

WPS Secure-EDI For Internet Claim Submissions (Batch) Getting Started

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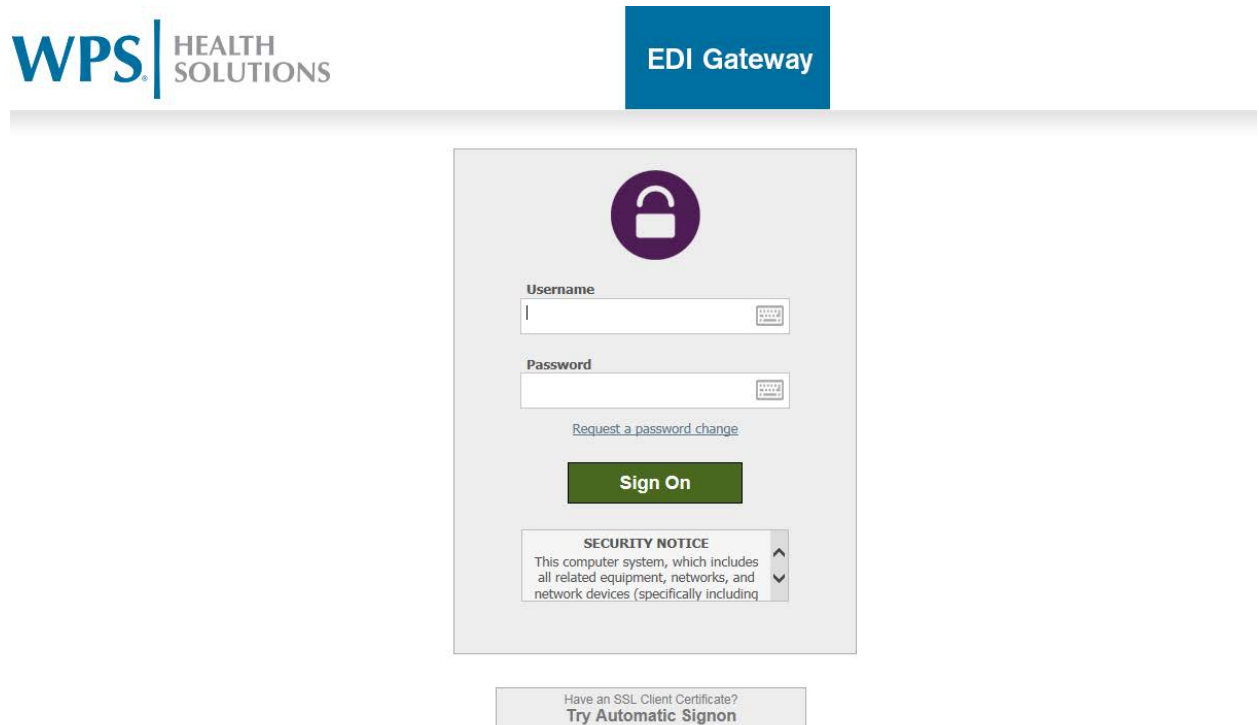
Access WPS Secure-EDI and Sign-On

1. Open your web browser and go to the following URL:

Note: Secure EDI MOVEit is not compatible with Google Chrome or Safari

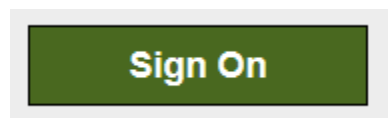
<https://secure-edi.wpsic.com>

The Sign-On page will be displayed.



The screenshot shows the WPS Health Solutions EDI Gateway Sign-On page. At the top left is the WPS Health Solutions logo. At the top right is a blue button labeled "EDI Gateway". The main content area is a light gray box containing a purple padlock icon, a "Username" input field, a "Password" input field, a "Request a password change" link, a green "Sign On" button, and a "SECURITY NOTICE" section with a scrollable text area. Below the main content area is a button labeled "Have an SSL Client Certificate? Try Automatic Signon".

2. Type your Username and Password in the appropriate fields and click



Note: Your Username is the 5-digit Submitter ID assigned by WPS.

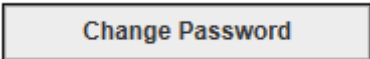
Note: Your initial password for Secure-EDI is "12Wps345#" (without the quotes). The password is case-sensitive so the "W" must be upper case.

