

Instructions for Using Gateway HyperTerminal:

- 1) Connect to the Gateway.
- 2) Press ENTER (Blank Screen).
- 3) Enter UserID – This is your submitter ID. Press ENTER.
EXAMPLE: e6464 (the first alpha character must be lower case)
- 4) Enter Password. First time: ABCBSEDI (all uppercase).
- 5) You will be prompted to change your password. New password must be 8 characters long, and is *case sensitive*! Enter new password and press ENTER.
- 6) Choose Option 1 to upload a file. ENTER.
- 7) Select File Type. Press ENTER.
EXAMPLE: 4010 837 Institutional
- 8) Choose Protocol. ENTER.
- 9) Go to the Toolbar and select the TRANSFER option and then SEND FILE.
- 10) Send File Prompt Box will be displayed, select BROWSE to choose file desired.
- 11) After choosing desired file; Select OPEN.
- 12) The file name will appear in the Send File Prompt Box . Click SEND.
- 13) Press ENTER.
- 14) Select Option 2 to download file.
- 15) Insert * (asterisk) beside the file to be downloaded and press ENTER.
Possible files on this screen are “UPLOAD ERR,” “UPLOAD ACK,” or “Reject Report”
- 16) Choose Protocol; File will automatically begin to download. Repeat this step for each file.
- 17) Once all files are downloaded, press ESC (Escape) and Q (for quit).
- 18) When ready to log off the HyperTerminal for data transmission, type LO (for log off).