File Transfer

User Manual

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HIPAA Compliancy Statement

This is to confirm the compliance to HIPPA. The files transferred using this system is intended solely for the use of the assigned destination organization and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution of any confidential and/or privileged information transferred by this system is expressly prohibited.

Gaining Access

Accessing the File Transfer Application

The State of Michigan MILogin interface is the standard pathway to all developed web applications for the Department of Health and Human Services including DHHS-FILE TRANSFER. MILogin has identified two groups of users; Group 1 is defined as Workers, meaning State of Michigan employees and Group 2 is defined as Third Party User, meaning Health Care Providers, Insurance Companies and other entities outside of the State of Michigan. Workers will access the File Transfer Application using this link https://miloginworker.michigan.gov and Third Party Users will access the File Transfer Application using this link https://milogintp.michigan.gov.


Example of MILogin Third Party User

If you are a registered user in MILogin, just enter your User Id and Password and click on the Login button otherwise click on the 'SIGN UP' button.

New users to MILogin can refer to this web page http://www.michigan.gov/mDHHS/0,4612,7-132-2945_72165---,00.html to obtain helpful instructions about MILogin. When you have created account, log in. From your Home

Page select "Request Access". In Step 1 enter 'File Transfer' in the "Search Application" field and select search icon. Next under "Michigan Department of Health & Human Services (MDHHS)" click on the DCH-File Transfer link. On the next page click on the "I agree to the terms & conditions" radio button, and then click on the "Request Access" button. On the next page update your "E-Mail Address", "Mobile Number", and "work Phone Number" as needed, and select the 'Submit' button. Select "Home" button to return to your home page. Logout from the MILogin screen. When you receive the confirmation email, log back into MILogin and you should see a link to the DCH-File Transfer application listed under "Michigan Department of Health & Human Services (MDHHS)
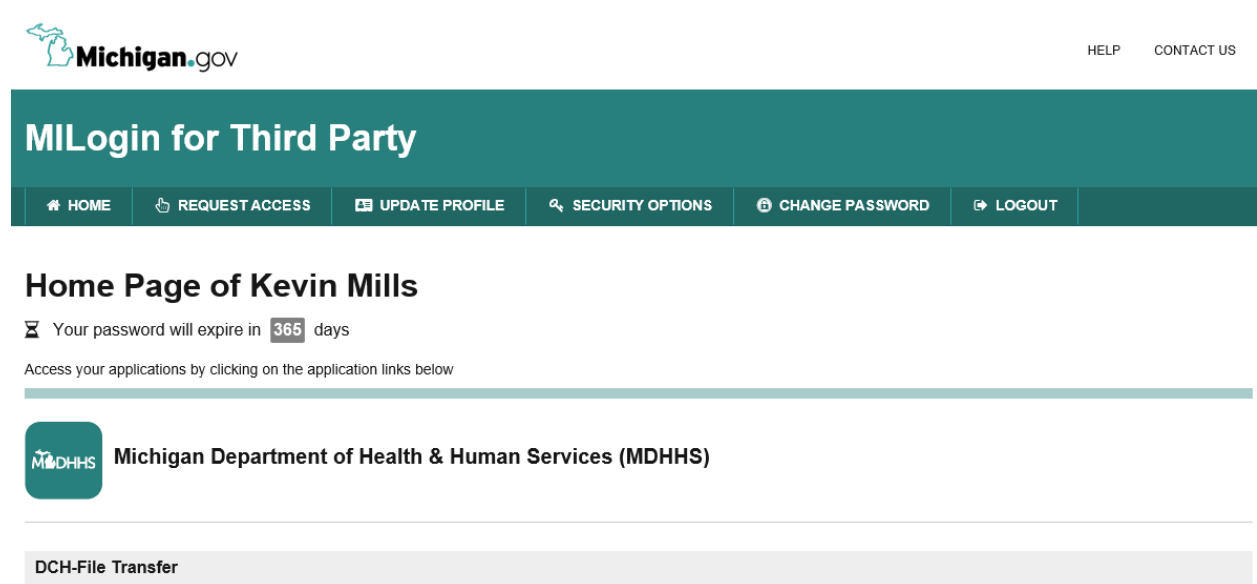
Example of successful Request Access to DCH-File Transfer

Click on the DHHS-File Transfer link and acknowledge/agree to the DCH File Transfer Terms and Conditions.

