

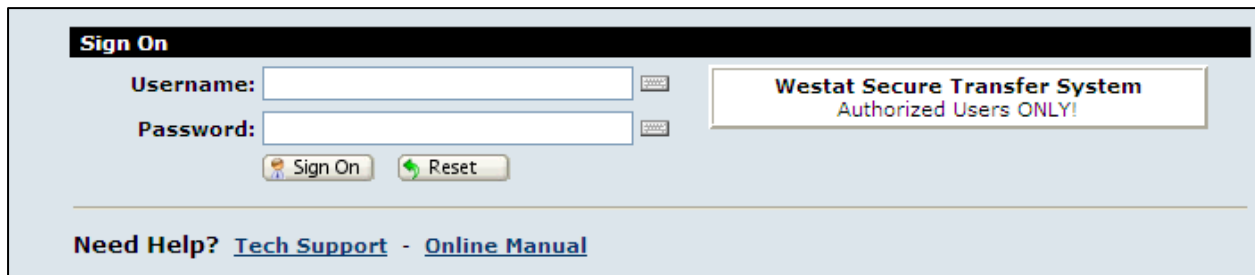
Using the Westat Secure Transfer System (WSTS)

Welcome to the National Hospital Care Survey! You now have a username and password to sign on to the Westat Secure Transfer System (WSTS) maintained by Westat, an agent of the CDC's National Center for Health Statistics (NCHS). Using this system allows for secure transfer of your UB-04 data. If you need assistance at any point, please contact your Regional Operations Manager.

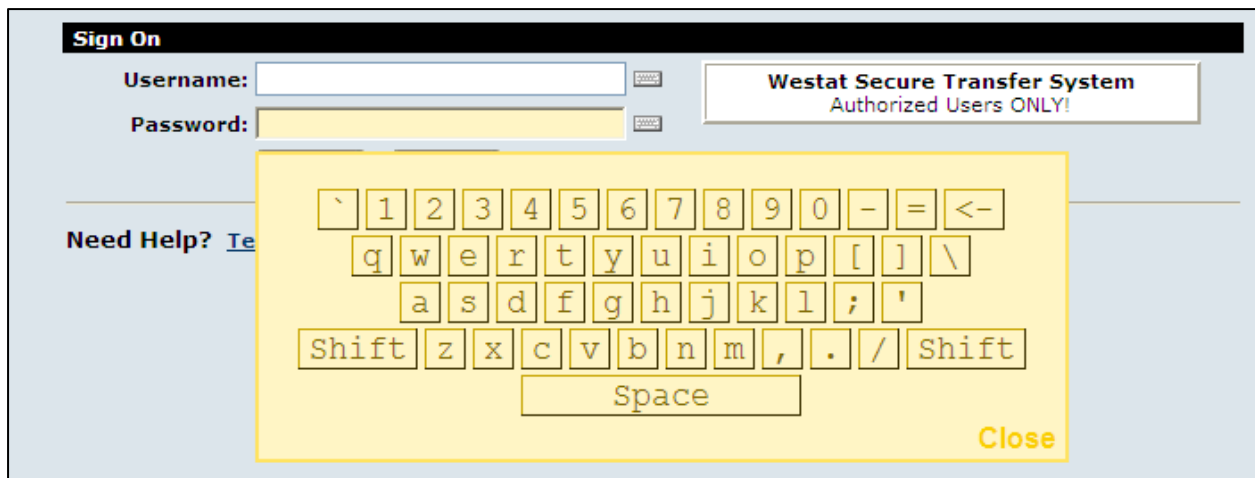
Getting Started - Sign On

To transmit your files, go to the NHCS Participant Page, <http://www.cdc.gov/nchs/nhcs/participant.htm>, and click on "Westat Secure Transfer System (WSTS)".

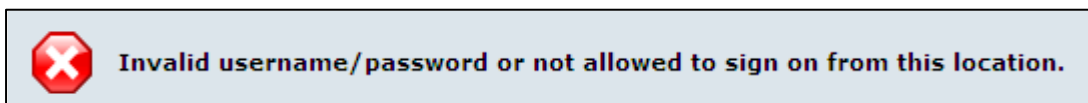
The Sign On page is the first page you will see from the site. This page contains fields for your Username and Password, a "Sign On" button to send this information to the WSTS and a "Reset" button to clear it.



Enter your authentication information, using either your computer keyboard or the on-screen clickable keyboard, which you can open by clicking on the keyboard icons next to the username and password. Using the clickable keyboard gives added security against hackers.