Change your Password

The first time you sign on to WPS Secure-EDI, the following “Account Options” page will be displayed and you will be forced to change your password.

The screenshot shows the WPS Health Insurance EDI Gateway interface. At the top left is the WPS logo and 'HEALTH SOLUTIONS' with 'WPS Health Insurance' in a smaller box. To the right is a blue 'EDI Gateway' button. Below the logo, it says 'Signed onto WPS Health Insurance as YOUR USERNAME HERE (12345)'. On the right side, there are links for 'My Account' and 'Sign Out'. A blue banner across the top of the main content area reads 'You are required to change your password now.' Below this banner, the user is identified as 'My Account (YOUR USERNAME HERE)'. A green bullet point indicates the 'Change Password...' option. The 'Requirements' section lists: Must be at least 9 characters; Must not contain or resemble Username; Must contain at least one letter and one number; Must not contain dictionary words; Must contain both upper- and lower-case letters; Must contain at least one non-alphanumeric character; Must not match any of the previous 24 passwords. There are two input fields for 'Enter your New Password:' and 'Enter your New Password Again:'. Below these is a 'Change Password' button.

To change your password, enter a new password in the appropriate field, enter the same new password a second time in the next field and click



Password Requirements:

- Must be at least 9 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not match any of the previous 24 passwords.

Access “**Account Options**” at the top of the Secure-EDI page under “My Account”, to complete subsequent password changes.

Upload/Download Wizards

The Secure-EDI application offers “wizards” that can be used to assist in sending files to and retrieving files from WPS. There are 2 types of upload/download wizards available:

1. **ActiveX Wizard** – Available to only to Internet Explorer users.
2. **Java Wizard**
3. **JavaScript Wizard**

These wizards can be used to transfer files but are not necessary. If an Upload/Download Wizard is used for file transfers WPS Secure-EDI is able to guarantee the integrity of the file throughout the transmission process.

The first time you sign on to Secure-EDI, you are presented with options to launch the Upload Wizard under “Upload Files”. This option is available in “My Account” at all times.

The screenshot displays the WPS Health Solutions EDI Gateway user interface. At the top left is the WPS Health Solutions logo, and at the top right is a blue button labeled "EDI Gateway". Below the logo, the user is signed in as "YOUR USERNAME HERE (12345)". A navigation sidebar on the left includes links for Home, Folders, Packages, Logs, Search, and a "Find File/Folder" search box. The main content area features a blue banner with a password expiration warning. Below this, the "Home" section lists "Announcements" and "Browse Files and Folders". The "Upload Files..." section is highlighted with a red box and contains a "Select a folder:" dropdown menu with the value "/Home / test-send" and a "Launch the Upload Wizard..." button. A footer note indicates the page was posted by an administrator on 4/25/2016 at 1:48:48 PM.

If you do not wish to install a wizard, go to “My Account”. A wizard can be installed/enabled at any time by accessing “My Account”.

Complete the following steps to uninstall/disable the ActiveX Wizard (Internet Explorer only):

Note: Steps for installing the Java Wizard are similar to those outlined below.


In the top right hand corner click on “My Account”.

Scroll down to the bottom of the page and click on the first link.

- **Edit Your Upload/Download Wizard Settings...**

Upload/Download Wizard Status:

The ActiveX Upload/Download Wizard is Installed and Enabled

 [Change Upload/Download Wizard Status \(ActiveX Version\)](#)

The Java Upload/Download Wizard is Disabled

 [Change Upload/Download Wizard Status \(Java Version\)](#)

The JavaScript Upload Wizard is Disabled *(in favor of the ActiveX Wizard)*

 [Change Upload Wizard Status \(JavaScript Version\)](#)

[Return to Home Page](#)

Click on disable or enable the wizard depending on if you want to activate/deactivate.

The ActiveX Upload/Download Wizard is Installed and Enabled

Version 8.0.0.0 is installed; 8.3.0.0 is the latest

 **Upgrade to the latest version of the Upload/Download Wizard (ActiveX)**

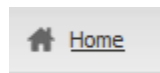
Or

The ActiveX Upload/Download Wizard is Installed and Disabled


Version 8.0.0.0 is installed; 8.3.0.0 is the latest

 **Upgrade to the latest version of the Upload/Download Wizard (ActiveX)**

Then click OK in the box that appears. Once you have enabled/disabled the wizard, click on “Home” in the left had column.



