

Here is information on getting setup to submit files via FTP instead of using a modem. The following instructions will walk you through this step by step.

If you go to <http://www.coreftp.com/forums/viewtopic.php?t=6078> and select

<http://www.coreftp.com/download/coreftplite.exe> (this will install the free version of the software on your pc)

The following are the screen prints you will see for the install.



Select Run

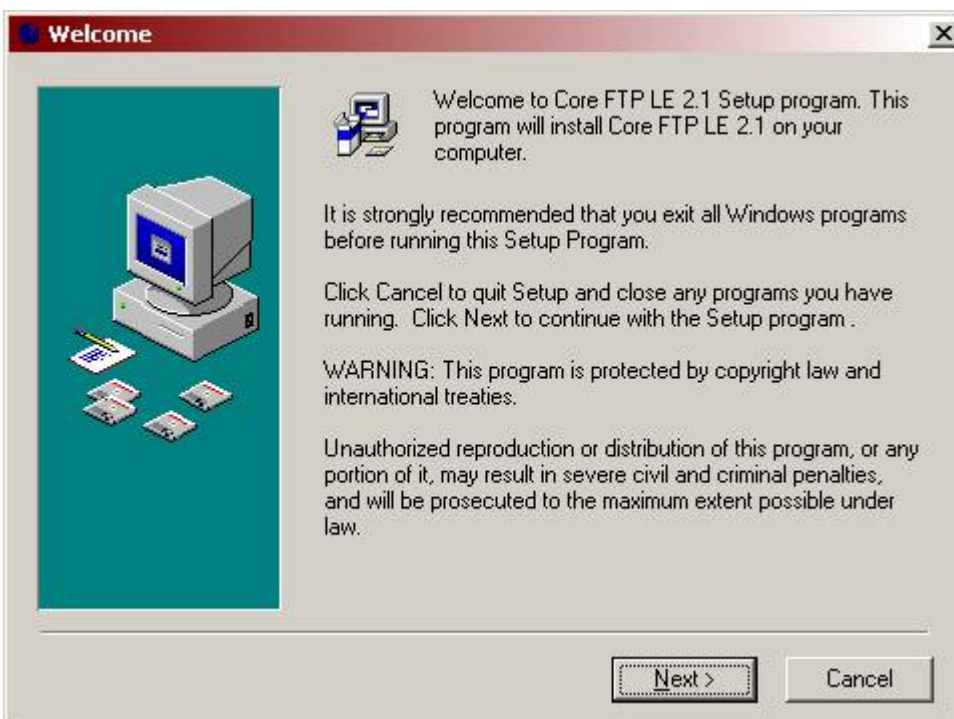


You'll see this screen while it's loading

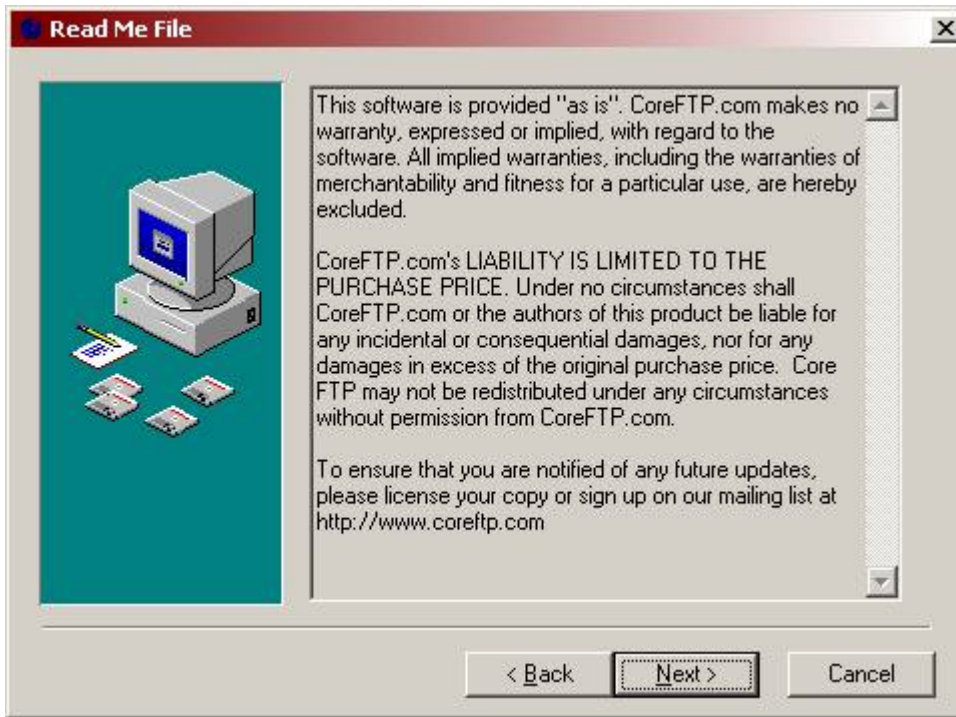


select **Run**

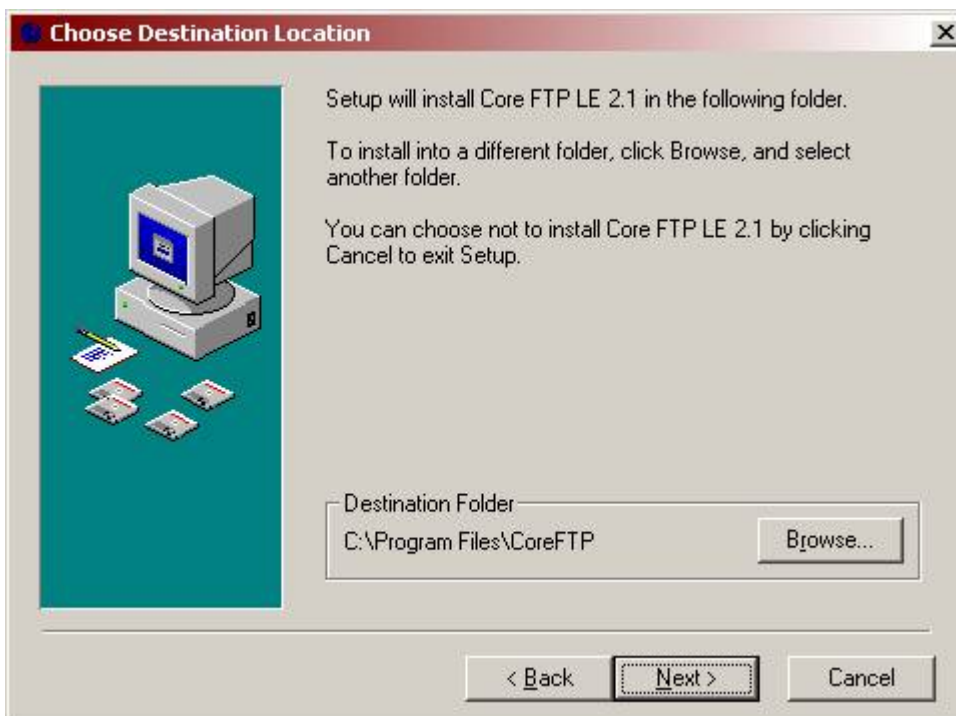
If your pc asks this question,