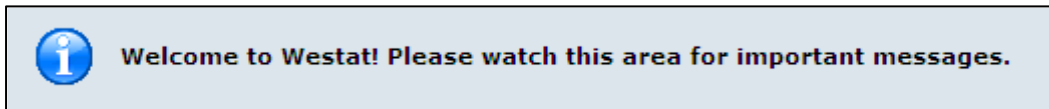


When you press the Sign On button, your username and password are transmitted securely (via HTTPS) to the WSTS. If your sign on attempt fails, you will see an error message. If you attempt to sign on too many times in a short period of time your account may get permanently locked out of the system. If this happens, contact your Regional Operations Manager.



If your sign on succeeds you will be rewarded with a success message.

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First Sign On

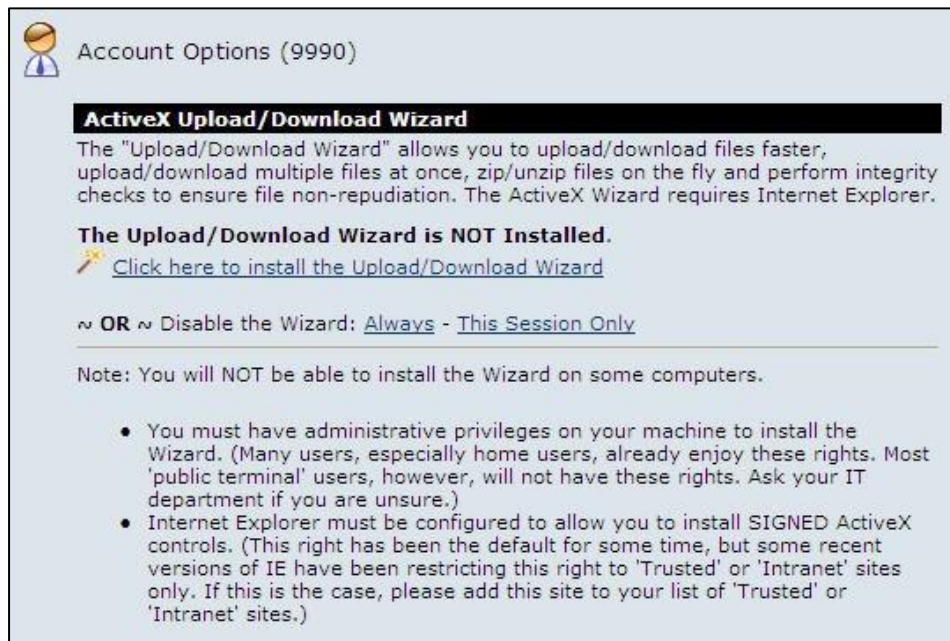
WSTS detects if you have not logged in before and provides an option to install the Upload Wizard. We strongly recommend that you install the Wizard if possible. Using the Wizard provides integrity checks of transmitted files, supports uploading multiple files at once and allows you to zip files for uploading on the fly.



We understand that you may not be able to install ActiveX components on your PC due to security restrictions. Should this be the case, click on Disable the Wizard and refer to the Troubleshooting section of this manual for an alternate way to upload your files. If you are able to install the component, follow the steps below.

First, click the "Try to install the ActiveX Wizard" link as seen in the screenshot above.

Using the Westat Secure Transfer System (WSTS)




Account Options (9990)

ActiveX Upload/Download Wizard

The "Upload/Download Wizard" allows you to upload/download files faster, upload/download multiple files at once, zip/unzip files on the fly and perform integrity checks to ensure file non-repudiation. The ActiveX Wizard requires Internet Explorer.

The Upload/Download Wizard is NOT Installed.

 [Click here to install the Upload/Download Wizard](#)

~ OR ~ Disable the Wizard: [Always - This Session Only](#)

Note: You will NOT be able to install the Wizard on some computers.

- You must have administrative privileges on your machine to install the Wizard. (Many users, especially home users, already enjoy these rights. Most 'public terminal' users, however, will not have these rights. Ask your IT department if you are unsure.)
- Internet Explorer must be configured to allow you to install SIGNED ActiveX controls. (This right has been the default for some time, but some recent versions of IE have been restricting this right to 'Trusted' or 'Intranet' sites only. If this is the case, please add this site to your list of 'Trusted' or 'Intranet' sites.)

Click on the link to install the wizard.

You will see the screen change to reflect the status and an install dialog should appear shortly thereafter.



