

WPS Secure-EDI For Internet Claim Submissions (Batch) Getting Started

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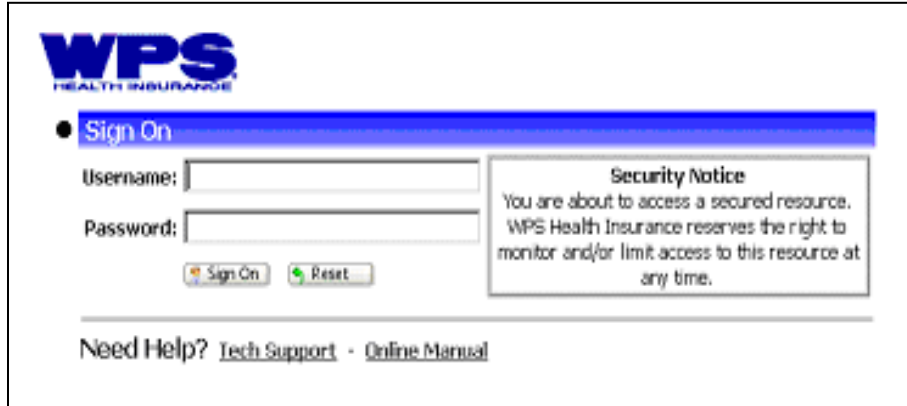
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Access WPS Secure-EDI and Sign-On

1. Open your web browser and go to the following URL:

<https://secure-edi.wpsic.com>

The Sign-On page will be displayed.



WPS
HEALTH INSURANCE

● Sign On

Username:

Password:

Security Notice
You are about to access a secured resource.
WPS Health Insurance reserves the right to
monitor and/or limit access to this resource at
any time.

Need Help? [Tech Support](#) - [Online Manual](#)

2. Type your Username and Password in the appropriate fields and click

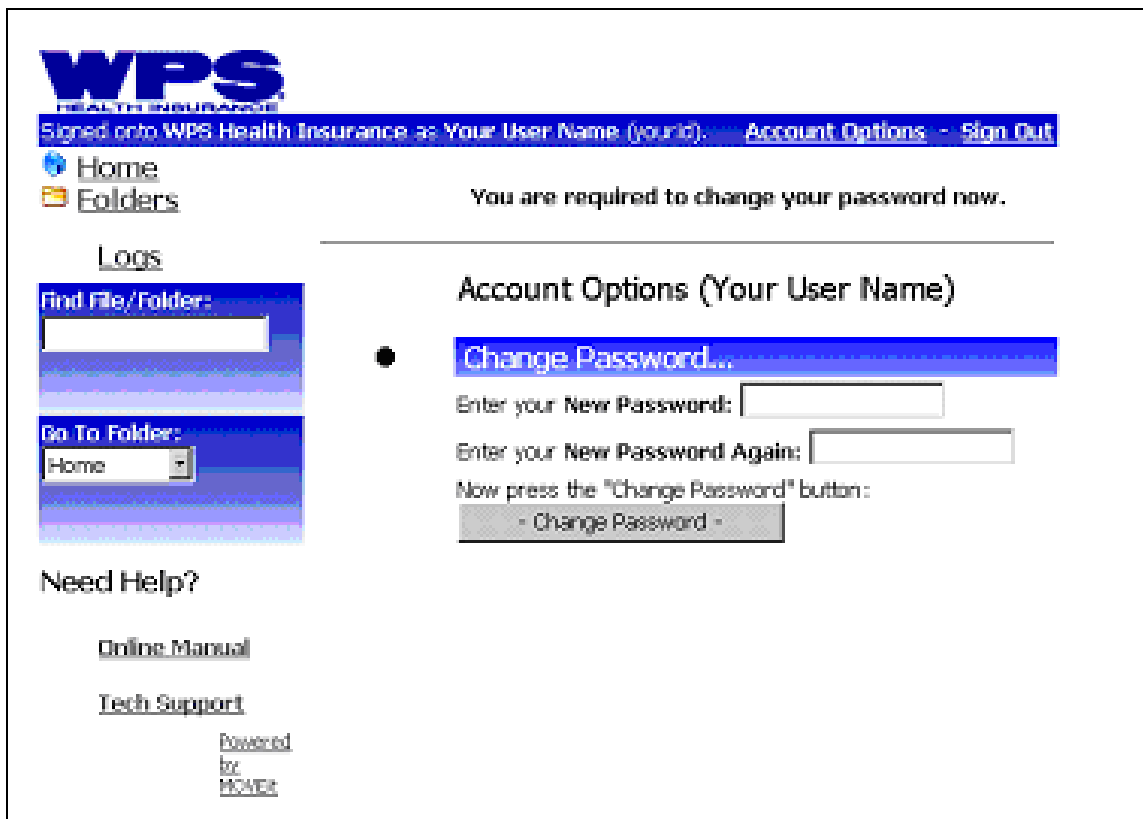


Note: Your Username is the 5-digit Submitter ID assigned by WPS.

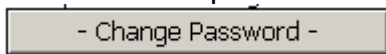
Note: Your initial password for Secure-EDI is “**12Wps34#**” (without the quotes). The password is case-sensitive so the “W” must be upper case.

Change your Password

The first time you sign on to WPS Secure-EDI, the following “Account Options” page will be displayed and you will be forced to change your password.



To change your password, enter a new password in the appropriate field, enter the same new password a second time in the next field and click



Password Rules:

1. You will be required to change your password when you first log in.
2. Passwords *MUST* be at least 8 characters long.
3. Passwords *MUST* contain at least **ONE UPPER CASE LETTER** and at least **one lower case letter**.
4. Passwords *MUST* contain at least one number.
5. Passwords *MUST NOT* contain or resemble your username or your business name.
6. Passwords *MUST* be changed every 90 days.
7. The same password *CANNOT* be re-used until at least 24 different passwords have been used.