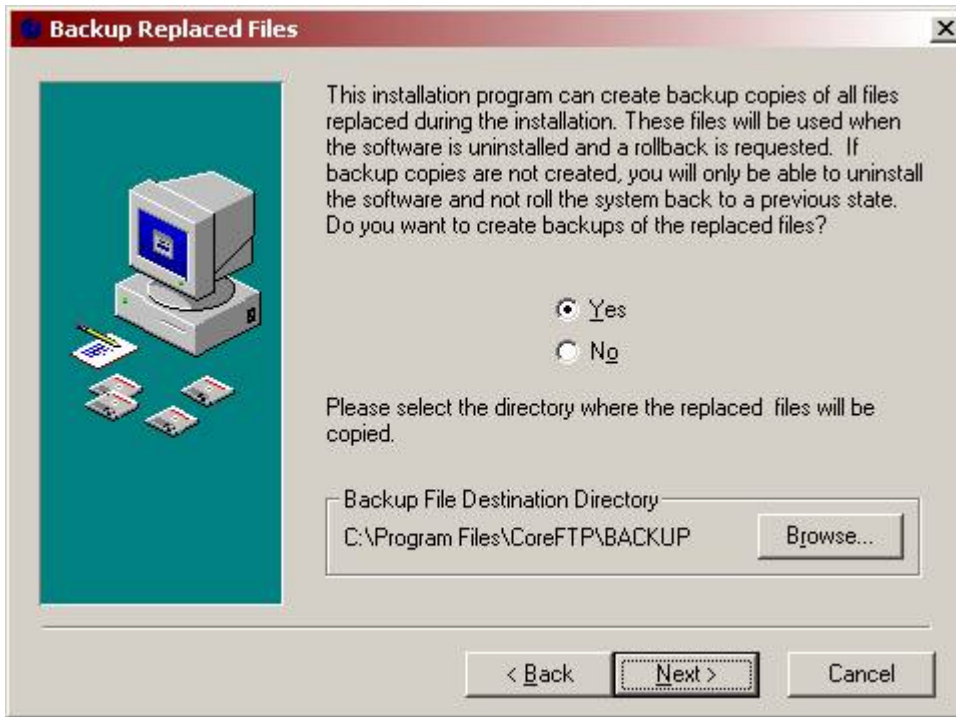
Select **Next**

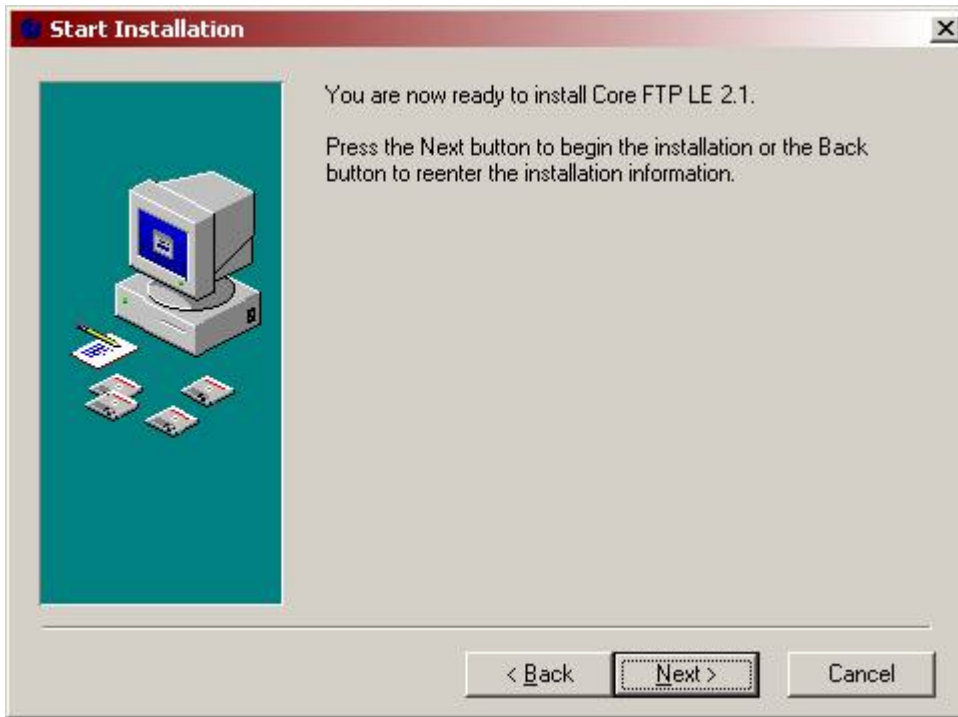


Select **Next**

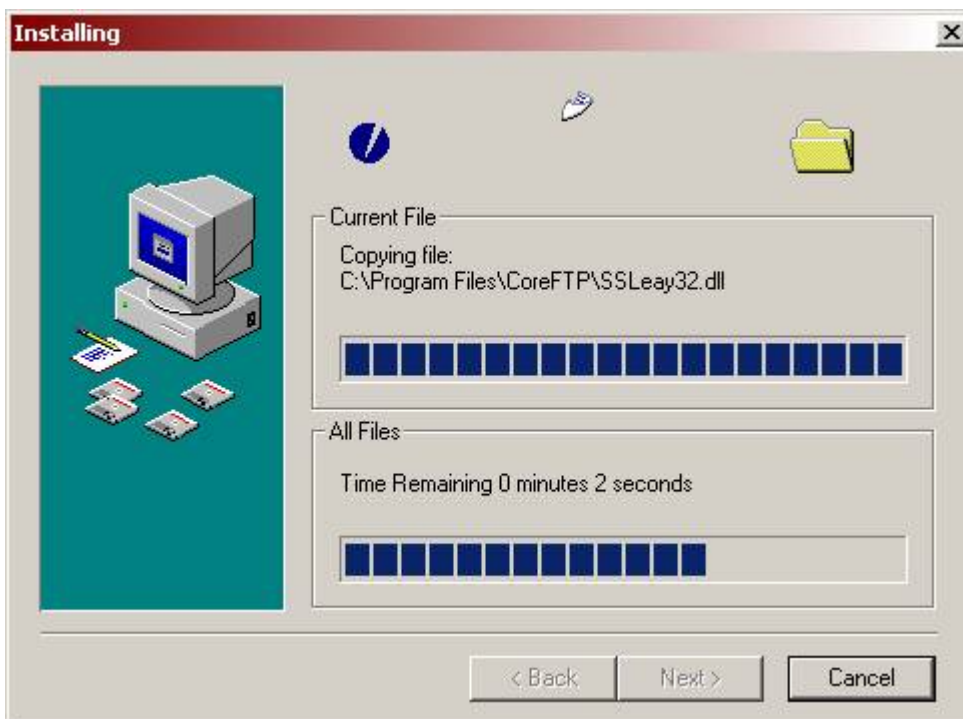


Select **Next**





Select **Next**



installing the software.

You'll see this while it's

You'll see the next screen  
once the install is done.



done)