On the "MILogin Multifactor Authentication (MFA)" screen, please select one of the options to proceed with additional required authentication. An authentication pass code will be sent to you using the option you select.

MILogin for Third Party

🏠 HOME

MILogin Multifactor Authentication (MFA)

Hello Kevin Mills,

Please select one of the following options to proceed with additional required authentication.

* Required

💬 Text Message	You will receive a passcode via a text message on your mobile XXX-XXX-8475
📱 Register Device	To register your device, download the "IBM Verify" app on your smart phone XXX-XXX-8475
📞 Phone Call Back	You will get a call on your work phone number XXX-XXX-8475
✉ Email	You will receive a passcode in your email k*****@umich.edu

Enter the pass code you receive in the "Passcode" field, and select the "Submit" button.

MILogin for Third Party

🏠 HOME

MILogin Multifactor Authentication (MFA)

Enter Passcode

* Required

*Passcode

Enter the passcode

For a different option, click on the Back button.

SUBMIT   BACK

The following "New User" screen should appear.

Complete the user information section on the New User screen. In the Transfer to Area section, select the area you need access to and select Submit. The following screen should appear.

From this point the Area Administrator to the Area requested will receive an email about your access request. The Area Administrator of the requested Area will either Accept or Reject your access to this area. The next time you access the File Transfer application and your access request has not yet be processed, the File Transfer Access not approved screen will appear. Please follow the instructions as described on the screen. Click on the link to generate an email. Remember to include your username and the Area Name you are requesting access to. The section your area belongs to will respond about the pending request.

File Transfer Access not approved.

User Name :russellntest

Your request for access to File Transfer Application is not yet approved. If it has been more than five days since you requested access, please contact DCH-File-Transfer-Support@michigan.gov for assistance in getting your access approved.

Close

Otherwise, you will receive an email notification on the outcome of this request similar to this.

-----Original Message-----
From: FILE-TRANSFER@MICHIGAN.GOV [mailto:FILE-TRANSFER@MICHIGAN.GOV]
Sent: Thursday, May 19, 2016 10:49 AM
To: NewUser (DTMB) <MoranJ@michigan.gov>
Subject: FILE-TRANSFER

NOTE : AUTOMATIC E-MAIL TO FILE TRANSFER NEW USER - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

***** FILE TRANSFER APPLICATION ACCESS REQUEST *****

NEW USERNAME   : "NewUser"
AREA NAME   : Test Area
APPROVER NAME   : Jane Doe
APPROVER EMAIL ID : DOE1@michigan.gov
APPROVER PHONE # : 517-335-5000
STATUS   : APPROVED. FILE TRANSFER Application will be Available the Next time you log in through SSO.
COMMENTS   :

Using the File Transfer Application

Home Page Main Menu screen

The File Transfer Application main features include:

- Uploading Files
- Downloading Files
- Sharing Files
- User Administration

Downloading Files

Download file option allows File Transfer users to download files shared by other users in specific areas.

Users will be able to download files if they have been authorized by the area's administrator to have the download file privilege for the specific area.

Home Page Main Menu screen

Download File

To download a file, click on the Download File link in the File Menu. The Download File screen is returned.
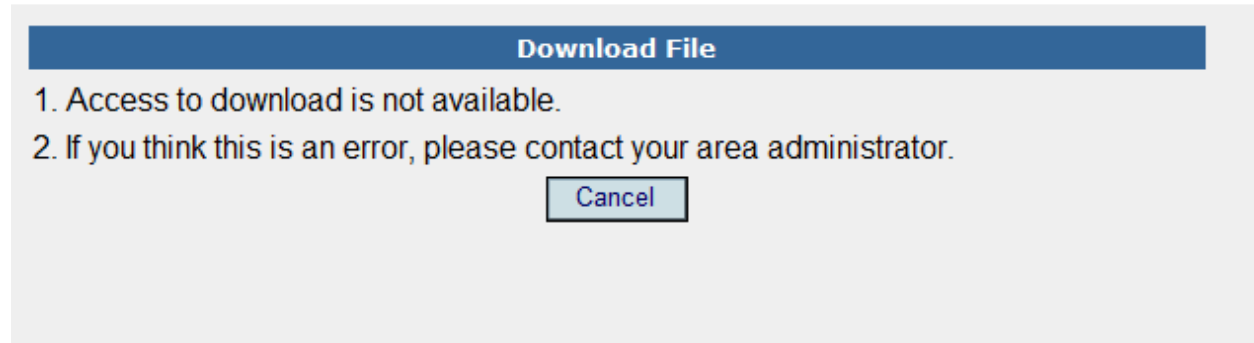