Access “**Account Options**” at the top of the Secure-EDI page to complete subsequent password changes.

Upload/Download Wizards

The Secure-EDI application offers “wizards” that can be used to assist in sending files to and retrieving files from WPS. There are 2 types of upload/download wizards available:

1. **ActiveX Wizard** – Available to only to Internet Explorer users.
- 2.. **Java Wizard**

These wizards can be used to transfer files but are not necessary. If an Upload/Download Wizard is used for file transfers WPS Secure-EDI is able to guarantee the integrity of the file throughout the transmission process.


The first time you sign on to Secure-EDI, you are presented with options to try to install a wizard or disable the wizard. These options are available in your “Account Options” at all times.

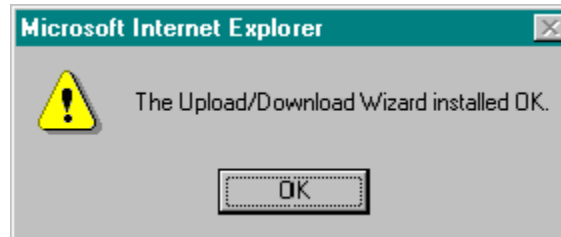


If you do not wish to install a wizard, select “Disable the Wizard” and your Home page will be displayed. A wizard can be installed/enabled at a any time by accessing your “Account Options”.

Complete the following steps to install the ActiveX Wizard (Internet Explorer only):

Note: Steps for installing the Java Wizard are similar to those outlined below.

1. Click on  [Try to install the ActiveX Wizard](#) . A page indicating that the wizard is being installed will be displayed. This may take a few moments.
2. You will be notified that the Upload/Download Wizard has been successfully installed.



Click OK and your Secure-EDI Home page will be displayed.

WPS Secure-EDI Home Page

When you sign on to WPS Secure-EDI (and have changed your initial password, installed or disabled wizards, etc.) your Home page will be displayed.

5. Access Activity Logs

4. Access Account Options

3. Go to your Home Folder

2. New Files for download

1. Upload Files

Your Home page provides links that allow you to:

1. Upload files to WPS (whether or not a Wizard has been enabled).
2. Download files from WPS that are available in your Home Folder (New files are listed on the Home page for 7 days)
3. Go to your Home Folder to list, download and/or delete files from WPS.
4. Access and Modify your Account Options
5. Access logs of your account activity including files that have been uploaded, files that have been downloaded and any administrative modifications that you have made to your account.
6. Search WPS Secure-EDI for Files or Folders.

Upload (Send) Files to WPS

You will have access to upload files to the following folders:

1. **Home/Test-Send**

This folder is for transmission of **TEST** files to WPS. Claim files uploaded to this folder will not be processed for payment.

2. **Home/Prod-Send**

This folder is for transmission of **PRODUCTION** files to WPS. Claim files uploaded to this folder will be processed by WPS or WPS Tricare for payment.

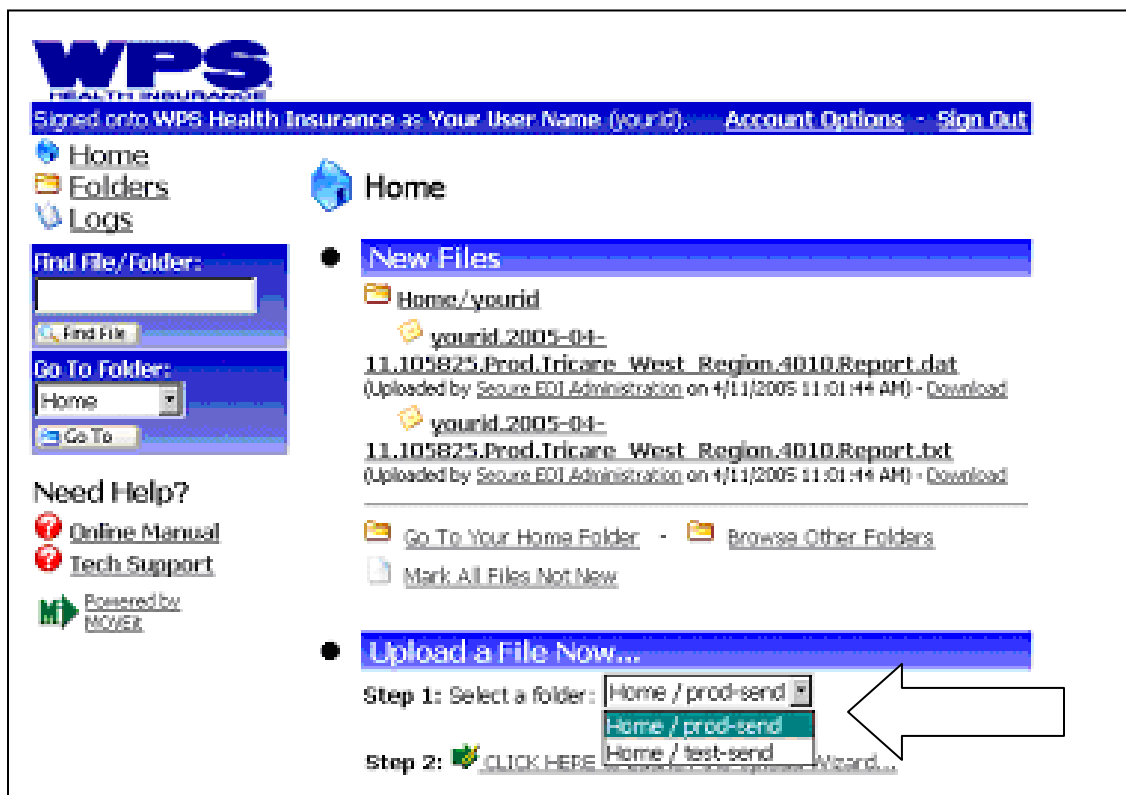
Access to upload to Home/Prod-Send is granted to users who have tested and been approved to send production files to WPS or WPS Tricare. If you have already been approved to submit production claim files, you will not be required to re-test using WPS Secure-EDI.

