

Managed File Transfer for ESRD External Facilities

The Managed File Transfer (MFT) service automates and secures data exchange to meet the needs for reporting and sharing data between both internal and external resources using a centralized enterprise-level approach. MFT is a comprehensive solution that manages file transfer, file sharing, secure File Transfer Protocol (FTP), and automation needs through a single interface, which provides an alternative to the use of ad-hoc file transfer solutions. MFT currently provides person-to-person file collaboration.

Quick Start Guide

This section provides steps for requesting an MFT external ESRD facility user role in HARP. For additional information on HARP user roles, a tutorial video is available on YouTube: <https://youtu.be/FHiHggRLq4o>.

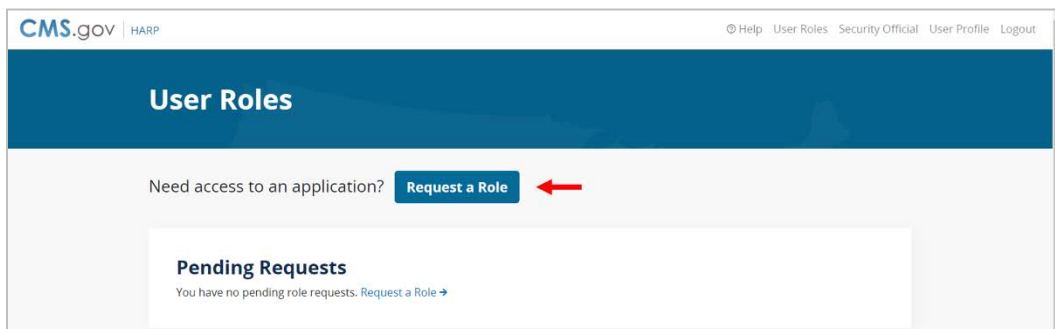
Requesting an MFT External ESRD Facility User Role in HARP

Step 1: If you do not have a HARP account or an EIDM account, register for a HARP ID. For instructions on the process, refer to the HARP handout.

Step 2: Log into your HARP account, which will take you to your User Profile, select **User Roles**.

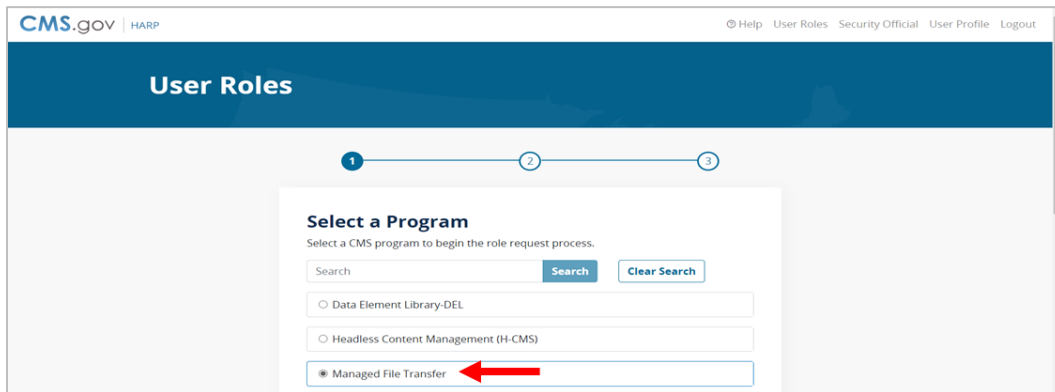


Step 3: Select **Request a Role**.



Steps 4 through 8 provide an explanation of how to complete each field and submit your request. As you work through the steps below, make your selection and then click the **Next** button to proceed to the next screen.

Step 4: For Program, select **Managed File Transfer**.