Complete the following steps to uninstall/disable the ActiveX Wizard (Mozilla Firefox):

Note: To check if you are Mozilla Firefox, you should have the following icon on your toolbar: 

In the top right hand corner click on “My Account”.




Scroll down to the bottom of the page and click on the last link.

● Edit Your Upload/Download Wizard Settings...

Upload/Download Wizard Status:

The ActiveX Upload/Download Wizard is not available: it requires IE

The Java Upload/Download Wizard is Disabled (*not yet configured*)

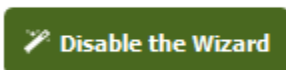
 [Change Upload/Download Wizard Status \(Java Version\)](#)

The JavaScript Upload Wizard is Enabled

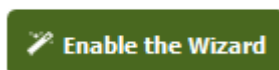
 [Change Upload Wizard Status \(JavaScript Version\)](#)

Click on disable or enable the wizard depending on if you want to activate/deactivate the wizard.

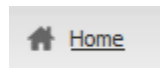
The JavaScript Upload Wizard is Enabled



The JavaScript Upload Wizard is Disabled



Then click OK in the box that appears. Once you have enabled/disabled the wizard, click on “Home” in the left had column.



WPS Secure-EDI Home Page

When you sign on to WPS Secure-EDI (and have changed your initial password, installed or disabled wizards, etc.) your Home page will be displayed.

Your Home page provides links that allow you to:

1. Upload files to WPS (whether or not a Wizard has been enabled).
2. Download files from WPS that are available in your Home Folder
3. Go to your Home Folder to list, download and/or delete files from WPS.
4. Access and Modify your Account Options
5. Access logs of your account activity including files that have been uploaded, files that have been downloaded and any administrative modifications that you have made to your account.
6. Search WPS Secure-EDI for Files or Folders.

Upload (Send) Files to WPS

You will have access to upload files to the following folders:

1. **Home/Test-Send**

This folder is for transmission of **TEST** files to WPS. Claim files uploaded to this folder will not be processed for payment.

2. **Home/Prod-Send**

This folder is for transmission of **PRODUCTION** files to WPS. Claim files uploaded to this folder will be processed by WPS Health Solutions for payment.

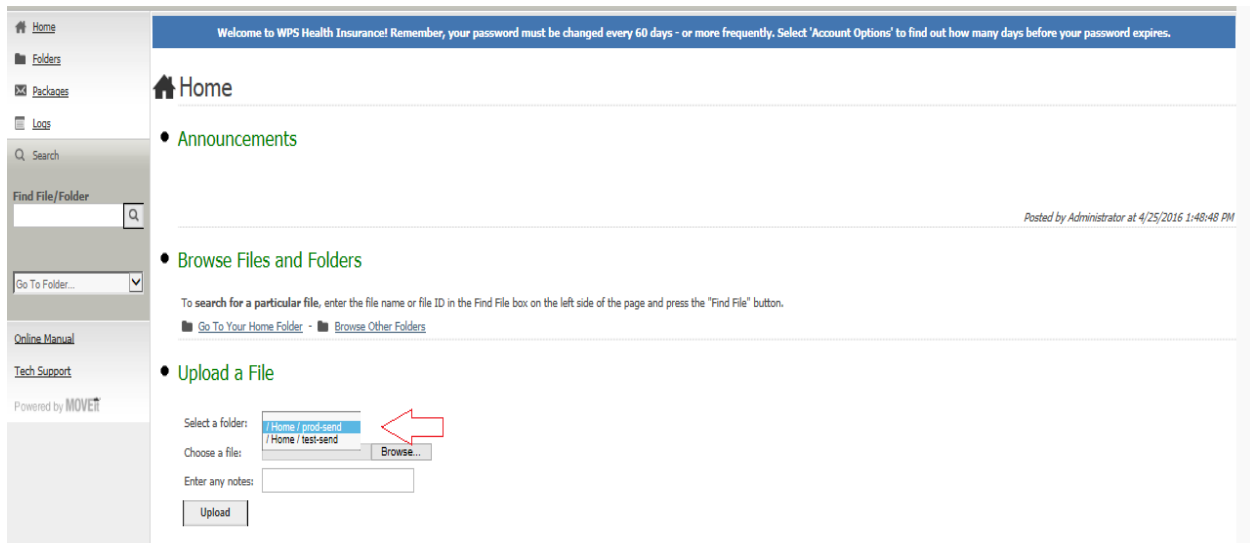
Access to upload to Home/Prod-Send is granted to users who have tested and been approved to send production files to WPS Health Solutions. If you have already been approved to submit production claim files, you will not be required to re-test using WPS Secure-EDI.

