

BCBST Secure File Gateway Instructions (HTTPS)



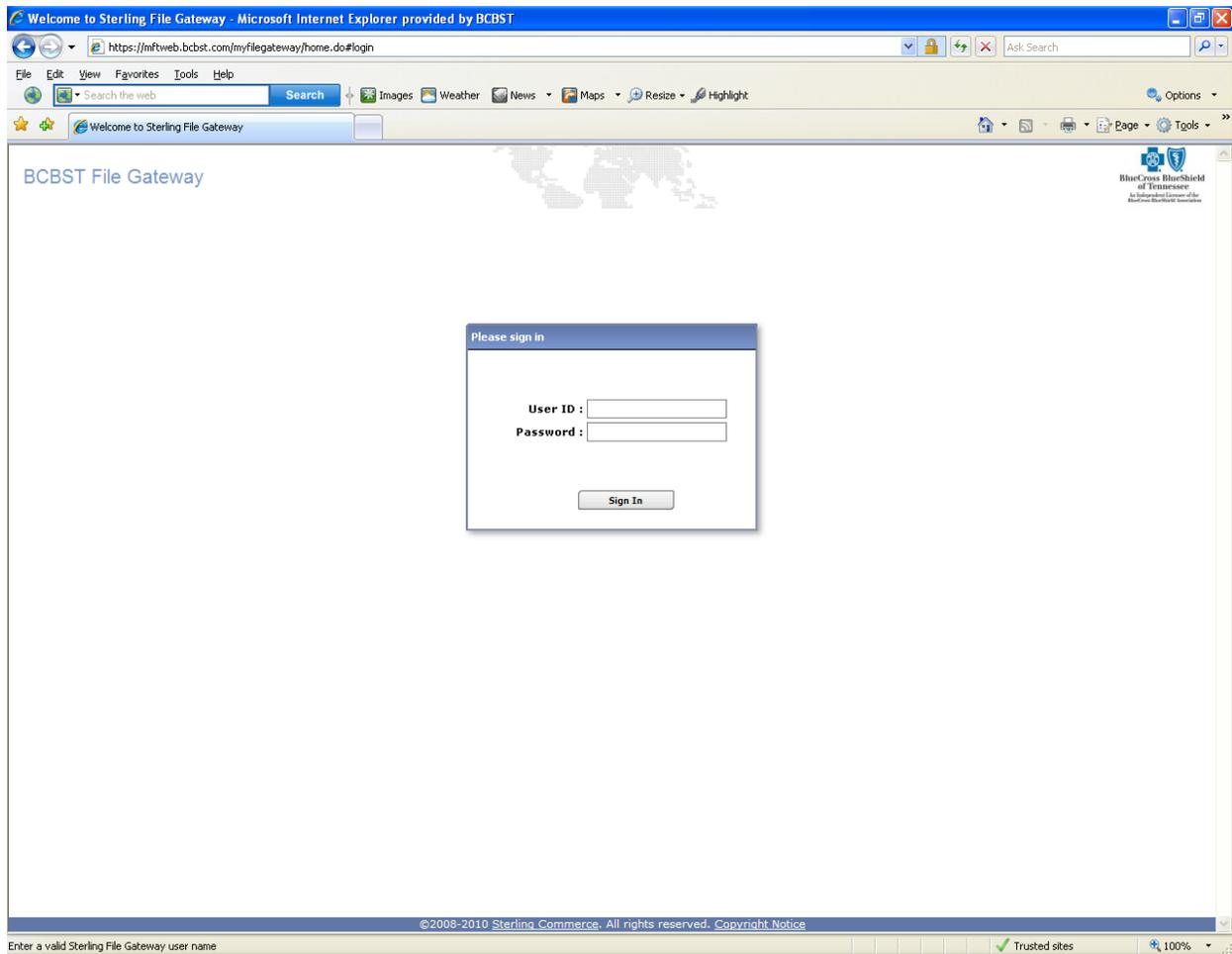
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New BCBST Secure File Gateway

The new link for the BCBST HTTPS website for trading partners to upload and download files is <https://mftweb.bcbst.com/myfilegateway>.

Enter your username and password that was given to you by BCBST and click Sign In.



Upload file to BCBST

The first page you go to is the “File Activity” search page. This is where you can search for the activity of a file that you sent to or downloaded from BCBST. But for your first time logging in, you will need to upload or download your files before you can search for any file activity. To upload a file, click on the “Upload Files” tab at the top of the page.

