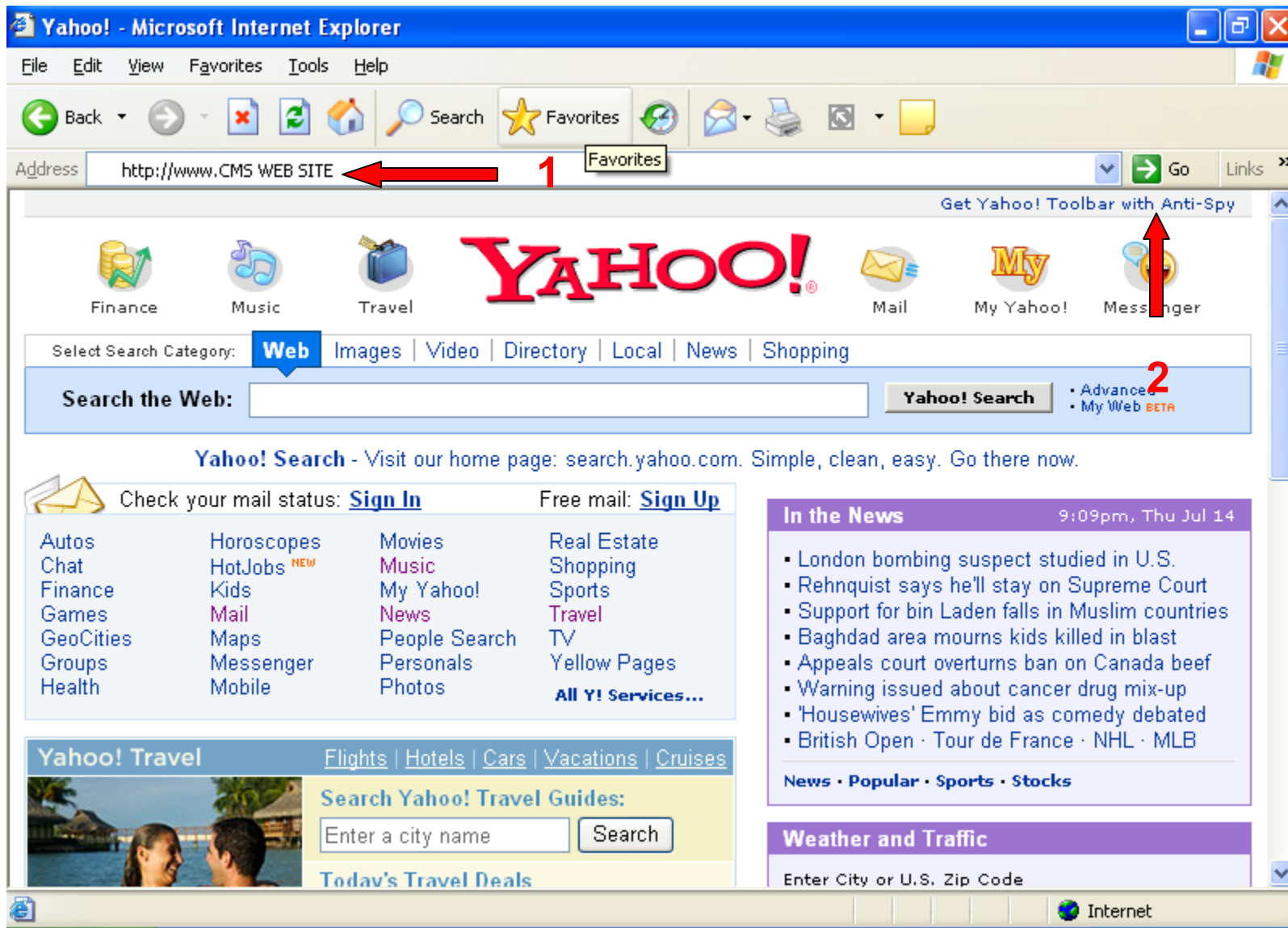


HTTP End User Screen Shots

Guidance Only

Some screens (i.e. mailbox) names will appear differently in production mode. For example, Marx or Plan enrollment mailboxes will be configured by Contract Number.

End User will only see mailboxes for which they have been granted access.

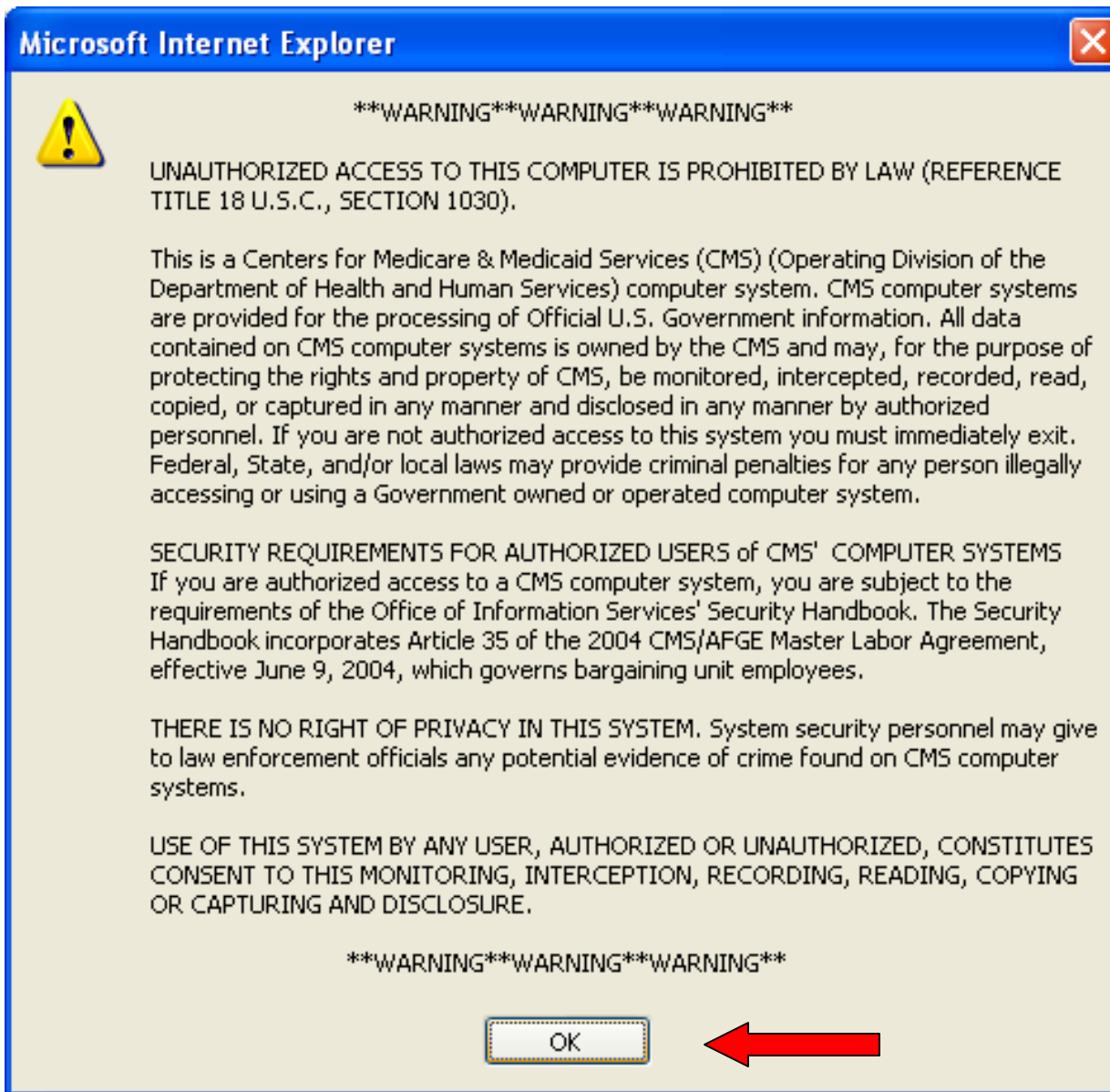


1 – Enter WEB site provided by CMS

Internet – <https://gis.cms.hhs.gov:3443/mailbox>

Extranet – <https://gis.cmsnet:3443/mailbox>

2 – Click 'GO'



Review Warning Information, then click 'OK' button

Security Alert



Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.



The security certificate is from a trusted certifying authority.

Certificate Example Only



The security certificate date is valid.



The name on the security certificate is invalid or does not match the name of the site

Do you want to proceed?