Download File Screen

Select the area where the file to be downloaded is stored. The Area Dropdown list contains all the areas the user has download access to. Select the filename from the 'Select File to download' drop down list. The list will be in alphabetical order. To download more than one file at a time, hold down the 'ctrl' key on the keyboard and select the files to download. Click on the 'Download' button. A file download box will appear to direct you to either open or save the file. Select 'Close' to return to the Download Screen then select 'Cancel' to return to the File Transfer Home Page.

If the File Transfer user does not have download privileges to the area selected, the following download message will appear.

Download File message

Download Log:

Users can monitor their file downloads by selecting the 'Download Log' link in the Browse menu.
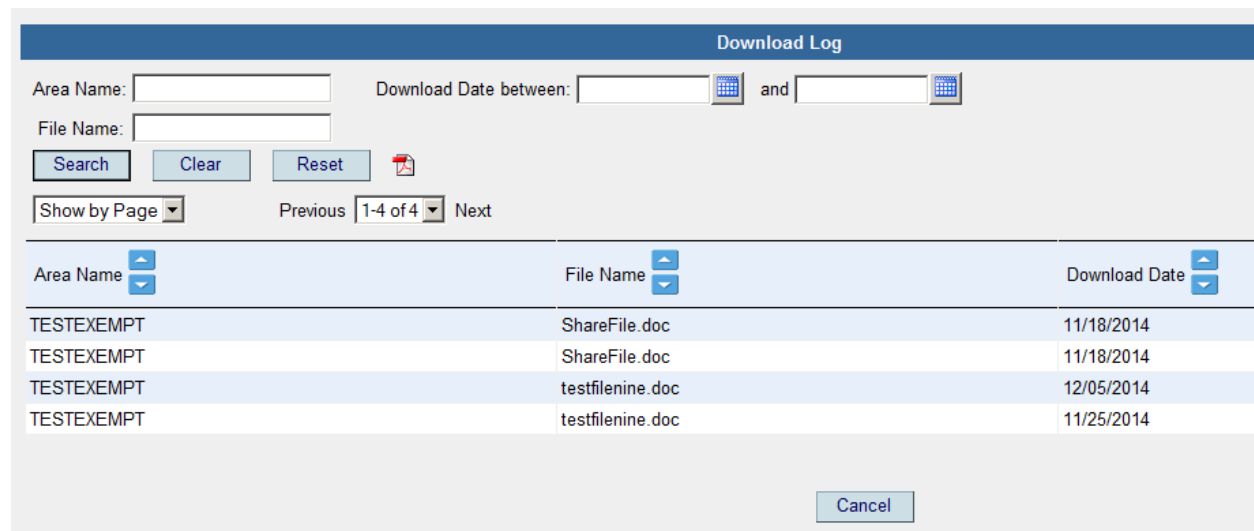
Download Log screen

This screen provides useful input options to keep track of the downloaded files. The column headings contain up and down arrows that can be clicked on to sort the content ascending or descending. There is also and PDF icon which when clicked on will place the content of the screen to a PDF document that can be saved or printed.

When a user downloads a shared file and the Receive notification file has be downloaded is set to yes, then an email will be delivered to the user that shared the file each time the file is downloaded. The following is an example of the email.

