

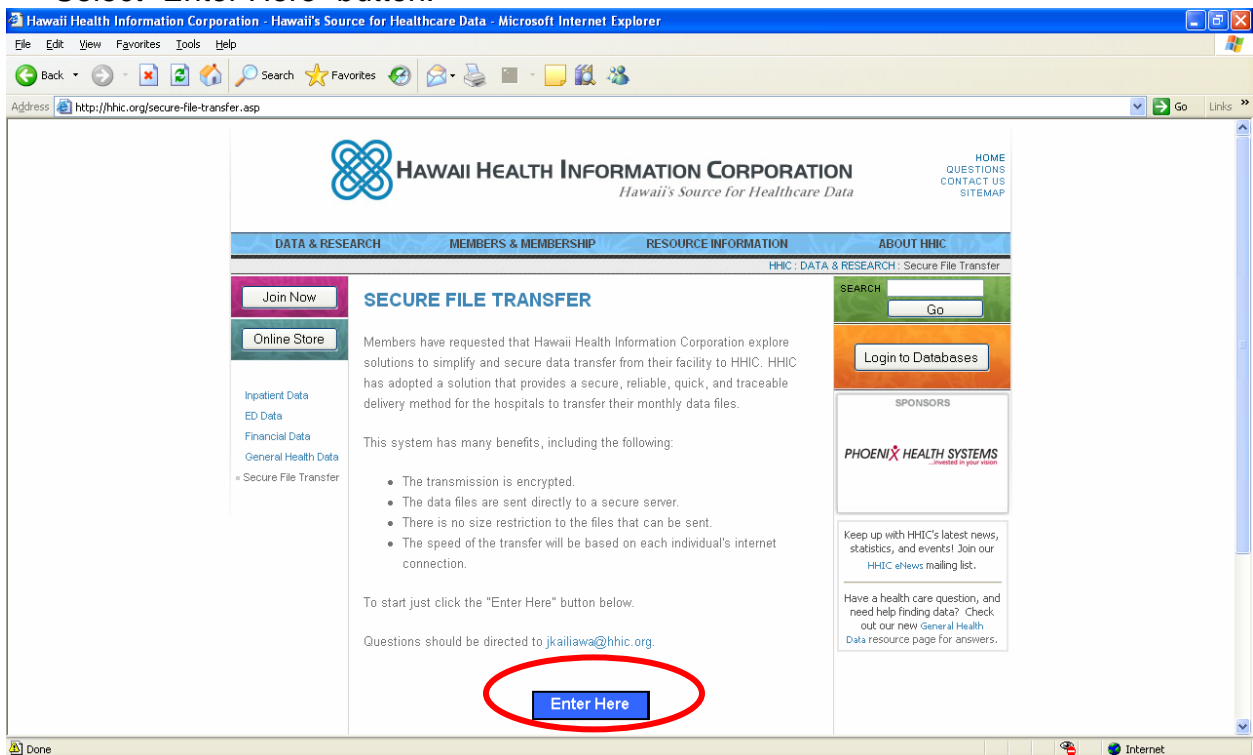
HHIC Data File Exchange Instructions

Procedure

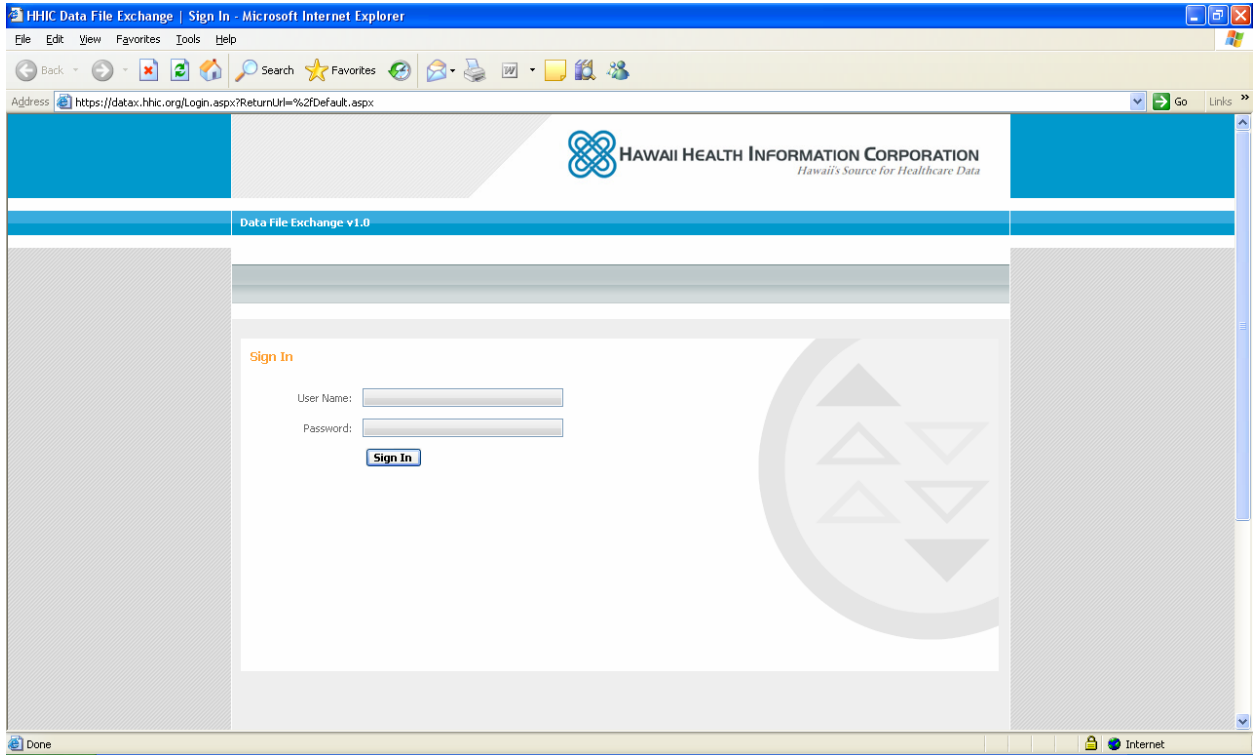
1. Go to HHIC's website homepage