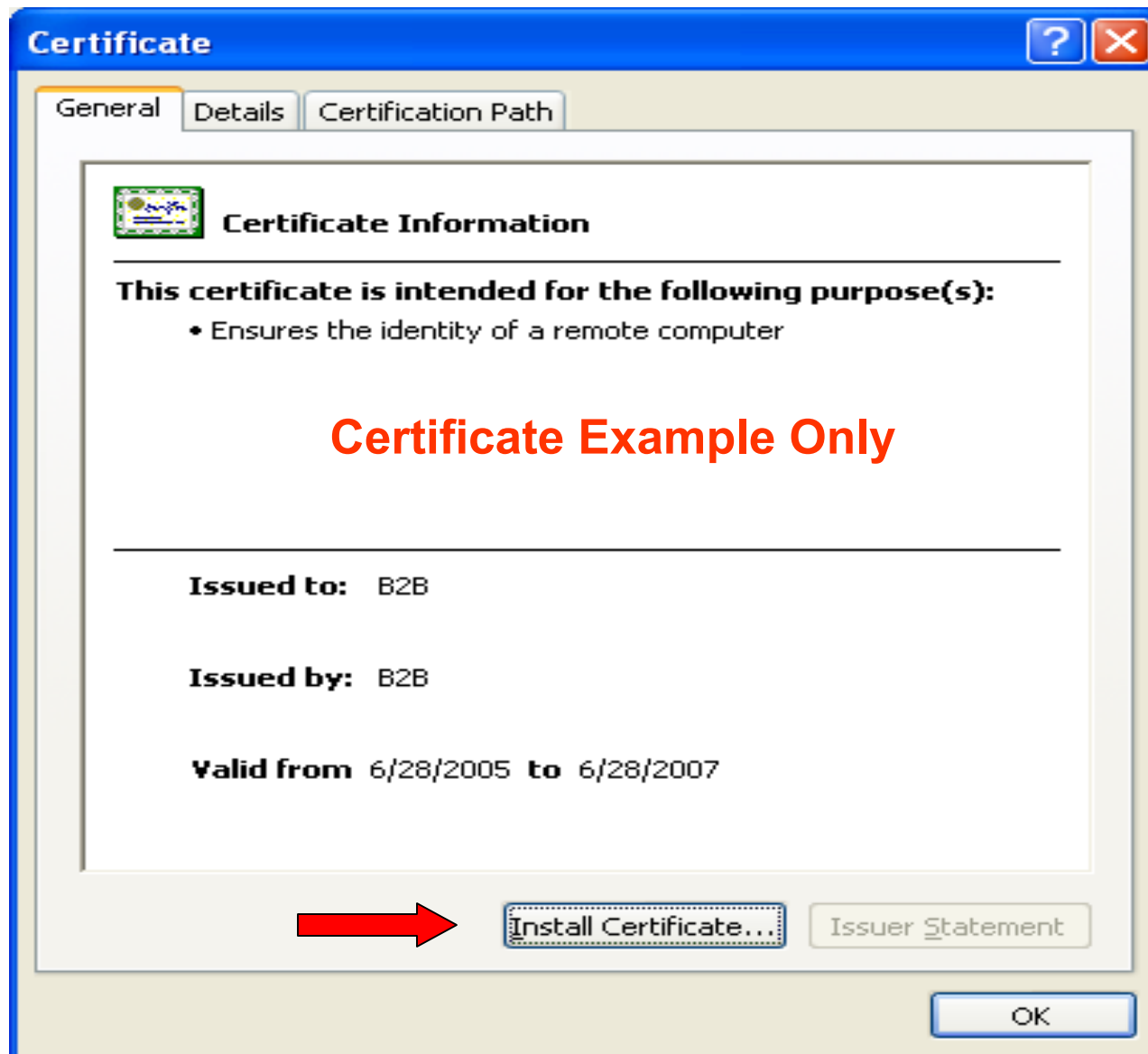
Yes

No

View Certificate



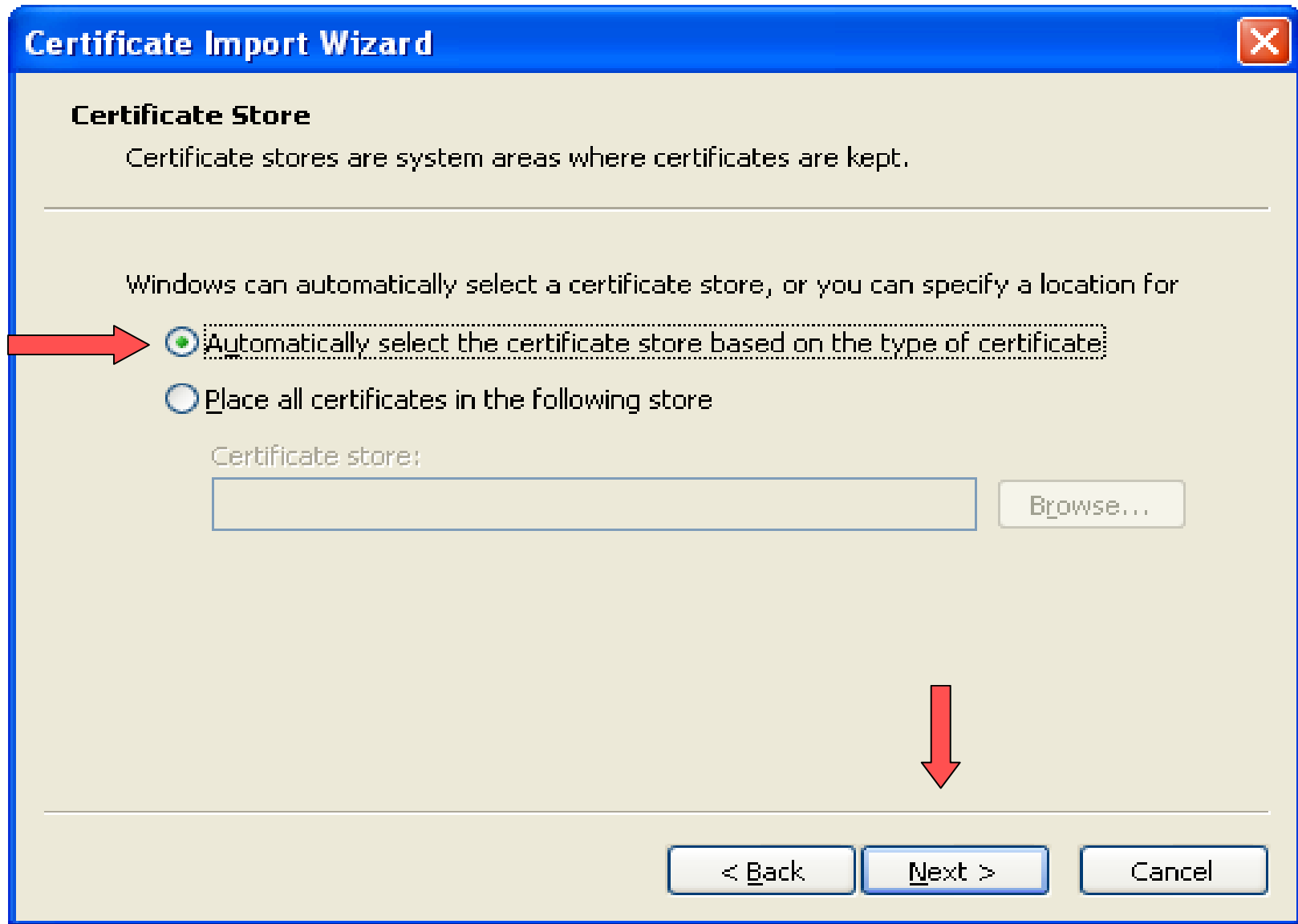
Click the 'View Certificate' button.



Click 'Install Certificate...' button

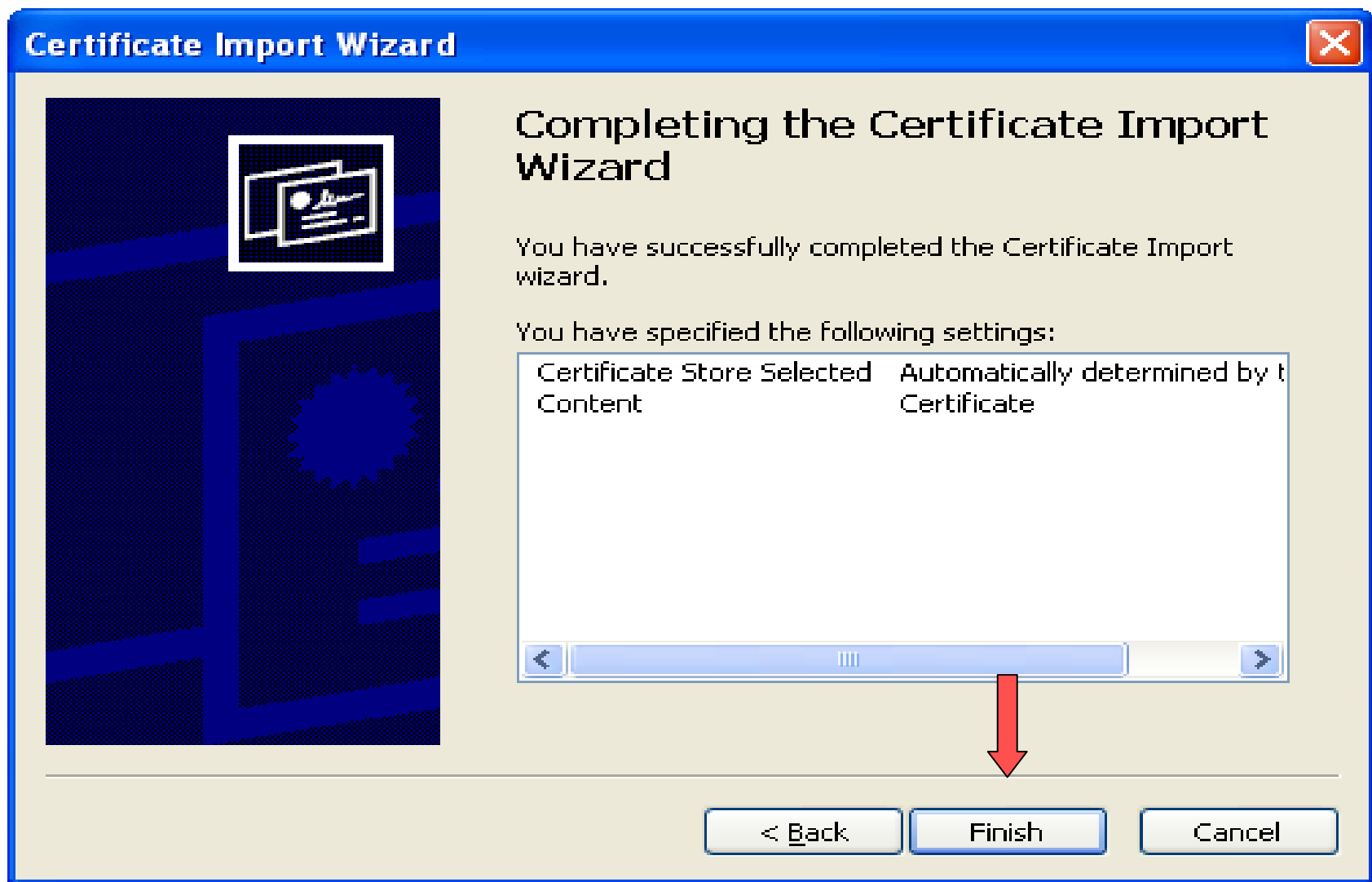


Click the 'Next >' button



1 – Verify that this option is selected, if not click in the circle.