Files can be uploaded to WPS using the ActiveX Wizard, Java Wizard or without the use of any Wizard.

Note: Since files are sent via the Internet, **Medicare** files **MAY NOT** be transferred using WPS Secure-EDI.

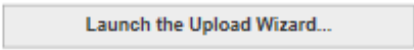
●Upload a File Using the ActiveX Wizard:

1. From your Home page, select the Home/Prod-Send or Home/Test-Send folder.



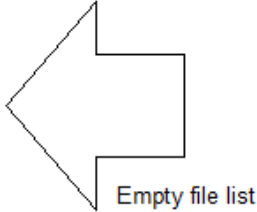
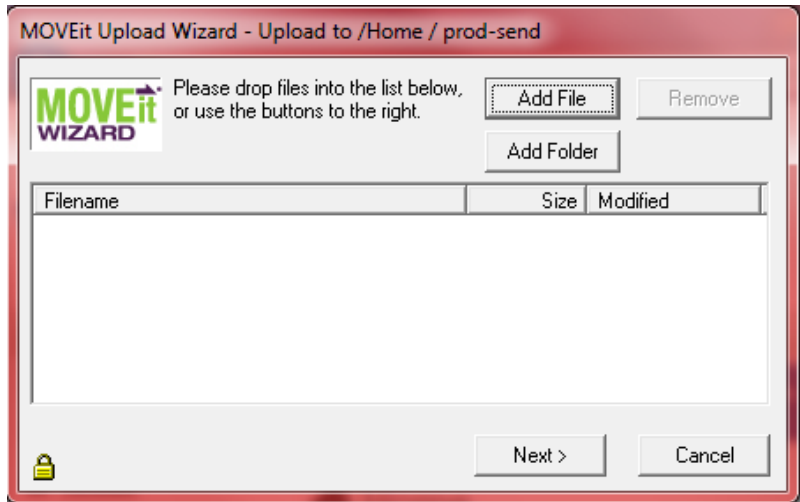
The screenshot shows the WPS Health Insurance Home page. The page has a blue header with a welcome message and a password expiration notice. The main content area is titled 'Home' and contains three sections: 'Announcements', 'Browse Files and Folders', and 'Upload a File'. The 'Upload a File' section is the focus, showing a 'Select a folder:' dropdown menu with two options: '/Home /prod-send' and '/Home /test-send'. A red arrow points to the '/Home /prod-send' option. Below the dropdown is a 'Choose a file:' field with a 'Browse...' button. There is also an 'Enter any notes:' text box and an 'Upload' button.

2. Launch the Wizard.

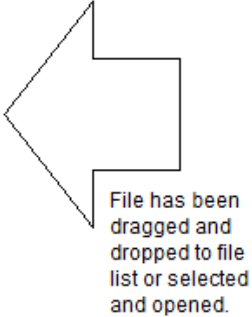
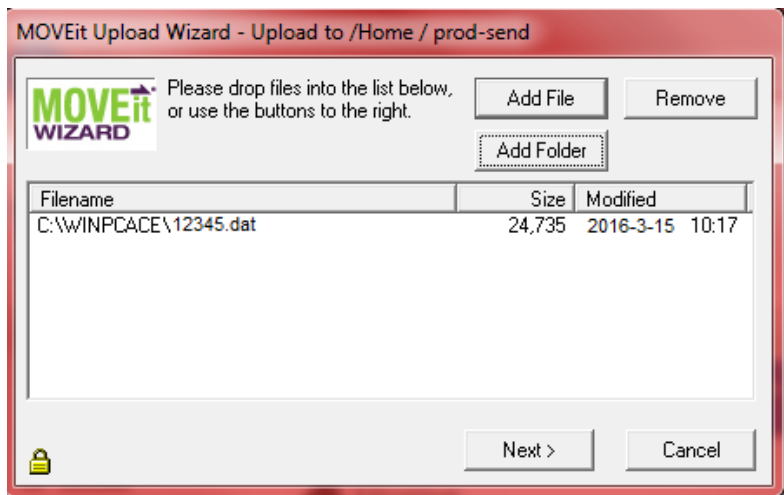


3. Drag and drop your file(s) into the empty list that appears **or** click on “Add File” to locate, select and open the file(s) you wish to send.