www.hhic.org and select "Secure File Transfer" from the drop down menu, under "Data & Research."



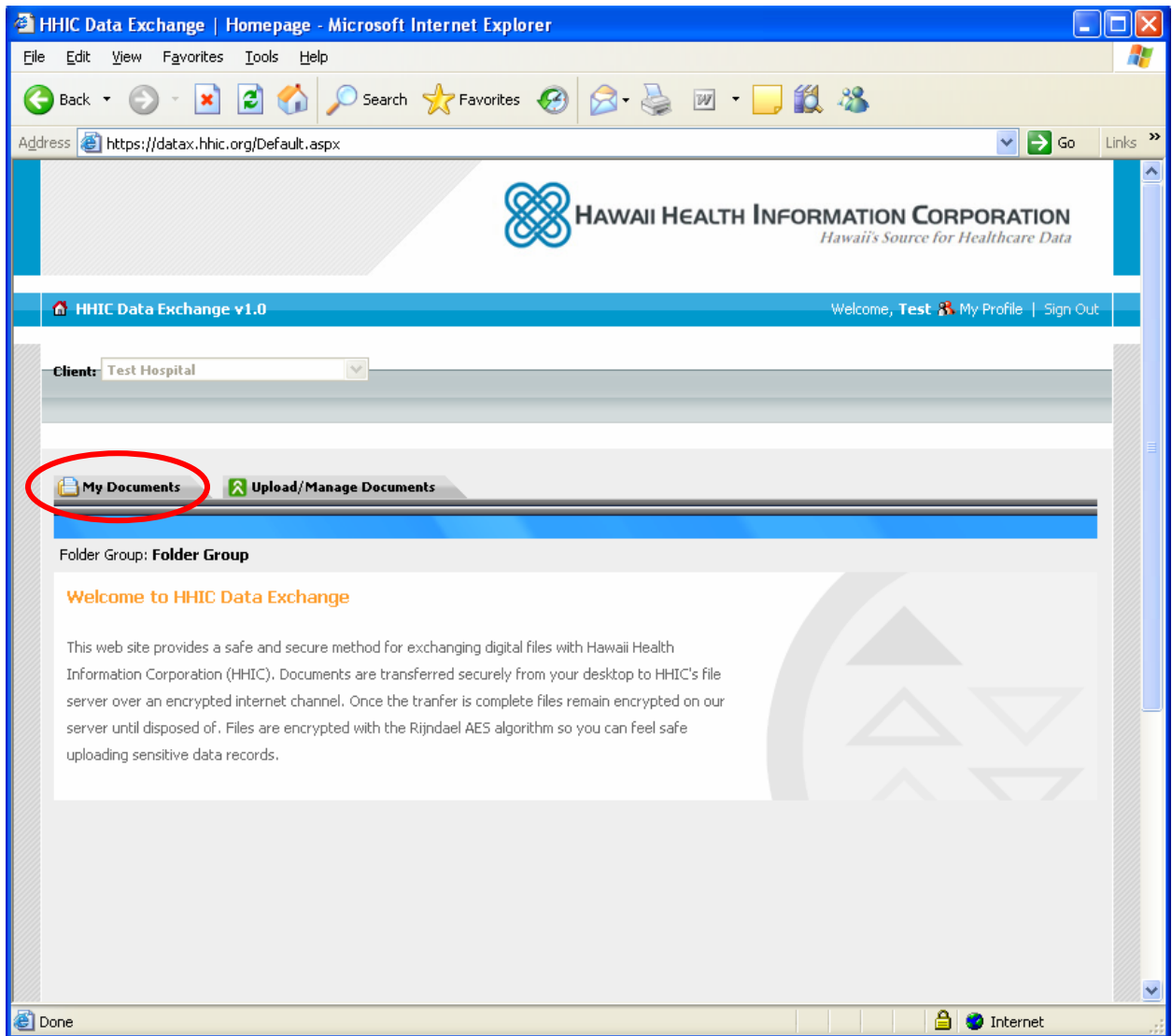
2. Select "Enter Here" button.