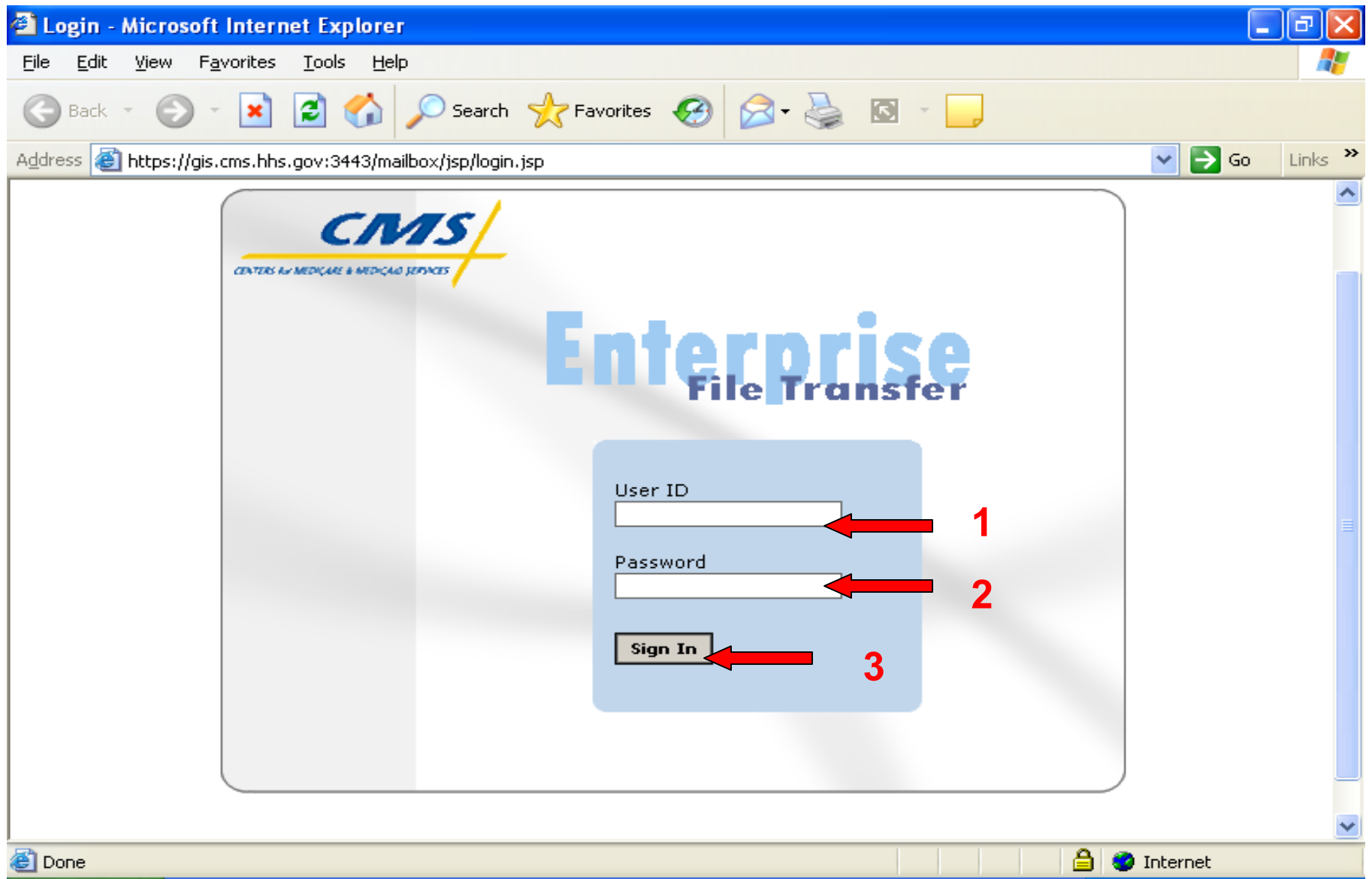
2 – Click the ‘Next >’ button



Click the 'Finish' button



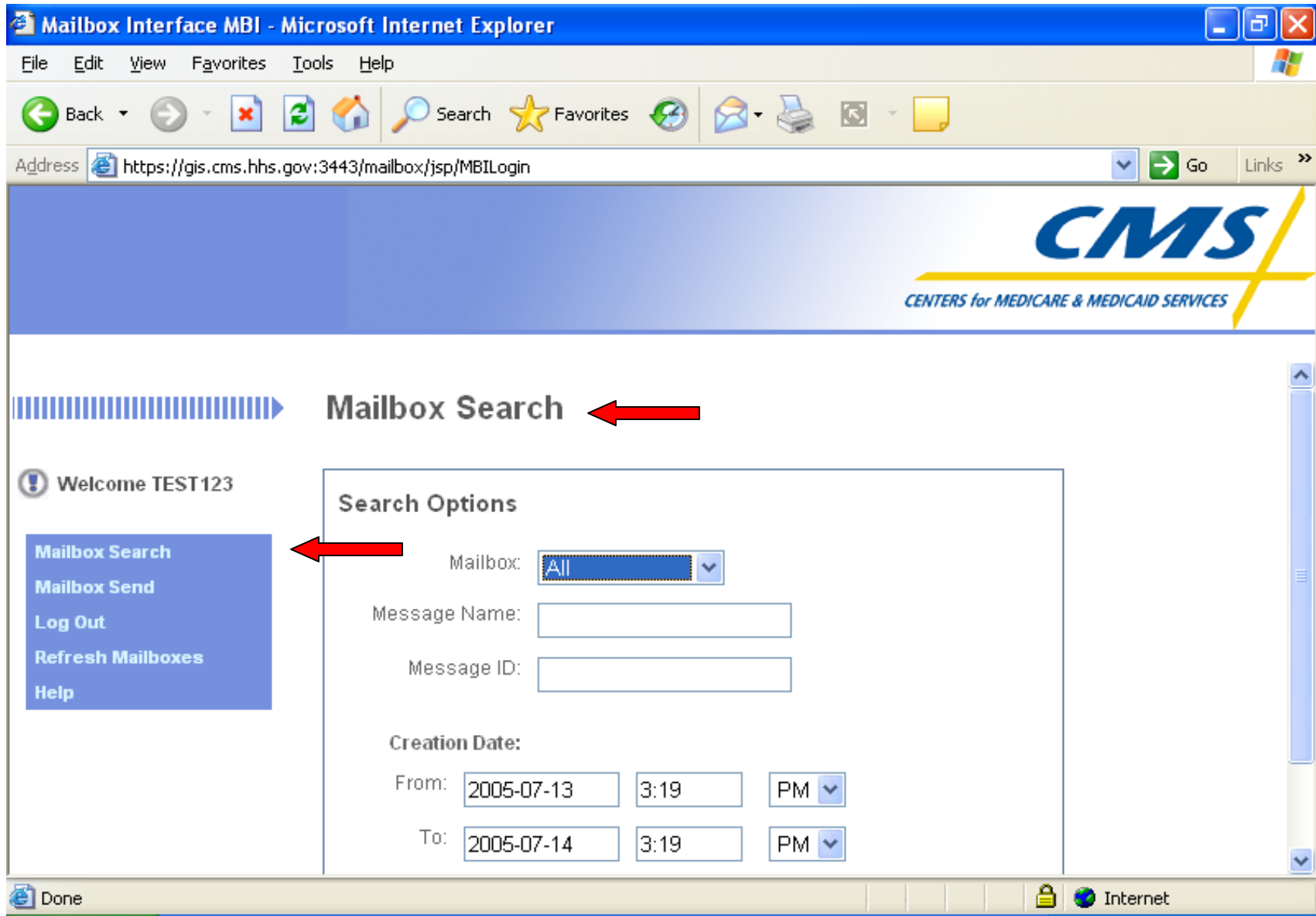
Click the 'OK' button



1 – Enter 'Unique Identifier'

2 – Enter 'Password'

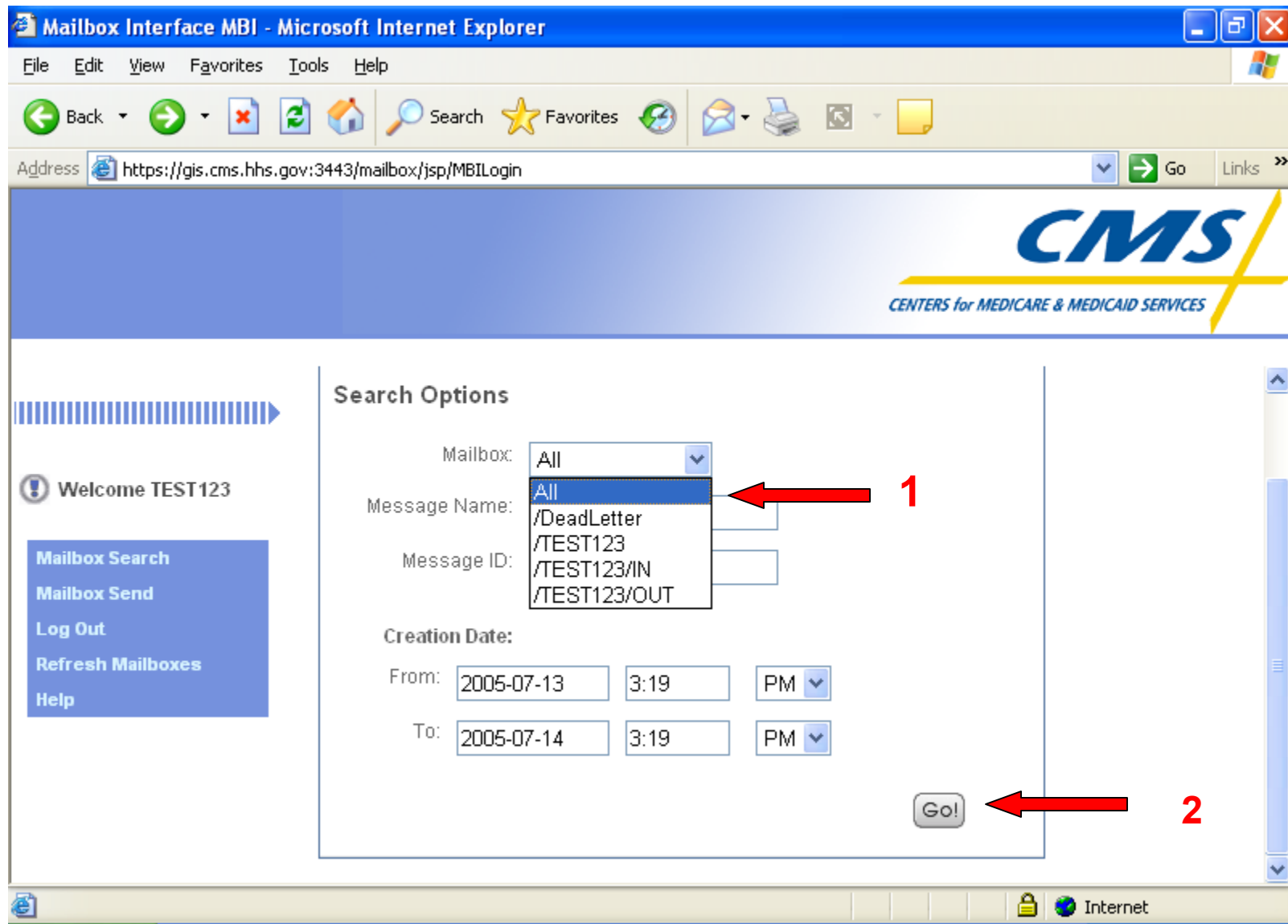
3 – Click 'Sign In'



