HTTP End User Screen Shots

Guidance Only

Some screens (i.e. mailbox) names will appear differently in production mode. For example, Marx or Plan enrollment mailboxes will be configured by Contract Number.

End User will only see mailboxes for which they have been granted access.
1 – Enter WEB site provided by CMS
   Extranet – https://gis.cmsnet:3443/mailbox

2 – Click ‘GO’
Review Warning Information, then click ‘OK’ button
Click the ‘View Certificate’ button.
Certificate Example Only

Click ‘Install Certificate…’ button
Click the ‘Next >’ button
1 – Verify that this option is selected, if not click in the circle.

2 – Click the ‘Next >’ button
Click the ‘Finish’ button
Click the ‘OK’ button
1 – Enter ‘Unique Identifier’
2 – Enter ‘Password’
3 – Click ‘Sign In’
‘Mailbox Search’ screen allows you to view files in mailboxes that are defined to your Unique Identifier’
Mailbox View

Procedure to view all or individual mailboxes
To View ‘All’ mailboxes accessible with your ID

1 – Click ‘All’ from the mailbox drop down list
2 – Click the ‘GO!’ button
### Mailbox Search Results

Welcome TEST123

<table>
<thead>
<tr>
<th>Extract</th>
<th>Message Name</th>
<th>Id</th>
<th>Created</th>
<th>Size</th>
<th>Mailbox</th>
<th>Extract Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>a1</td>
<td>TEST OB DATA.txt</td>
<td>51</td>
<td>2005-07-14 21:03:56.0</td>
<td>25</td>
<td>/TEST123/OUT</td>
<td>Count</td>
</tr>
<tr>
<td>a1</td>
<td>TEST OB DATA.txt</td>
<td>45</td>
<td>2005-07-14 16:25:46.0</td>
<td>25</td>
<td>/TEST123/IN</td>
<td>Count</td>
</tr>
</tbody>
</table>

Items 1 - 2 of 2

Items per page: 5 10 25 50 100

‘All’ mailbox view
To view data ‘Inbound’ to your ‘Mailbox’

1 – Select mailbox ‘/Uniqueldentifier/IN’
2 – Select desired beginning date
3 – Select desired ending date
4 – Click the ‘OK’ button
1 – Current ‘**Mailbox**’ (inbound)
2 – Message ‘**ID**’
3 – ‘**MessageName**’ (filename)
4 – ‘**Extract**’ (download) button
Receive Inbound Data

Procedure to extract data inbound to your Mailbox Identifier
1 – Locate desired ‘Message Name’ (filename)
2 – Move Arrow over object in ‘Extract’ box until it becomes a pointing hand, then click.
Click ‘Save’ button to download data
1 – Select desired location
2 – Enter desired filename
3 – Click ‘Save’
Successful Download Message

Chose desired option

Open – This will open file using software that edits .TXT files
Open Folder – This will display file in folder that it was placed
Close – This will close the Download box
Sending Data to CMS

Procedure for sending data to CMS
Click ‘Mailbox Send’ option
1 – Click on the ‘Mailbox’ drop down menu
2 – Click mailbox ‘/Mailbox ID/Out’
1 – Select desired folder (path)
2 – Click desired file OR
3 – Entered desired file name
   (Files sent to CMS must adhere to the file naming convention provided by CMS)
4 – Click ‘Open’
Click the ‘GO’ button
Click the ‘Refresh Mailboxes’ option
To Verify Data (file) delivery
1 – Click on the ‘Mailbox’ drop down menu
2 – Click mailbox ‘/Unique Identifier/Out’
Transmitted File

<table>
<thead>
<tr>
<th>Extract</th>
<th>Message Name</th>
<th>Id</th>
<th>Created</th>
<th>Size</th>
<th>Mailbox</th>
<th>Exact Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS Supplied file name (structure).txt</td>
<td>49</td>
<td>2005-07-14 20:31:57.0</td>
<td>25</td>
<td>TEST123/OUT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST OR DATA.bat</td>
<td>42</td>
<td>2005-07-13 21:02:56.0</td>
<td>25</td>
<td>TEST123</td>
<td>Count</td>
<td></td>
</tr>
<tr>
<td>TEST OR DATA.bat</td>
<td>45</td>
<td>2005-07-14 16:25:46.0</td>
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<td>TEST123/IN</td>
<td>Count</td>
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</tr>
</tbody>
</table>

Items: 1 - 3 of 3

Items per page: 5 10 25 50 100
Logging Out Of CMS Web Site
Click the ‘Log Out’ option