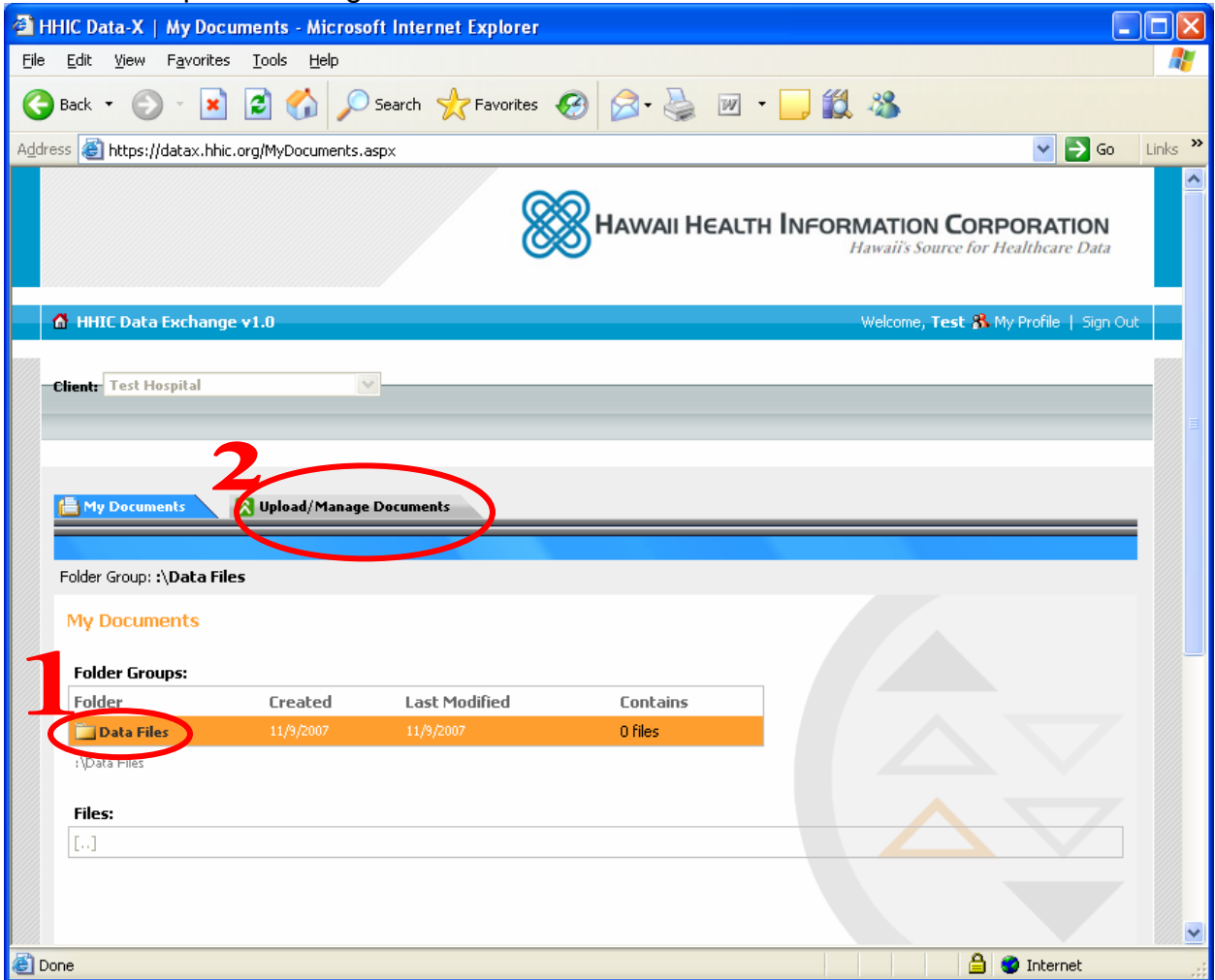
3. Login using the user name and password provided. You will be prompted to change your password. Passwords must be at least 10 characters and contain at least one lower case letter, one upper case letter, one digit and one special character. Permitted special characters: @#\$%^&+=



