

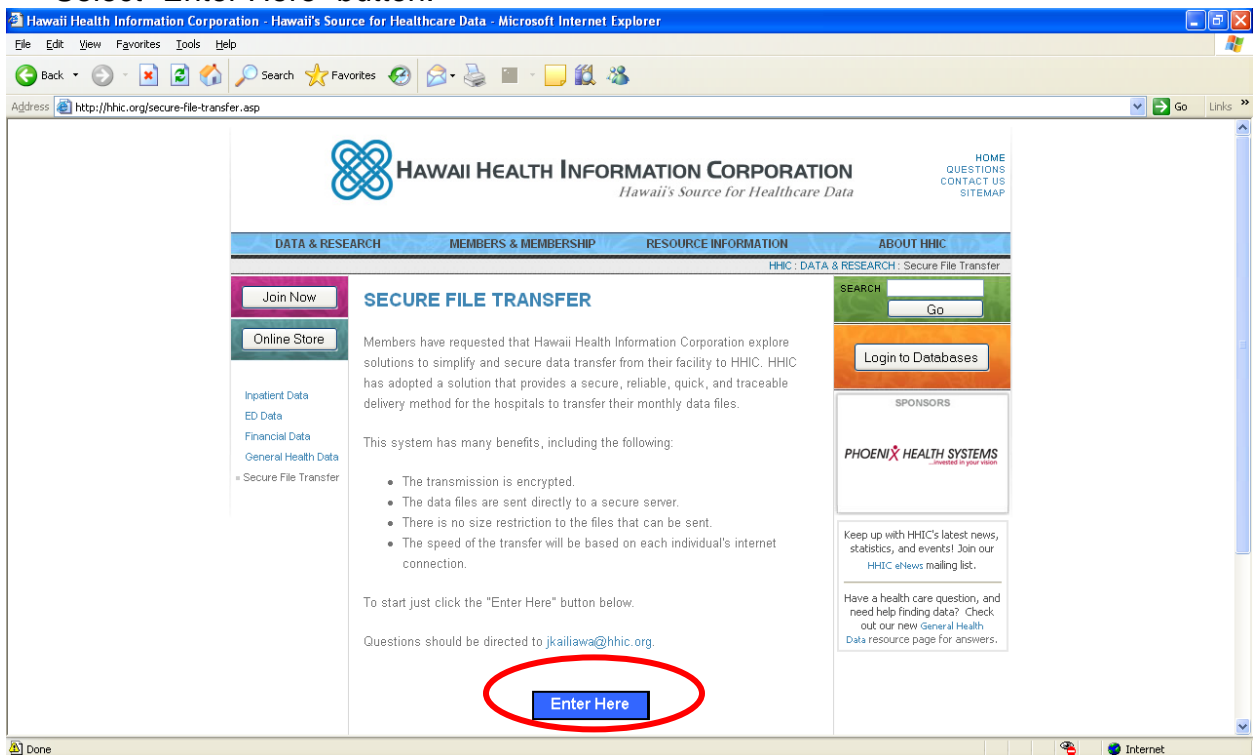
HHIC Data File Exchange Instructions

Edit Reports Download Procedure

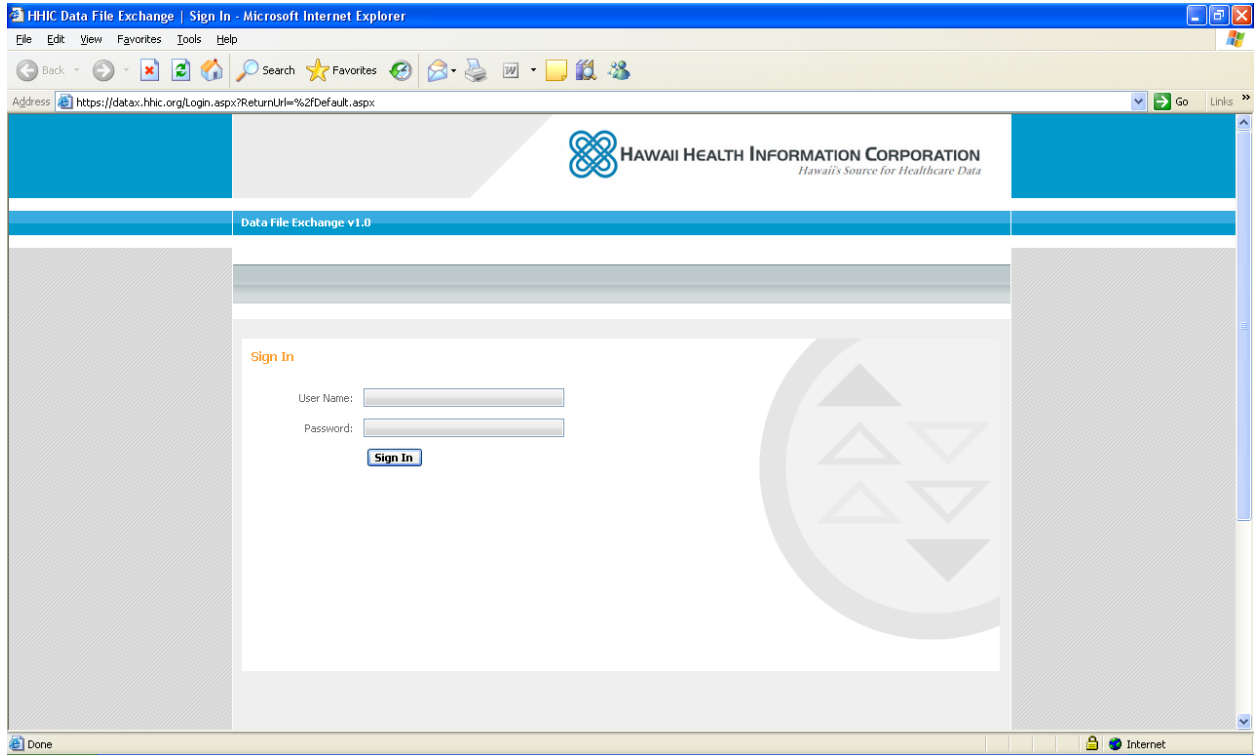
1. Go to HHIC's website homepage www.hhic.org and select "Secure File Transfer" from the drop down menu, under "Data & Research."