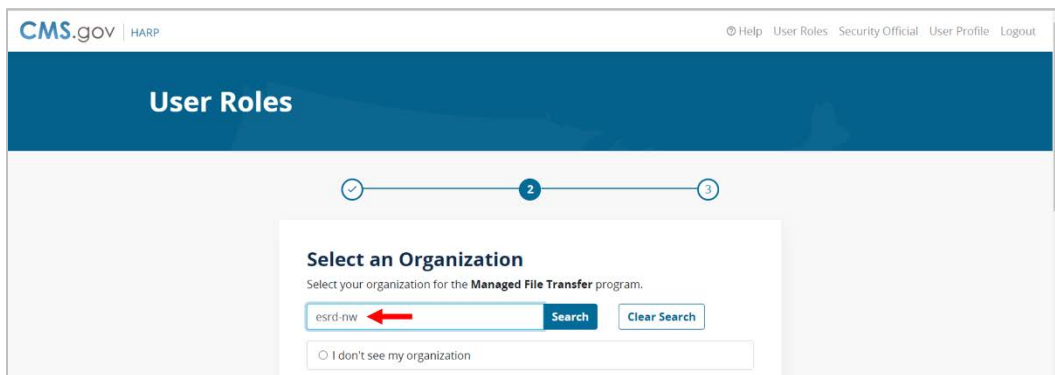


The screenshot shows the 'User Roles' page in the CMS.gov HARP system. The page title is 'User Roles'. A progress indicator shows three steps: 1 (selected), 2, and 3. The main content area is titled 'Select a Program' and includes the instruction 'Select a CMS program to begin the role request process.' Below this is a search box with a 'Search' button and a 'Clear Search' button. A list of programs is displayed with radio buttons: 'Data Element Library-DEL', 'Headless Content Management (H-CMS)', and 'Managed File Transfer'. The 'Managed File Transfer' option is selected, indicated by a red dot and a red arrow pointing to it.

Step 5: For Organization, select the **ESRD Network** with which you are affiliated.

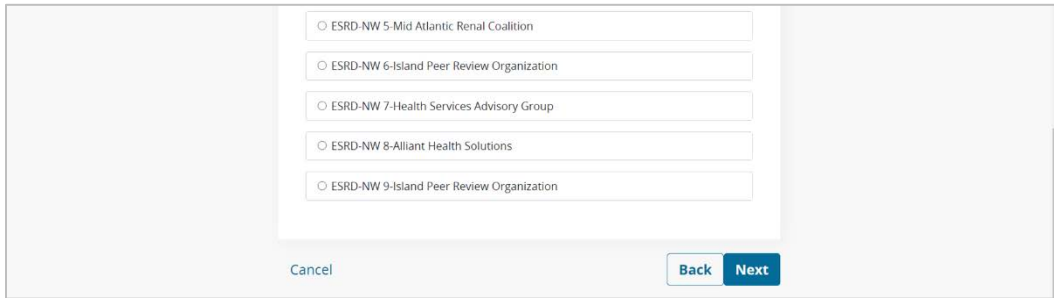
Note: There are 18 ESRD-NW organizations from which to choose. The *Search* function will allow you to narrow your choices to these 18 organizations to make your selection.

- Type **ESRD-NW** in the *Search* box and click the **Search** button.
- Scroll through the list to locate the appropriate organization based on your affiliation.
- Select the appropriate organization from the list of search results and click the **Next** button.



The screenshot shows the 'User Roles' page in the CMS.gov HARP system. The page title is 'User Roles'. A progress indicator shows three steps: 1 (checked), 2 (selected), and 3. The main content area is titled 'Select an Organization' and includes the instruction 'Select your organization for the Managed File Transfer program.' Below this is a search box containing the text 'esrd-nw', a 'Search' button, and a 'Clear Search' button. A radio button option 'I don't see my organization' is also visible. A red arrow points to the search box.