‘Mailbox Search’ screen allows you to view files in mailboxes that are defined to your Unique Identifier’

Mailbox View

Procedure to view all or individual mailboxes



To View 'All' mailboxes accessible with your ID

1 – Click 'All' from the mailbox drop down list


2 – Click the 'GO!' button

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Mail Print

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links



Mailbox Search Results

Welcome TEST123

- Mailbox Search
- Mailbox Send
- Log Out
- Refresh Mailboxes
- Help

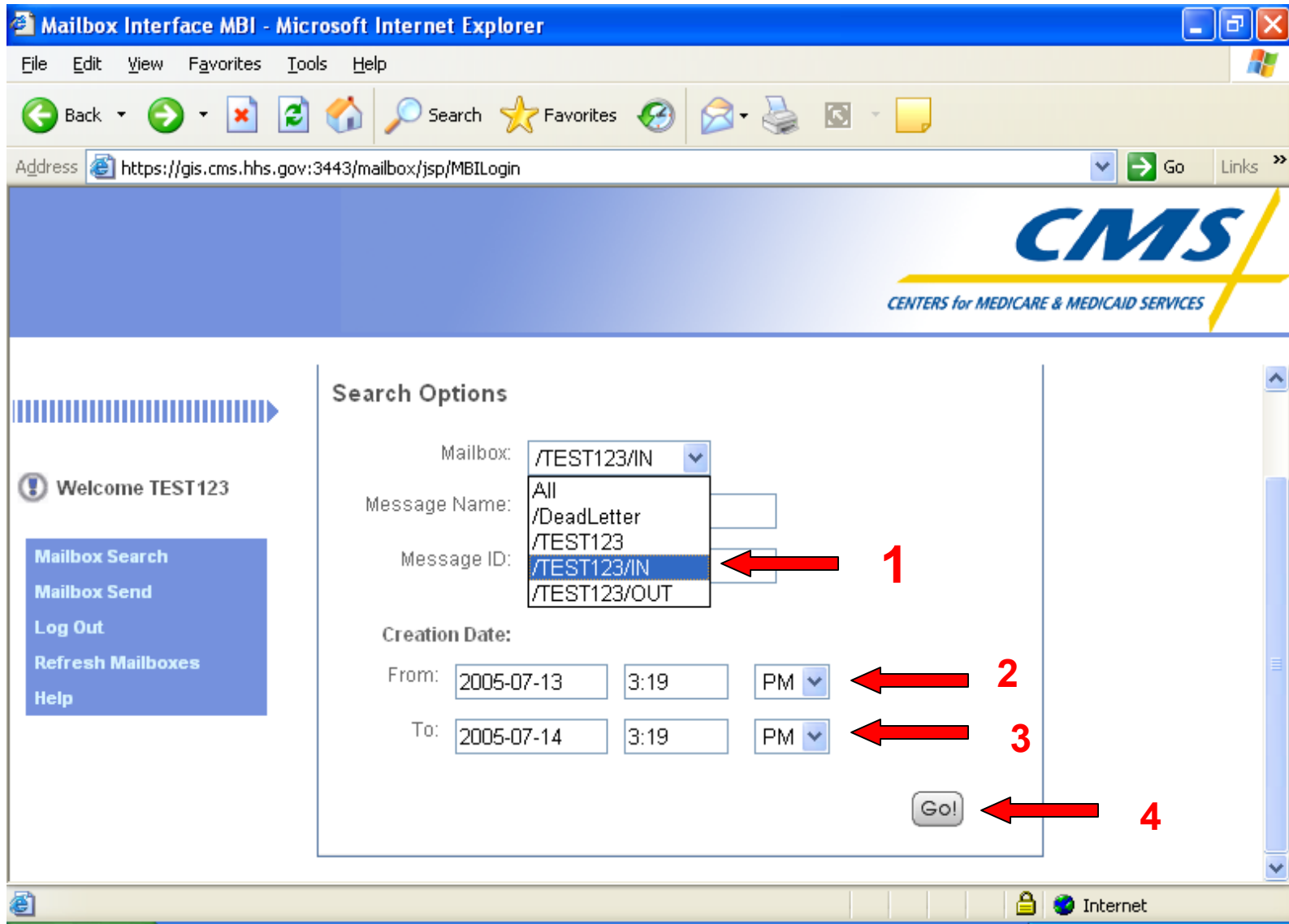
Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy
	TEST OB DATA.txt	51	2005-07-14 21:03:56.0	25	/TEST123/OUT	Count
	TEST OB DATA.txt	45	2005-07-14 16:25:46.0	25	/TEST123/IN	Count

Items 1 - 2 of 2

Items per page: 5 10 25 50 100

Done Internet

'All' mailbox view



To view data 'Inbound' to your 'Mailbox'

- 1 – Select mailbox '/UniquelIdentifier/IN'**
- 2 – Select desired beginning date**
- 3 – Select desired ending date**
- 4 – Click the 'OK' button**

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links

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Mailbox Search Results

Welcome TEST123

Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy
	TEST OB DATA.txt	45	2005-07-14 16:25:46.0	25	/TEST123/IN	Count

Items 1 - 1 of 1
Items per page: 5 10 25 50 100

Mailbox Search
Mailbox Send
Log Out
Refresh Mailboxes
Help

Done Internet

1 – Current **‘Mailbox’** (inbound)

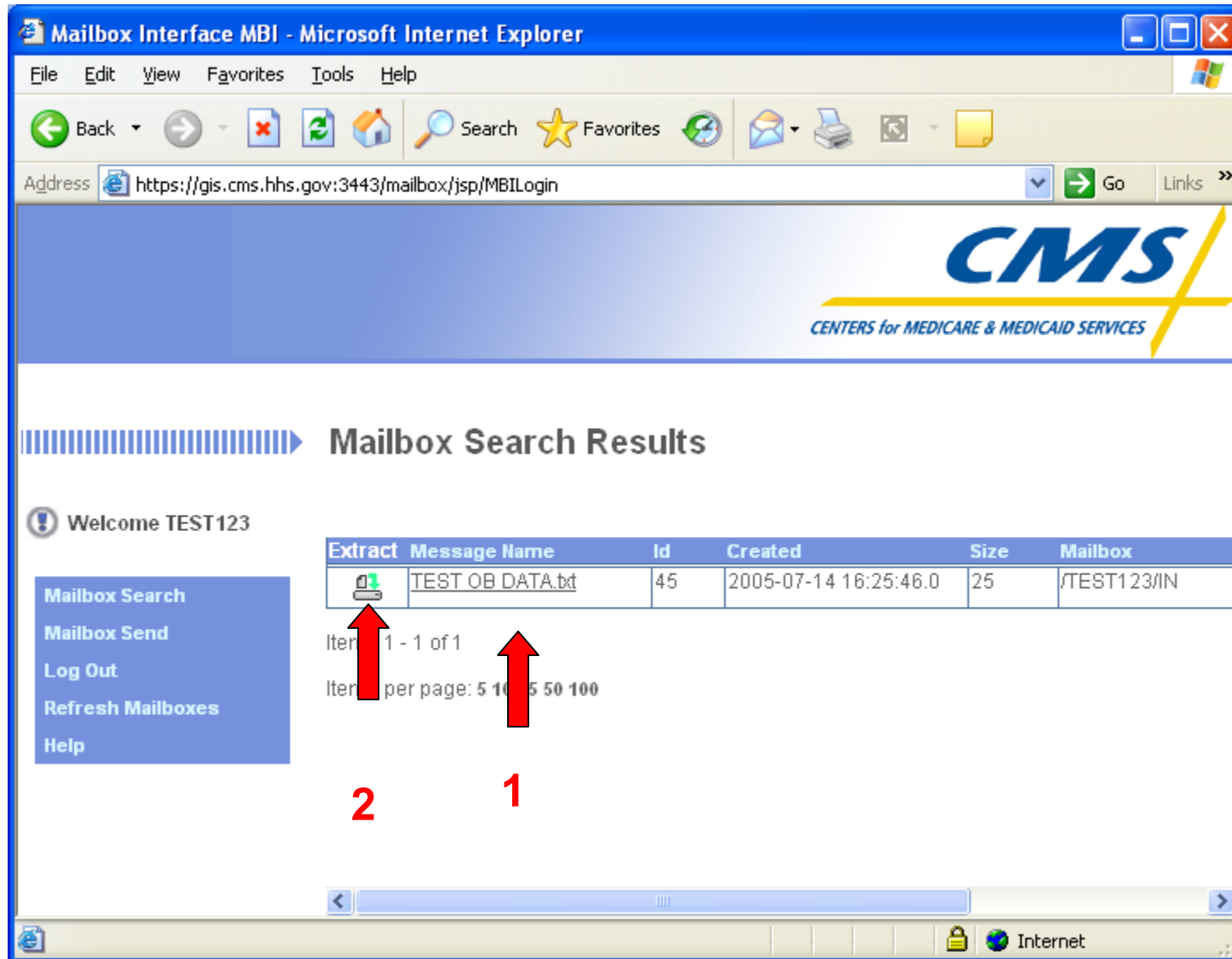
2 – Message **‘ID’**

3 – **‘MessageName’** (filename)