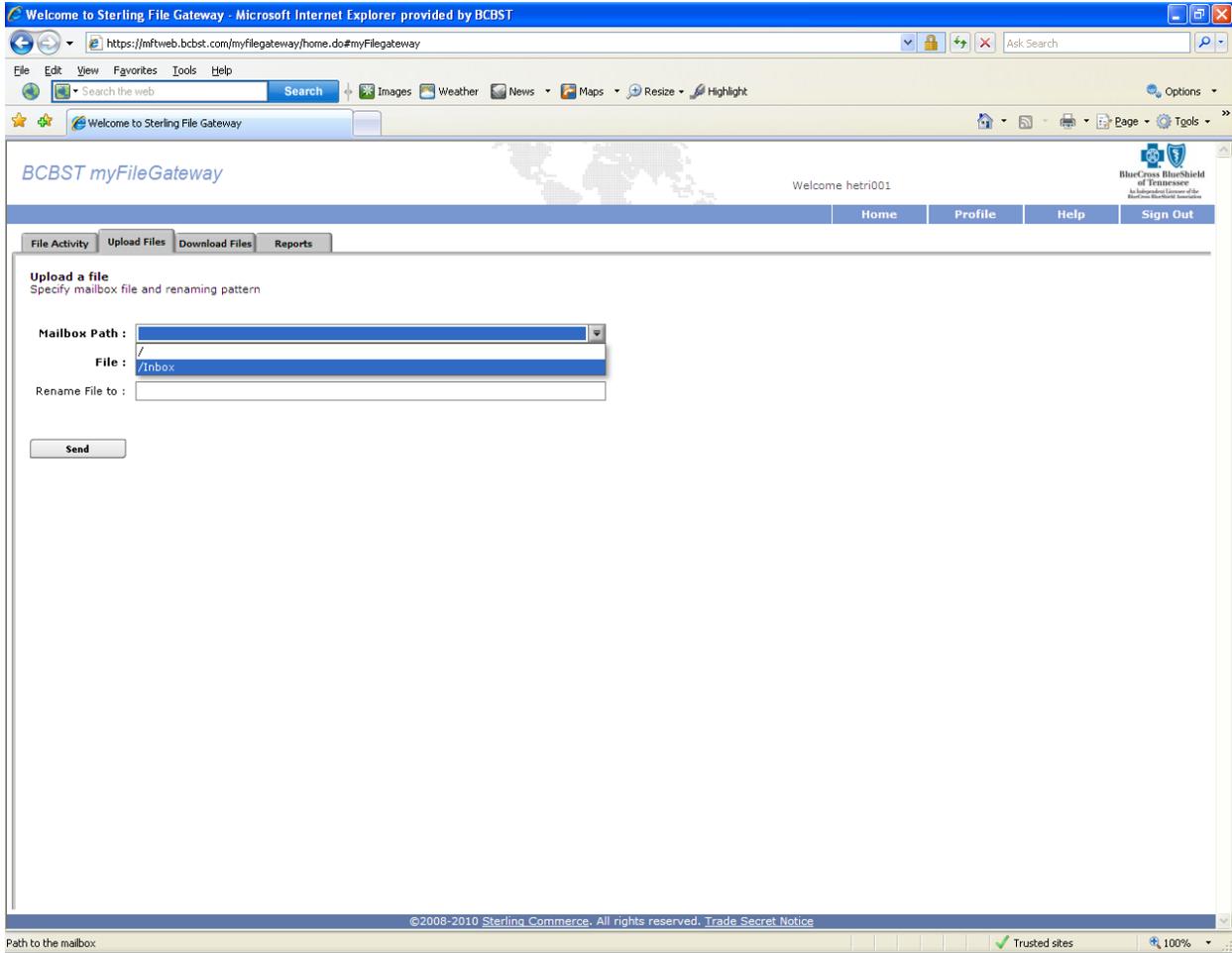
The screenshot shows the BCBST myFileGateway web application running in Microsoft Internet Explorer. The browser's address bar displays the URL: `https://mftweb.bcbst.com/myfilegateway/home.do#myFilegateway`. The page title is "Welcome to Sterling File Gateway - Microsoft Internet Explorer provided by BCBST".

The application interface includes a navigation menu with tabs for "File Activity", "Upload Files", "Download Files", and "Reports". The "File Activity" tab is currently selected. The main content area is titled "Search for file activities" and contains a search form. The search form includes a "Search Criteria" section with a "Find" button and a "Clear" button. Below this is a "Basic Search" section with the instruction "Enter search criteria below and select Find. To display all activity leave query fields blank." The search form contains the following fields:

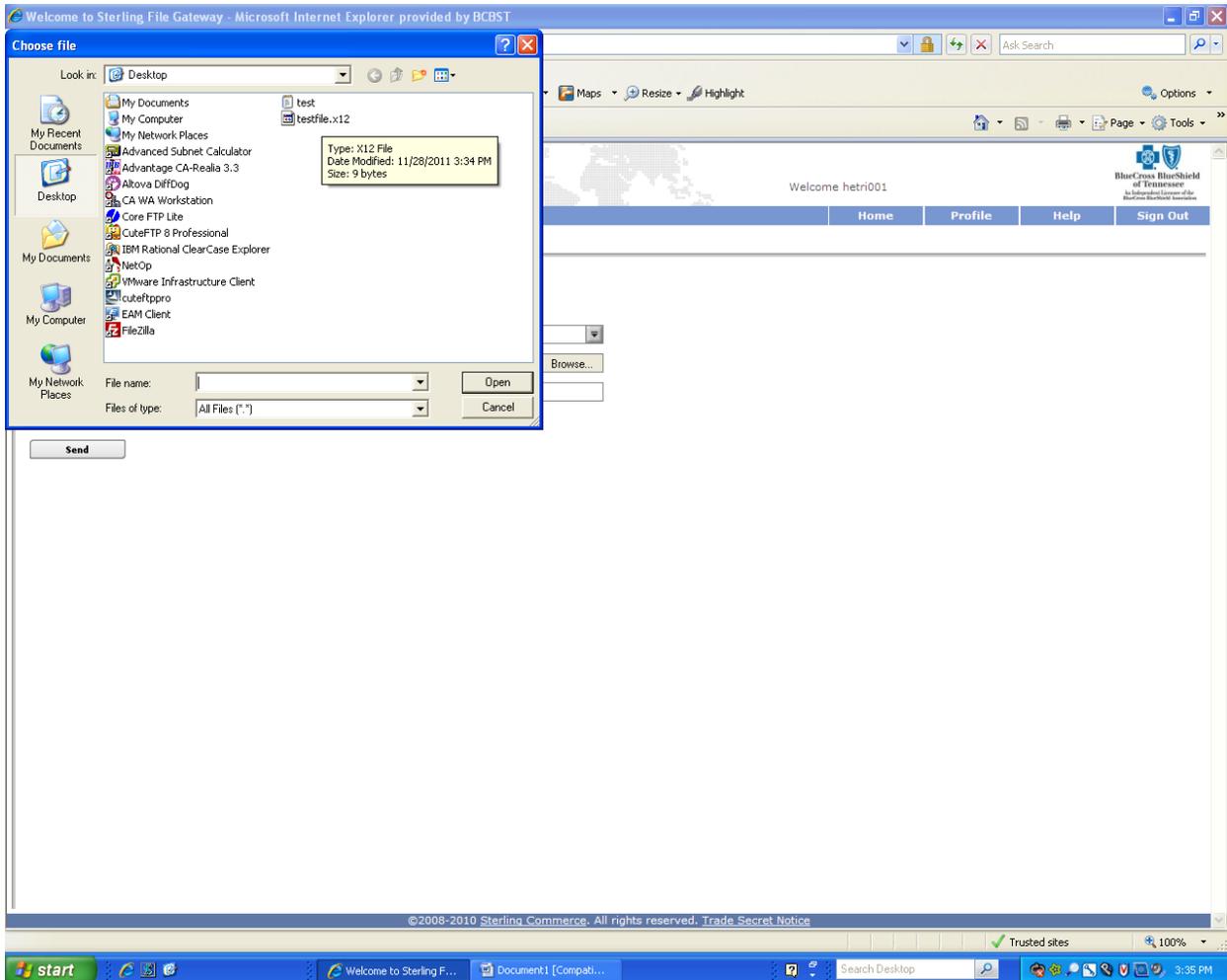
- Producer :
- Consumer :
- Status :
- Protocol :
- Original File Name :
- Date (From) : mm/dd/yyyy
- Time (From) : (0-23 hours = 0-59 minutes)
- Date (To) : mm/dd/yyyy
- Time (To) : (0-23 hours = 0-59 minutes)

The footer of the page displays the copyright information: "©2008-2010 Sterling Commerce. All rights reserved. Trade Secret Notice". The browser's status bar at the bottom shows "Enter your password", "Trusted sites", and "100%" zoom level.