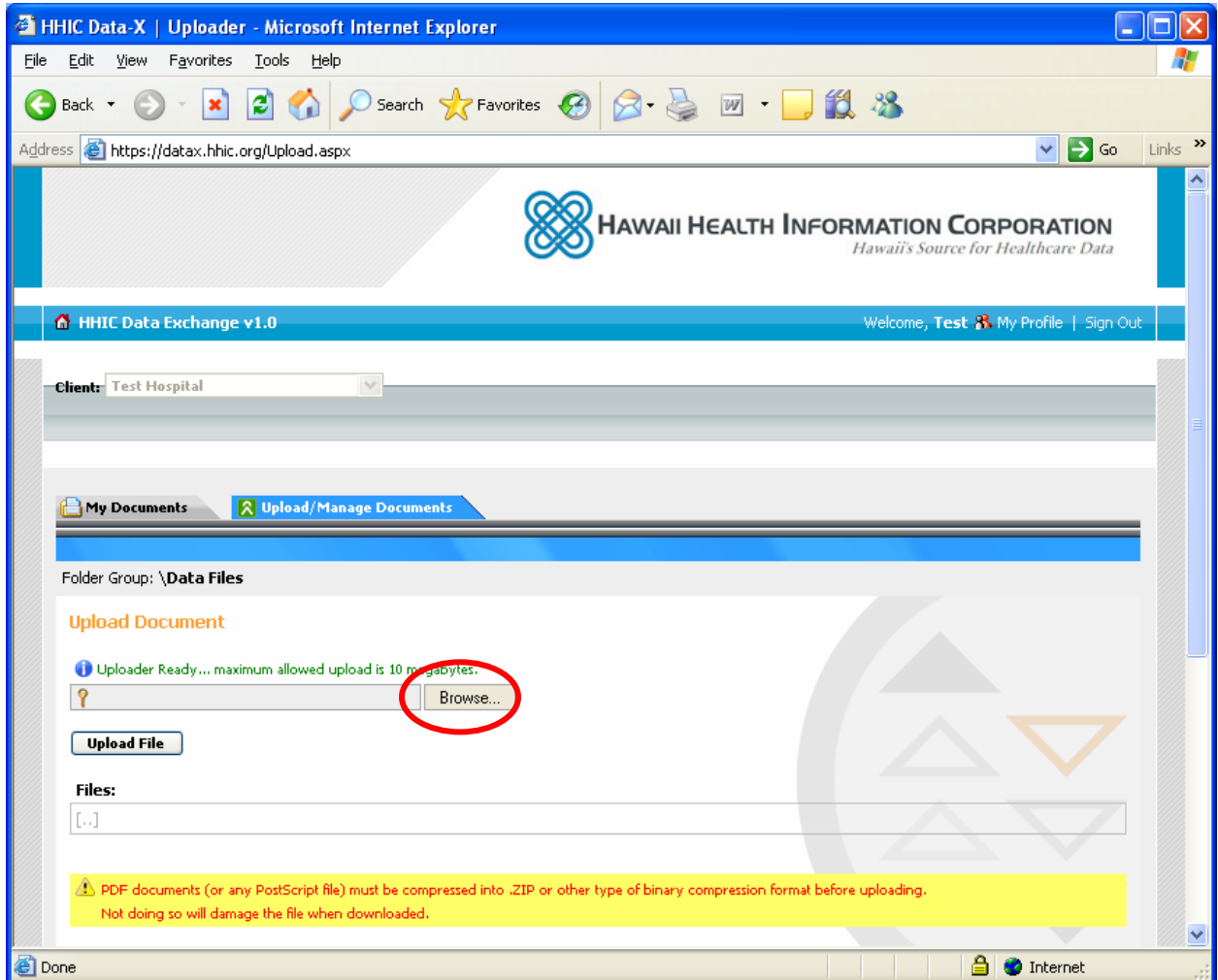
4. Select the "My Documents" tab.