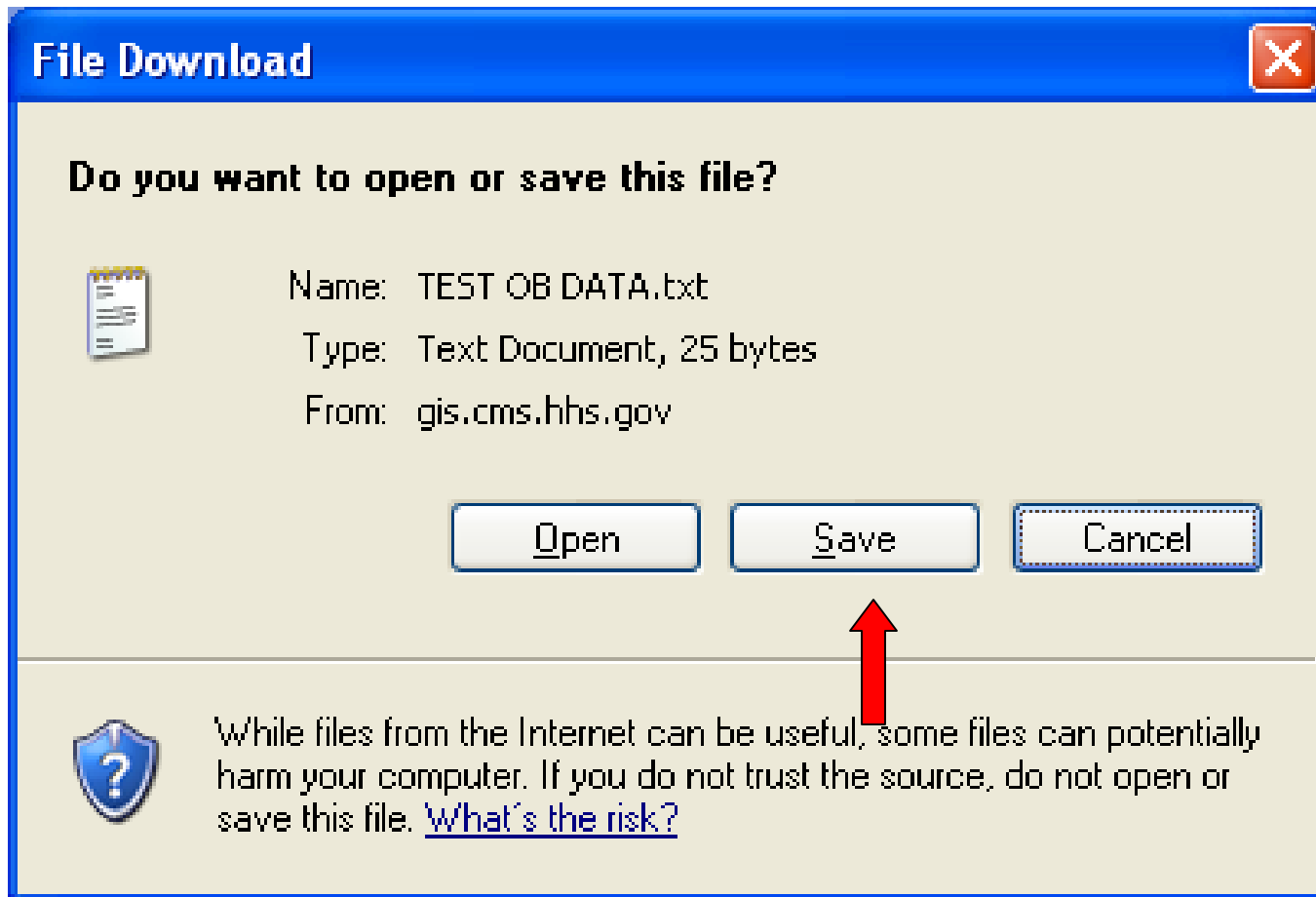
4 – **‘Extract’** (download) button

Receive Inbound Data

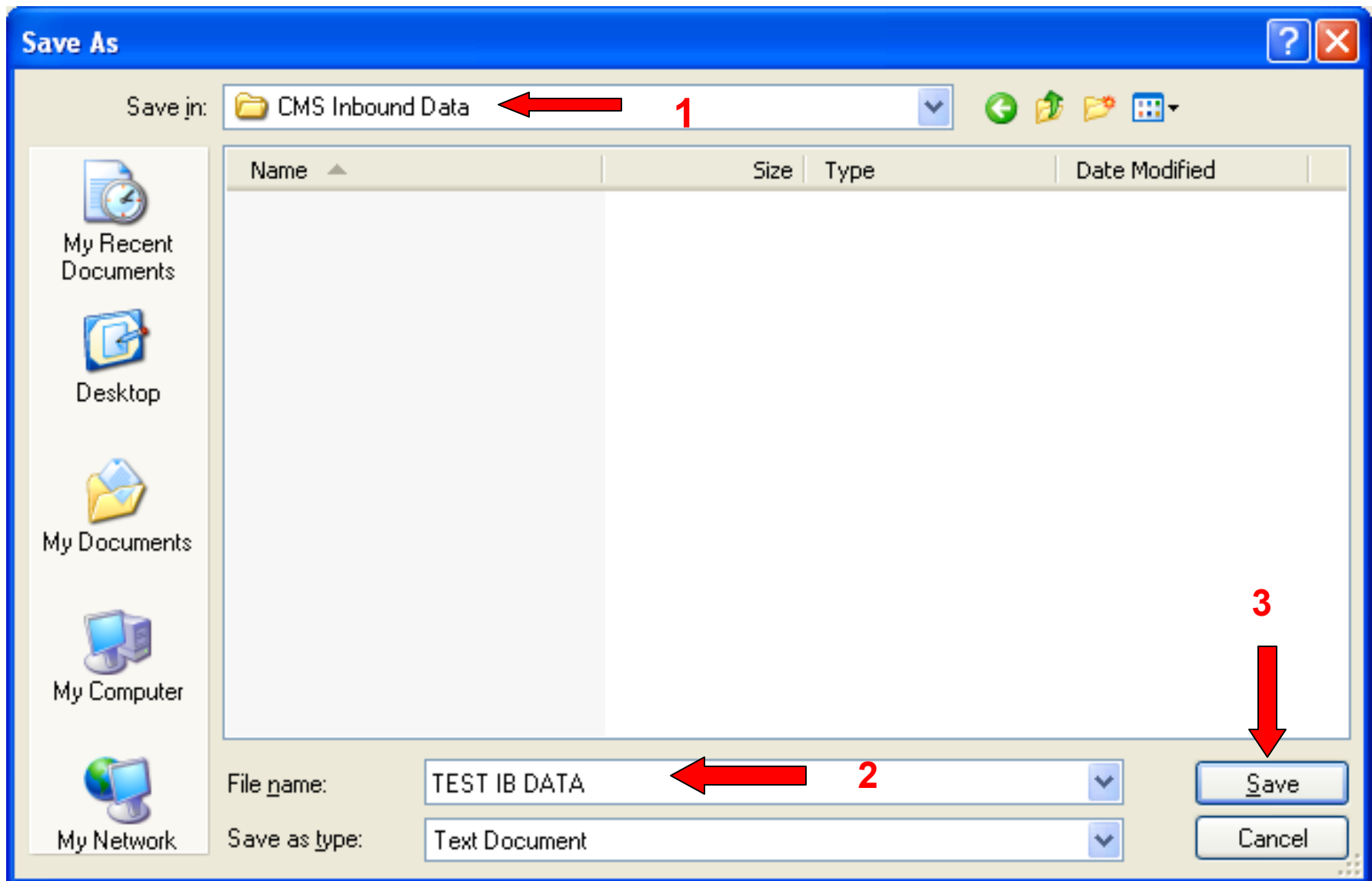
Procedure to extract data inbound to your
Mailbox Identifier