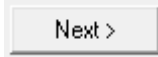
Note: Multiple files may be added to the list and transferred at the same time.



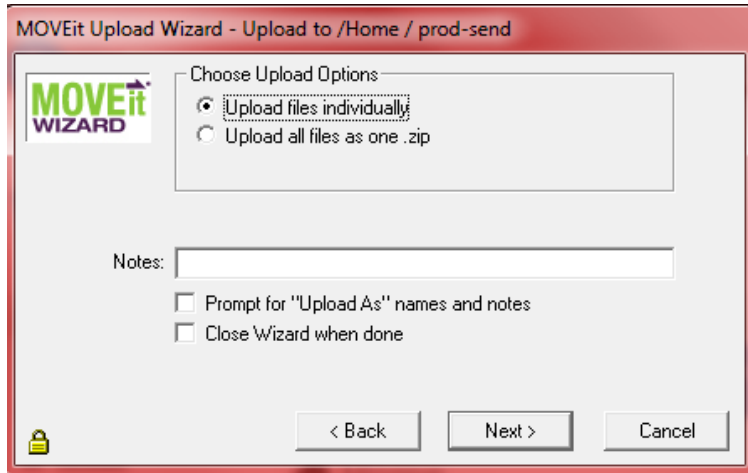
Drag and drop your file(s) into the empty list that appears **or** click on “Add File” to locate, select and open the file(s) you wish to send.



Once the file(s) you wish to send appear in the list, click

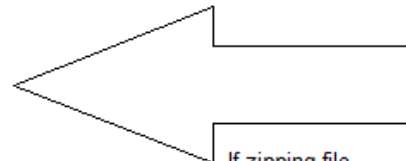
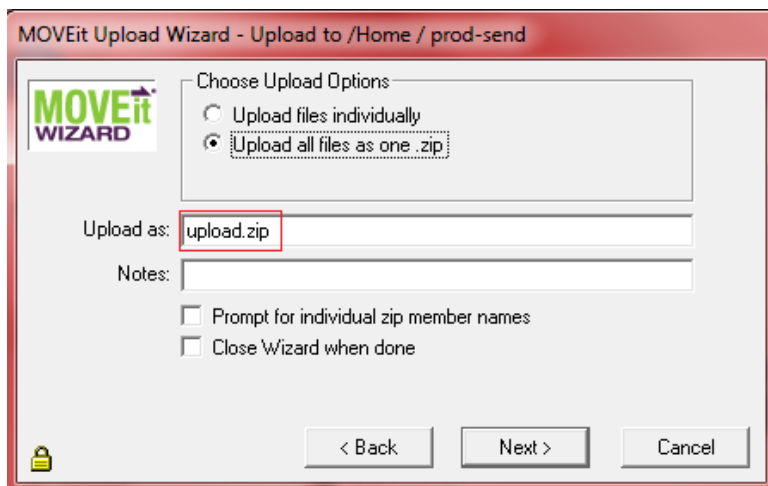


The following “Upload Options” selection screen will appear.



You can choose to upload your files individually or upload all of the listed files in a single .zip file.

Note: If you elect to send a .zip file, change the file name that appears in the “Upload As” field from upload.zip to a unique file name followed by .zip




If zipping file,
change file name
updoad.zip to a
unique file name.

Note: Do not include any additional “Notes” with your file. WPS EDI’s process is automated. Any notes that accompany a transferred file will not be read. When upload is complete you will receive the following notification:

Upload Wizard Transfer Report

Local File

Status

 C:\WINPCE\12345.DAT

Uploaded to / [Home](#) / [prod-send](#) OK (ID #123456789)