Mississippi Department of Mental Health (DMH)

SFTP Upload Job Aid

Last Revision Date: 7/21/2020

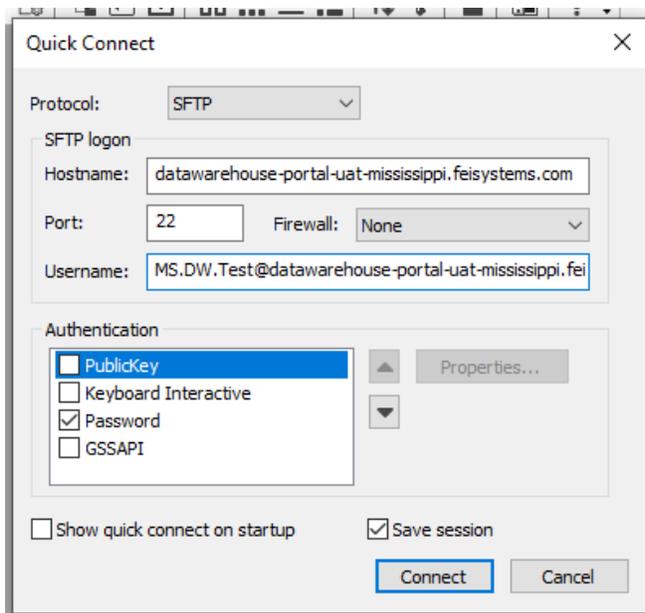## Version Control

Date	Version	Author(s)	Brief Description of Change
7/21/2020	1.0	Shelby Maloney	Initial Draft

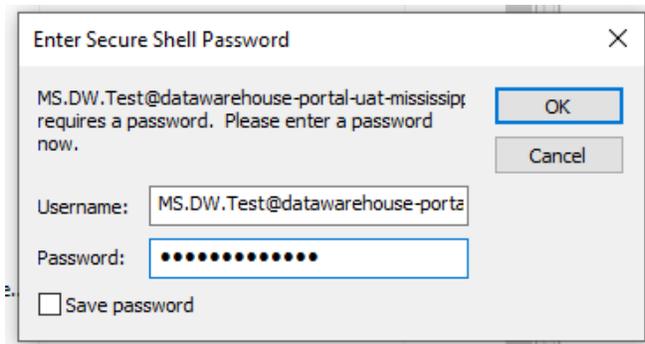## Step One – Download an SFTP Client

An SFTP client will have to be installed prior to being able to upload files via SFTP process. FEI Systems recommends the SecureFx client, though any SFTP client will work.

