

# **To Upload and Download Files in Google Chrome**

**Ministry of Health and Long-Term Care**

Version 1.0

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## Upload Files

1. Close all open Internet browsers.
2. Open a new Google Chrome Internet browser session and key in <https://www.edt.health.gov.on.ca> 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:

Upload Page

[https://www.edt.health.gov.on.ca/EDTWeb/pages/\\_rivid.jsp.faces?\\_rap=LeftNavManagedBean.uploadLinkAction&\\_rvip=/pages/welcomePage.jsp](https://www.edt.health.gov.on.ca/EDTWeb/pages/_rivid.jsp.faces?_rap=LeftNavManagedBean.uploadLinkAction&_rvip=/pages/welcomePage.jsp)

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Ontario  
MINISTRY OF HEALTH AND LONG-TERM CARE

Français

MAIN LOGOUT

**File Upload**

Select a Billing Number \* 999999

Select file to upload: \* Choose File No file chosen

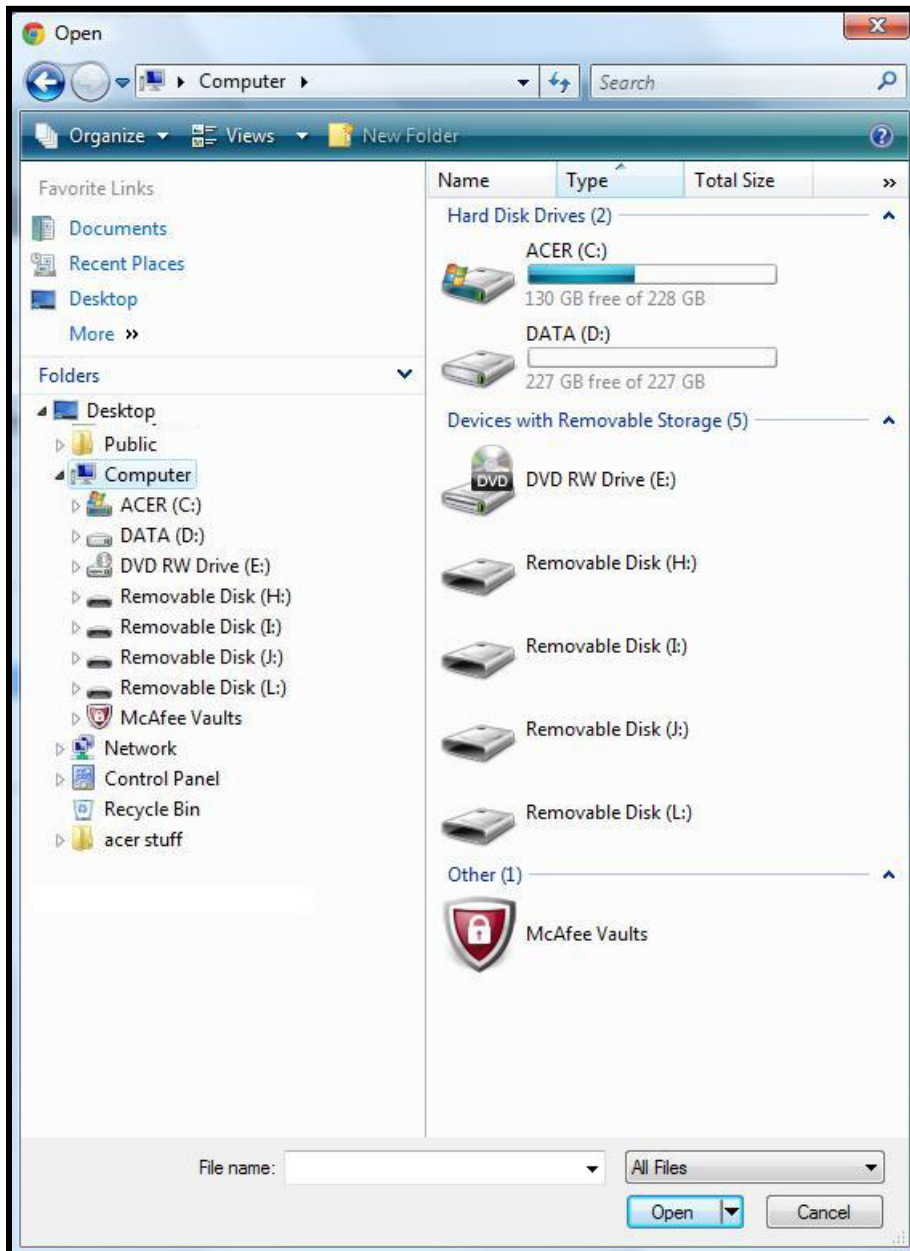
Select file type: \*

\* - Mandatory Fields

Upload Clear Home

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



- Find your claims file for submission to the ministry.
- Once you have found your file it will be displayed in the "File name:" field,
- Select "All Files",
- Select the "Open" button and the claims file will be displayed on the "File Upload" screen beside the "Choose File" button.