Files can be uploaded to WPS using the ActiveX Wizard, Java Wizard or without the use of any Wizard.

Note: Since files are sent via the Internet, Medicare files MAY NOT be transferred using WPS Secure-EDI.

● **Upload a File Using the ActiveX Wizard (Internet Explorer only):**

1. From your Home page, select the Home/Prod-Send or Home/Test-Send folder.

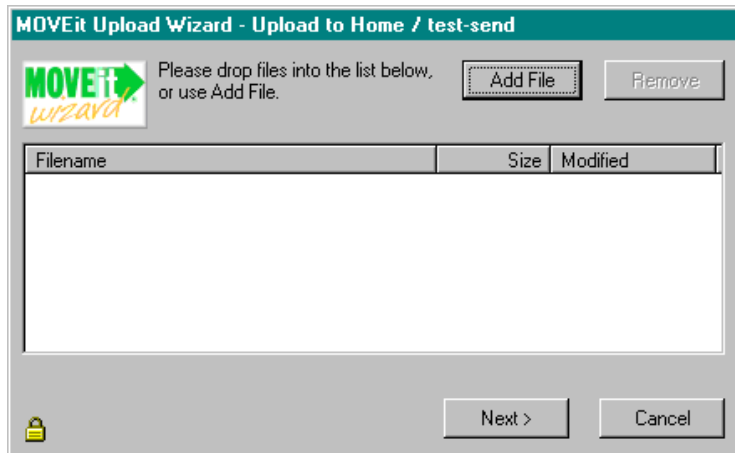


2. Launch the Wizard.

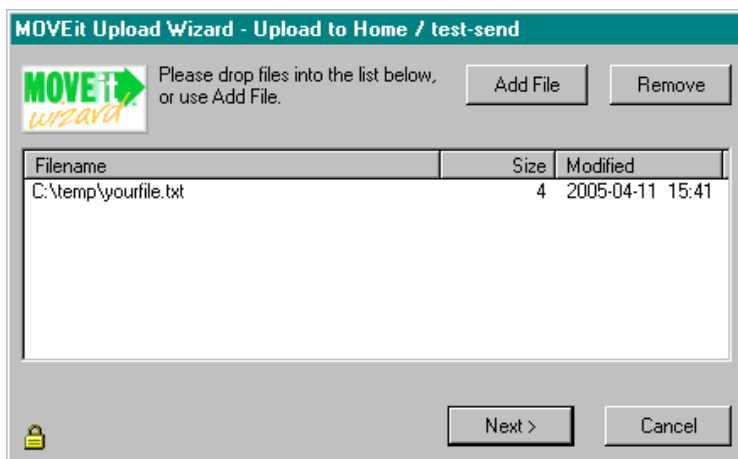
Step 2:  [CLICK HERE to Launch the Upload Wizard...](#)

3. Drag and drop your file(s) into the empty list that appears or click on "Add File" to locate, select and open the file(s) you wish to send.


Note: Multiple files may be added to the list and transferred at the same time.

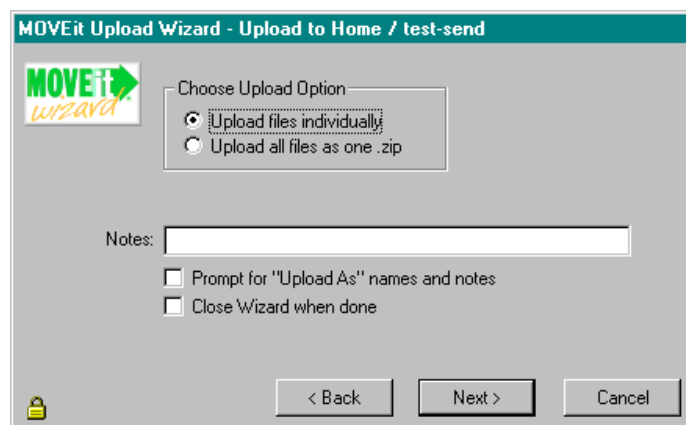


Empty file list



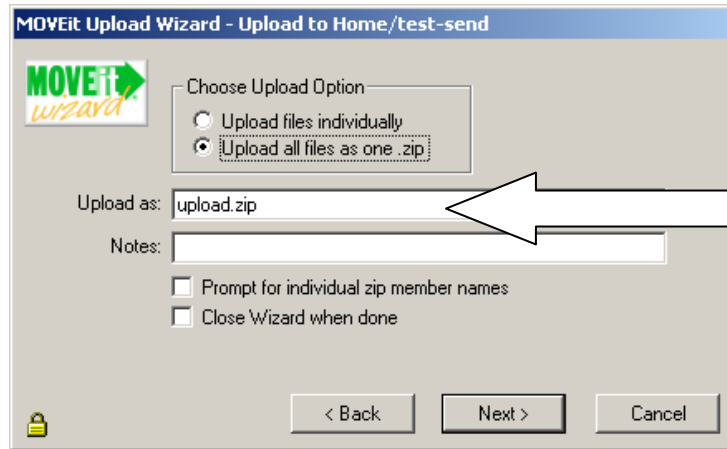
File has been dragged and dropped to file list or selected and opened.

3. Once the file(s) you wish to send appear in the list, click . The following "Upload Options" selection screen will appear:




You can choose to upload your files individually or upload all of the listed files in a single .zip file.

