

# **To Upload and Download Files in Internet Explorer**

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

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## **Upload Files (Refer to MC EDT Reference Manual Section 5.2)**

1. Close all open internet browsers
2. Open a new internet browser session and key in <https://www.edt.health.gov.on.ca>
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 than one), the file to upload and the corresponding file type
8. Select 'Upload'
9. At the 'File Upload' success screen, select 'Upload Another file', 'Home' or log out and close your internet browser

## **Download Files (Refer to MC EDT Reference Manual Section 5.3)**

1. Close all open internet browsers
2. Open a new internet browser session and key in <https://www.edt.health.gov.on.ca>
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 'File Download' pop-up screen, select 'Save' button to choose the electronic location where you want to save the file

10. At the 'Save As' pop-up screen;
  - i. in the 'Save In' field, choose the electronic location where you want to save the file
  - ii. in 'File name' field you may rename the file
  - iii. in 'Save as type' field select document or file type
11. Select 'Save'
12. At the Download Complete screen, select the 'Close' button
13. At the 'List of Reports/files for Billing Number XXXXXX', select the 'Refresh' button and the status will change from Available to Downloaded
14. At the 'List of Reports/files for Billing Number XXXXXX', select another file to download or select 'Home' to navigate back to the MC EDT Web Page - Main Menu