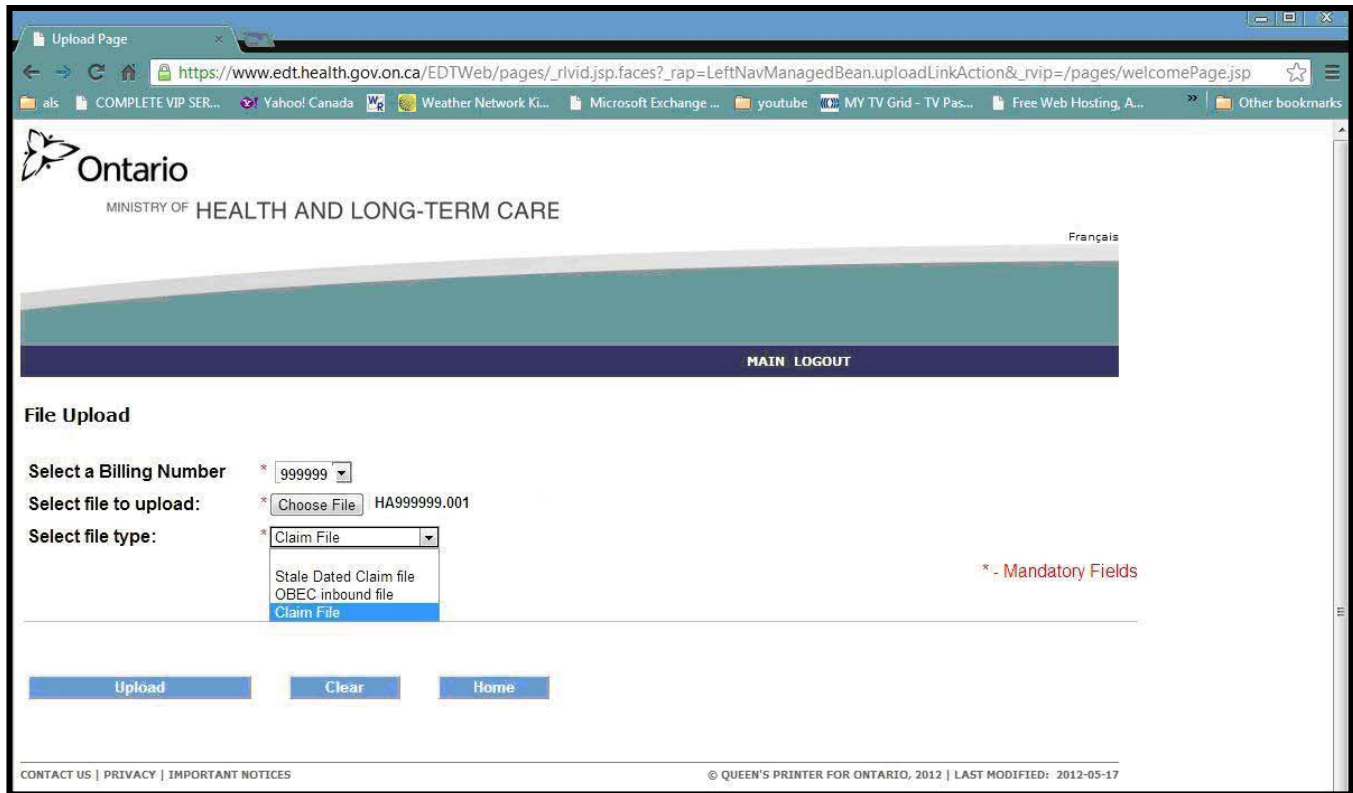
## To Upload and Download Files in Google Chrome

The screenshot shows a web browser window with the URL [https://www.edt.health.gov.on.ca/EDTWeb/pages/\\_rivid.jsp.faces?\\_rap=LeftNavManagedBean.uploadLinkAction&\\_rvip=/pages/welcomePage.jsp](https://www.edt.health.gov.on.ca/EDTWeb/pages/_rivid.jsp.faces?_rap=LeftNavManagedBean.uploadLinkAction&_rvip=/pages/welcomePage.jsp). The page header includes the Ontario logo and the text "MINISTRY OF HEALTH AND LONG-TERM CARE". A navigation bar contains "MAIN" and "LOGOUT" links. The main content area is titled "File Upload" and contains the following form fields:

- Select a Billing Number:** A dropdown menu with "999999" selected.
- Select file to upload:** A "Choose File" button followed by the text "HA999999.001".
- Select file type:** A dropdown menu with a down arrow.