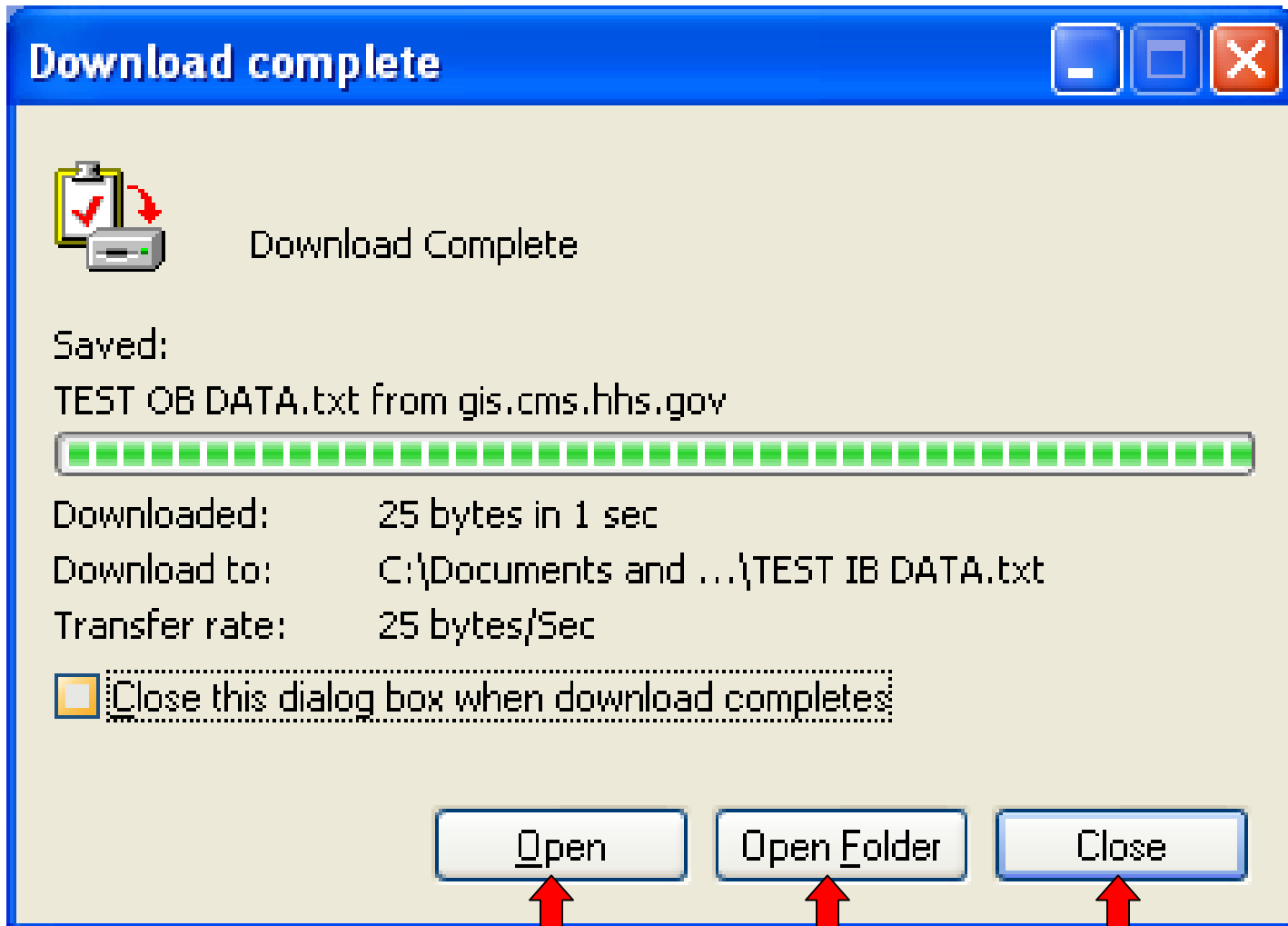
- 1 – Locate desired 'Message Name' (filename)
- 2 – Move Arrow over object in 'Extract' box until it becomes a pointing hand, then click.



Click 'Save' button to download data



- 1 – Select desired location**
- 2 – Enter desired filename**
- 3 – Click 'Save'**

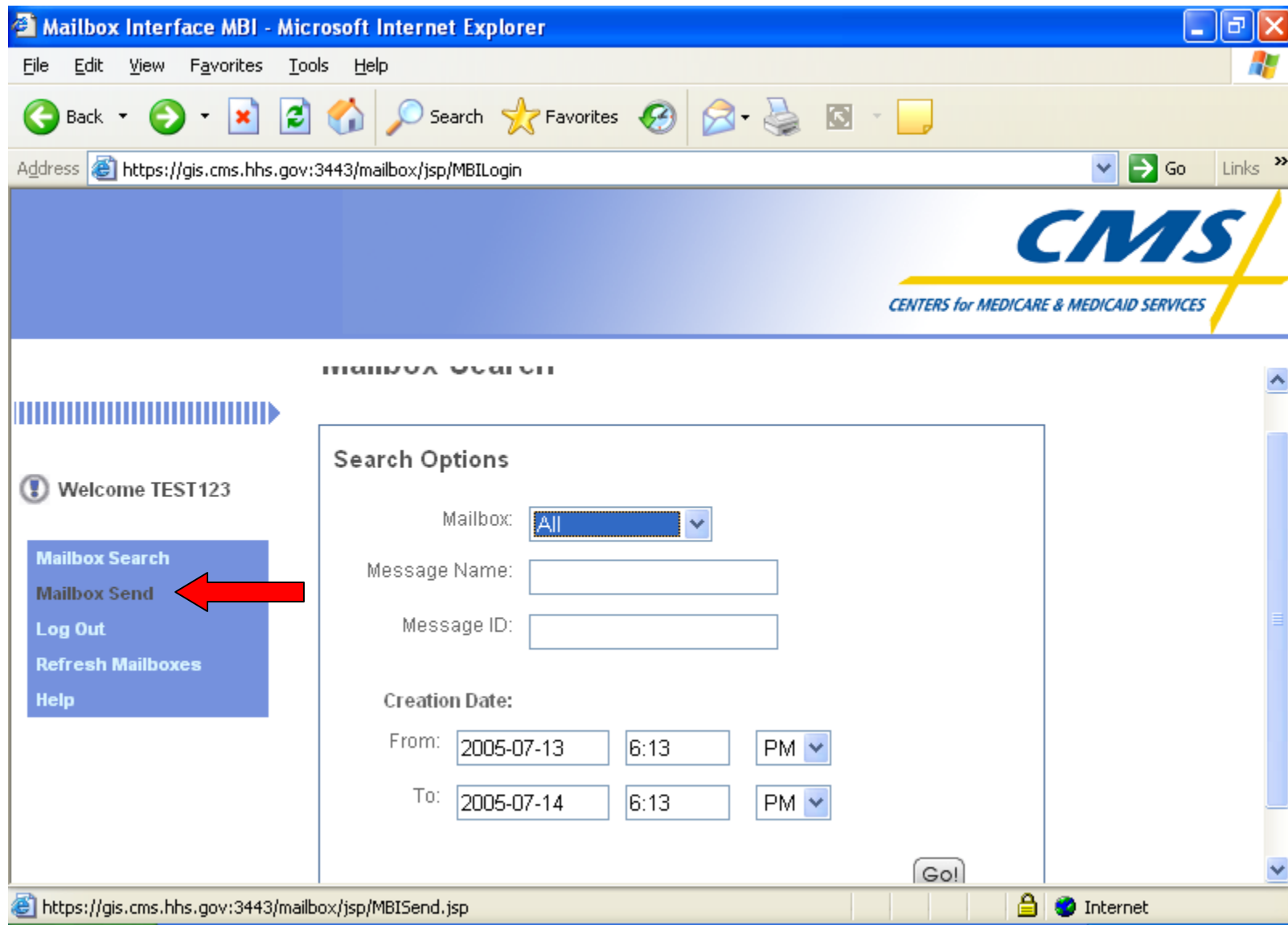


'Successful Download Message'
Chose desired option

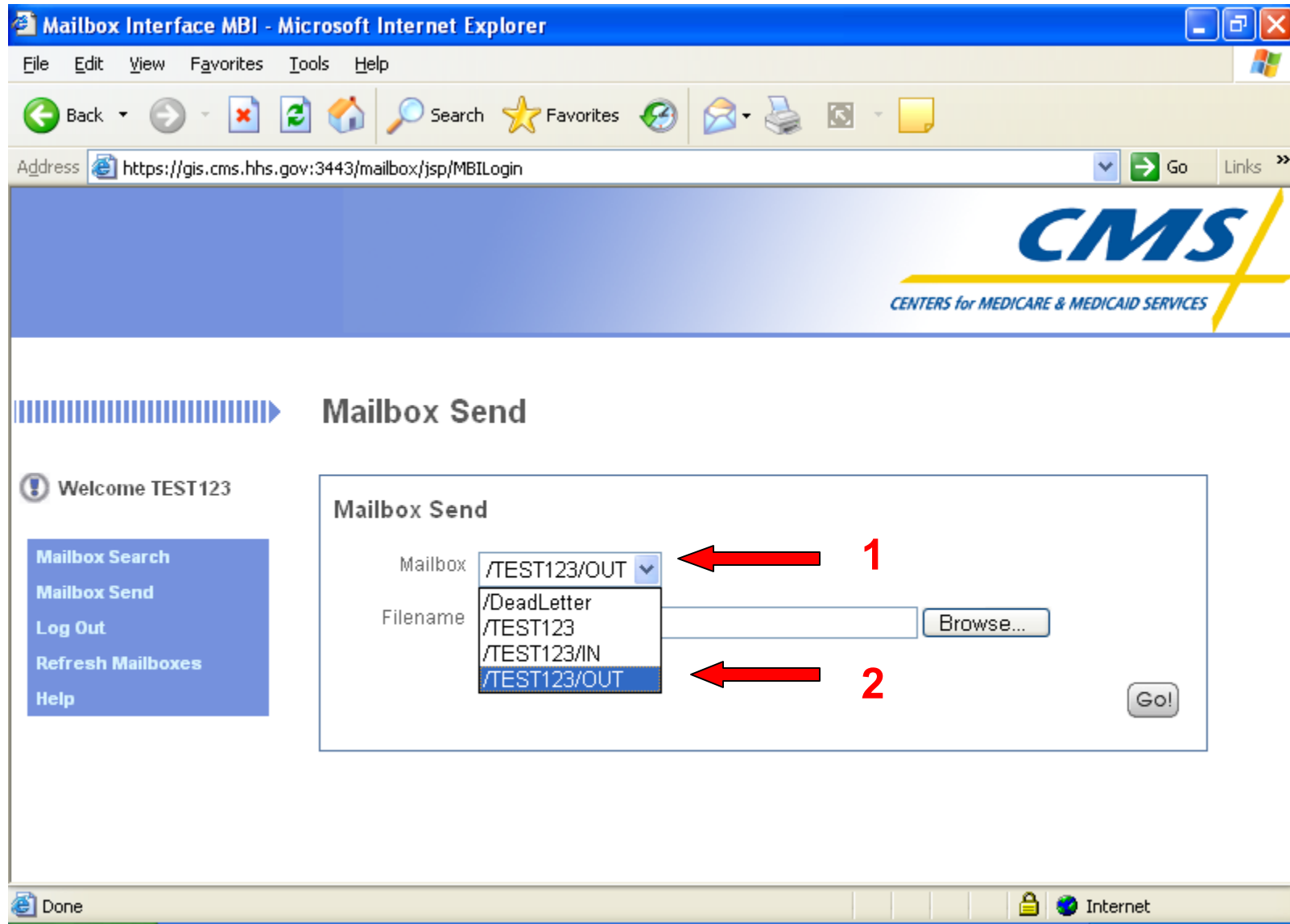
- Open** – This will open file using software that edits .TXT files
- Open Folder** – This will display file in folder that it was placed
- Close** – This will close the Download box