Account Options (9990)

Installing ActiveX Wizard

The "Upload/Download Wizard" allows you to upload/download files faster, upload/download multiple files at once, zip/unzip files on the fly and perform integrity checks to ensure file non-repudiation. The ActiveX Wizard requires Internet Explorer.

The Wizard is installing. Please wait...

When prompted, please answer YES to the following dialog.
(You may also check the "Always install software from Ipswitch, Inc." option.)



The dialog box is titled "Internet Explorer - Security Warning" and asks "Do you want to install this software?". It shows the name "MOWEA DMZ Upload/Download Wizard" and the publisher "Ipswitch, Inc.". There are "More options" and "Install" buttons. A "Don't Install" button is also visible. A yellow "SAMPLE" watermark is overlaid on the dialog box. At the bottom, there is a warning icon and text: "While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)"

Click the "Install" button when the following window appears.

Using the Westat Secure Transfer System (WSTS)

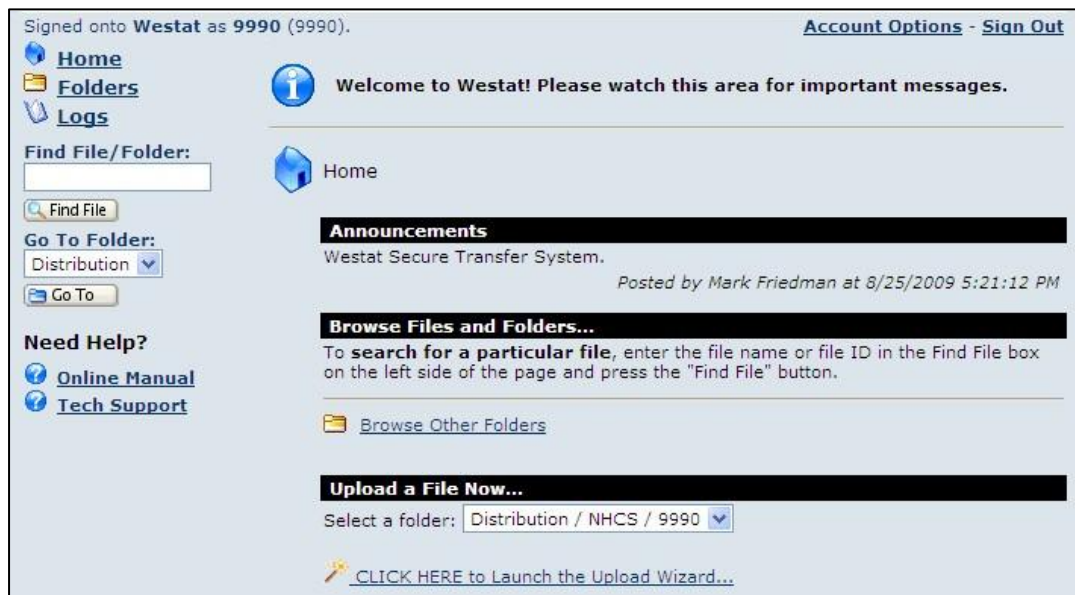


Once completed, the status window below appears.



Click the "OK" button.

If the wizard installed successfully, you should see a screen that looks like this. This is also the screen you will see when you subsequently sign on to the system.



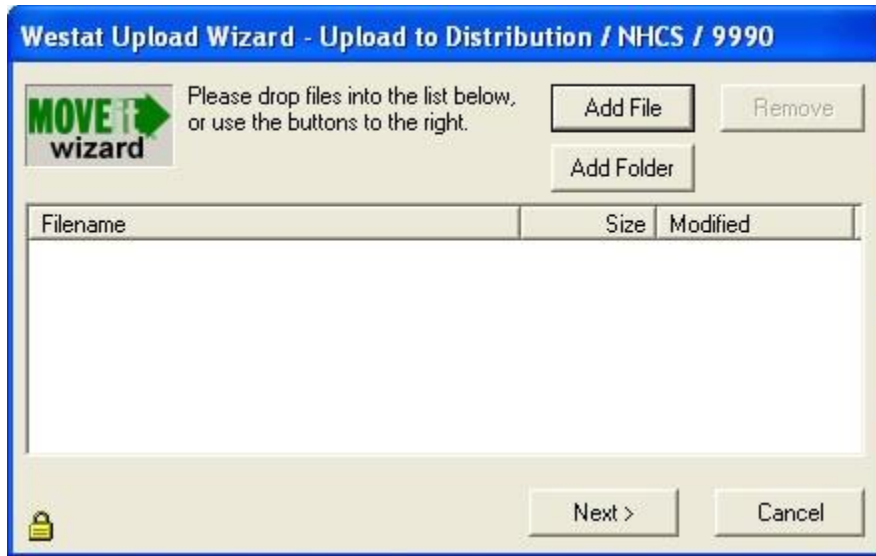
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The Home Screen

From the “Home” screen shown above, you can perform a number of tasks, such as clicking on Account Options to change your notification settings or password. To sign out of the site, click on the Sign Out link. To upload files to the site, click on the link at the bottom of the page to launch the Upload Wizard. The next section will take you step by step through the Upload Wizard screens.