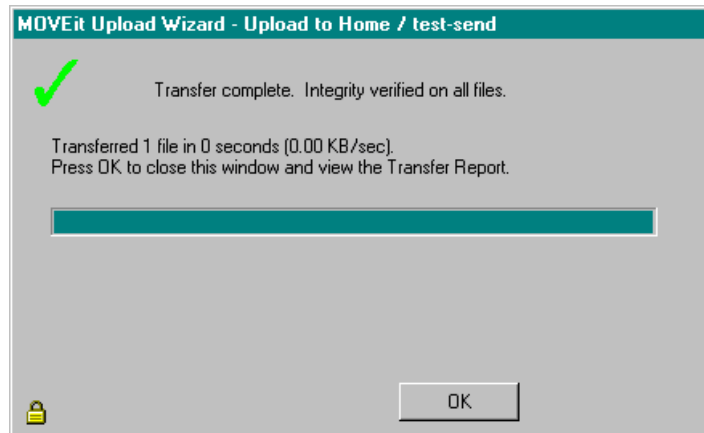
Note: If you elect to send a .zip file, change the file name that appears in the “Upload As” field from upload.zip to a unique file name followed by .zip



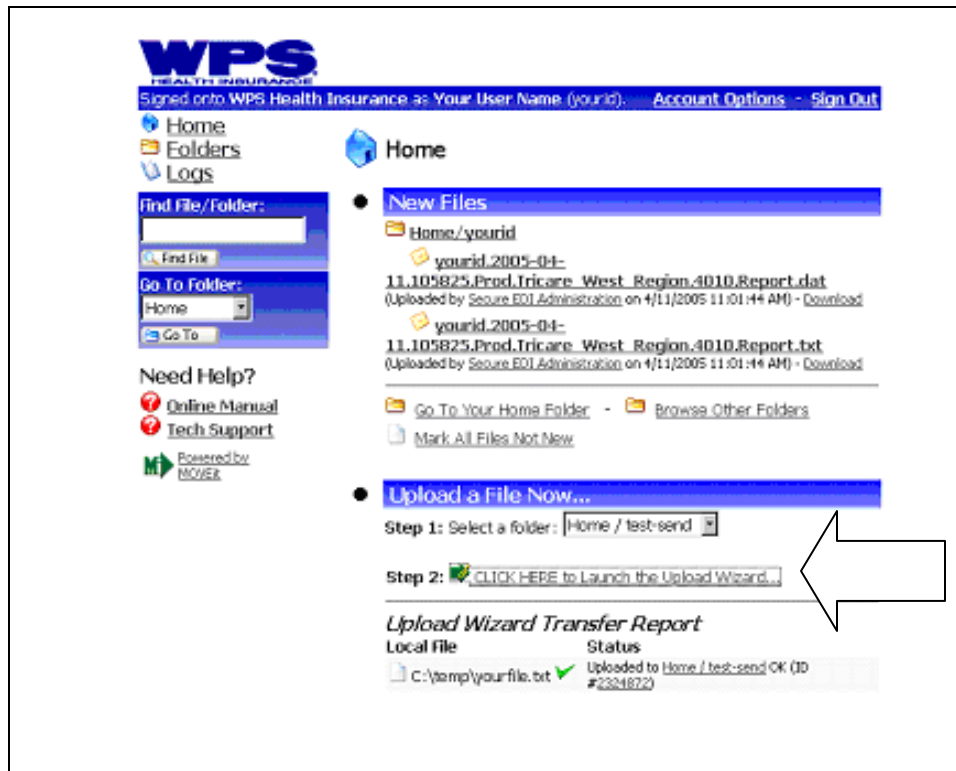
If zipping file, change file name upload.zip to a unique file name

Do not include any additional “Notes” with your file. WPS EDI’s process is automated. Any notes that accompany a transferred file will not be read.

4. After choosing the Upload Option, click . The file transfer will now occur. Once the transfer has been completed, the following confirmation will appear:



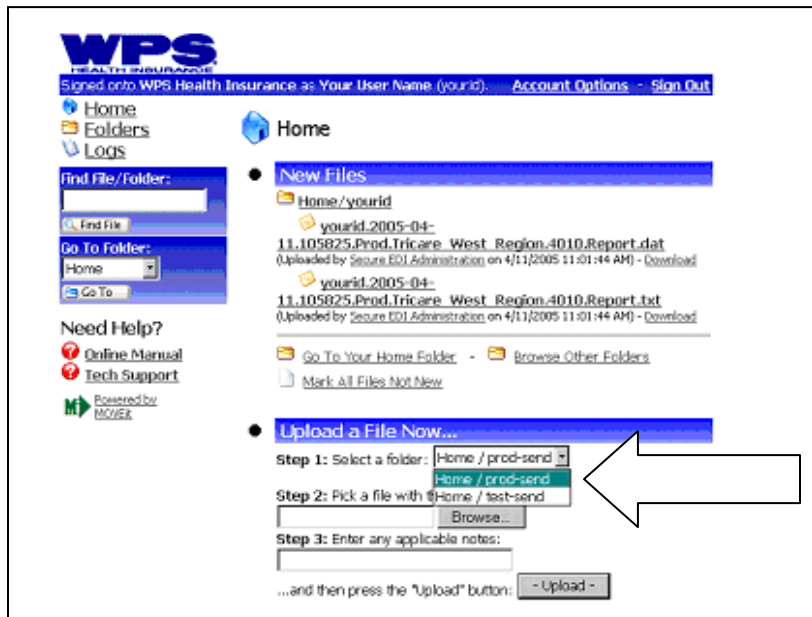
Click “OK” to return to your WPS Secure-EDI Home page. An “Upload Wizard Transfer Report” will be made available to you at the bottom of your Home page indicating the status of the file transfer.



