
Instructions to Secured File Transfer Protocol (SFTP)

Access to the AHCCCS Secured File Transfer Protocol (SFTP)

Individuals employed by the Offeror who require access to the AHCCCS Secured File Transfer (SFTP) must submit a request for access by following this Protocol.

The deadline to request access to the SFTP is: Wednesday, November 22, 2017

Access to the SFTP RFP-specific Folders

Every individual is also required to request access to the AHCCCS SFTP site and the specific SFTP RFP folders outlined below, including individuals who already have access to the AHCCCS SFTP production site, must complete the following:

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

The number of individuals from the Offeror who are permitted to sign up for the SFTP RFP-specific folders per Offeror is limited to three.

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

1. 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: RFP YH19-0001 Data

Section V – Check Affirmation Attached check box

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

2. 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 the names of the three individuals requiring access to the SFTP RFP YH19-0001 to ICRFPYH19_Questions@azahcccs.gov as follows:

- A list of individuals who need access to the RFP YH19-0001 data identifying download access to the subfolder “DataSupplementalFiles”, and upload access the Offeror’s prospective folder.

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. Once RFP SFTP access has been approved and granted the user will receive an automated email with log-on credentials. The AHCCCS SFTP site is <https://sftp.statemedicaid.us/EFTClient/Account/Login.htm>.

If assistance is needed, contact ICRFPYH19_Questions@azahcccs.gov.