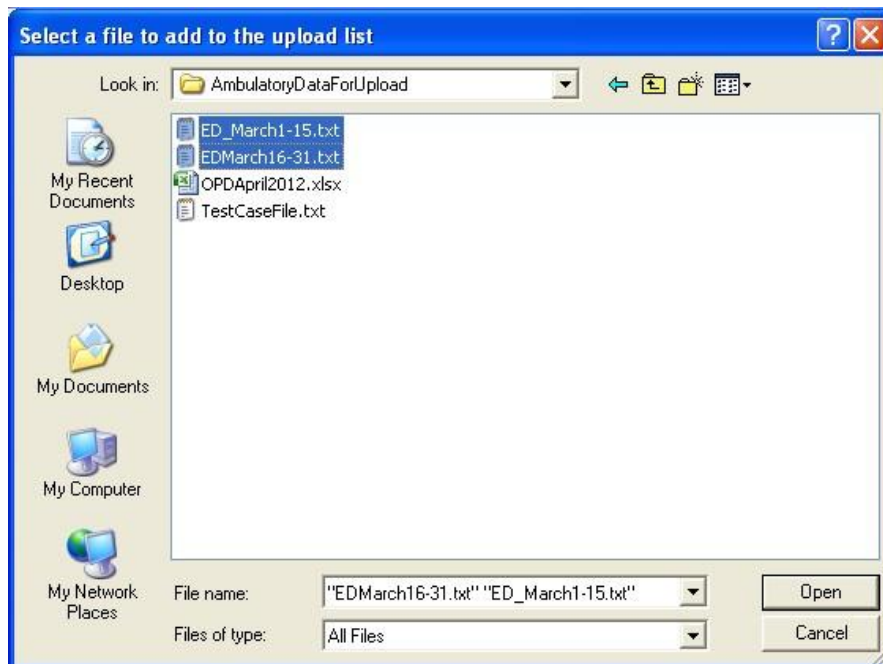
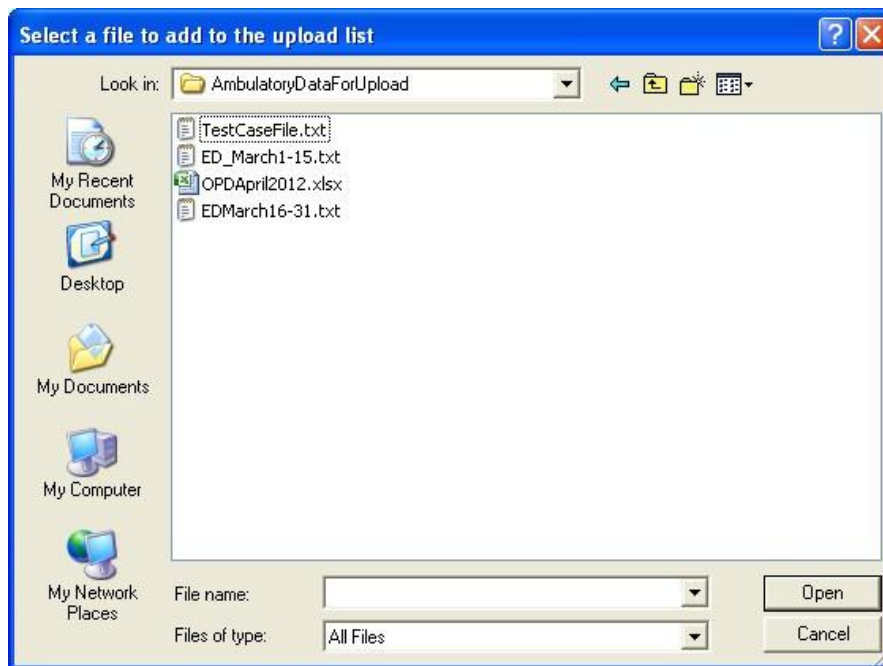
Uploading a File or Files

Clicking the Upload Wizard link opens the following window:



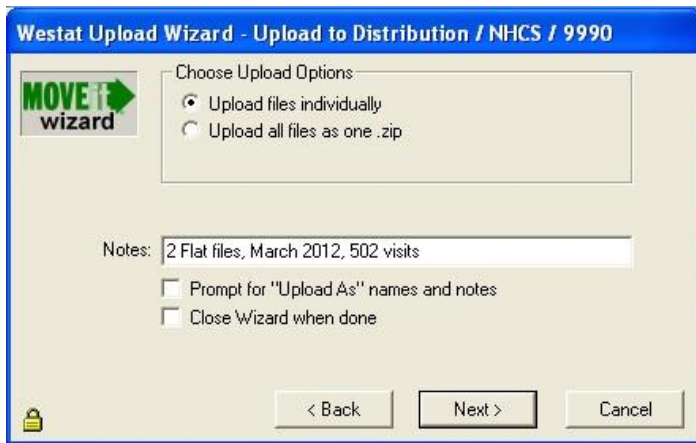
Clicking on the “Add File” button brings you to a file selection window. You can navigate to the folder that contains the file(s) by using the “Look in” drop down, the icons to the right of the drop down or the icons on the left side. Select one or more files and then click on the “Open” button.

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You will then be prompted to choose your upload options.

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Westat Upload Wizard - Upload to Distribution / NHCS / 9990

MOVE wizard

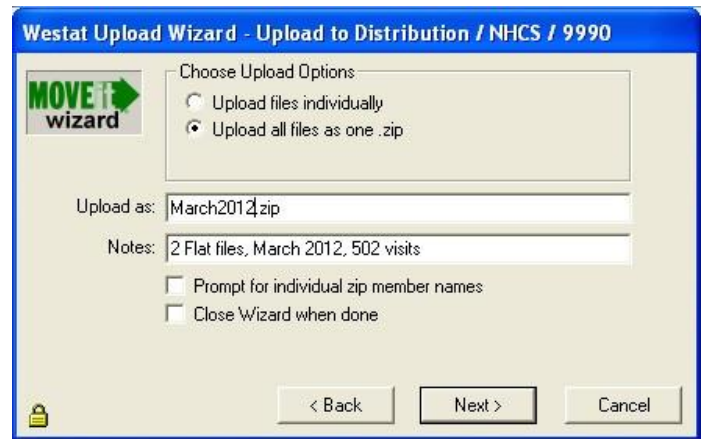
Choose Upload Options

Upload files individually
 Upload all files as one .zip

Notes: 2 Flat files, March 2012, 502 visits

Prompt for "Upload As" names and notes
 Close Wizard when done

< Back Next > Cancel



Westat Upload Wizard - Upload to Distribution / NHCS / 9990

MOVE wizard

Choose Upload Options

Upload files individually
 Upload all files as one .zip

Upload as: March2012.zip

Notes: 2 Flat files, March 2012, 502 visits

Prompt for individual zip member names
 Close Wizard when done

< Back Next > Cancel

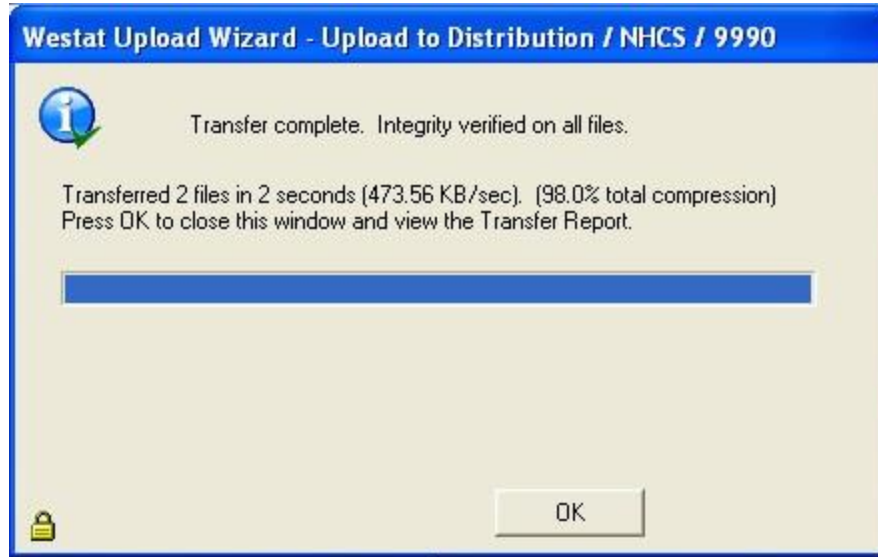
The Notes box is where you will enter the text describing the contents of the transmission. **It is very important to enter the following information into the Notes field above:**