A red asterisk and the text "\* - Mandatory Fields" are positioned to the right of the file type dropdown. At the bottom of the form area, there are three buttons: "Upload", "Clear", and "Home". The footer of the page contains the text "CONTACT US | PRIVACY | IMPORTANT NOTICES" and "© QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2012-05-17".

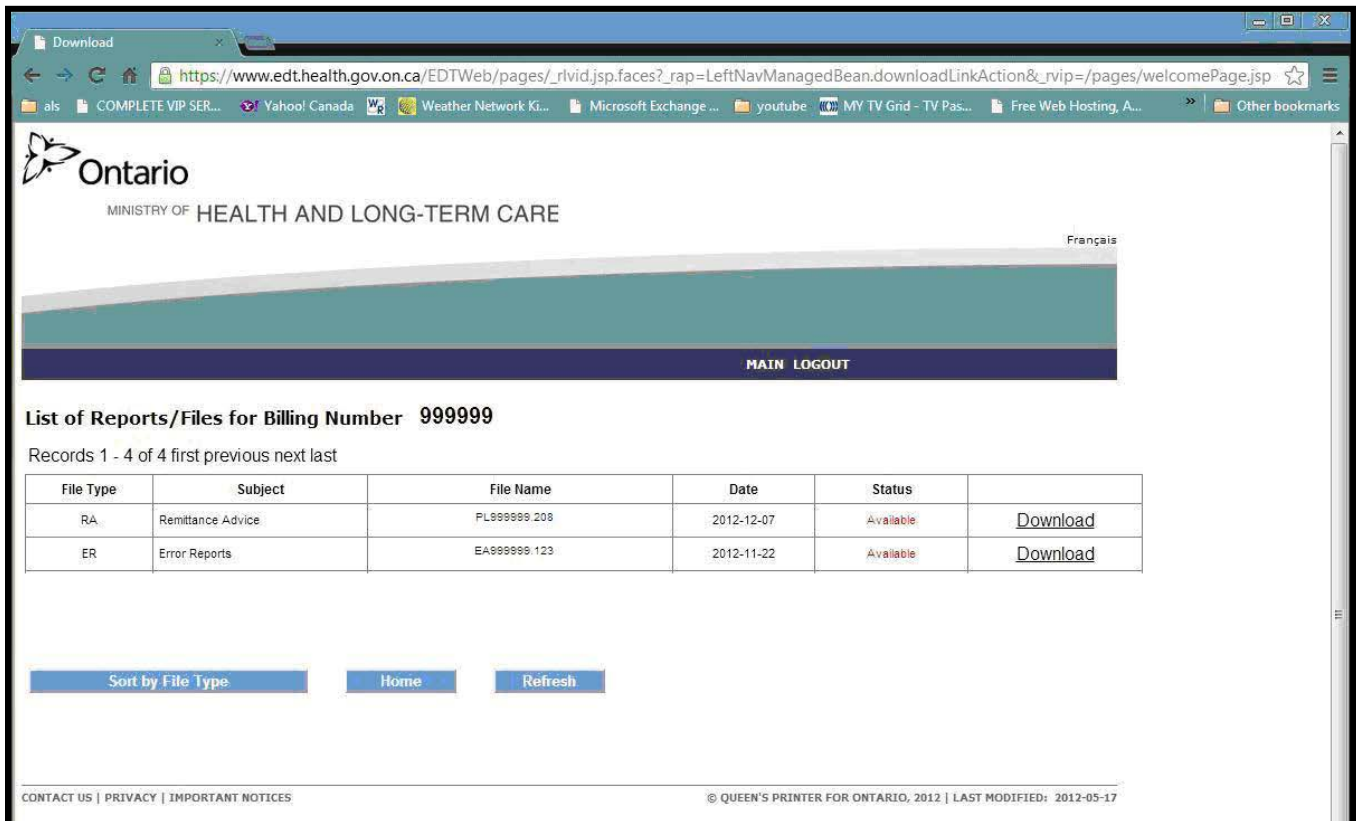
- Select the corresponding file type by selecting on the down arrow (in this example it is a Claims File).



