



## Placing Files via SFTP

To place files onto our SFTP portal, you will need to use the following settings:

- **Host Name:** sftp.gulfcoastcollection.com
- **Port:** 22
- **Protocol:** SFTP – SSH File Transfer Protocol

Below are screenshots of how these settings are configured using FileZilla and CoreFTP FTP clients. If you are using a different program, these settings may vary slightly.

## Username and Password

You will be assigned a username and password by our IT department. Your username and password will be provided to you in a separate email that will be sent to you via encrypted email.

If you need assistance with connecting to our SFTP portal, please let us know and someone from our IT department will be able to assist you.

### **FileZilla Settings**

A screenshot of the FileZilla settings dialog box. The "General" tab is selected. The "Host" field contains "sftp.gulfcoastcollection.com" and the "Port" field contains "22". The "Protocol" is set to "SFTP - SSH File Transfer Protocol". The "Logon Type" is "Normal". The "User" field contains "userID" and the "Password" field is filled with dots. The "Account" field is empty. The "Comments" field is empty. At the bottom are "Connect", "OK", and "Cancel" buttons.

General | Advanced | Transfer Settings | Charset

Host: sftp.gulfcoastcollection.com Port: 22

Protocol: SFTP - SSH File Transfer Protocol

Logon Type: Normal

User: userID

Password: .....

Account:

Comments:

Connect OK Cancel

### **CoreFTP Settings**

A screenshot of the CoreFTP settings dialog box. The "Site Name" is "Gulf\_Coast\_Collection\_Bureau". The "Host / IP / URL" field contains "sftp.gulfcoastcollection.com". The "Username" field contains "userID" and the "Password" field is filled with dots. The "Port" is "22", "Timeout" is "60", and "Retries" is "2". The "Connection" is set to "SSH/SFTP". The "SSL Options" section has "SSL Listings" and "SSL Transfer" checked. At the bottom are "Connect", "Connect Manager", and "Close" buttons.

Site Name: Gulf\_Coast\_Collection\_Bureau

Host / IP / URL: sftp.gulfcoastcollection.com

Username: userID

Password: .....

Port: 22 Timeout: 60 Retries: 2

Connection: SSH/SFTP

SSL Options:  SSL Listings  SSL Transfer  Clear (CCC)

Connect Connect Manager Close

Once you are logged in, you will be presented with two folders: Inbound and Outbound.

- **Inbound/ToGCCB** – Please upload any files here that pertain to accounts, placements, etc.
- **Outbound/FromGCCB** – In the Outbound folder, we will add files to be returned to you (if applicable). Please do not upload files to this folder as it will not allow you to do so.

**Also, please note: no file uploads to the main directory are permitted. File uploads by you are only permitted in the Inbound folder.**

If you only have a few files to place and would prefer to use your web browser we offer a Secure Web Portal to place the files with us. Please note this method works great for a few files; if you have more than a few files, an SFTP client is the preferred method.

### Placing Files via Secure Web Portal

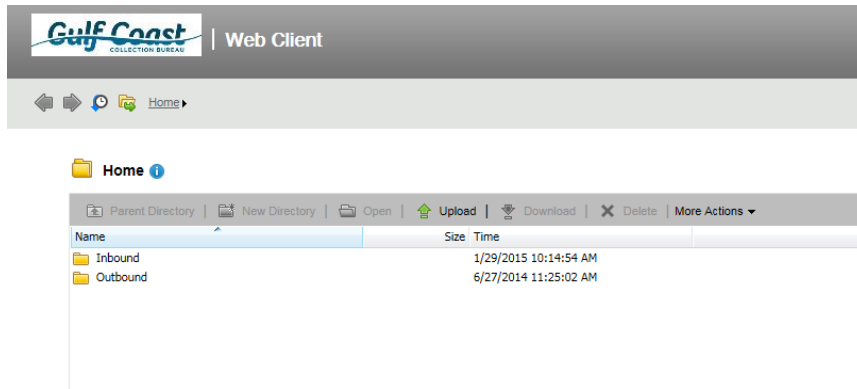
At Gulf Coast Collection Bureau, we strive to maintain the security of your patient's data as it is transmitted from your site to ours. To facility the secure transmission of patient data, we offer you the option of placing files with us via our secure web portal. We hope you find this portal easy to use.

### Getting Started

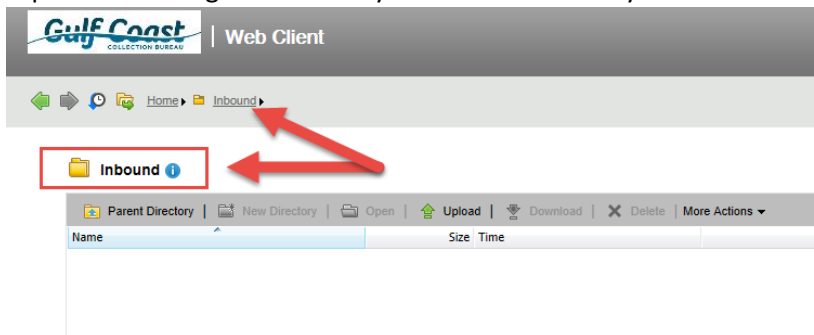
1. To place files with us, you will need to access the portal via your Internet browser. Our site is compatible with Mozilla Firefox, Google Chrome, Safari, and Internet Explorer 8+ and can be accessed by visiting: <https://securetransfer.gulfcoastcollection.com/>
2. Once at our portal, you will need to log in with your Login ID and Password. This information will be provided to you from our IT department in a separate email.
3. After entering your Login ID and Password, click on the Login button to login to the portal.



4. Once you are logged in, you will be presented with three folders: Inbound, Outbound, and Payments.
  - **Inbound/ToGCCB** – Please upload any files here that pertain to accounts, placements, payments, etc.
  - **Outbound/FromGCCB** – In the Outbound folder, we will add files to be returned to you (if applicable). Please do not upload files to this folder as it will not allow you to do so.
  - *Also, please note: no file uploads to the main directory are permitted. File uploads by you are only permitted in the Inbound and Payments folders.*



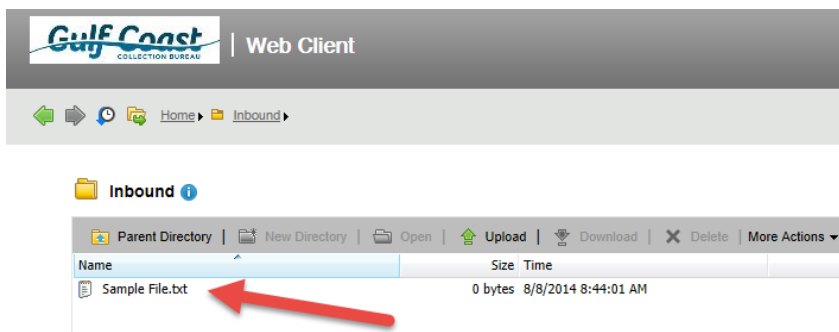
5. Double click on the appropriate folder that you wish to upload files to. Once you are in, the folder name at the top left will change to indicate your current directory.



6. You can now click on the Upload button to browse your local computer for the file(s) you wish to upload. Select the file and then click on the Upload button to begin transmitting the file to us.



7. Once the file has finished uploading, you will see the file in the directory. At that point, we have received your file and have been notified that it has been sent to us.



8. After transferring your files to us, click on your company name at the top right and select the logout option. This will terminate your connection to our site to prevent unauthorized logins.