Select **Finish** (the install is

---

To open the software on your pc, select Start, Programs, Core FTP, Core FTP Lite

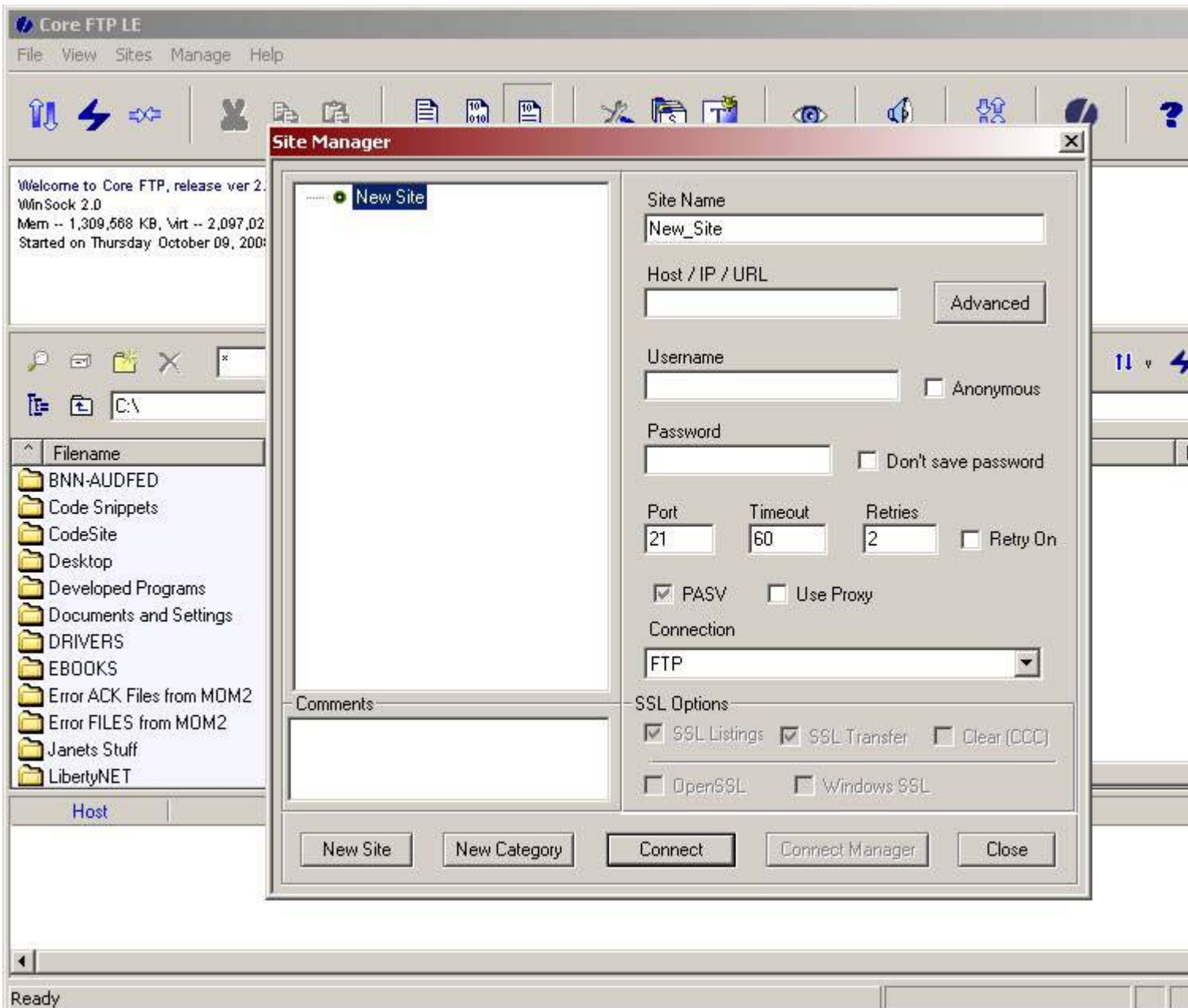


