To Upload and Download Files in Mozilla Firefox

Ministry of Health and Long-Term Care

Version 1.0 March 2013

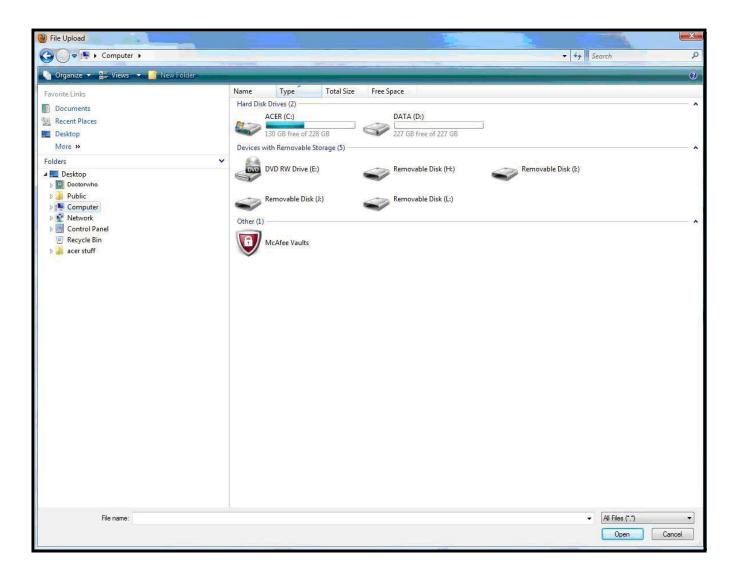


Upload Files

- 1. Close all open Internet browsers.
- 2. Open a new Mozilla Firefox Internet browser session and key in <u>https://www.edt.health.gov.on.ca</u> or use your saved bookmark.
- 3. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password.
- 4. Select 'Sign In'.
- 5. At the Administration and MOHLTC Services screen, select 'MC EDT Service (Upload/Download)'.
- 6. At the Medical Claims Electronic Data Transfer screen, select 'Upload'.
- 7. At the file Upload screen:

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CONTACT US PRIVACY IMPORTANT	NOTICES	© © QUEEN'S PRINTER FOR ONTARIO, 2012 LAST MODIFIED: 2012-05-17

- Select a Billing Number (if more then one),
- Select the file to upload (select the "Choose File" button),
- A pop up "Open" screen is displayed.



• Once you have found your file select the "Open" button and the claims file will be displayed beside the "Choose File" button on the "File Upload" screen.

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• Select the corresponding file type by selecting on the down arrow (in this example it is a Claims File).

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- 8. Select 'Upload' button.
- At the 'File Upload' success screen, select 'Upload Another file'. Or, you may select "Home" to return to the Upload/Download options screen. Or, select "Main" to return to the "Administration and MOHLTC Services" screen. Or, select "Log out" and close your Firefox Mozilla internet browser.

Download Files (Refer to MC EDT Reference Manual Section 5.3)

- 1. Close all open Internet browsers.
- 2. Open a new Mozilla Firefox Internet browser session and key in <u>https://www.edt.health.gov.on.ca</u> or use your saved bookmark.
- 3. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password.
- 4. Select 'Sign In'.
- 5. At the Administration and MOHLTC Services screen, select 'MC EDT Service (Upload/Download)'.
- 6. At the Medical Claims Electronic Data Transfer screen, select 'Download'.
- 7. On the Report Download screen, select the billing number (if more than one) and select the 'Download' button.
- 8. At the List of Reports/files for Billing Number XXXXX, select the text 'Download' in the column for the file you wish to download.

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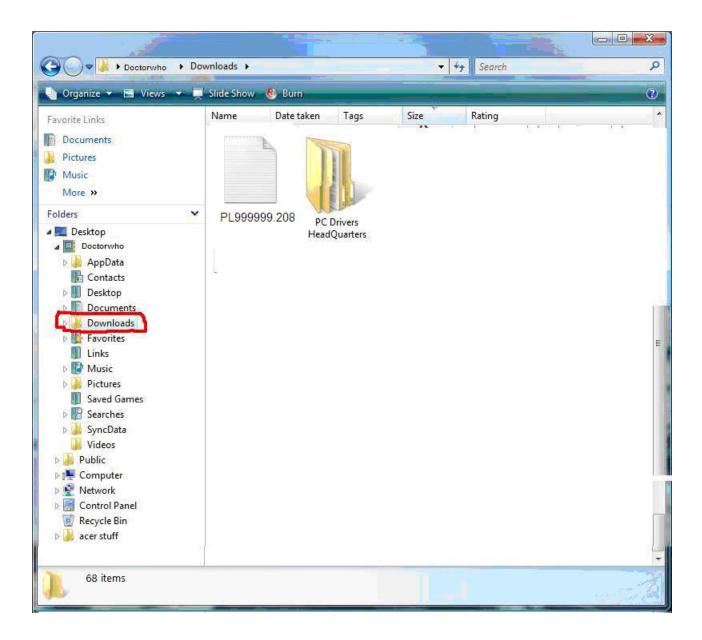
- 9. At the "Opening <file name>" pop-up screen, will be displayed.
 - Select the "button" beside "Save file".
 - Select the "OK" button.

Opening PL054361.208	X
You have chosen to open:	
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from: https://www.edt.health.gov.on.ca	
What should Firefox do with this file?	
Open with Browse	
Save File]
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OK Cance	1

10. A "Downloads" pop-up screen will be displayed.

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81.9 KB — gov.on.ca	
<u>Clear List</u> Search	P

• This file is saved by default into your "Downloads" folder on your computer.



- 11. You can double select on the file name displayed on the "Downloads" screen
 - And this "Save As" screen will be displayed.

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12. OR you can close the "Downloads" screen by selecting on the in and double select on the file name displayed in the "Downloads folder.

13. The file will be displayed as a text file in "Notepad" (actual info is deleted in this example).

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- 14. On the menu bar of the Notepad, select the option "File" and a drop down menu will be displayed.
- 15. Select the option "Save As" and the following screen is displayed where you can select the drive/file folder location where your software can format the downloaded file to create a readable report for you.

Save As						×
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16. In the "File name" field remove the ".txt" extension.

17. In the "Save as Type" select the down arrow and select "All Files".

18. Then select the "Save" button.

* You need to ask your software vendor this question; "What drive/folder do I save the downloaded file (Remittance Advice, Error Report, or Batch Edit Report) to take that text file to create a readable report?"