To Upload and Download Files in Google Chrome

Ministry of Health and Long-Term Care

Version 1.0

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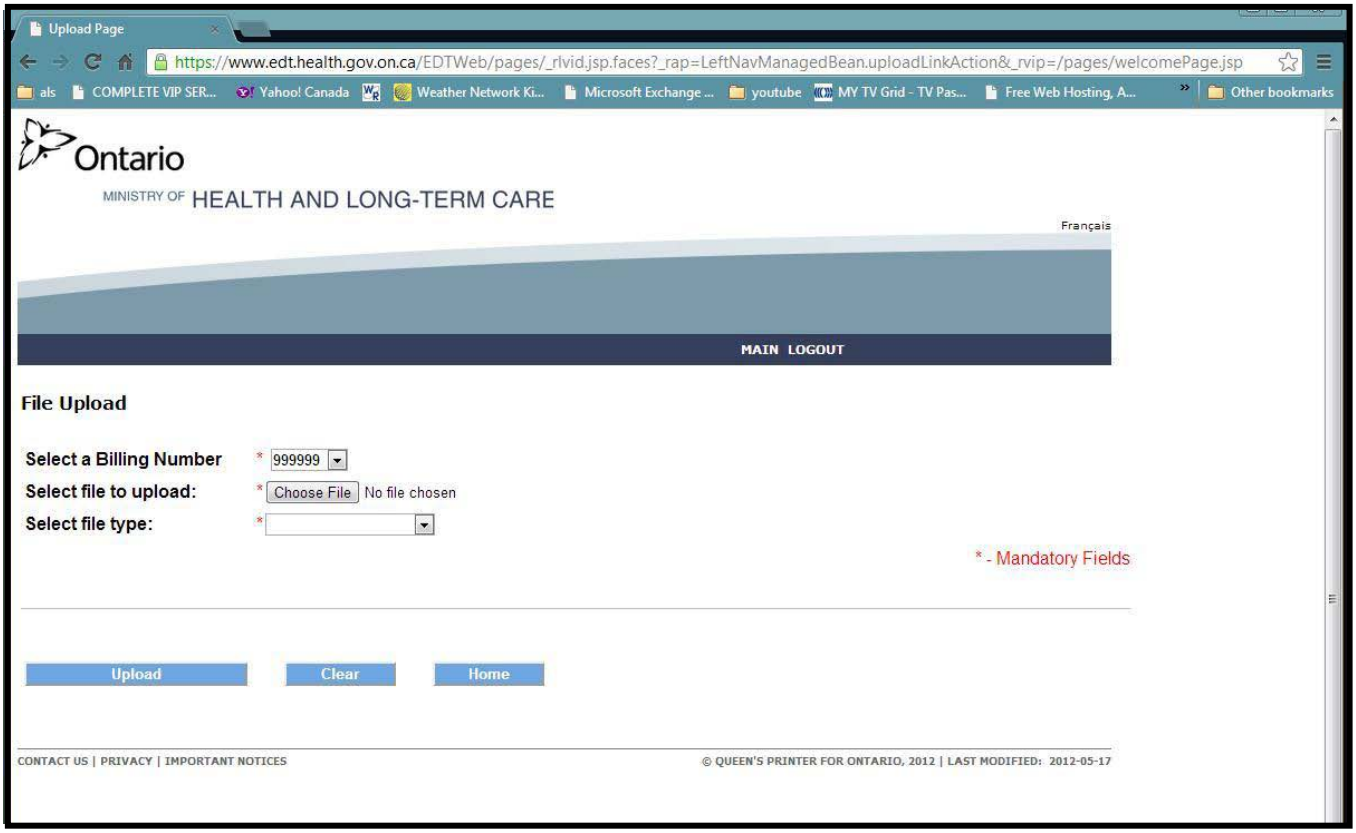
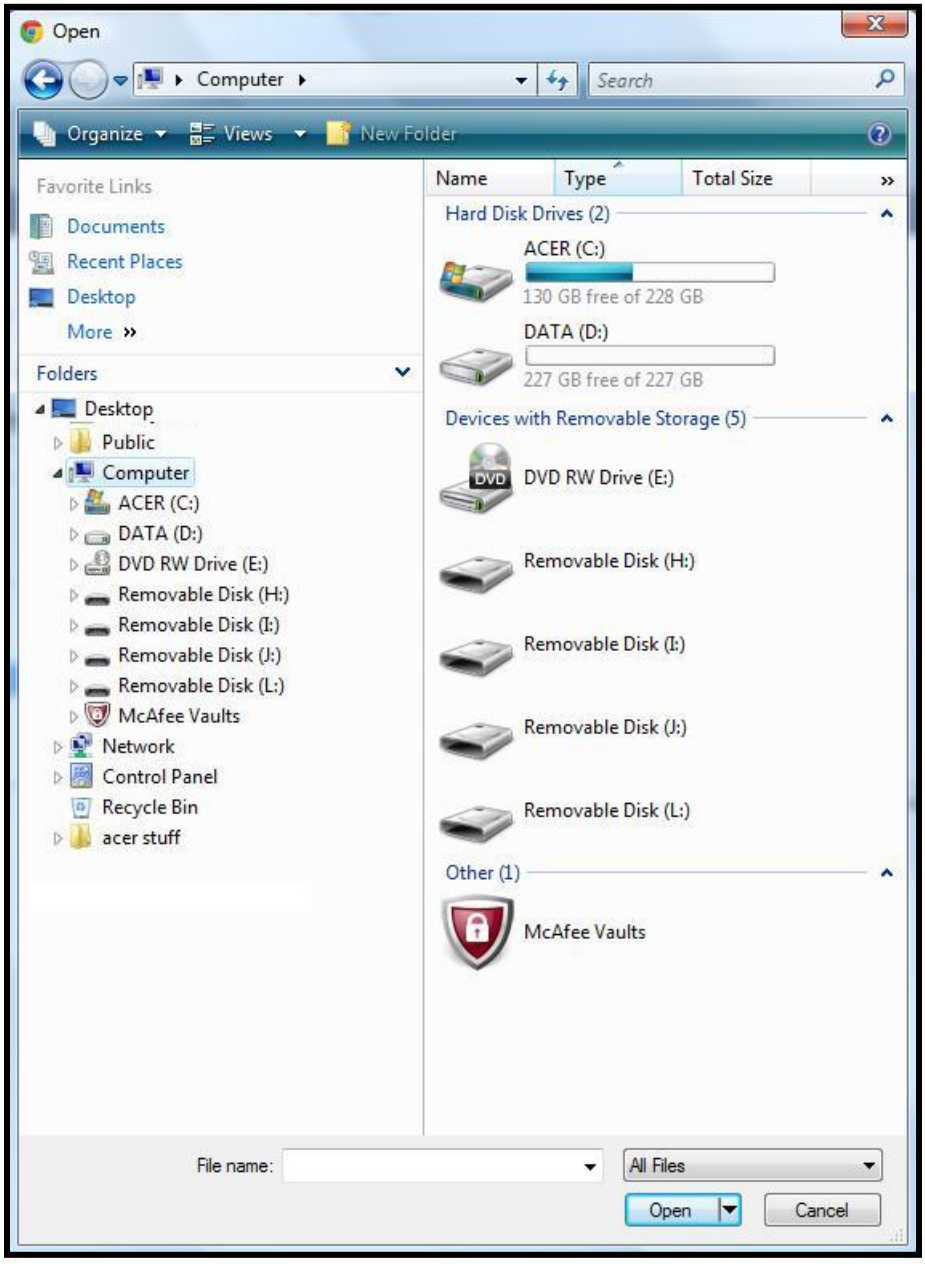
Ontario