- 1) **Number of files submitted**
- 2) **File format**
- 3) **Timeframe of the files being submitted**
- 4) **Number of visits in the file(s)**

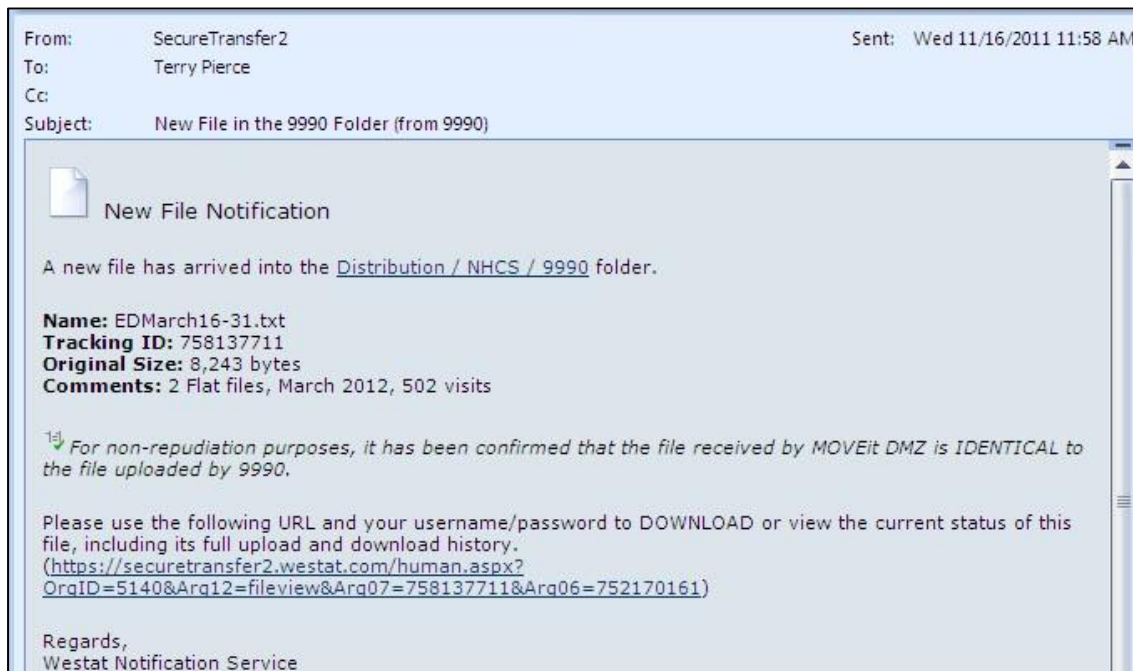
If you choose to upload files as a zip, you will be prompted to enter a name for the zip file. WSTS will handle the zipping of the files prior to transmission and the zip file will then be transferred.

Clicking "Next" transmits the file(s) to the secure server. You will see a screen flash by (this is the email being sent by the server) and then you will see the confirmation screen shown on the next page.

Using the Westat Secure Transfer System (WSTS)



You will receive a confirmation email from SecureTransfer2 for each file that was transferred. If you bundle a number of files in a zip, you will only receive a single email.



The file that was transferred, along with a tracking ID and size, plus any notes/comments, are displayed in the message. Note that integrity checking is done as part of the process.

Using the Westat Secure Transfer System (WSTS)

If you click the URL near the bottom of the email, you will be returned to the Sign On page. Once logged in, you will see the history associated with your file.

Signed onto Westat as 9990 (9990). Account Options - Sign Out

[Home](#)
E3 [Folders](#) Distribution / NHCS / 9990 \ED_March - 15.txt
[Logs](#) (ID :: 758157057)
Find File/Folder: **File Information**
[Q; Find File |
[Go To Folder:](#)
| Distribution v |
|t!|GoTo |

File Size: 74,694 bytes # of Downloads: 0
Integrity Verified: Yes (1). A SHA-1 hash has automatically been used to confirm this file is identical to the original file from which it was uploaded.

