Exhibit F: Instructions to Secured File Transfer Protocol (SFTP)

The AHCCCS SFTP server will be used for the following purposes:

1. To share sensitive background information with prospective Offerors, and
2. As the required location for submission of Proposals.

The SFTP server can be found here: https://sftp.statemedicaid.us

Access to the SFTP server is restricted to potential Offerors for this Solicitation. No other parties shall have access to the SFTP server or information/documents stored within.

Each intended user is required to request access to the SFTP site as well as the specific SFTP CCE folders, including individuals who already have access to the AHCCCS SFTP Production site.

Each Offeror shall upload its Proposal to the secured location, identified in this Exhibit, on the AHCCCS SFTP server no later than the Proposal Due Date listed on the front page of the Solicitation, as may be amended.

For each Offeror, the number of individuals permitted to obtain access to the SFTP strictly limited to **two**.

Once an individual has been granted permission to the SFTP server, the individual should be able to perform the following:

1. Download documents from the appropriate folder(s),
2. Upload Documents to the appropriate folder, and
3. Rename documents you have uploaded.

The individual will not be able to delete or alter any documents after they are uploaded. If the individual wishes to change a document that has been uploaded **prior to the Proposal Due Date**, it is recommended that the individual rename the original document to "DELETE", then upload a new document. **No actions shall be allowed after the Proposal Due Date.**

Files names (including the URL path) for electronic files uploaded to the SFTP cannot exceed 255 characters.

The deadline to request access to the SFTP is September 17, 2021.

FAILURE TO SUBMIT A REQUEST TO ACCESS THE SFTP SERVER BY THE DEADLINE WILL DISQUALIFY YOU FROM SUBMITTING A PROPOSAL FOR THE SOLICITATION.

Each individual requesting access shall complete the following:

1. **AHCCCS Electronic Data Exchange Request Form**
   Each individual is required to complete and submit the AHCCCS Electronic Data Exchange Request Form at the following link:
   https://www.azahcccs.gov/PlansProviders/ISDresources.html

   *** Follow the instructions in this Exhibit and disregard the instructions on the actual form***

   Section I – Insert Date, Check "Non – EDI Data", and Check "Add User"
   Section II – Folder Name – Enter "CCE YH20-0002"
   Section III – Enter the "Entity Name" (your company/offeror name) Leave other fields blank.
   Section IV – Enter the User First Name, Last Name, Phone, Email Address. All 4 fields must be completed. This is necessary for each individual requesting access to the SFTP Server.
   Section V – Not applicable
   Section VI – Not Applicable
   Section VII - Check the "Attached" box and ensure you have submitted a completed and signed AHCCCS External User Affirmation Statement. Your user Affirmation Statement is to be included in email submission as instructed in this Exhibit.

2. **AHCCCS External User Affirmation Statement**
   Each individual is required to sign the AHCCCS External User Affirmation Statement at the following link:
   https://www.azahcccs.gov/PlansProviders/Downloads/ISD/ExternalUserAffirmationStatement.pdf

   *** Email the completed AHCCCS Electronic Data Exchange Request Form _and_ AHCCCS External User Affirmation Statement to AHCCCSDataExchange@azahcccs.gov and copy to CCE-YH20-0002_SFTP@azahcccs.gov***

3. **Test Access**
   Once SFTP access has been approved and granted the user will receive an automated email from _"AHCCCS Secure SFTP [do note reply] SFTP@azahcccs.gov"_ with log-on credentials. Each user is required to perform a test as directed by AHCCCS. Instructions for the test will be sent to each user after access is granted.

   If assistance is needed with your SFTP account or access, email:
   AHCCCSDataExchange@azahcccs.gov with email Subject Line: _SFTP request-CCE-YH20-0002_.

4. **Submit the names of the individuals requesting access to the SFTP**
   Email a list of individuals to CCE-YH20-0002_SFTP@azahcccs.gov. Include:
   - Email Subject Line: _SFTP YH20-0002 Access Information (Name of Offeror),_ and
   - First and Last names of each individual requesting access to the CCE YH20-0002 folders.

   Once SFTP access has been approved, granted, and testing is complete, the user must confirm their access to the SFTP via email to CCE-YH20-0002_SFTP@azahcccs.gov; with email subject line: _SFTP YH20-0002 Credentials Confirmation (Name of Offeror)_.

   If assistance is needed with the CCE, contact CCE-YH20-0002_SFTP@azahcccs.gov with email Subject Line: _SFTP YH20-0002 Assistance Request (Name of Offeror)_.