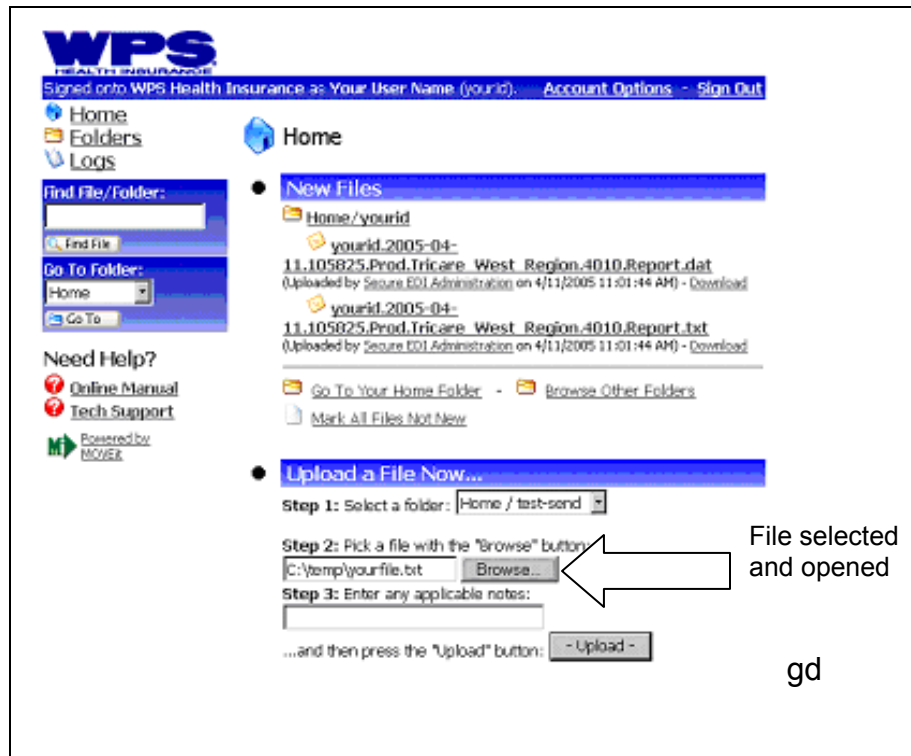
● **Upload a File Without an Upload/Download Wizard:**

Complete the following steps to upload a file if no Upload/Download Wizard is installed or if your wizard is disabled.

1. From your Home page, select the Home/Prod-Send or Home/Test-Send folder.



2. Click to locate, select and open your file.



3. Click . The file transfer will occur and you will be returned to your WPS Secure-EDI Home page. When the file transfer has been completed, a status message will appear at the top of your Home page.



Download (Receive) Files from WPS

All files from WPS (including reports from your claims submissions, electronic remittance advice, 997 file acknowledgements, text messages indicating files are ready for download, etc) will be placed in your **Home Folder** for you to download.

Any **new** files will be displayed on your Home page (for 7 days) when you sign in and can be downloaded from that location. Other files, that have not been deleted, can be accessed for download or delete by clicking on

 [Go To Your Home Folder](#)

•File Naming Conventions:

The names of the files WPS places in your Home Folder will indicate:

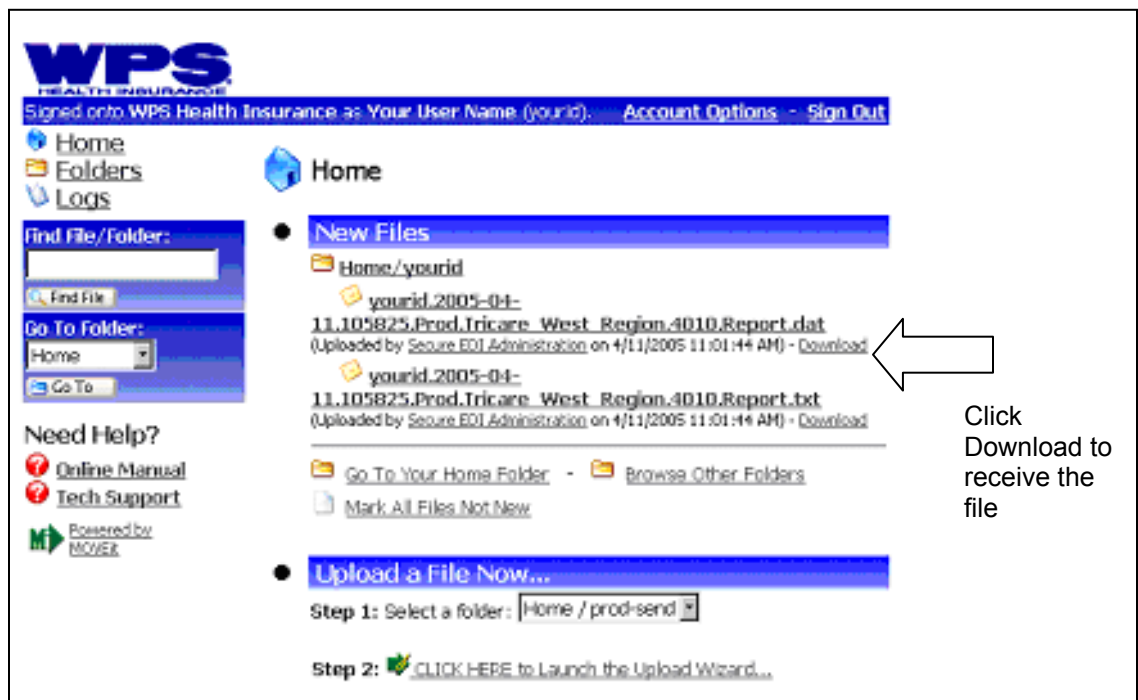
- ▶ Your WPS EDI User ID
- ▶ The date and time the file was created
- ▶ The Line of Business (i.e. Tricare West Region, WPS, etc.)
- ▶ The data contained in the file (i.e. Report, 835 remittance, 997 acknowledgement, etc.)