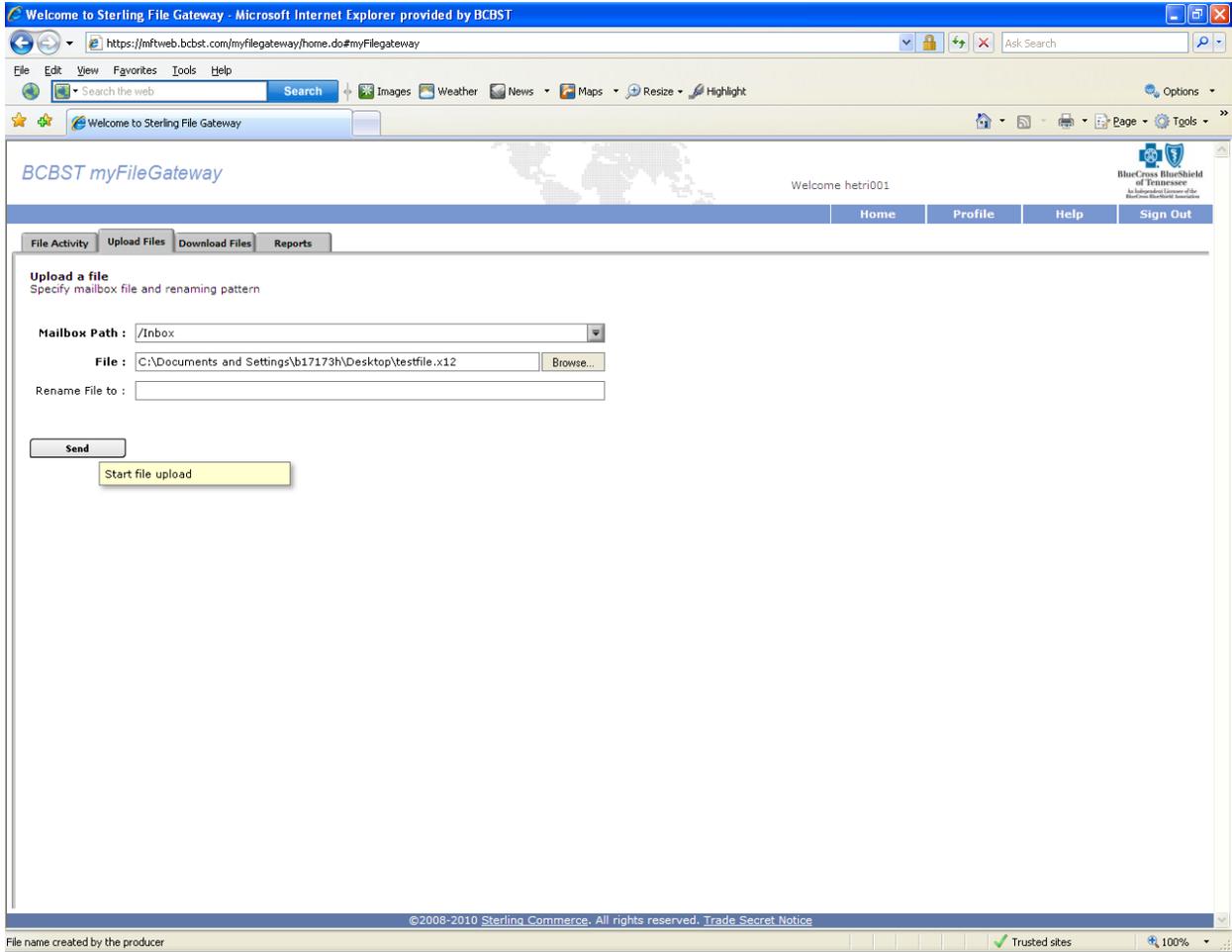
In the "Mailbox Path" drop down box, you will want to select your /Inbox.