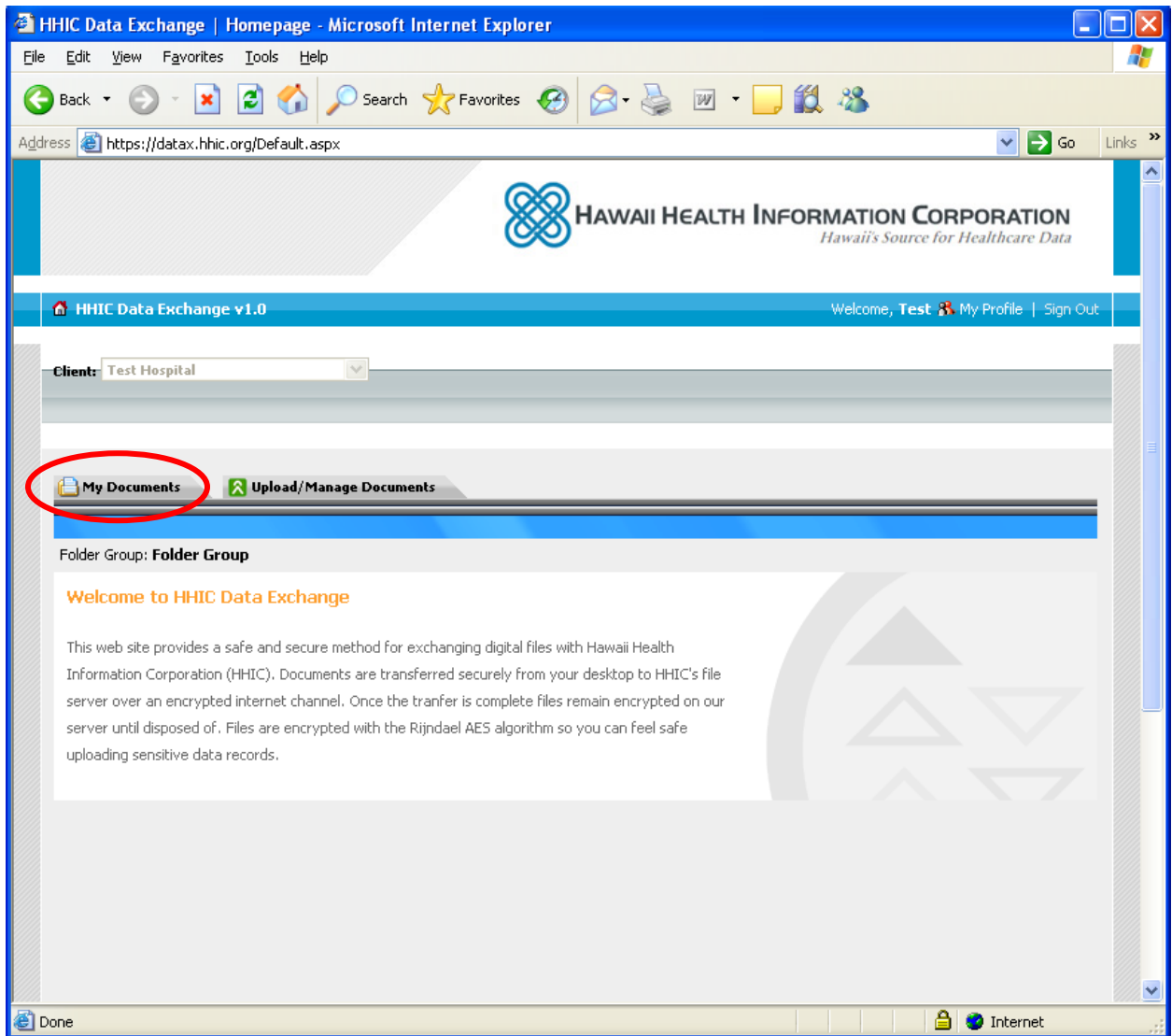
2. Select "Enter Here" button.