Sending Data to CMS

Procedure for sending data to CMS

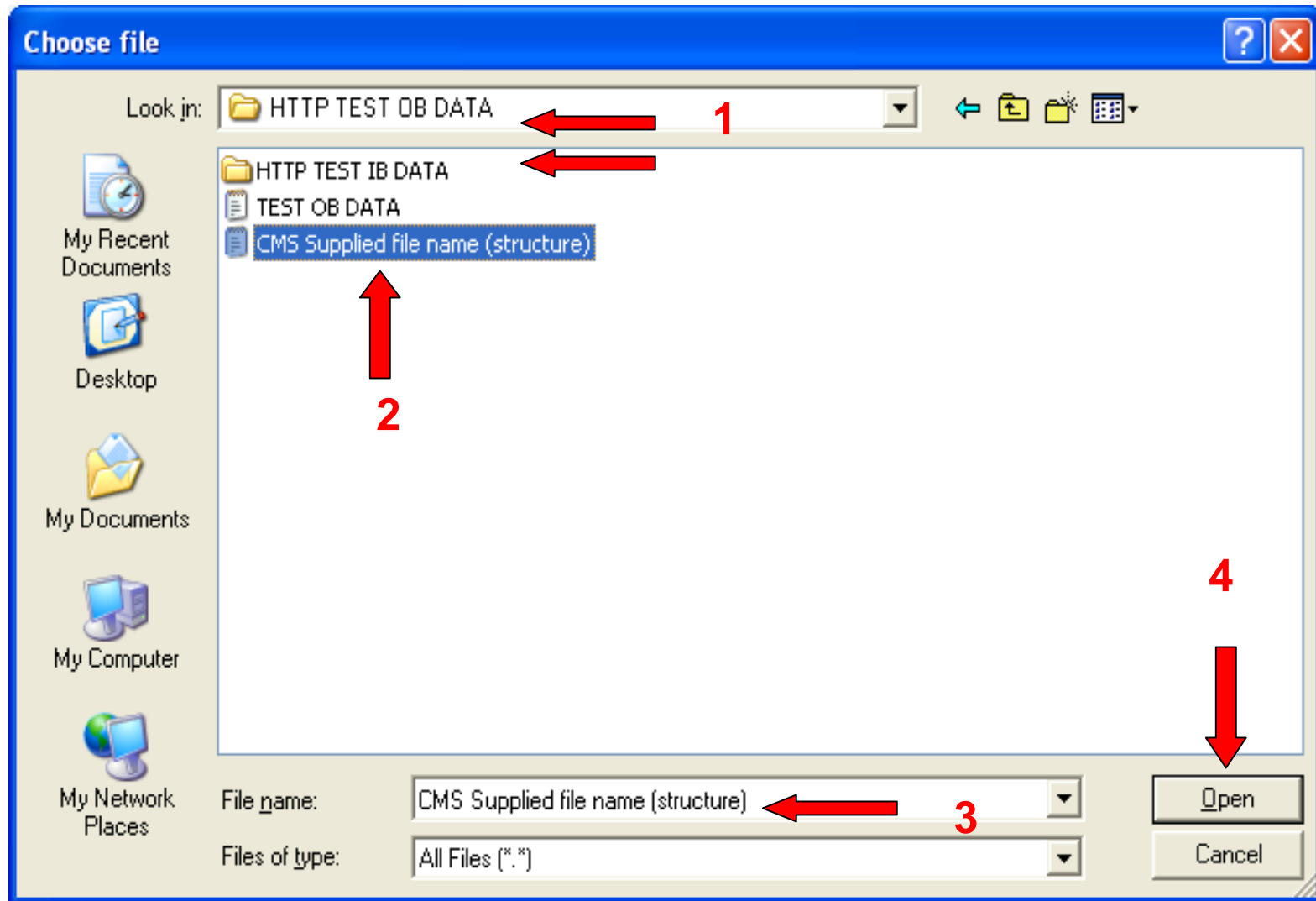


Click 'Mailbox Send' option



1 – Click on the ‘Mailbox’ drop down menu

2 – Click mailbox ‘/Mailbox ID/Out’



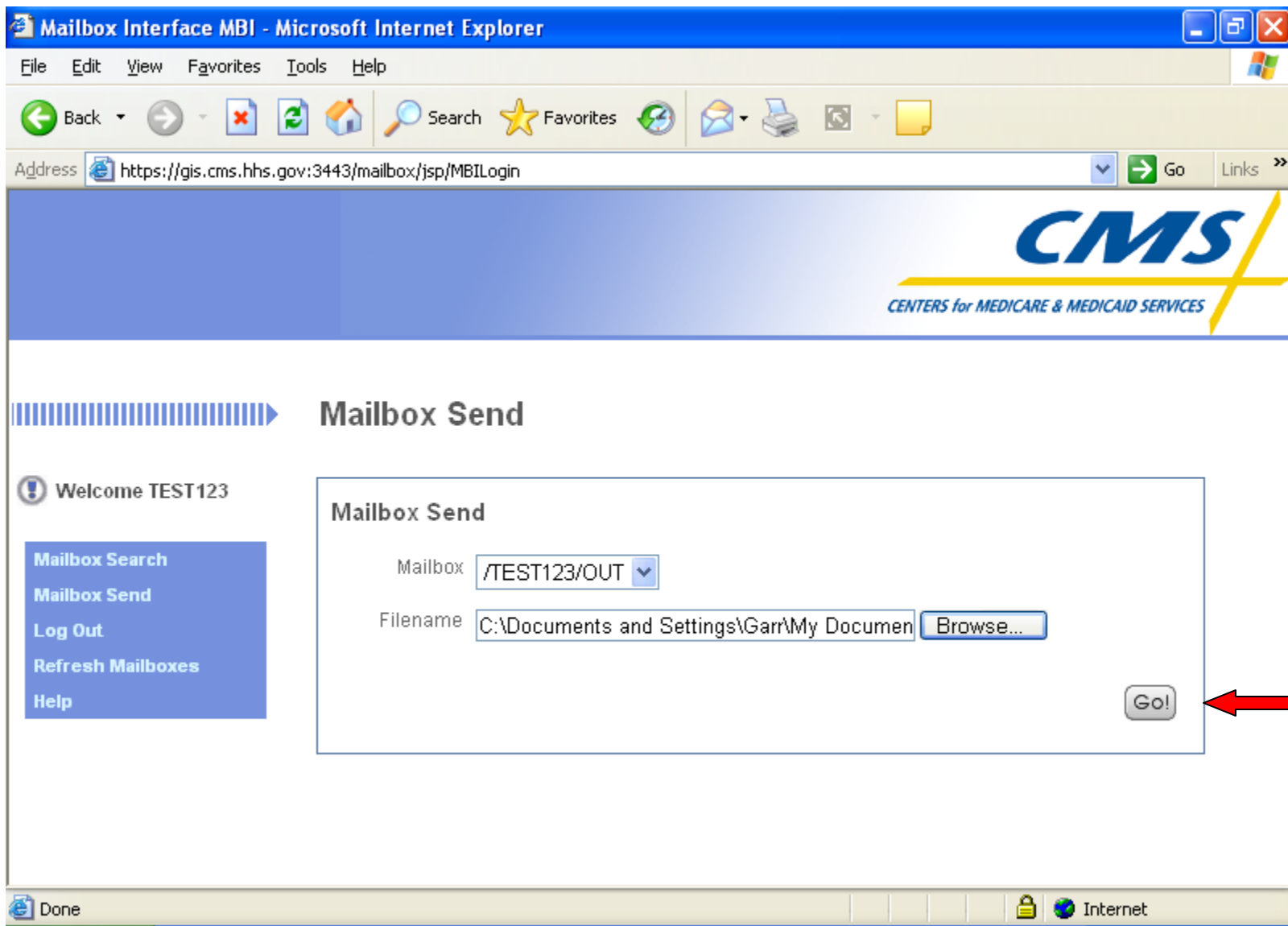
1 – Select desired folder (path)