Upload Files

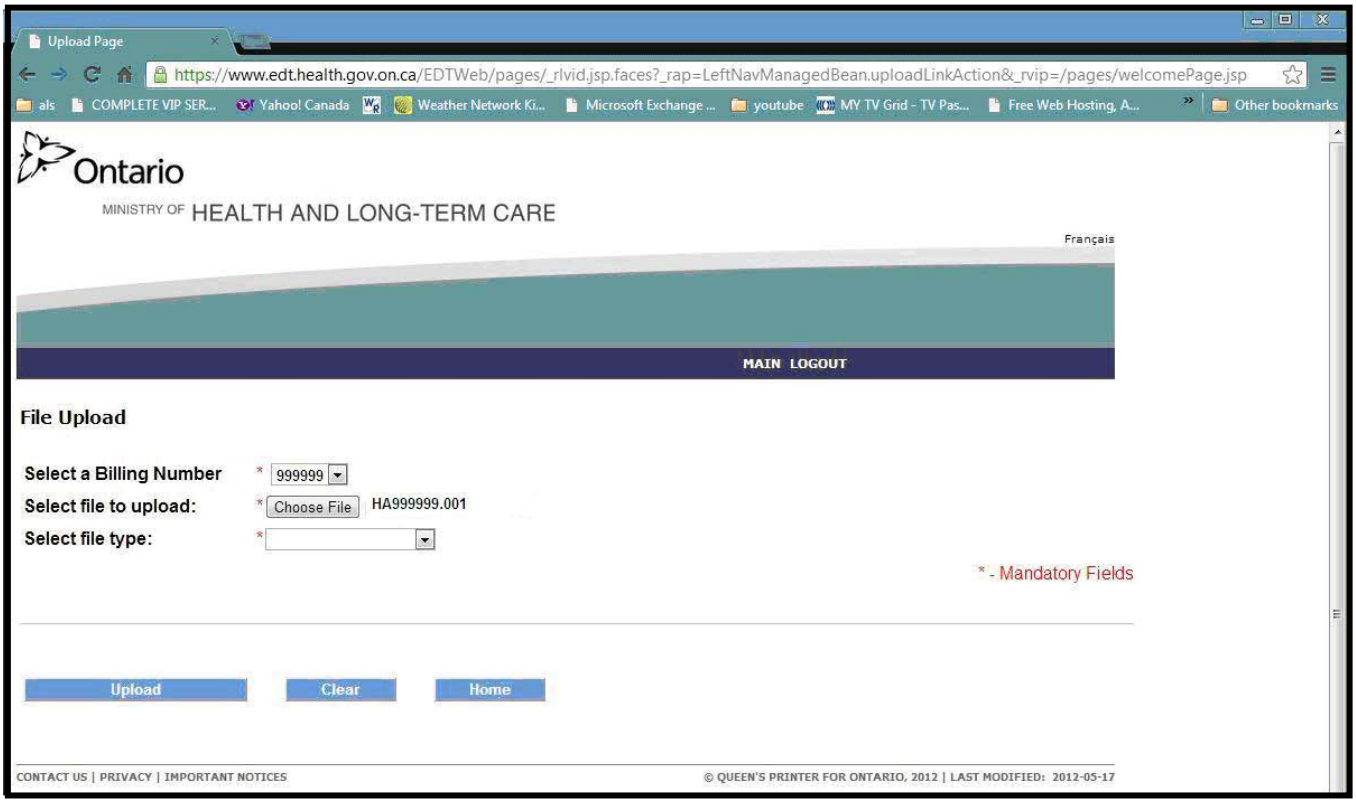
1. Close all open Internet browsers.
2. Open a new Google Chrome Internet browser session and key in https://www.edt.health.gov.on.ca or use your saved bookmark.
3. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password.
4. Select 'Sign In'.
5. At the Administration 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:



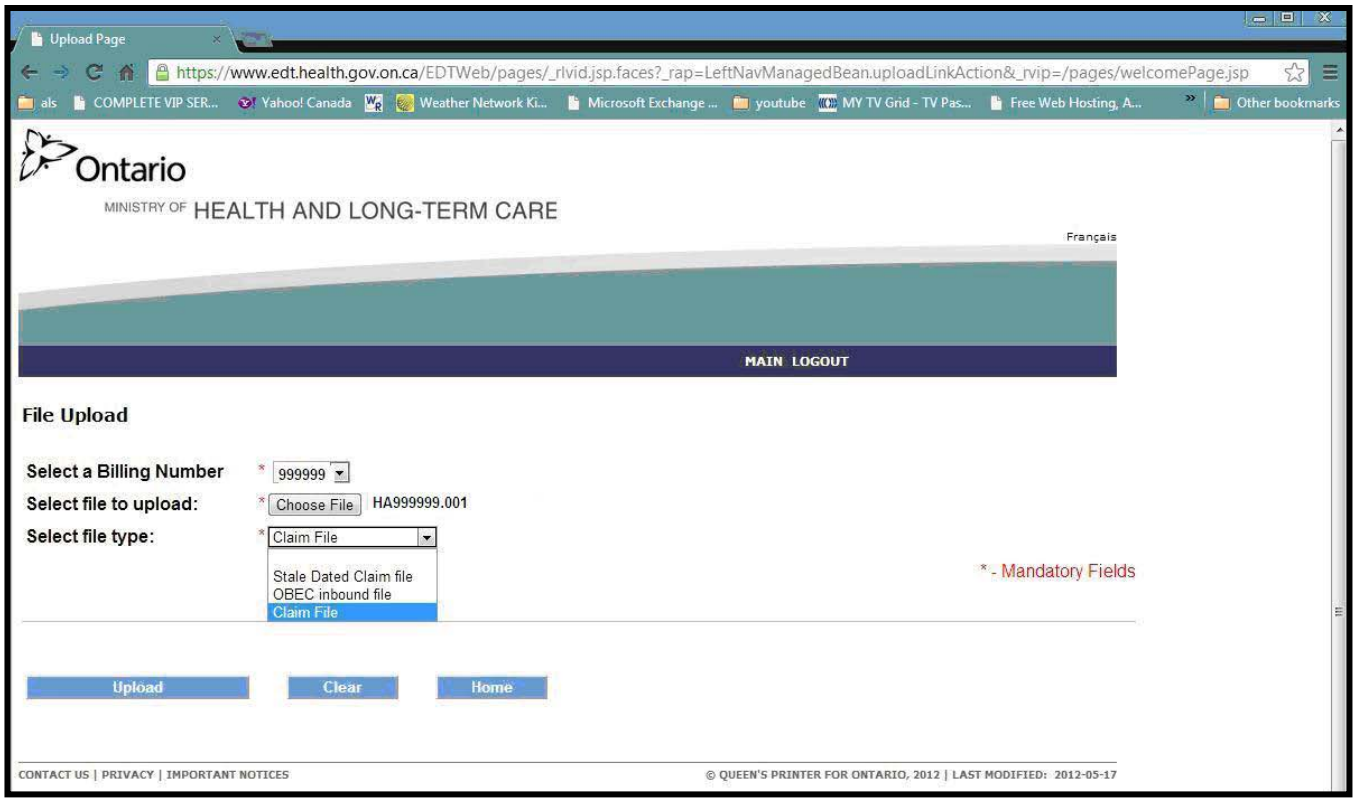
- Select a Billing Number (if more then one),
- Select the file to upload (select the "Choose File" button),
- A pop up "Open" screen is displayed.



- 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.



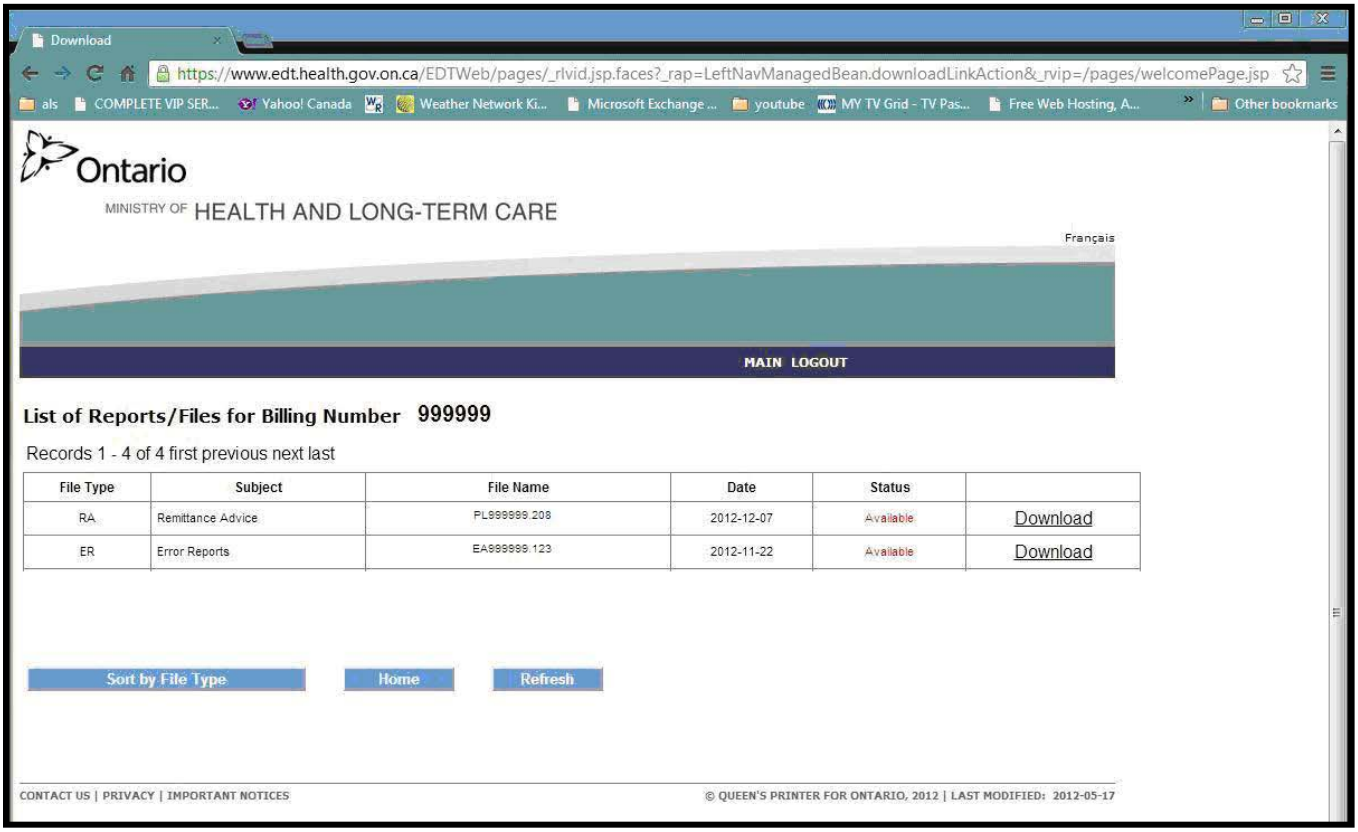
- Select the corresponding file type by selecting on the down arrow (in this example it is a Claims File).