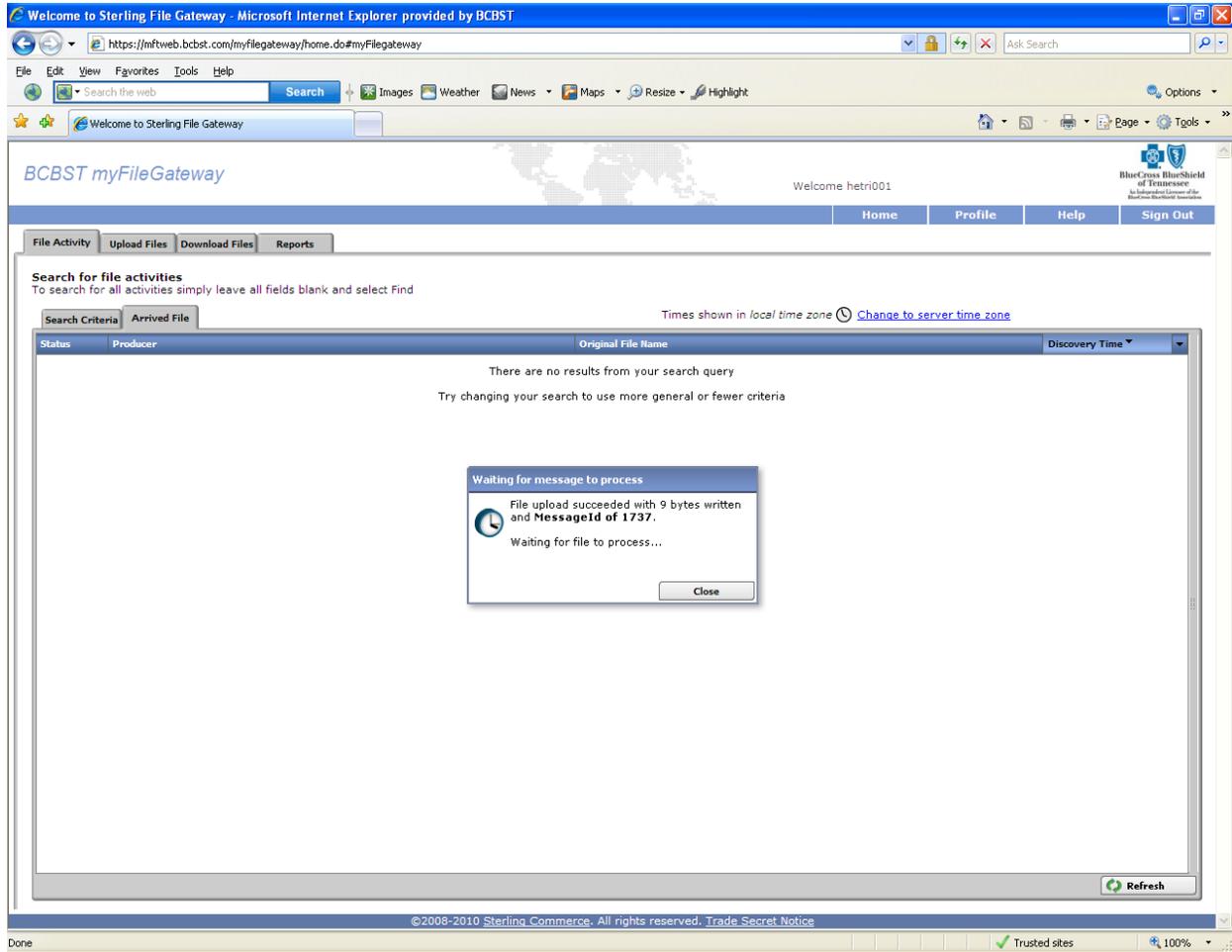
In the "File:" field, you will want to click browse and locate the file that you want to send to BCBST.



Once you have selected the file you want to upload, click the “Send” button.



You will see a “Waiting for messages to process” box. Do not click the “Close” button until the file was submitted successfully.



Once the file submits successfully, you will see the file under the "Arrived File" tab. You can click on the file and the "Arrived File Events" on the right hand side will appear detailing whether the file failed or succeeded to transfer.

The screenshot displays the BCBST myFileGateway web application interface. At the top, there is a navigation bar with tabs for "File Activity", "Upload Files", "Download Files", and "Reports". Below this, a search section allows users to search for file activities by status, producer, route, or delivery. The search results table shows a single entry for a file named "testfile.x12" with a status of "Routing" and a producer of "Hetri001".

The "Arrived File Events" section on the right provides a detailed log of events for the selected file. The events are as follows:

Event Code	Time	Description
FG_0408	11/28/2011 15:35:42	Arrived File has Started.
FG_0425	11/28/2011 15:35:42	User 'hetri001' sent the Arrived File named ['testfile.x12'] to mailbox '/Hetri001/Inbox' (Details include MessageId=1737, FileSize=9 bytes, Dataflow=['130'], Workflow=['244993']).
FG_0404	11/28/2011 15:35:42	Producer partner is 'Hetri001'.
FG_0409	11/28/2011 15:35:42	Arrived File is now Determining Routes.
FG_0501	11/28/2011 15:35:42	For 'Producer & Mailbox' there are 1 routing channel(s).
FG_0502	11/28/2011 15:35:42	For 'Producer Payload ['testfile.x12']' there are 1 candidate route(s), listed below.
FG_0503	11/28/2011 15:35:42	Candidate Route: Send Producer Payload ['testfile.x12'] from ProducerCode 'Hetri001' to ConsumerCode 'BCBS_Translator' using Routing Channel Template ['Claims_Data_x12'] which matched Producer File Structure 'Unknown{(.*?)\.(.*?)'
FG_0505	11/28/2011 15:35:42	The following 1 route(s) will be run:
FG_0504	11/28/2011 15:35:42	Route: Send Producer Payload ['testfile.x12'] from ProducerCode 'Hetri001' to ConsumerCode 'BCBS_Translator' using Routing Channel Template ['Claims_Data_x12'] which matched Producer File Structure 'Unknown{(.*?)\.(.*?)'

The interface also includes a "Refresh" button at the bottom right of the events section. The footer of the application shows the copyright notice: "©2009-2010 Sterling Commerce. All rights reserved. Trade Secret Notice".

You can also click on the "Route" tab to make sure the file routed correctly to the proper group. Again, click on the file and the "Route Events" will be detailed on the right hand side.

The screenshot displays the BCBST myFileGateway web application interface. At the top, there is a navigation bar with tabs for "File Activity", "Upload Files", "Download Files", and "Reports". Below this, a search section titled "Search for file activities" includes a search criteria table and a "Route" tab. The search results table shows a single entry for a file named "BCBS_Translator" with a status of "Complete". To the right of the search results is a "Route Events" panel, which contains a list of events with columns for "Event Code", "Time", and "Description".

Search Criteria	Arrived File	Route	Delivery
Status	Consumer	Start Time	Completion Time
Complete	BCBS_Translator	11/28/2011 15:35:42	11/28/2011 15:35:43

Event Code	Time	Description
FG_0412	11/28/2011 15:35:42	Route has Started with payload 'testfile.x12'.
FG_0401	11/28/2011 15:35:42	Fact discovered: myProducerFilename = "{testfile}".
FG_0602	11/28/2011 15:35:42	Extracting producer file with 1 layer(s): Unknown{(.*+?)\.(.*+)}.
FG_0401	11/28/2011 15:35:42	Fact discovered: myProducerExtension = "{x12}".
FG_0605	11/28/2011 15:35:42	Extracted UNKNOWN Layer from file 'testfile.x12'.
FG_0407	11/28/2011 15:35:42	Consumer partner is 'BCBS_Translator'.
FG_0413	11/28/2011 15:35:42	Route is now Determining Deliveries.
FG_0414	11/28/2011 15:35:42	Route is now Delivering.
FG_0415	11/28/2011 15:35:43	Route is now Complete.

You can also click on the “Delivery” tab to make sure the file was delivered to its destination for processing. Again, click on the row and the “Delivery Events” details will appear on the right hand side.

