below this is a secondary bar with links: Get E-Mail, Message List, Compose, Folders, Address Book, Mailboxes, Options, Help, and Logout. The current folder is 'INBOX'. A 'Read Message' button is visible. The message header shows: Sender: postmaster@state.wy.us, Subject: [SecureMessenger]: Secure Messages Available, Date: 14 Sep 2009 09:27:02 -0600 (MDT). Below the header, it states 'The following secure messages are available:' and lists a message from tammy.schmitt@health.wyo.gov with subject 'TEST'. It provides a URL to retrieve the message: <https://securemail.state.wy.us/login/56a9d4fb>. A red arrow points from the text in step 4 to this URL.

- 5) You will get the following screen. You must enter your passphrase and click submit.



The screenshot shows a login screen for secure mail. At the top, there is a logo for Wyoming featuring a cowboy on a horse. Below the logo, the text reads 'You have Secure Mail'. A horizontal line separates the header from the main content. The main content states: 'You have received a secure e-mail message from "Tammy Schmitt" <tammy.schmitt@health.wyo.gov>. To read this message, use the hint provided to determine the correct passphrase. Type it in the space below, and press "submit".' Below this text, there is a 'Hint: Dogs name' and a passphrase input field with a 'Submit' button. A red arrow points from the text in step 5 to the 'Submit' button. At the bottom, there is a link to change the clue and passphrase: 'You may change your clue and passphrase for future secure messages by clicking [here](#).'

6) You will then retrieve the actual message that should read similar to the following. Note the project name and your ID.

From: Tammy Schmitt
Sent: Tuesday, September 15, 2009 11:55 AM
To: xxxxx
Subject: [SECURE] IMPORTANT INFO RE CONSTRUCTION PROJECT WITH HEALTH DEPT

Construction plans are now to be submitted electronically. We have assigned individual projects a special account to submit plans directly to our server. The drawings should be DWF (preferred) or PDF. Do NOT send DWG files or in any other actual drawing format.)

These accounts are password restricted. It is the facility's responsibility to determine who and how they will share this username and password with for access to this account (architects, plan reviewers, etc.).

If you have concerns or need to contact us about a project, we have also set up a special construction email address. Please email us as: plans-ohls@health.wyo.gov

The information listed below is for a specific construction project we have on file at this time for your facility.

PROJECT NAME	FTP USER NAME (For this Project Only*)
Descriptive name of project will be listed here	OHLS-200x-xxx

*Each project will have separate User Name and Password.

IDs and Passwords CAN NOT be sent in the same email. Therefore, you must select "reply" to this original message and request the password for the ID. You will then receive a separate secure message with the password.

7) You must click Reply on this message back to Tammy and request the Password for this ID.

- 8) Tammy will respond to your request for a password and you will then get another secure message, where you have to put in your passphrase, and then you will get a similar the following message. Note this has the password information.

From: Tammy Schmitt
Sent: Tuesday, September 15, 2009 11:57 AM
To: xxxxxxxx
Subject: [SECURE] PW Info

Your password is case sensitive.

This is for project reference: **project name description**

Your password for THIS project only is: xxxxxxxx

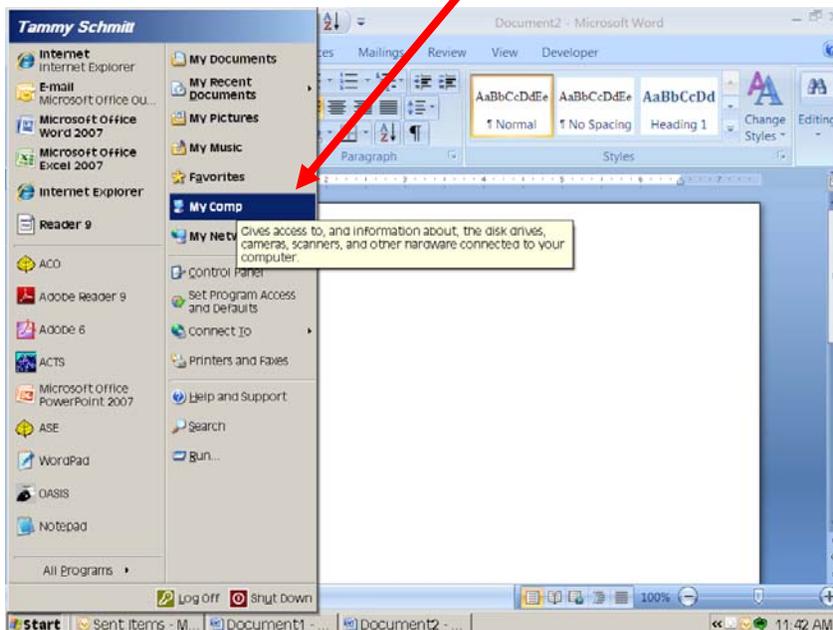
It is the facility's responsibility to determine who and how they will share this username and password with for access to this account (architects, plan reviewers, etc.).

If you have problems access, please call me directly at 307-777-7124.