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.

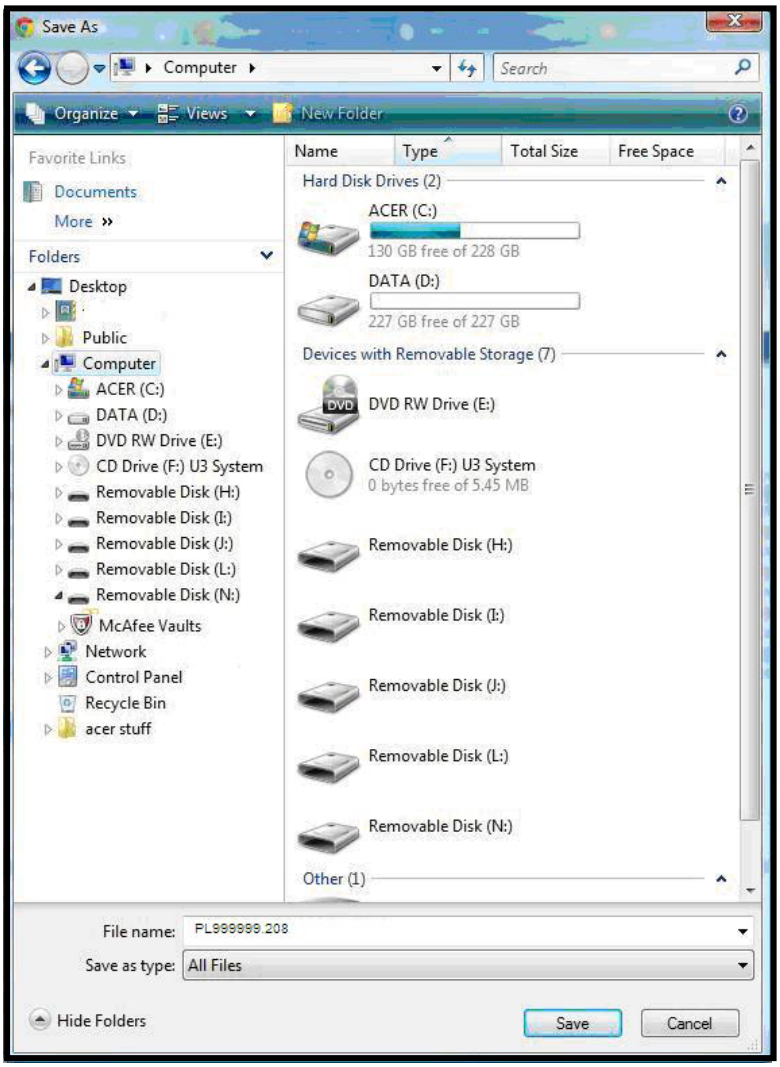
Download Files

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.



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.