Notes: 2 Flat files, March 2012, 502 visits

File Log

Time/Date	User	Action
11/16/2011 11:58:13 AM		Unloaded file ..ED_March 1-15.txt' from 10.82.1.160; integrity verified; upload took 1.094 seconds (68,276 bytes/second)
11/16/2011 11:58:12 AM	Automation	:3 nt new file notification to Recipient
11/16/2011 11:58:11 AM	Automation	S nt new file notification to Recipient

Using the Westat Secure Transfer System (WSTS)

Troubleshooting

Common Reasons Access is Denied

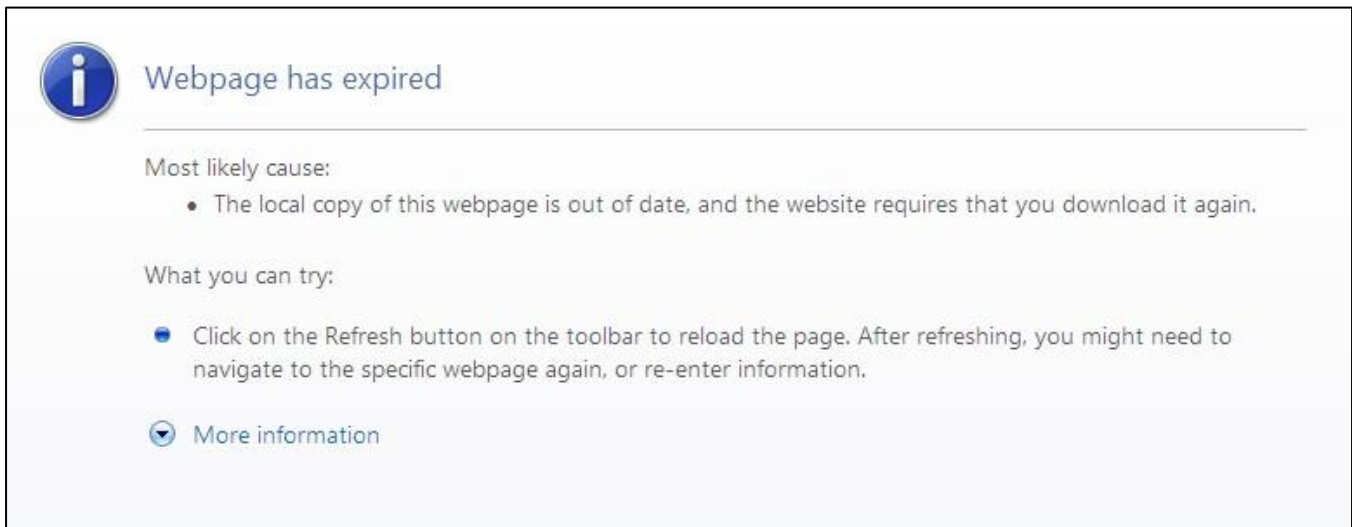
For security reasons the SAME message is displayed to anyone who fails to sign on for any of the following reasons.

1. Username is incorrect
2. Password is incorrect
3. Account has been suspended (for too many bad sign on attempts, password aging, or manual administrator action)
4. IP address has been locked out (for too many bad sign on attempts, often with different usernames)

Note, you will only be told that access was denied, not WHY access was denied!

Webpage Has Expired

Use of the browser's Back or Forward buttons occasionally result in a "Webpage has expired" message in the browser. Clicking on Refresh often resolves the issue.



The screenshot shows a browser error message with a blue information icon on the left. The title is "Webpage has expired". Below the title is a horizontal line. Underneath, it says "Most likely cause:" followed by a bullet point: "The local copy of this webpage is out of date, and the website requires that you download it again." Below that, it says "What you can try:" followed by a bullet point: "Click on the Refresh button on the toolbar to reload the page. After refreshing, you might need to navigate to the specific webpage again, or re-enter information." At the bottom, there is a "More information" link with a downward arrow icon.

Using the Westat Secure Transfer System (WSTS)

Warning Message When Signing On

If you cannot install the wizard or it failed to install, you may see red Warning messages alerting you that the file wizard did not load. The following section explains how you can upload files without using the Wizard

Signed onto Westat as 9990 Account Options

WARNING The Upload/Download Wizard did not load.
Click here to reinstall the Wizard from the Wizard Status page.

