

**Instructions to Secured File Transfer Protocol (SFTP)**

Every individual employed by an Offeror who requires access to the Secured File Transfer Protocol (SFTP), including those individuals who already have such access, must request access to the ALTCS E/PD RFP SFTP and must complete the following:

- 1) Electronic Data Exchange Request Form and;
- 2) External User Affirmation Statement and;
- 3) Email these forms to [AHCCCSDataExchange@azahcccs.gov](mailto:AHCCCSDataExchange@azahcccs.gov) or print and fax to 602-252-2163, Attention: ISD Data Security.

**AHCCCS Electronic Data Exchange Request Form**

<https://www.azahcccs.gov/PlansProviders/Downloads/ISD/ElectronicDataExchangeForm.doc>

Section I – Check ‘Add User’ box and define Data Access needs for the user (both upload and download)

Section II –

- Entity Name aka AHCCCS Contractor/Offeror Name
- Entity Submitter ID aka AHCCCS Contractor/ Offeror ID number (*Submitter ID not needed for entities **not** currently under Contract*)
- User name and Individual email address, Street address, and Telephone
- The IP address is not necessary

Section III – Not necessary

Section IV – Type of data being exchanged: ALTCS EPD RFP Data

Section V – Check Affirmation Attached check box

*Routing info for the forms is at the top of the Data Exchange form.*

**AHCCCS External User Affirmation Statement**

Each individual is required to sign the Affirmation Statement at the following link:

<https://www.azahcccs.gov/PlansProviders/Downloads/ISD/ExternalUserAffirmationStatement.pdf>

In addition, AHCCCS is requesting each Offeror to send information about individuals requiring access to the SFTP to [AHCCCSRFP-SFTP@azahcccs.gov](mailto:AHCCCSRFP-SFTP@azahcccs.gov) as follows:

- A list of individuals who need access to the ALTCS-EPD-RFP18 data subfolder “DataSupplementFiles”;
- A list of individuals who need access to the ALTCS-EPD-RFP18 data subfolder “CapitationandProposalSubmission”; and
- A list of individuals who will need access to the subfolder “InformationTechnology(IT)SystemDemonstrationFiles”
- A list of individuals who will need access to the subfolder “InformationTechnology(IT)SystemDemonstrationSubmission”

Once the lists of users and all required forms have been completed and received, AHCCCS will take the steps necessary to ensure the users have access to the SFTP. If assistance is needed, contact [AHCCCSRFP-SFTP@azahcccs.gov](mailto:AHCCCSRFP-SFTP@azahcccs.gov).