You'll see this screen, you can select **Cancel**

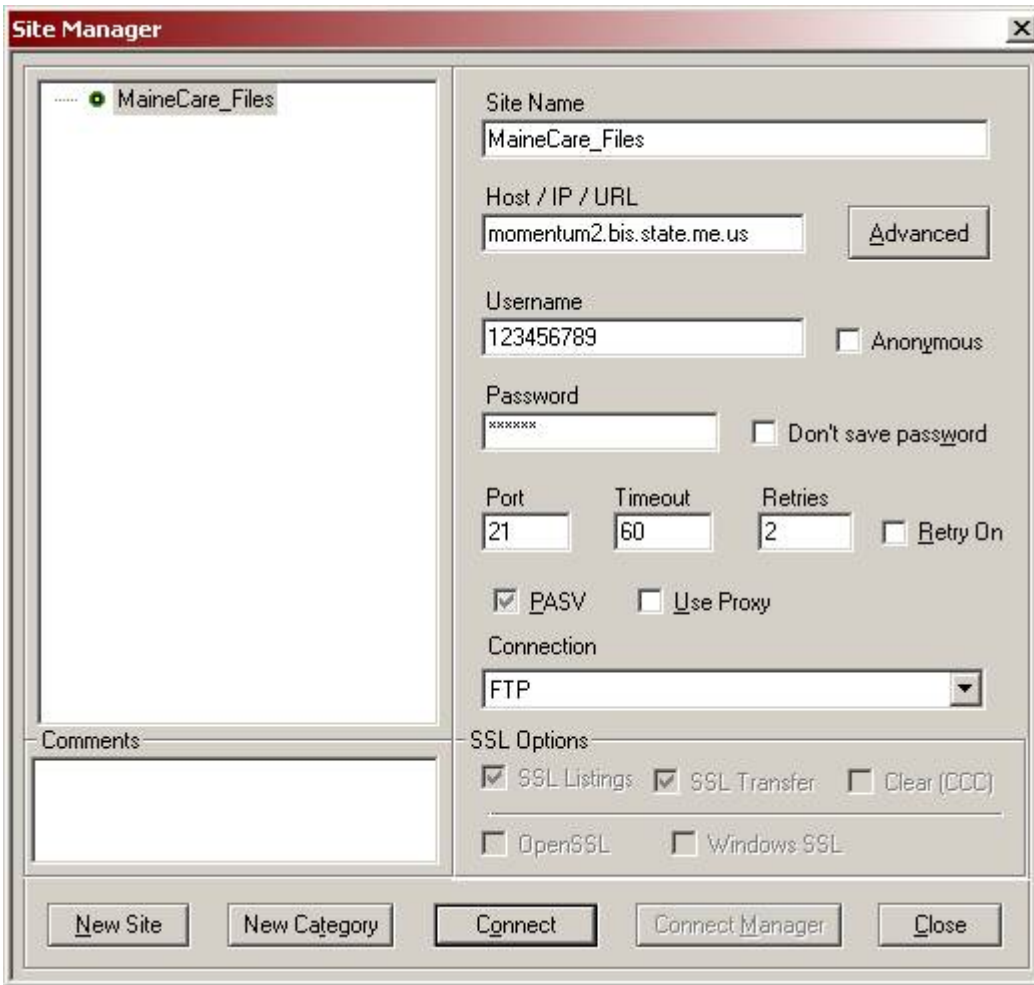


Select **No** if you see this screen

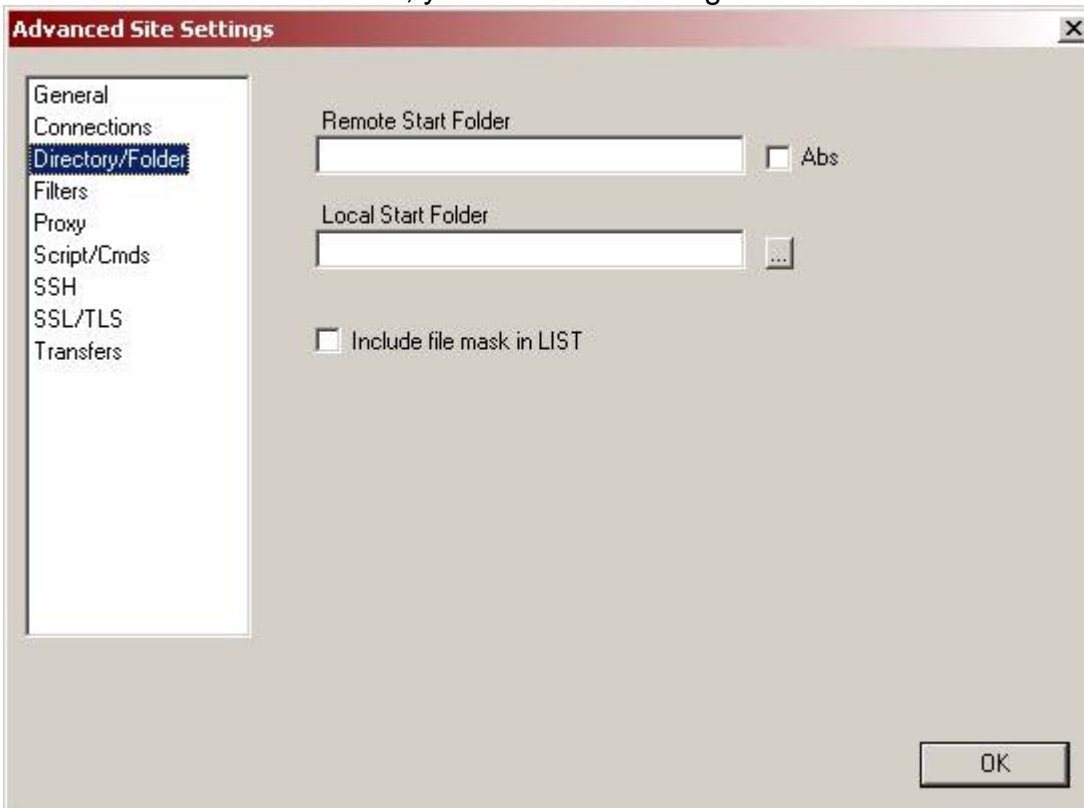