- ▶ The type of file - indicated by the file extension
 - .txt files are simple text messages indicating files are available
 - .dat files contain data (i.e. report, remittance, 997 acknowledgement)
 - .zip files are compressed (zipped)

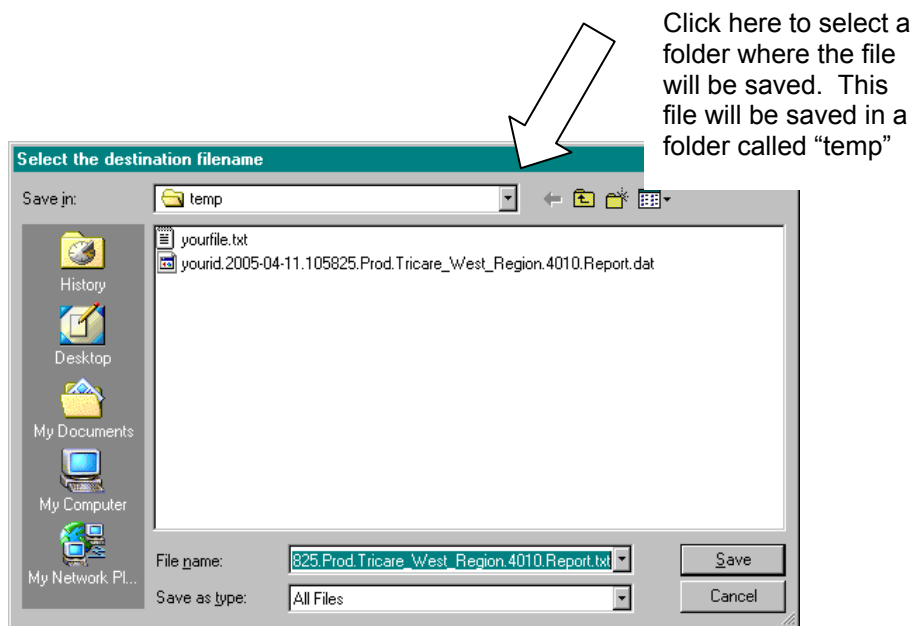
●Download Files using Upload/Download Wizard:

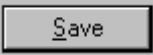
Complete the following steps to download files if you have the ActiveX Upload/Download Wizard installed and enabled. (The steps are similar if you are using the Java Wizard).

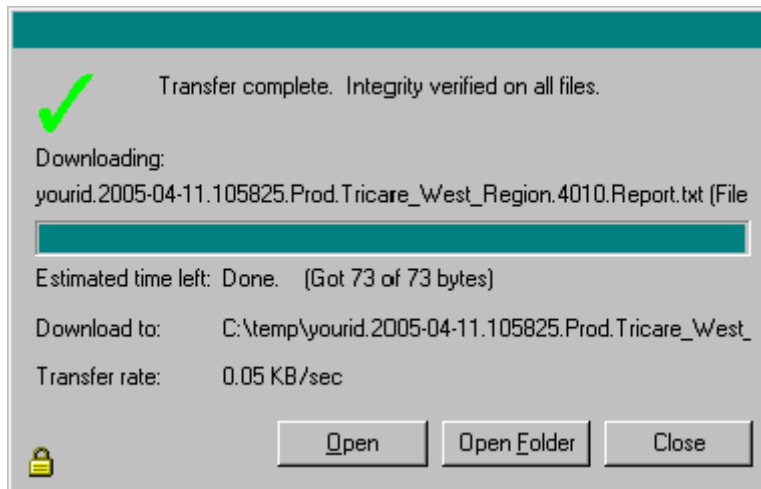
1. Locate the file you want to download. (New files will be displayed on your Home page. Other files can be accessed by going to your Home Folder.)
2. Click on 'Download' (next to the file name)




3. The Download Wizard will now be opened and you will need to select a folder in which to save the file.



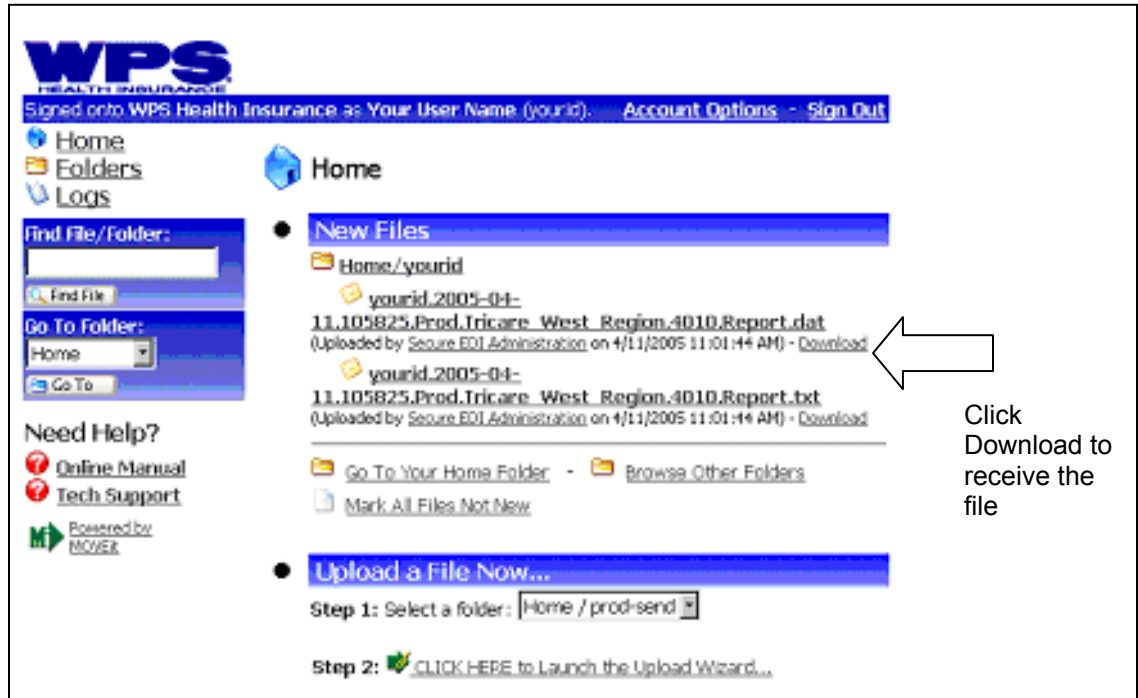
4. Click . The file transfer will now occur. Once completed, the following transfer verification will appear and the file will be located in the folder you specified in step 3 above.