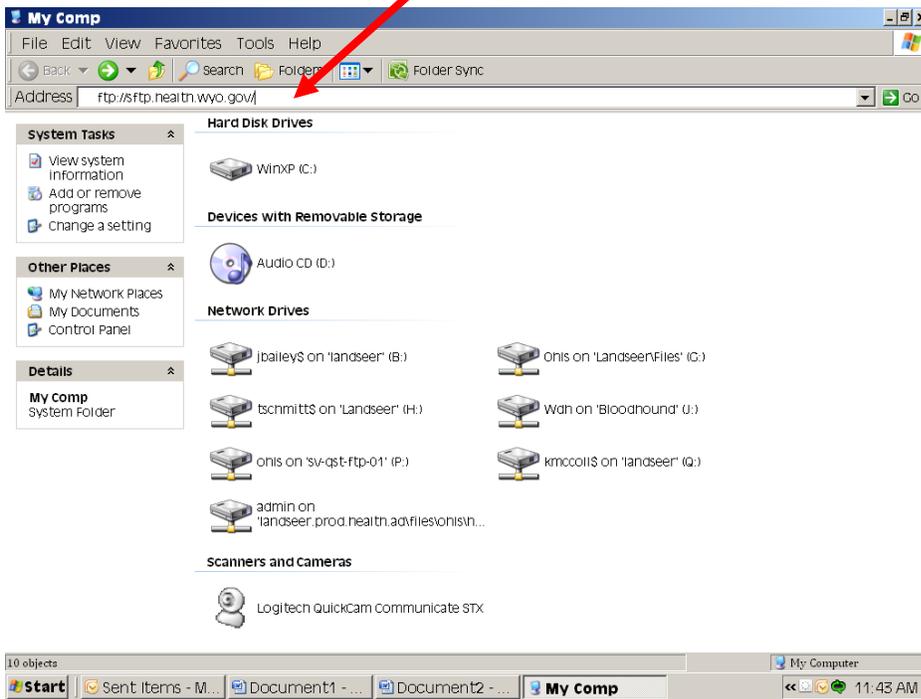
1. You click on the "My Computer"
2. Type in <ftp://sftp.health.wyo.gov> in the address field and press enter
3. Enter the username and password, don't check any of the options and then click on "Log On"
4. You can drag and drop files to and from the explorer window
5. To logout just close the explorer window
6. You need to send an E-mail message to plans-ohls@health.wyo.gov letting us know that you have submitted plans into you FTP folder.
7. OHLS may load the files into this same FTP account for you to retrieve. If so, we will send you letter with the detailed information via E-mail so you know we have sent it to you.

PHASE 2: Once you have obtained your FTP ID and password – this is the process to submit and/or received documents with the FTP account.

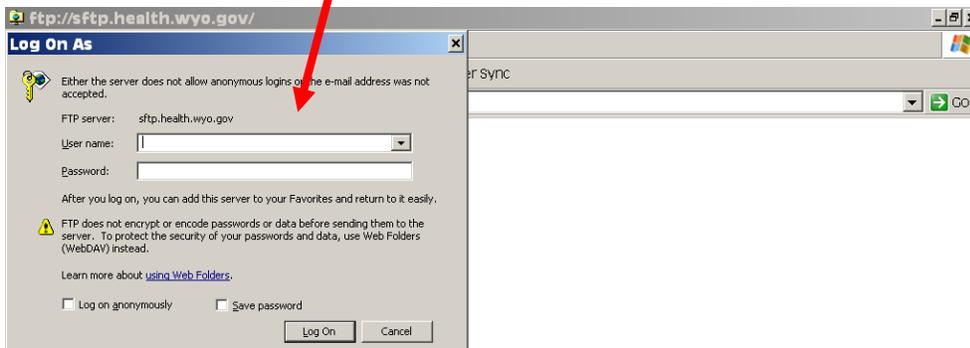
1. You click on the "My Computer"



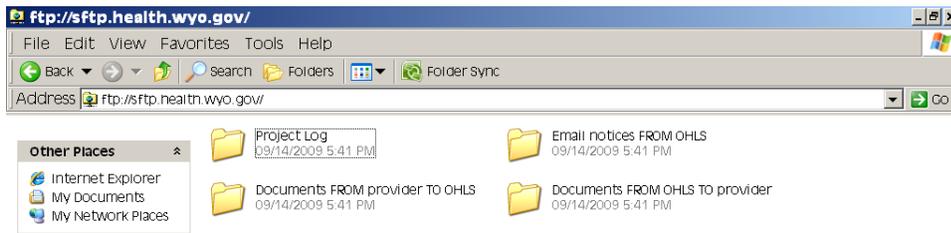
2. Type in <ftp://sftp.health.wyo.gov> in the address field and press enter



3. Enter the username and password, don't check any of the options and then click on "Log On". (Note: Sometimes if you have problems getting to this screen, it may be related to a security block at your end. You may need to check with your IT staff.)



4. When you log in your folders will open and appear as below.



5. You can drag and drop files to and from the explorer window
6. To logout just close the explorer window
7. You need to send an E-mail message to plans-ohls@wyo.gov letting us know that you have submitted plans into you FTP folder.
8. HLS may load the files into this same FTP account for you to retrieve. If so, we will send you letter with the detailed information via E-mail so you know we have sent it to you.

For FTP account assistance contact:

Tammy Schmitt
tammy.schmitt@wyo.gov
307-777-7124

*HLS/Cons-107
Nov 16, 2011*