You'll see the following screen




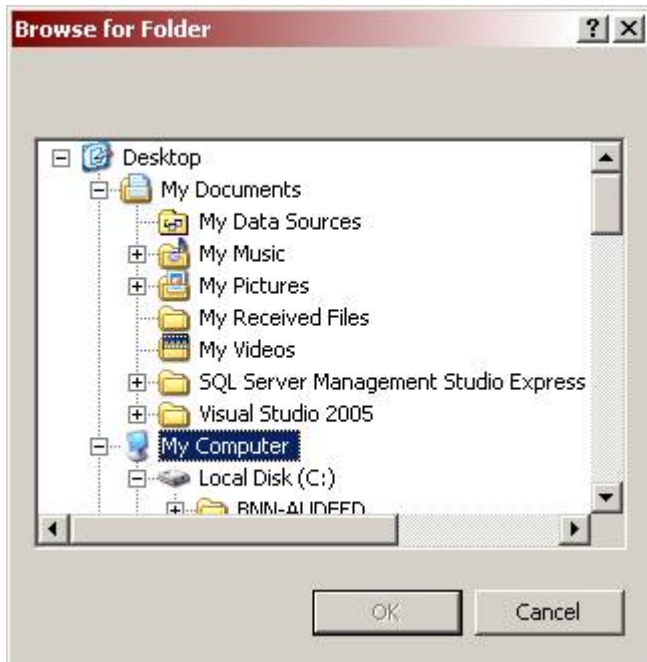
You'll need to fill in **Site Name**, **Host / IP / URL**, **Username**, and **Password**, so the