8. Select 'Upload' button.
9. At the 'File Upload' success screen, the message "File <drive/folder/filename> has been uploaded" is displayed.
10. 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 Google Chrome Internet browser.

## Download Files

1. Close all open Internet browsers.
2. Open a new Google Chrome Internet browser session and key in <https://www.edt.health.gov.on.ca> 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 XXXXXX, select the text 'Download' in the column for the file you wish to download.

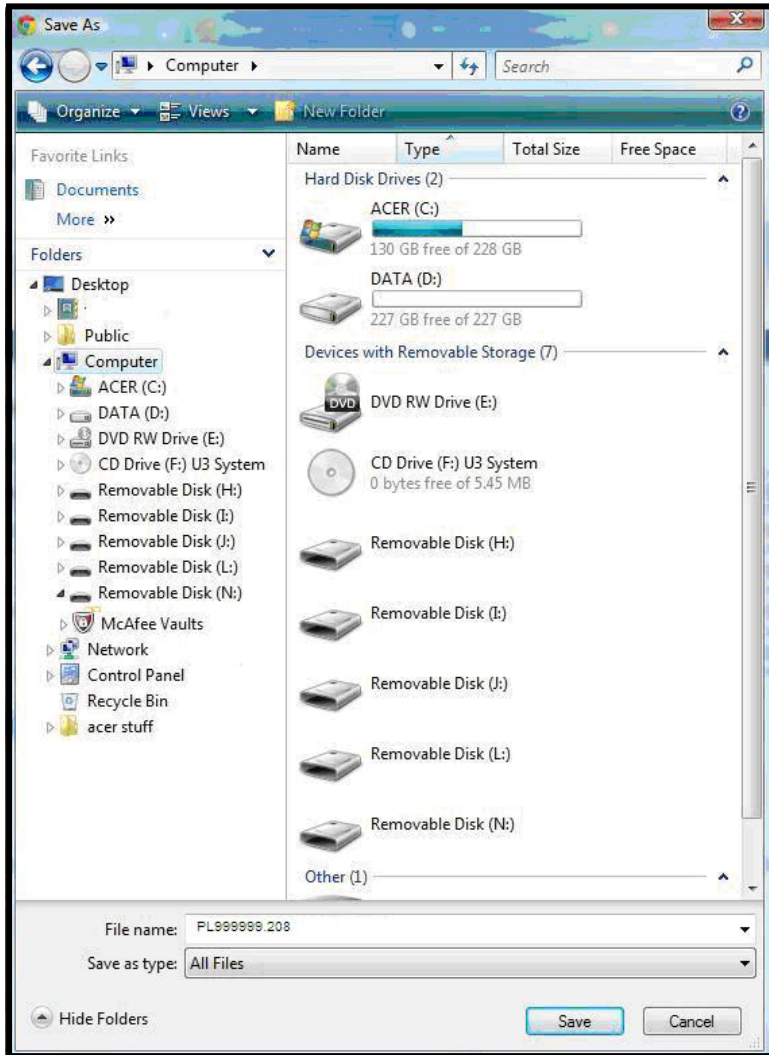


The screenshot shows a web browser window displaying the Ontario Ministry of Health and Long-Term Care website. The page title is "List of Reports/Files for Billing Number 999999". Below the title, there are navigation links: "Sort by File Type", "Home", and "Refresh". The main content is a table with the following data:

File Type	Subject	File Name	Date	Status	
RA	Remittance Advice	PL999999.208	2012-12-07	Available	<a href="#">Download</a>
ER	Error Reports	EA999999.123	2012-11-22	Available	<a href="#">Download</a>

At the bottom of the page, there are links for "CONTACT US", "PRIVACY", and "IMPORTANT NOTICES". The footer text reads: "© QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2012-05-17".

9. At the 'Save As' pop-up screen, choose the electronic location where you want to save the file. You may have to consult with your software vendor to determine the exact location (drive/folder) where the software requires the file to be saved to create your readable report.



- Once you have found your location the download file will be displayed in the “File name” field.
- For the “Save as Type”, select “All Files”.
- Select the “Save” button.

10. You will be navigated back to the “List of Reports/Files for Billing Number XXXXXX” screen.

- Select the “Refresh “ button” and the status will change from “Available” to “Downloaded”.
- A file may be downloaded more than once.
- You may select another file for downloading. 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 Google Chrome Internet browser.

11. With your download file saved to the correct electronic location on your computer, you may run your software program to create a readable report.