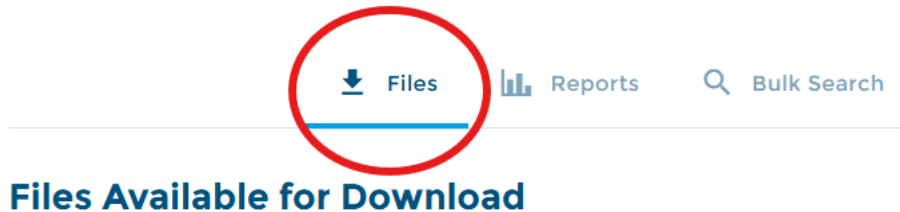


Data Compare Upload Instructions for State Medicaid Agencies (SMAs)

Please follow the instructions below for the Data Compare process:

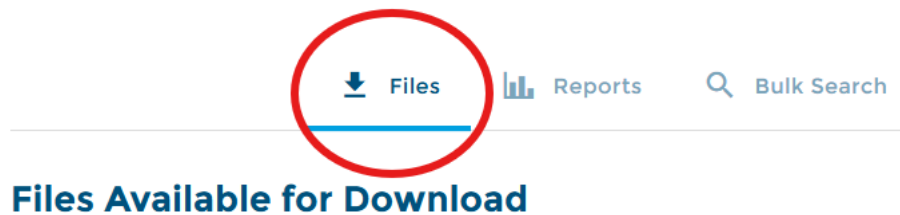
- 1) Log in to **Data Exchange (DEX)** and navigate to the **'Files' tab** on the top left corner.



- 2) Click on the **'Data Compare Intake Template'** Link (this should be the first option in the list.)

FILE NAME	
Data Compare Intake Template	28.39 kB

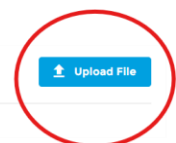
- 3) You will be prompted to download the intake template. All information can be uploaded and downloaded securely through DEX, so no additional encryption is needed
- 4) Once you've downloaded the intake template, please have your IT team (or the appropriate personnel) fill it out as completely as possible.
- 5) Return to the **'Files'** tab in DEX, with the completed template saved on your computer.



- 6) Click the **'Upload File' tab**, located on the right side of the screen.

Files Available for Download

To download a file, click the link in the File Name column.



- 7) This will take you to a new page. You can either drag and drop the file or browse your computer to upload it.

[← Return to Files](#)

Upload a File

File Upload *

Drag and drop a file to attach

your file here, or browse

- 8) Fill out the information on the right side of the drag-and-drop box.

File Name (to be displayed in download list) *

Should this file only be shared with a specific state? If yes, indicate which state.

Please select 

File Description *

Please note that files uploaded in DEX are subject to the CMS retention policy.

Cancel

 Upload and Share File

- 9) Click 'Upload and Share File'.



- 10) Send an email to the **CMS Medicaid Provider Enrollment mailbox** (medicaidproviderenrollment@cms.hhs.gov) to notify the team that you've uploaded your data compare file to DEX, so processing can begin.