information on the Site Manager screen looks like the following:



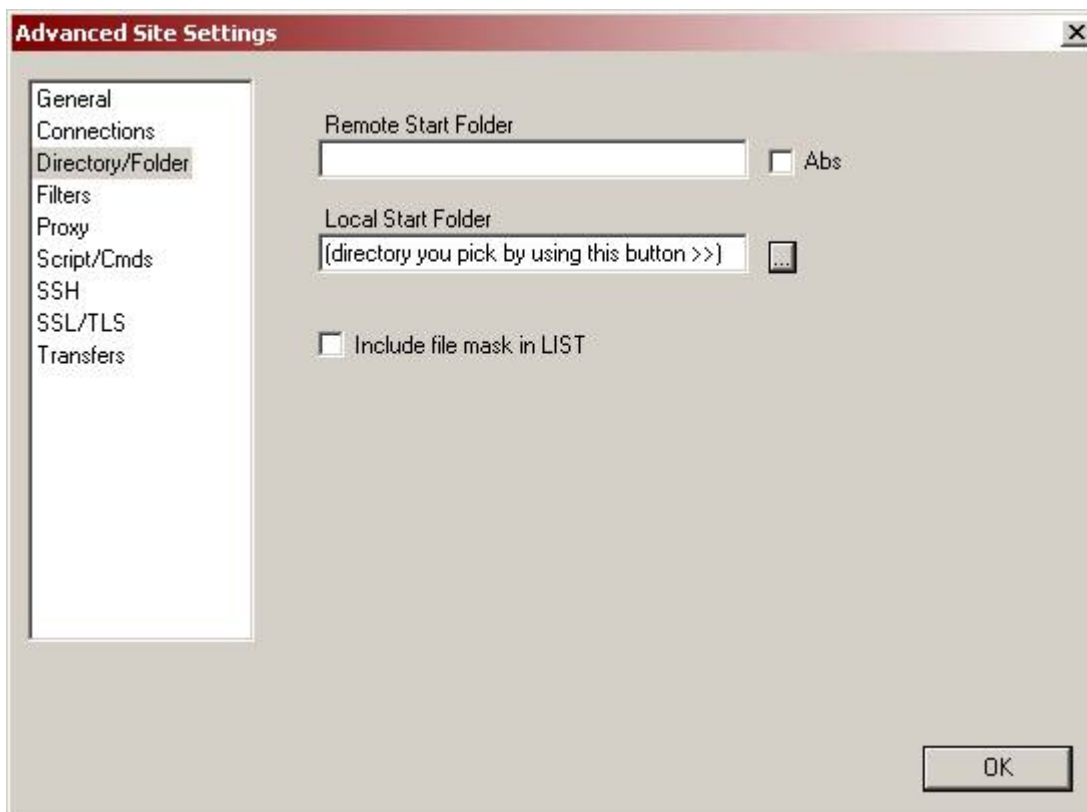
Select the **Advanced** button, you see the following screen