The screenshot displays the BCBST myFileGateway web application interface. At the top, there is a navigation bar with tabs for "File Activity", "Upload Files", "Download Files", and "Reports". Below this, a search section titled "Search for file activities" includes a search criteria table and a "Delivery" tab. The search results table shows a single entry with a status of "Complete" and a delivery time of "11/28/2011 15:35:42". To the right, a "Delivery Events" panel provides a detailed log of the delivery process, including event codes (FG_0416 through FG_0419) and their corresponding times and descriptions.

Status	Delivery Time
Complete	11/28/2011 15:35:42

Event Code	Time	Description
FG_0416	11/28/2011 15:35:42	Delivery has Started.
FG_0417	11/28/2011 15:35:42	Delivery is now Transforming.
FG_0418	11/28/2011 15:35:42	Delivery is now Delivering.
FG_0419	11/28/2011 15:35:43	Delivery is now Complete.

Search Function

When you first login to BCBST Secure File Gateway, you will be directed to the “Search Criteria” page. Here you can run a search on files that you sent to BCBST, failures and successes. When you submit a file to BCBST, you are the producer. In the “Producer” drop down box, select your user id. You can use the additional fields to narrow down your search.

The screenshot shows a web browser window titled "Welcome to Sterling File Gateway - Microsoft Internet Explorer provided by BCBST". The address bar shows the URL "https://mftweb.bcbst.com/myfilegateway/home.do#myFilegateway". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is for "BCBST myFileGateway" and is personalized for user "hetri001".

The main interface has a navigation bar with "Home", "Profile", "Help", and "Sign Out". Below this is a menu with "File Activity", "Upload Files", "Download Files", and "Reports". The "Search for file activities" section includes a sub-menu with "Search Criteria", "Arrived File", "Route", and "Delivery". The "Search Criteria" sub-menu is active, and it shows "Times shown in local time zone" and a link to "Change to server time zone".

The "Basic Search" section contains the following fields:

- Producer: A dropdown menu with "Hetri001" selected.
- Consumer: A dropdown menu.
- Status: A dropdown menu.
- Protocol: A dropdown menu.
- Original File Name: A text input field.
- Date (From): A date picker set to "11/28/2011" with a "mm/dd/yyyy" format indicator.
- Time (From): A time picker set to "00:00" with a "(0-23 hours = 0-59 minutes)" range indicator.
- Date (To): A date picker set to "11/28/2011" with a "mm/dd/yyyy" format indicator.
- Time (To): A time picker set to "00:00" with a "(0-23 hours = 0-59 minutes)" range indicator.

At the bottom of the search area are "Find" and "Clear" buttons. The footer of the page contains the copyright notice "©2008-2010 Sterling Commerce. All rights reserved. Trade Secret Notice" and a "Trusted sites" indicator.

Download file from BCBST

To download a file from BCBST, click on the “Download File” tab at the top left side of the page. In the frame you will see a listing of your files to download. Double click on the file that you want to download.

Welcome to Sterling File Gateway - Microsoft Internet Explorer provided by BCBST

https://mftweb.bcbst.com/myfilegateway/home.do#myFilegateway

BCBST myFileGateway

Welcome hetri001

Home Profile Help Sign Out

File Activity Upload Files **Download Files** Reports

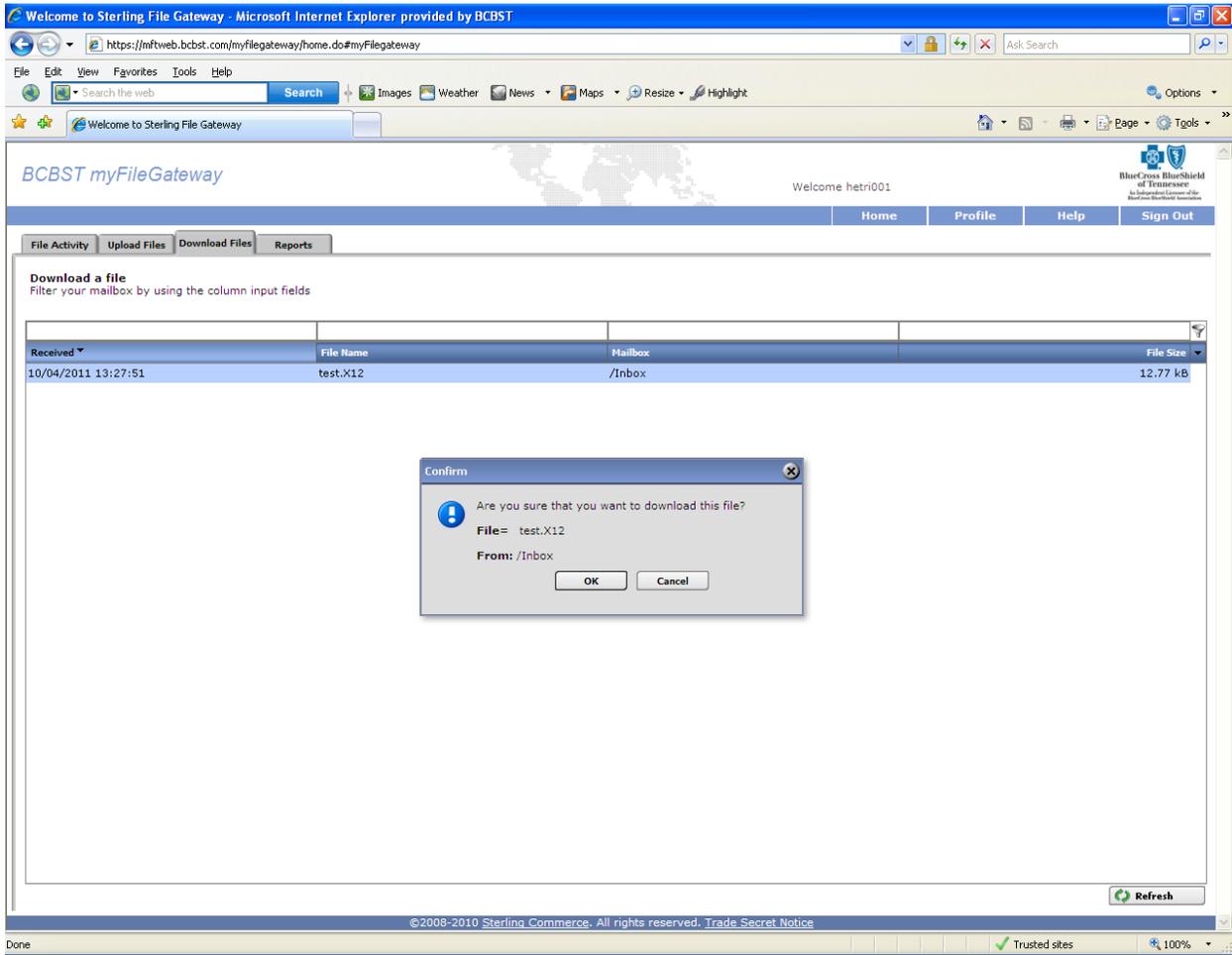
Download a file
Download files from mailboxes
Filter your mailbox by using the column input fields