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ESRD-NW 5-Mid Atlantic Renal Coalition

ESRD-NW 6-Island Peer Review Organization

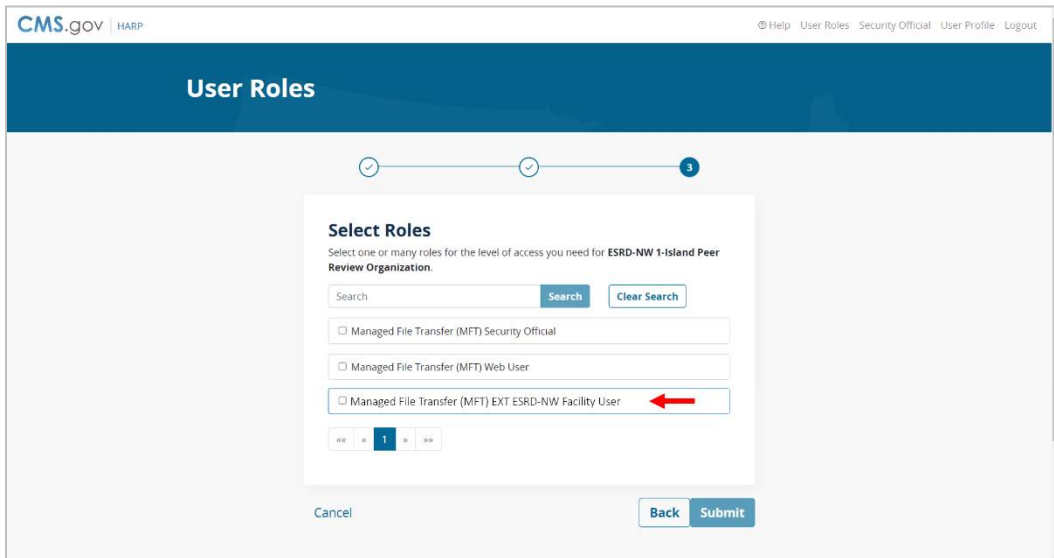
ESRD-NW 7-Health Services Advisory Group

ESRD-NW 8-Alliant Health Solutions

ESRD-NW 9-Island Peer Review Organization

Cancel Back Next

Step 6: For User Role, select **EXT ESRD-NW Facility User**.



CMS.gov | HARP © Help User Roles Security Official User Profile Logout

User Roles

1 2 3

Select Roles

Select one or many roles for the level of access you need for **ESRD-NW 1-Island Peer Review Organization**.

Search Search Clear Search

Managed File Transfer (MFT) Security Official

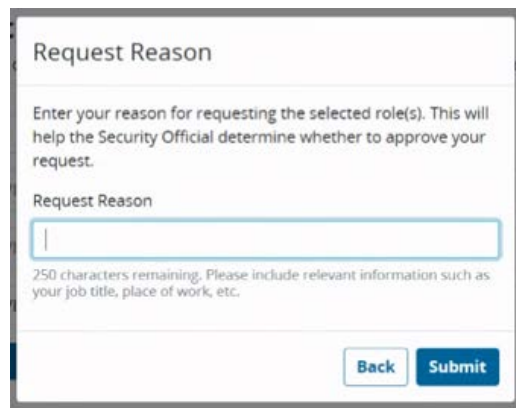
Managed File Transfer (MFT) Web User

Managed File Transfer (MFT) EXT ESRD-NW Facility User ←

« 1 »

Cancel Back Submit

Step 7: For Request Reason, enter your **CCN #** and a **justification** as to why you need MFT access.



Request Reason

Enter your reason for requesting the selected role(s). This will help the Security Official determine whether to approve your request.

Request Reason

250 characters remaining. Please include relevant information such as your job title, place of work, etc.

Back Submit

Step 8: Click the **Submit** button to complete your request. You will be notified via email when your role has been approved.

Step 9: Log into MFT at <https://mft.harp.qualitynet.org/mft-signin/login> using your HARP credentials.

Additional Resources

Additional information regarding the MFT service is available at the following URL:
<https://confluence.hcqis.org/display/HS/Managed+File+Transfer>

Need Help?

Please contact the Quality Service Center with questions regarding registering or access via email at qnetsupport@hcqis.org or by phone at 1-866-288-8914 (711 for Telecommunications Relay Service).