From: FILE-TRANSFER@MICHIGAN.GOV [mailto:FILE-TRANSFER@MICHIGAN.GOV]
Sent: Tuesday, March 08, 2016 4:36 PM
To: Some,User (DHHS) <UserS@michigan.gov>
Subject: FILE TRANSFER - FILE SHARED DOWNLOAD NOTIFICATION - 03/08/2016 04:36:05 PM

AUTOMATIC E-MAIL TO FILE TRANSFER SHARED USERS - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

********** FILE TRANSFER - THE SHARED FILE HAS BEEN DOWNLOADED BY **********

AREA NAME   : "SomeAReaName"
FILE NAME   : "Thetextfile.txt"
DOWNLOADED BY   : "AnotherUser2498"
EMAIL-ID   : AnotherUser2498@gmail.com
PHONE #   : 231-555-1212

Sharing Files

Sharing files provides a secure way in which other approved users can access files shared by others. These shared files will be available for users who have access to the same area to download the file. Sharing files automatically generates an email to all users that have access to the area announcing a file is available for Download.

The Share File function is available to the users whose Area Administrator provided them with the Share File access privilege.

Home Page Main Menu screen

Share File

To share a file, click on the 'Share File' link in the Share File menu. The Share File screen appears.

Share File	
All fields marked with ' * ' are mandatory	

Share File information

Area *	: TESTEXEMPT ▼ (select from list if having share access to multiple areas)
Select file to share *	: [ ] Browse...

Additional Information

Notify users (file available for download) ?	: ⦿ Yes ○ No
Receive notification file has been downloaded?	: ○ Yes ⦿ No
Comments	: [ ]

[Share] [Cancel]

Share File Screen

Select the area from the Area dropdown list. The area dropdown list contains all the areas the users have Share privileges to. Select the Browse button to search for the file to be shared. In the Additional Information section two share file options are available. First, the user can notify other users of that area that shared file is available for download. Second, the file sharer can indicate to receive an email notification when other users have downloaded the file. In addition, comments pertaining to the file can also be entered. Click on the 'Share' button to complete the file sharing function. If the file sharing function is successful, the File Transfer Confirmation screen is returned.

File Transfer Confirmation	
File Transfer	Successful
Message	The file is available for download
User Name	USERT4544
Area Name	TESTEXEMPT
File Name	testfileten.doc
Date	12/05/2014 16:12:14
The File size	22 KB

Information

For any File Transfer issue, please contact **DCH File Transfer Support.**
Please retain the original file in the event you need to transfer it again.

[Close] [Print for Confimation]

File Transfer Confirmation screen

When the file is shared successfully the users to that area will receive the following email informing them a shared file is available for download.

From: FILE-TRANSFER@MICHIGAN.GOV [mailto:FILE-TRANSFER@MICHIGAN.GOV]
Sent: Tuesday, May 03, 2016 7:55 AM
To: SMITH, JOHN (DTMB) <SmithJ1@michigan.gov>
Subject: FILE TRANSFER - FILE AVAILABLE FOR DOWNLOAD - 05/03/2016 07:54:38 AM

NOTE : AUTOMATIC E-MAIL TO FILE TRANSFER DOWNLOAD USERS - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

********** FILE TRANSFER - FILE AVAILABLE FOR DOWNLOAD **********

AREA NAME   : " AREA Name"
FILE NAME   : "testing filename.pdf"
CONTACT USERNAME   : "Smithj1"
CONTACT EMAIL-ID   : smithj1@michigan.gov
CONTACT PHONE #   : 517-555-1212
COMMENTS   :

Delete Shared File

File Transfer users can also delete a Shared file. From the Share File Menu, select 'Delete Shared File'. The 'Delete Shared File' screen is returned.

Delete Shared File screen

Select the area name where the file is located. From the 'Select file to delete' drop down list click on the file to be deleted. Select 'Delete' button to complete the delete function.

Please Note: Files shared by other users to the area selected are also available in the drop down list to delete.

Nice To Know

Screen Basics

Screens contain common links that functions the same for all screens

- **Home** – Located in the upper right hand corner of the screen. Returns to the File Transfer Home Page Main Menu.
- **Cancel** – Returns the previous screen accessed.
- **Exit Application** – Exits the application and returns to the MILogin Users Home Page.

File Basics

- File size should not exceed 250 megabytes
- File names should not contain spaces
- The File transfer application does scan all for viruses and will alert if a virus is found.

Problem Notification Basics

- Send the following information to DHHS File Transfer Support.
  - o User name and User Id
  - o Menu Option
  - o Brief Description of the problem encountered
- DTMB monitors this mailbox daily and will respond to the notifications

Application Maintenance Notification Basics

- This screen will appear whenever the Application is experiencing maintenance.