Received	File Name	Mailbox	File Size
10/04/2011 13:27:51	test.X12	/Inbox	12.77 kB

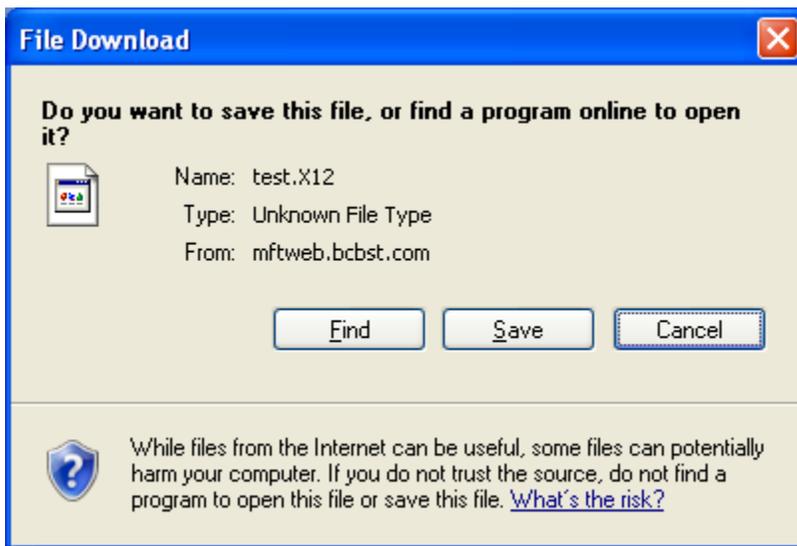
Refresh

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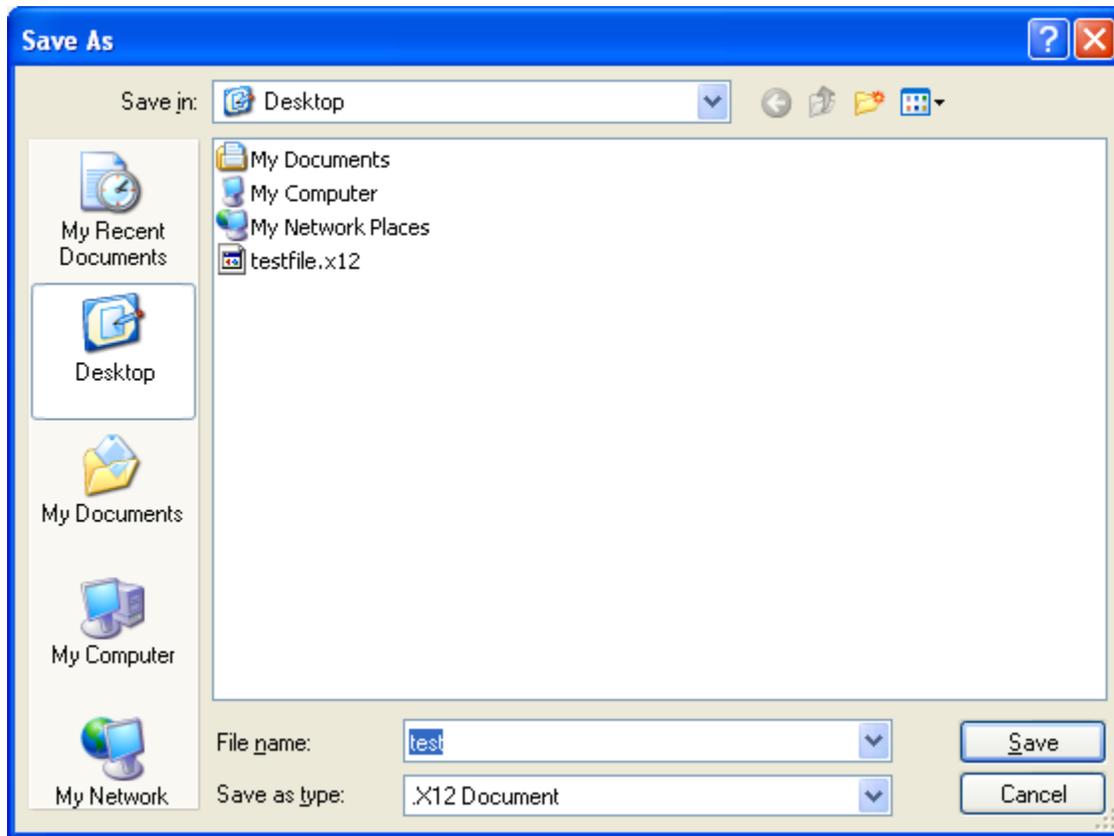
A “Confirm” box will appear. Click “OK”.



A “File Download” box will appear. Click “Save”.



Browse to the destination on your computer that you would like to save the file. Click “Save”.



Subscribe to e-mail notifications

With the new BCBST Secure File Gateway, you have the capability to subscribe to e-mail notifications. Click the “Profile” tab at the top right of the page. Under the “Notifications” tab is a listing of available event.

The screenshot shows a web browser window displaying the BCBST myFileGateway interface. The browser title is "Welcome to Sterling File Gateway - Microsoft Internet Explorer provided by BCBST". The address bar shows the URL "https://mftweb.bcbst.com/myfilegateway/home.do#profile". The page header includes "BCBST myFileGateway" and "Welcome hetri001". The navigation menu has tabs for "Home", "Profile", "Help", and "Sign Out". The "Profile" tab is active, and the "Notifications" sub-tab is selected. The main content area is titled "Subscribe to Event Notifications" and contains two tables. The "Available Event Notifications" table lists various event codes and names. The "Subscribed Notifications" table is currently empty, with a message "Drag Events here for a list of Notifications" and a "Delete" button below it. The footer of the page contains the copyright notice "©2008-2010 Sterling Commerce. All rights reserved. Trade Secret Notice".