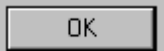


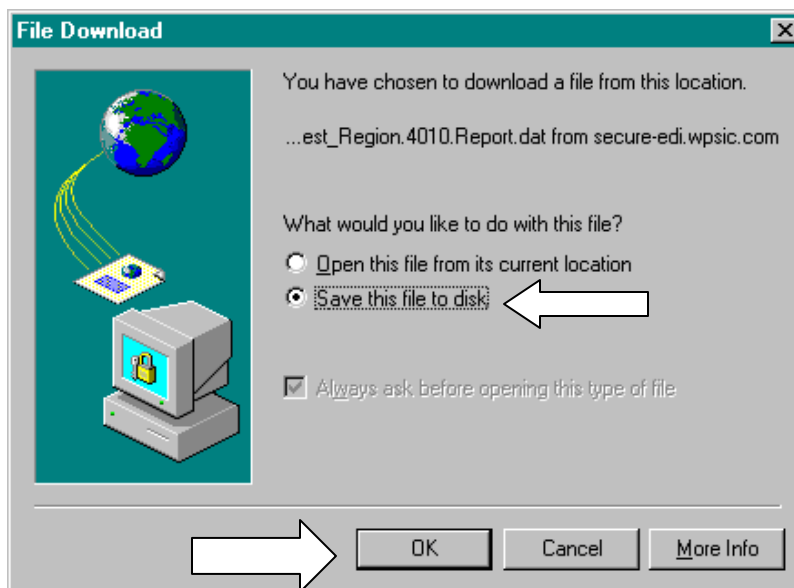
- Click  to return to your WPS Secure-EDI Home page.

●Download Files Without an Upload/Download Wizard

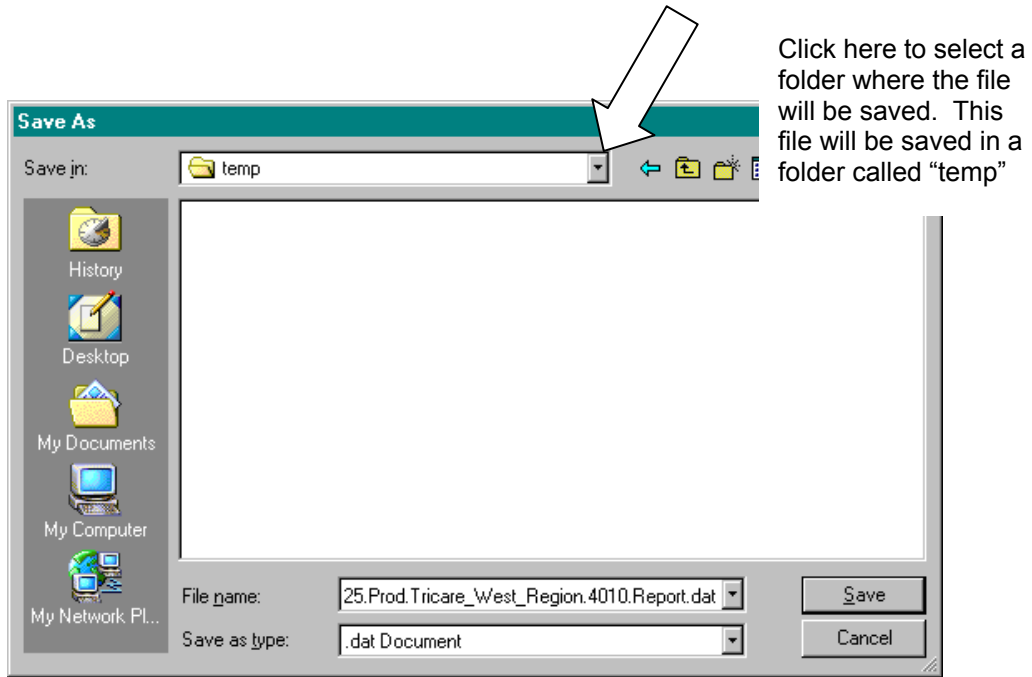
1. Locate the file you want to download. (New files will be displayed on your Home page. Other files can be accessed by going to your Home Folder.)
2. Click on 'Download' (next to the file name)



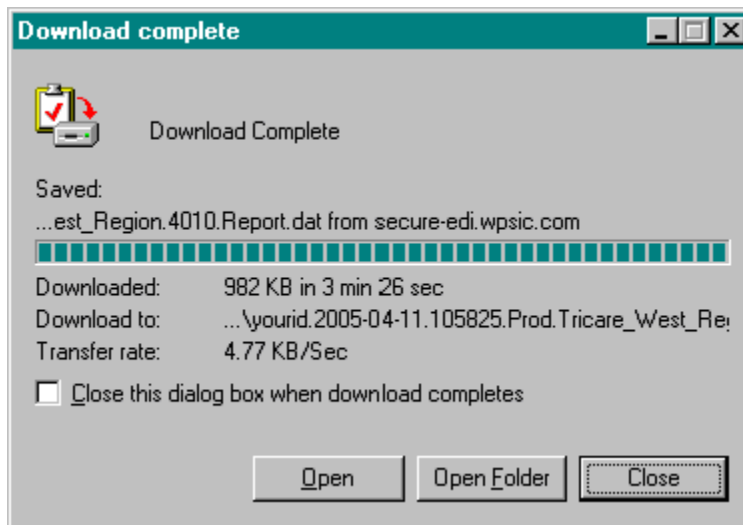
3. A "File Download" dialogue box will open. Select **"Save this file to disk"** and click .

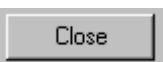


4. Select a folder in which to save the file and click on .



5. The file transfer will now occur. Once the file has been saved in the specified folder, a dialogue box indicating that the file download is complete will be displayed.