2 – Click desired file OR

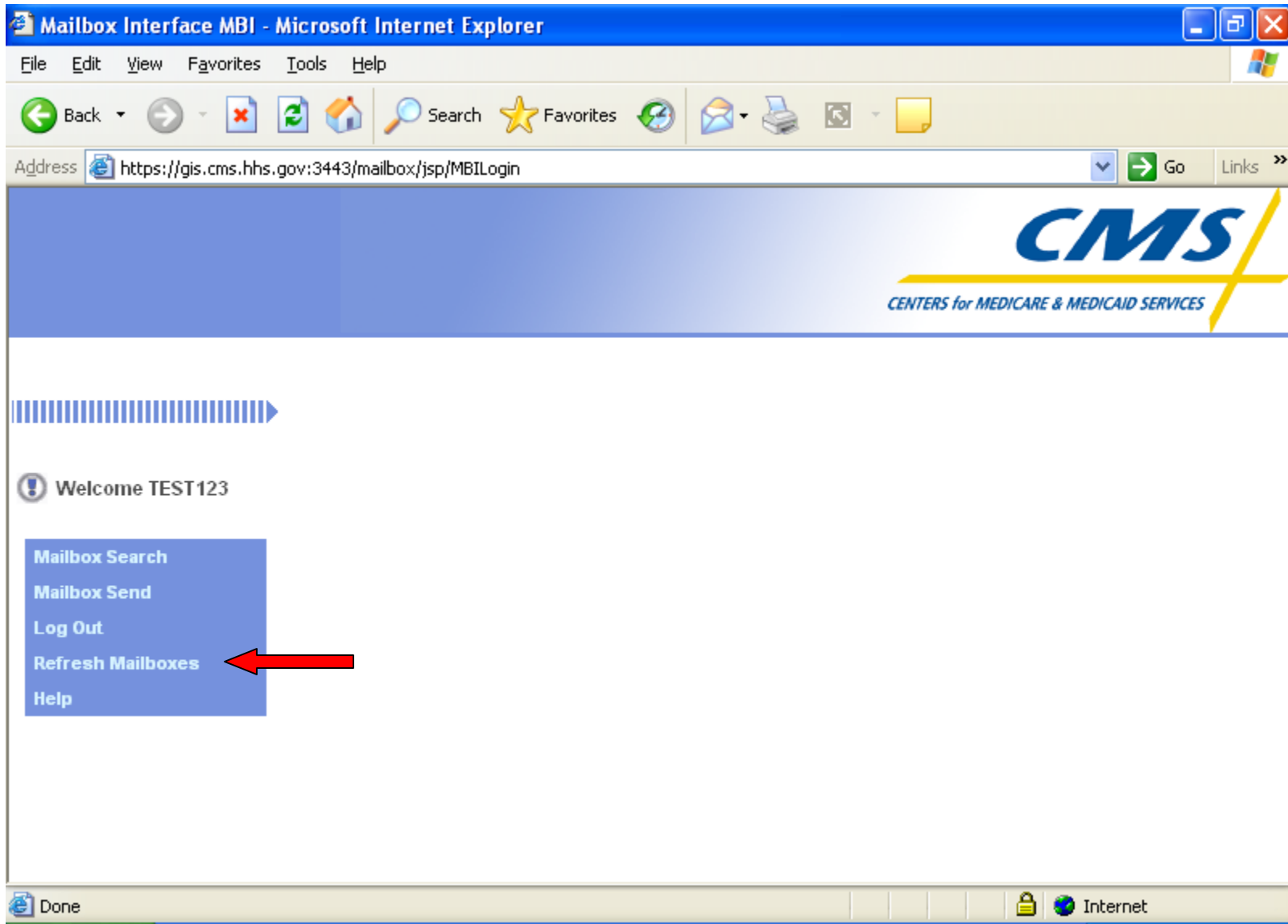
3 – Entered desired file name

(Files sent to CMS must adhere to the file naming convention provided by CMS)

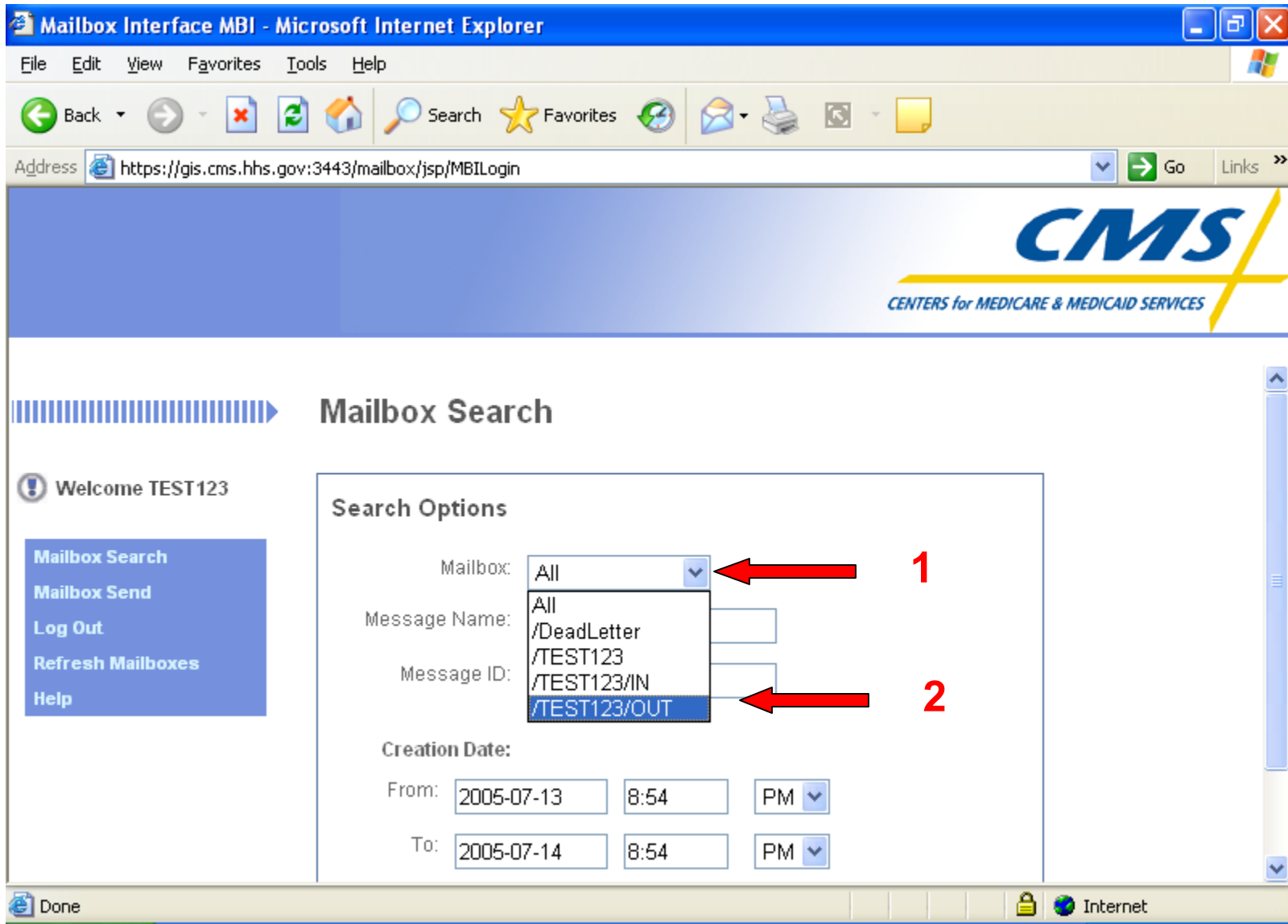
4 – Click 'Open'



Click the 'GO' button



Click the 'Refresh Mailboxes' option




- To Verify Data (file) delivery**
- 1 – Click on the ‘Mailbox’ drop down menu**
 - 2 – Click mailbox ‘Unique Identifier/Out’**

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Stop

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links



Mailbox Search Results

Welcome TEST123

- Mailbox Search
- Mailbox Send
- Log Out
- Refresh Mailboxes
- Help

Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy
	CMS Supplied file name (structure).txt	49	2005-07-14 20:31:57.0	25	/TEST123/OUT	
	TEST OB DATA.txt	42	2005-07-13 21:02:56.0	25	/TEST123	Count
	TEST OB DATA.txt	45	2005-07-14 16:25:46.0	25	/TEST123/IN	Count

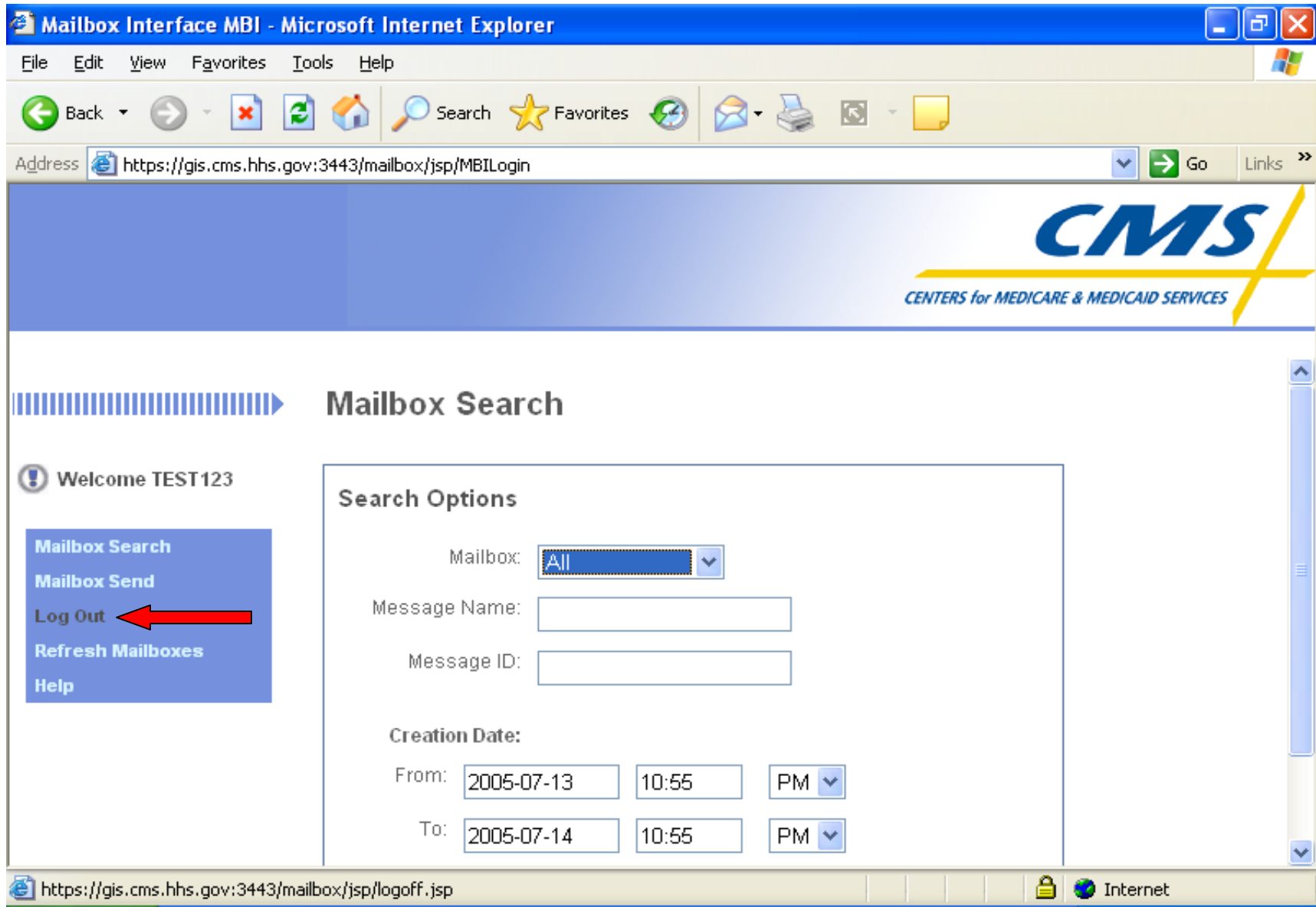
Items 1 - 3 of 3

Items per page: 5 10 25 50 100

Internet

Transmitted File

Logging Out Of CMS Web Site



Click the 'Log Out' option