Under Directory/Folder, Local Start Folder, select the  button  
Browse to the folder where you keep your files that you want to submit to MaineCare

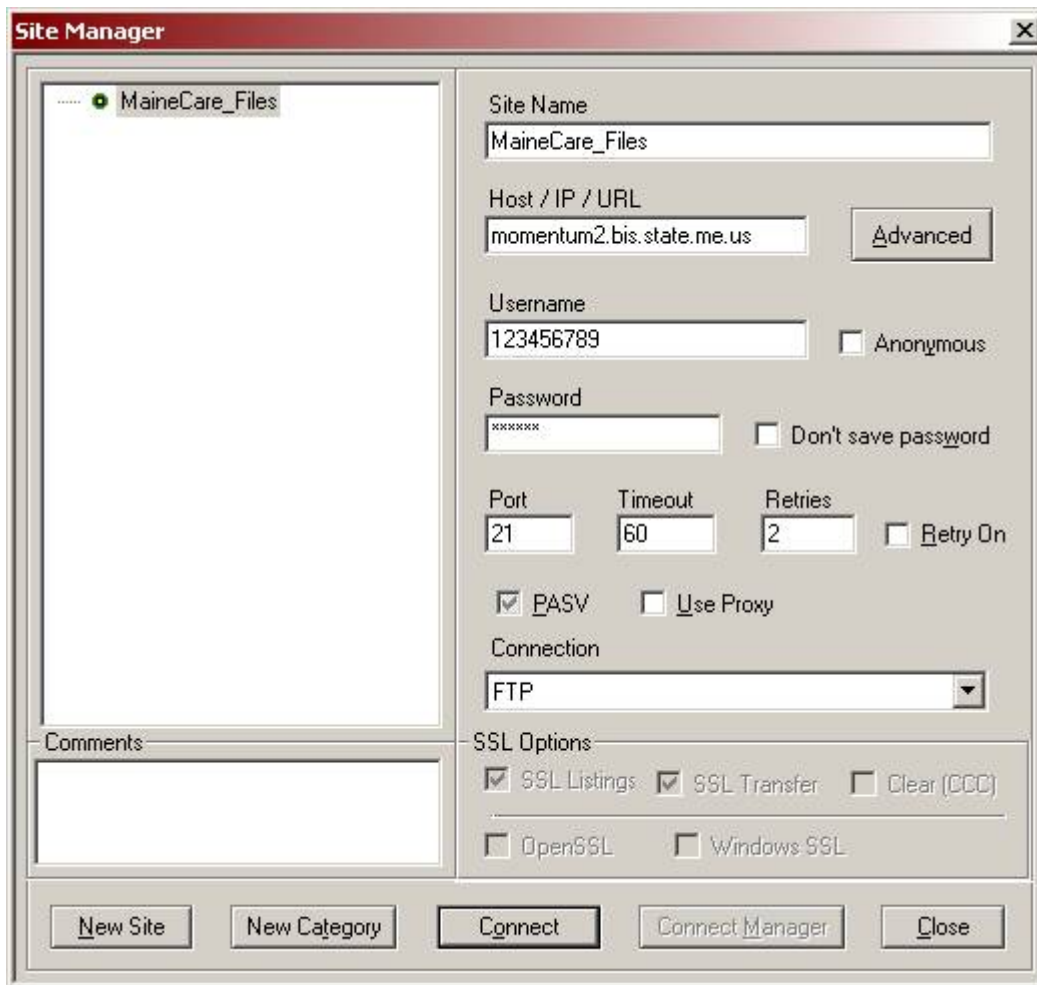


Select **OK** once you have selected the directory that you want



Select **OK**

You'll come back to this screen.



## Select **Connect**

When you connect to our server, you will automatically go to the [/users/123456789/](#) directory. You will see your PC directory structure on the left side of your screen and our server directory structure on the right side.

All you need to do is select the file in your PC directory structure on the left side of your screen and drag it over and drop it into our server directory structure on the right side. Then just do File, Exit to get out of the program.

When you want to send files after this, all you have to do is open the software and pick the Connect button and you'll be automatically connected to our server. The software will save all the settings you just set up.