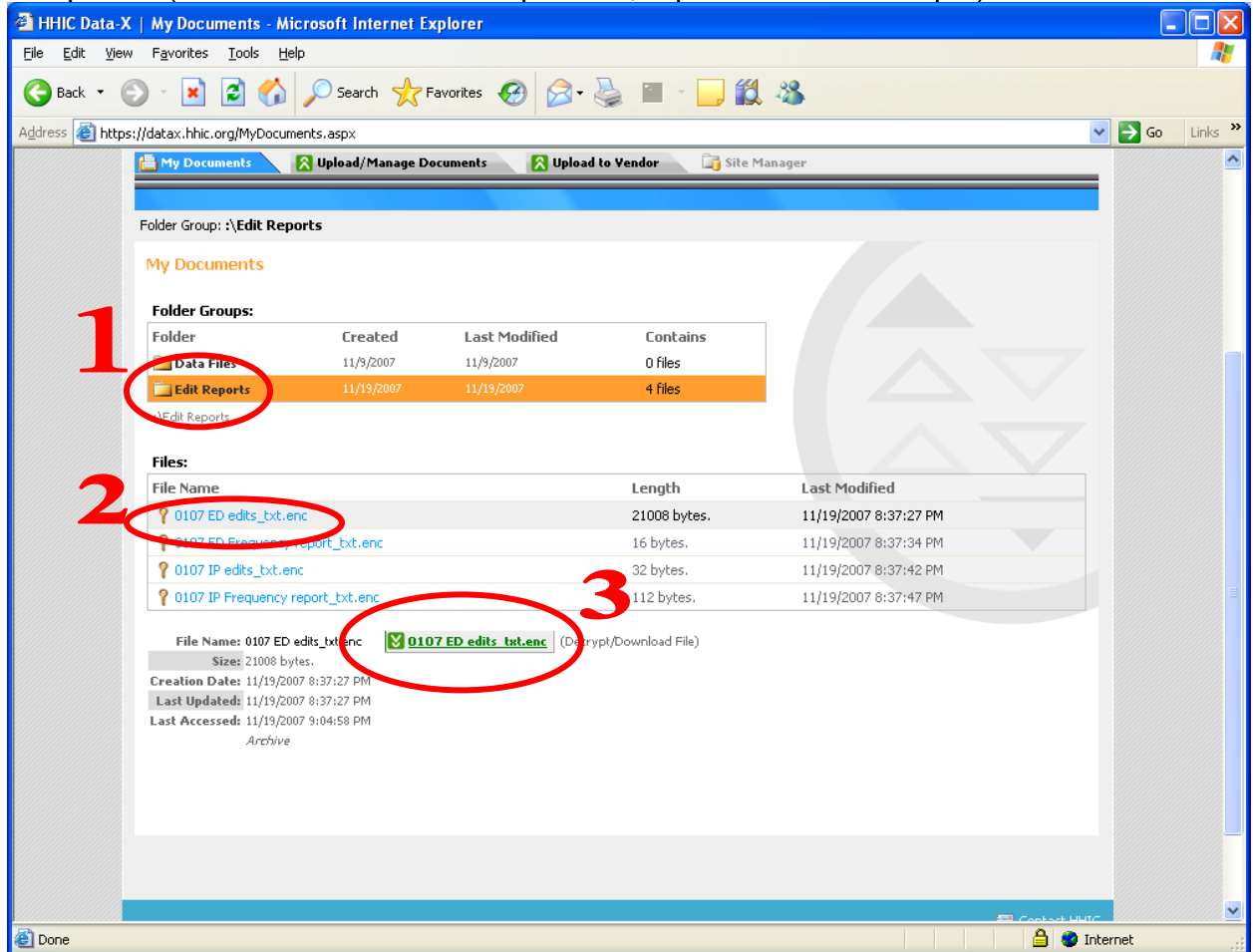
3. If this is the first time you are logging in, login using the user name and password provided. You will be prompted to change your password. Passwords must be at least 10 characters and contain at least one lower case letter, one upper case letter, one digit and one special character. Permitted special characters: @#\$%^&+=
If you are a return user, please use your current password.



4. Select the “My Documents” tab.



5. From the “Folders Group” section, select the “Edit Reports” folder. A list of all the files currently in the folder will appear at the bottom of the screen.
6. To download files to your computer:
 - a. Select the file that you need to download. It will appear in green below the list of files.
 - b. Click on this and you will be given the option to save or open the file to your computer. (Note: To download multiple files, repeat these two steps.)



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

The screenshot shows a Microsoft Internet Explorer browser window displaying the HHIC Data Exchange v1.0 Uploader interface. The browser's address bar shows the URL <https://datax.hhic.org/Upload.aspx>. The page header features the HHIC logo and the text "HAWAII HEALTH INFORMATION CORPORATION Hawaii's Source for Healthcare Data". Below the header, a navigation bar includes "HHIC Data Exchange v1.0", a user greeting "Welcome, Test", a "My Profile" link, and a "Sign Out" link which is circled in red. The main content area is titled "My Documents" and "Upload/Manage Documents". It shows a "Folder Group: \Data Files" and an "Upload Document" section. The upload section includes a message: "Uploader Ready... maximum allowed upload is 10 megabytes." and a "Browse..." button. Below this is an "Upload File" button and a "Files:" section with a list box containing "[..]". A yellow warning banner at the bottom of the upload section states: "PDF documents (or any PostScript file) must be compressed into .ZIP or other type of binary compression format before uploading. Not doing so will damage the file when downloaded." The browser's status bar at the bottom shows "Done" and "Internet".