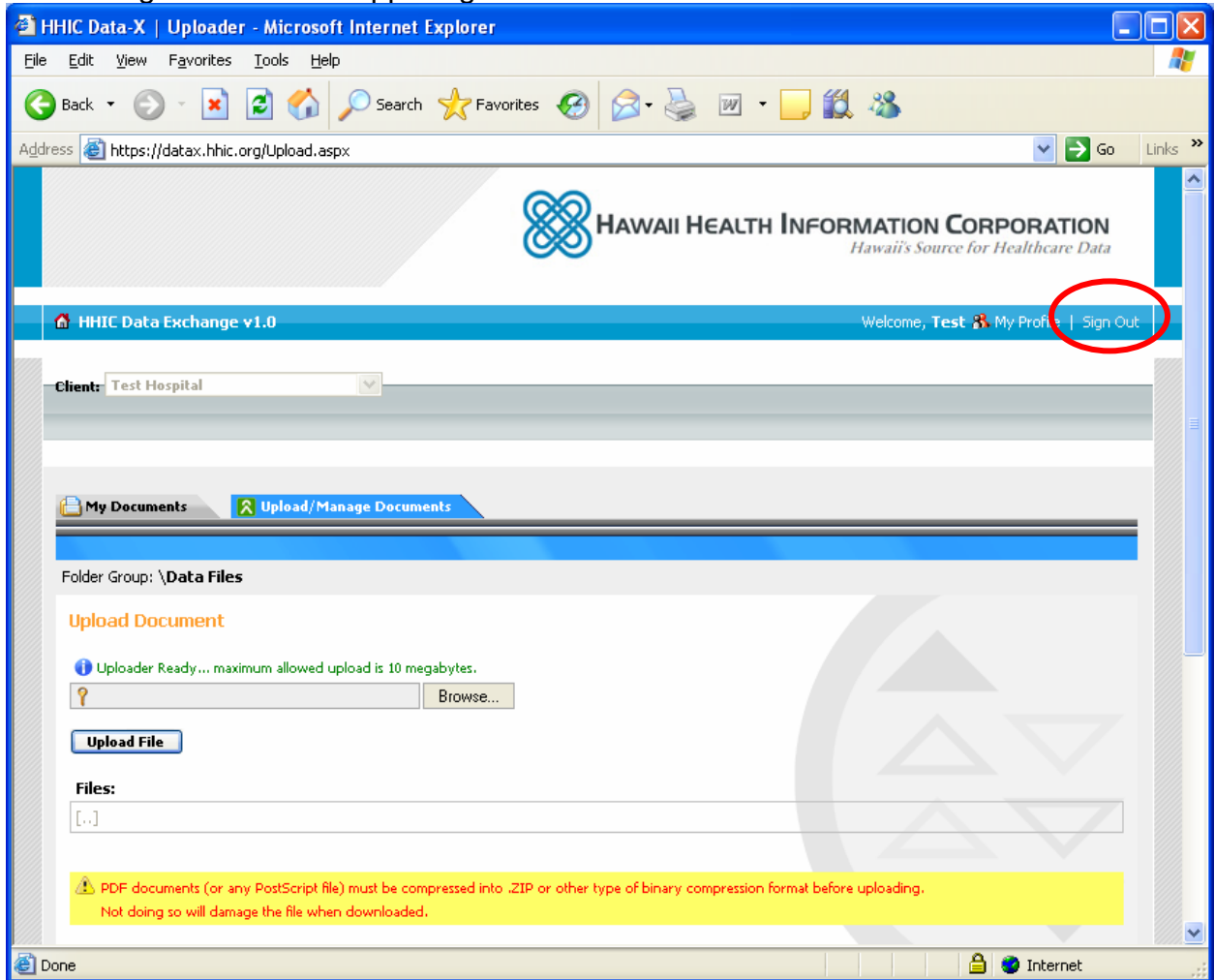
- From the “Folders Group” section, select the “Data Files” folder. A list of all the files currently in the folder will appear at the bottom of the screen.
- Select the “Upload/Manage Documents” tab.



7. To add the attachment:
 - a. Select the “Browse” to locate the data file.
 - b. Select the file and click “Open”.
 - c. Select “Upload File” and the file should appear in the list below.(Note: To add multiple attachments, repeat steps a-c.)



8. Select "Sign Out" on the upper right.



9. E-mail Jean Kailiawa at jkailiawa@hhic.org the total record count for each file that you have sent.