Step Two – Login

Open the SFTP client of your choice and enter the Hostname, Port, and username. Use the site URL as the Host name (contact ehrhelpdesk@dmh.ms.gov if you do not know the URL). For testing purposes, use the UAT URL. For actual reporting, use the Production URL. Enter your Data Warehouse Portal Username@siteURL.com for the Username. Click Connect.
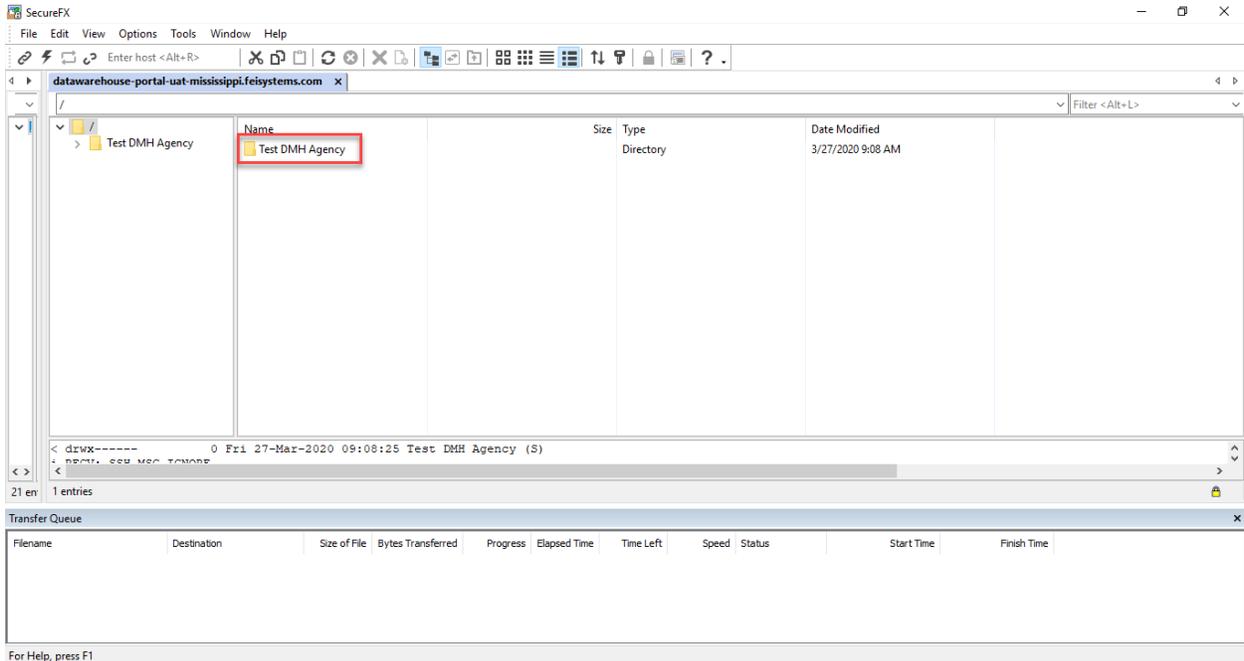

Enter your DW Portal password. Click ok.

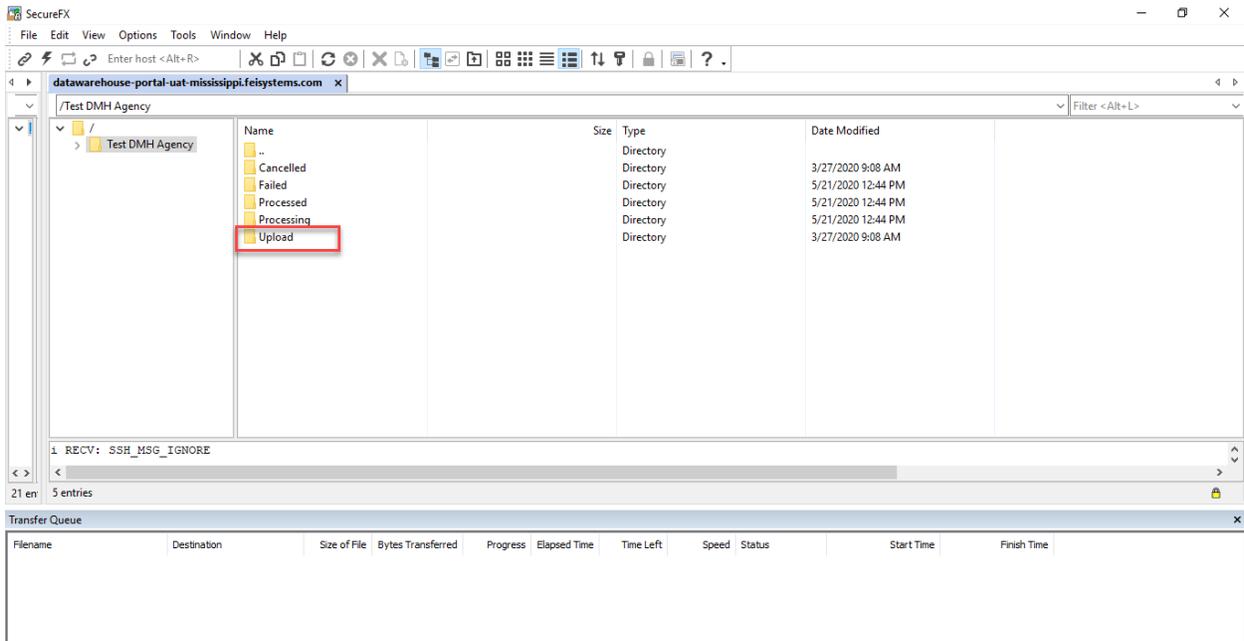# Step Three – Select Your Submitting Entity