Code	Name
FG_0050	MailboxAuthorizationFailure
FG_0250	BusinessProcessFailure
FG_0408	ArrivedFileStarted
FG_0411	ArrivedFileRouted
FG_0415	RouteComplete
FG_0419	DeliveryComplete
FG_0420	ArrivedFileReplayed
FG_0422	Redeliver
FG_0424	ArrivedFileIgnored

Code	Name
Drag Events here for a list of Notifications	

Delete

To receive an e-mail notification for all successful and failure file transfers click and drag the following event notifications from the left frame to the right frame:

- FG_0411 – ArrivedFileRouted
- FG_0455 – ArrivedFileFailed
- FG_0456 – RouteFailed
- FG_0457 - DeliveryFailed

Welcome to Sterling File Gateway - Microsoft Internet Explorer provided by BCBST

https://mftweb.bcbst.com/myfilegateway/home.do#profile

File Edit View Favorites Tools Help

Search the web Search Images Weather News Maps Resize Highlight Options

Welcome to Sterling File Gateway

BCBST myFileGateway

Welcome hetri001

Home Profile Help Sign Out

Notifications Password

Subscribe to Event Notifications

Available Event Notifications

Code	Name
FG_0050	MailboxAuthorizationFailure
FG_0250	BusinessProcessFailure
FG_0408	ArrivedFileStarted
FG_0411	ArrivedFileRouted
FG_0415	RouteComplete
FG_0419	DeliveryComplete
FG_0420	ArrivedFileReplayed
FG_0422	Redeliver
FG_0424	ArrivedFileIgnored

Subscribed Notifications

Code	Name
FG_0411	ArrivedFileRouted
FG_0455	ArrivedFileFailed
FG_0456	RouteFailed
FG_0457	DeliveryFailed