Click  to return to your WPS Secure-EDI Home page.

●Delete Downloaded Files from your Home Folder

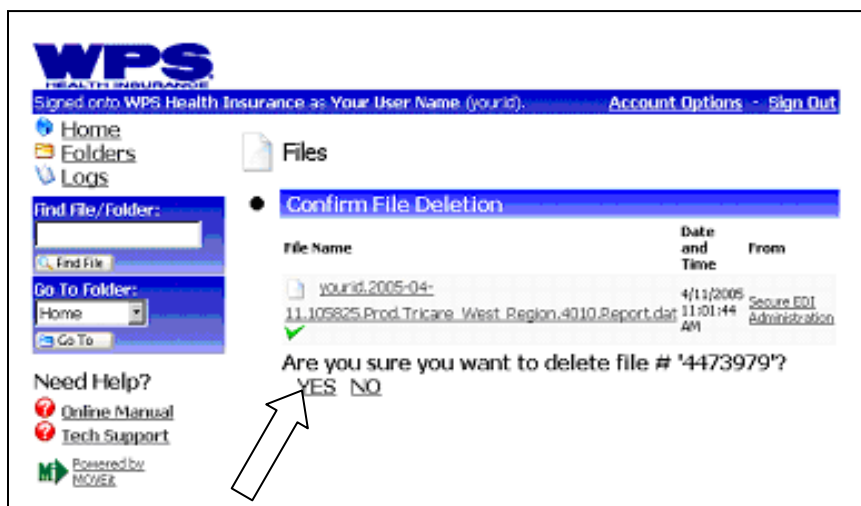
Once you have downloaded a file, WPS suggests that you delete it from your Home Folder.

Complete the following steps to delete a file:

1. From your WPS Secure-EDI Home page, click on  [Go To Your Home Folder](#) . A list of files in you Home Folder will be presented.
2. Locate the file you wish to remove and click on 'Delete' next to the file.



3. You will be asked to verify that you wish to delete the selected file. Click "Yes" to delete the file.



Account Options

You can access your Account Options to change your password, indicate a new contact email address, edit the number of files that are displayed on a single page or install/enable/disable an Upload/Download Wizard.

Click on “**Account Options**” to display and/or modify your account settings.

WPS
HEALTH INSURANCE

Signed onto WPS Health Insurance as Your User Name (yourid). **Account Options** Sign Out

Home
Folders
Logs

Find File/Folder:

Find File

Go To Folder:
Home
Go To

Need Help?
[Online Manual](#)
[Tech Support](#)
Powered by
MOVEit

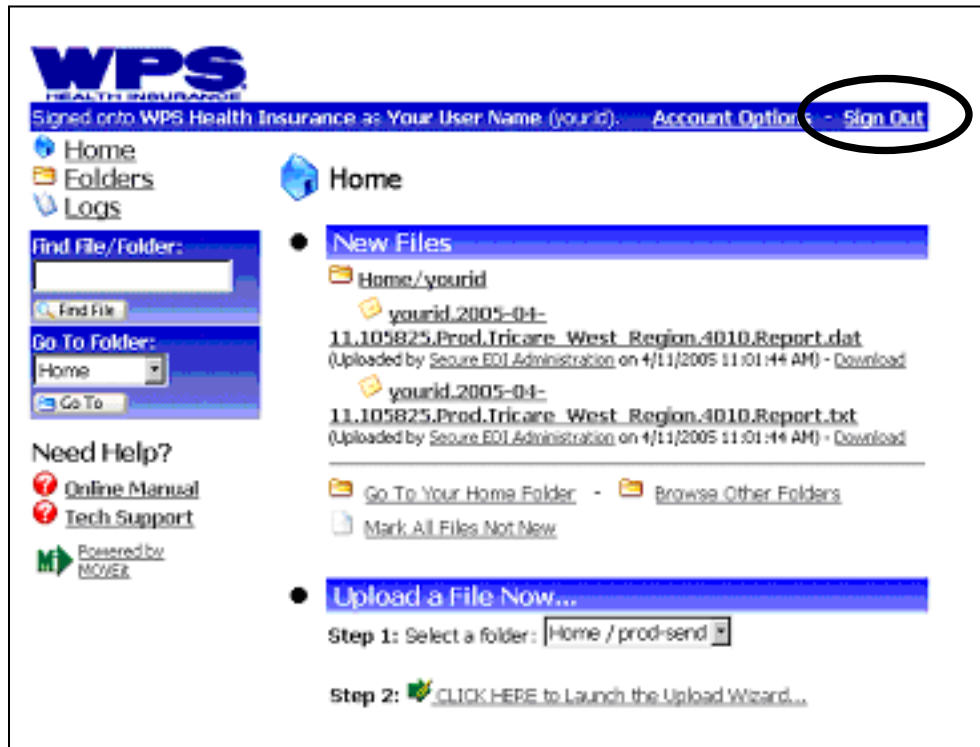
Account Options (Your User Name)

- Change Your Password...**
Your password was last changed **2 days** ago. You must change your password again within the next **87 days**.
Enter Your **Old Password**:
Enter Your **New Password**:
Enter Your **New Password Again**:
Now press the "Change Password" button:
- Change Password -
- Edit Your Notification Settings...**
Email Address(es):
You may specify multiple email addresses - separate each address with a comma (,).
Preferred Email Format: HTML Text
Now press the "Change Notification" button:
- Change Notification -
- Edit Your Display Settings...**
File/Folder Entries Per Page:
Now press the "Change Display" button:
- Change Display -

Upload/Download Wizard Status:
The ActiveX Wizard is Installed and Enabled
[Change ActiveX Wizard Status \(Install or Enable/Disable\)](#)
The Java Wizard is Disabled
[Change Java Wizard Status \(Install or Enable/Disable\)](#)

Sign Out

Once you have completed your file uploads, downloads, deletes, etc. click on **“Sign Out”** to end the session.



You will be returned to the initial Sign On page.