Select your Submitting Entity (Agency) by double-clicking on the submitting entity name. In most cases, there will only be one option available.
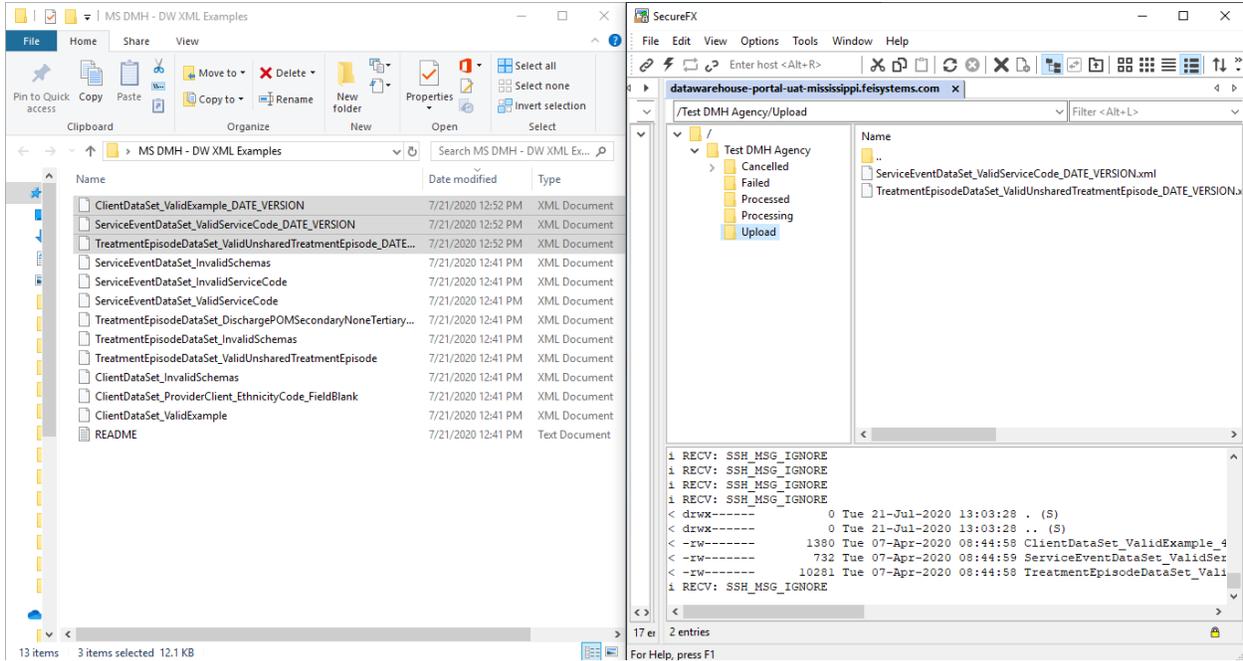

Step Four – Open the Upload Folder

Double-click on the Upload folder to open it.

Step Five – Drag and Drop Files

Drag and drop the files into the Upload folder. EHR Vendors may choose to automate this process, but that is out of MS DMH's control.

Step Six – Review Files

The folders in the submitting entity folder can each be clicked on to review files. The Failed folder shows which files were not successfully processed, the Processed folder shows successful uploads, and the Processing folder shows files currently being processed.

Step Seven – Review Errors in Data Warehouse Portal

The submitted files can also be viewed from the Data Warehouse Portal as shown below. This is especially important to review when files are sent to the Failed folder in the SFTP Client. Currently, the only way to retrieve specific errors is within the Data Warehouse Portal.