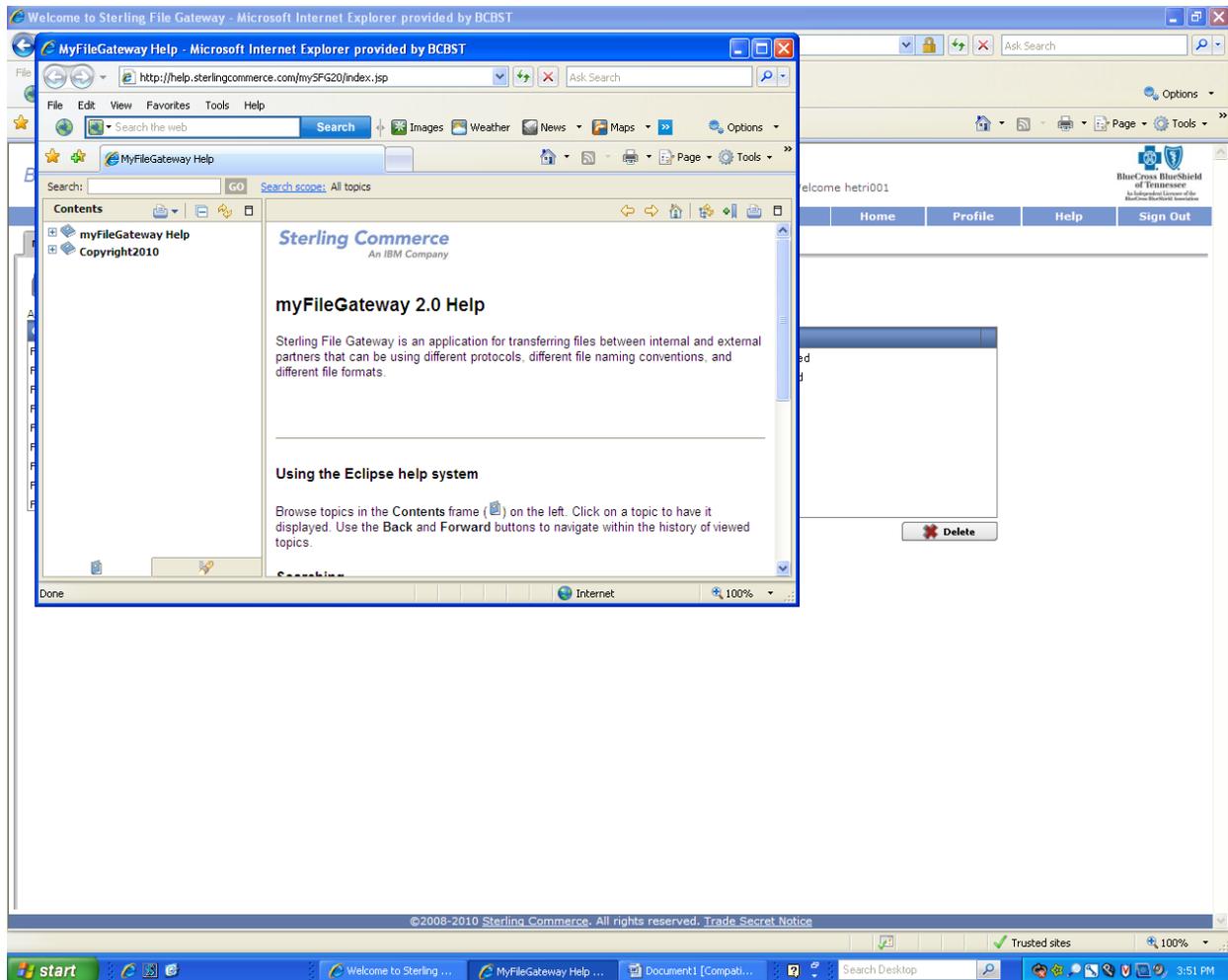
Delete

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Done Trusted sites 100%

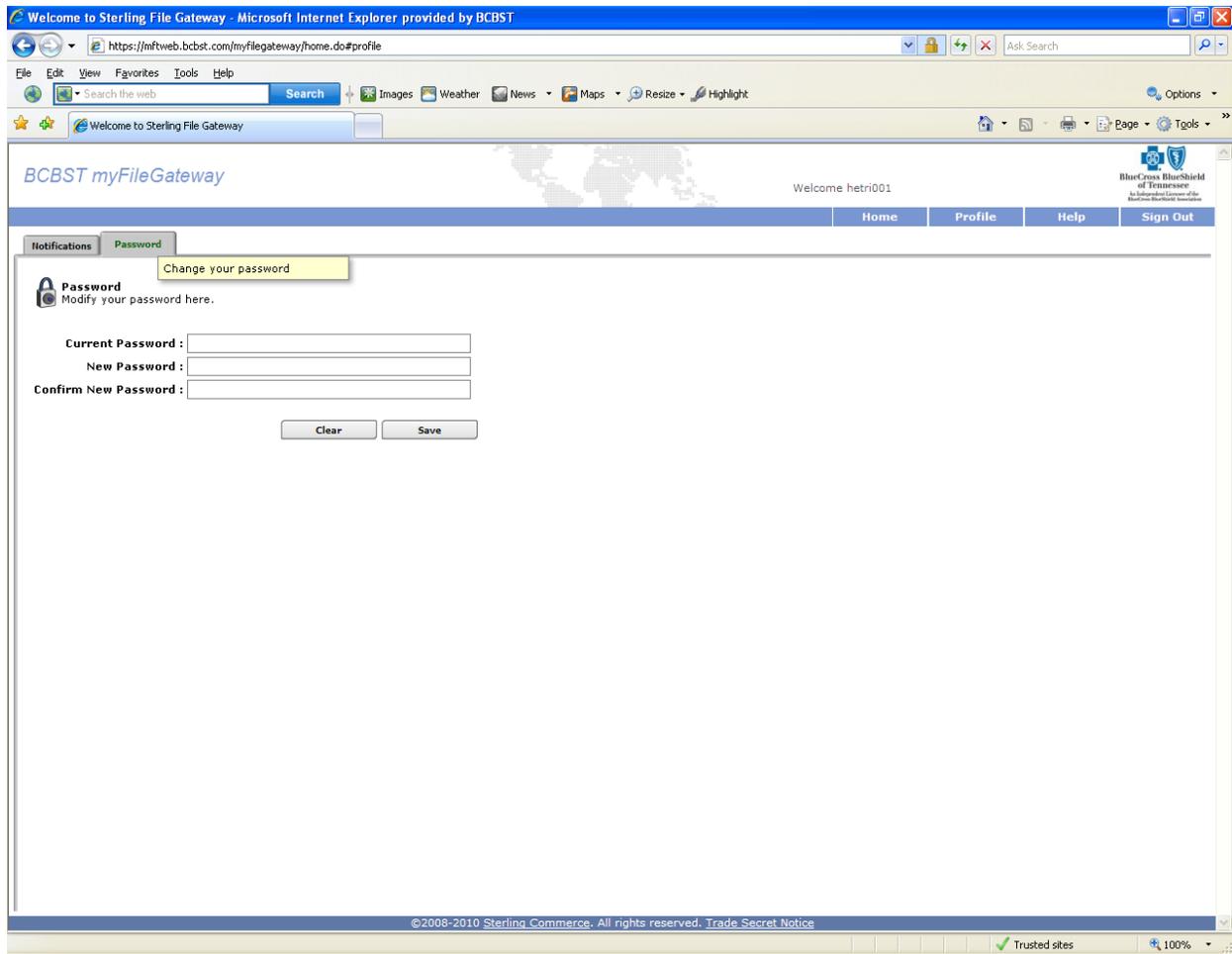
Advanced help documentation

For more advanced help documents, you can click on the “Help” tab on the top right hand side of the page. This will give you more in-depth documentation on what you can do with the BCBST Secure File Gateway.



Change password

To change your password, click on the “Profile” tab at the top right hand side of the page. Then click on the “Password” tab at the top left hand side. You will need to type you current password once and then your new password twice. Click “Save” when complete.



The screenshot shows a web browser window titled "Welcome to Sterling File Gateway - Microsoft Internet Explorer provided by BCBST". The address bar shows the URL "https://mftweb.bcbst.com/myfilegateway/home.do#profile". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area displays the "BCBST myFileGateway" logo and a navigation menu with "Home", "Profile", "Help", and "Sign Out". A "Welcome hetri001" message is visible. The "Password" tab is selected, showing a "Change your password" notification. Below the notification, there is a "Password" section with the instruction "Modify your password here." and three input fields: "Current Password:", "New Password:", and "Confirm New Password:". "Clear" and "Save" buttons are located below the input fields. The footer of the page contains the copyright notice "©2008-2010 Sterling Commerce. All rights reserved. Trade Secret Notice".

Change your password

Password
Modify your password here.

Current Password :

New Password :

Confirm New Password :

Clear Save

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Sign Out

When all your file transfers are complete, click the “Sign Out” tab at the top right hand side of the page. When the “Confirm” box appears, click “OK”.

The screenshot shows a web browser window displaying the BCBST myFileGateway interface. The browser title is "Welcome to Sterling File Gateway - Microsoft Internet Explorer provided by BCBST". The address bar shows the URL "https://mftweb.bcbst.com/myfilegateway/home.do#profile". The page header includes the BCBST logo, the text "myFileGateway", and a welcome message "Welcome hetri001". A navigation menu at the top right contains links for "Home", "Profile", "Help", and "Sign Out". The "Sign Out" link is highlighted. Below the navigation menu, there are tabs for "Notifications" and "Password". The "Notifications" tab is active, showing a "Subscribe to Event Notifications" section. This section contains two tables: "Available Event Notifications" and "Subscribed Notifications".

Code	Name
FG_0050	MailboxAuthorizationFailure
FG_0250	BusinessProcessFailure
FG_0408	ArrivedFileStarted
FG_0411	ArrivedFileRouted
FG_0415	RouteComplete
FG_0419	DeliveryComplete
FG_0420	ArrivedFileReplayed
FG_0422	Redeliver
FG_0424	ArrivedFileIgnored

Code	Name
FG_0411	ArrivedFileRouted
FG_0455	ArrivedFileFailed
FG_0456	RouteFailed
FG_0457	DeliveryFailed

A "Confirm" dialog box is overlaid on the page, asking "Sign out of MyFilegateway?". The dialog box has "OK" and "Cancel" buttons. A "Delete" button is also visible in the background.

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