Home

ments
Westat Secure Transfer System.
Posted by Mark friedman at 8/25/2009 5:21:12 PM

To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

!@ Browse Other Folders

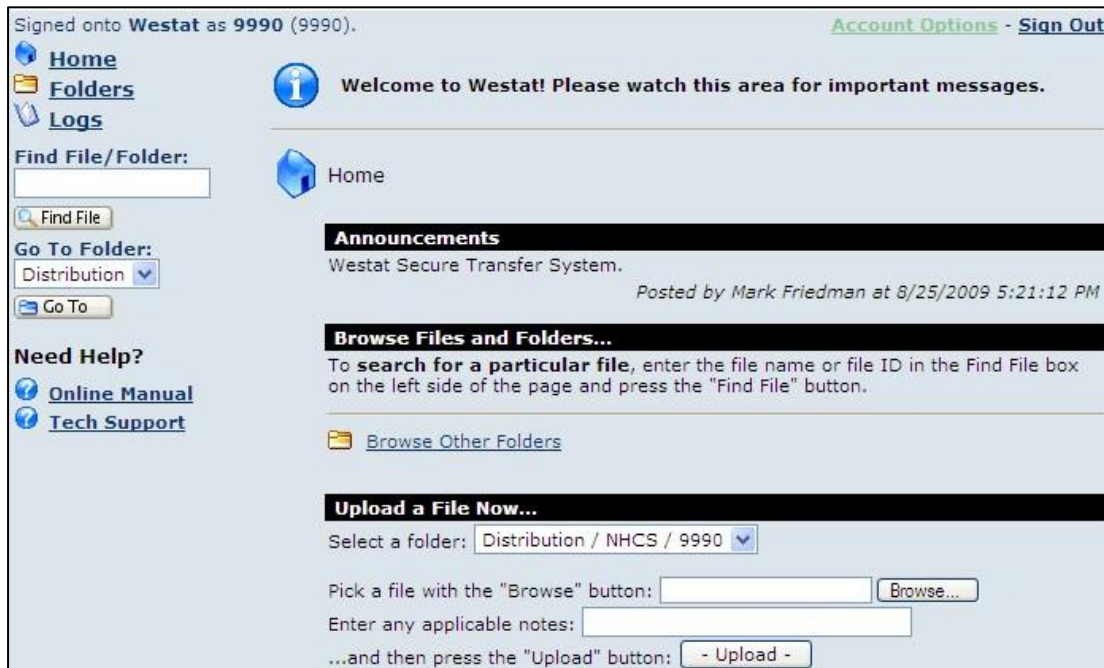
Upload a File Now...
Select a folder: Distribution / NHCS / 9990 v
Pick a file with the "Browse" button: Browse...
Enter any applicable notes:
and then press the "Upload" button:

WARNING The Upload/Download Wizard did not load.
Click here to reinstall the Wizard from the Wizard Status page.

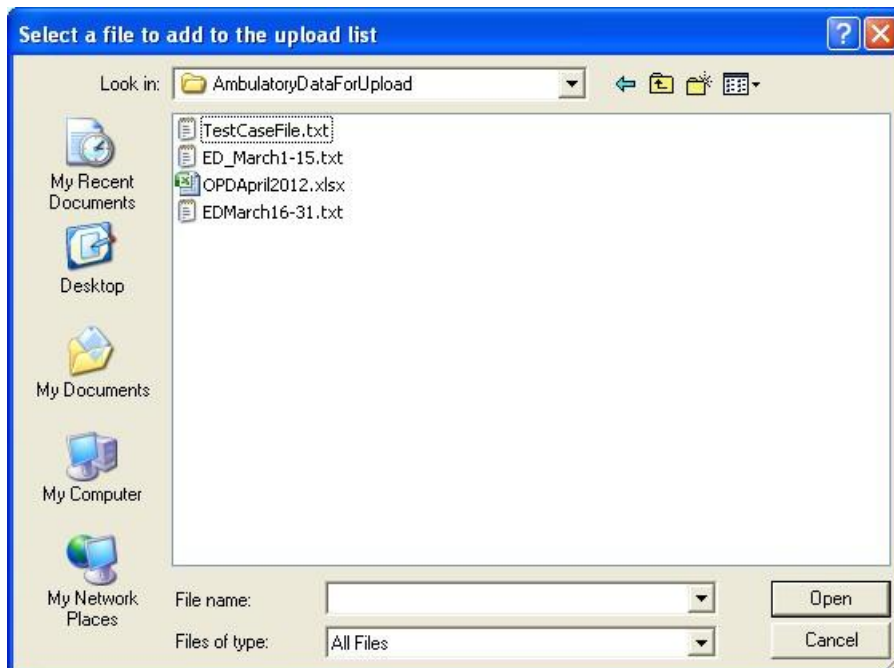
Using the Westat Secure Transfer System (WSTS)

Uploading Files Without Using the Wizard

If you cannot install the Upload Wizard for any reason or have chosen not to, you will be presented with an alternate version of the Home Screen.



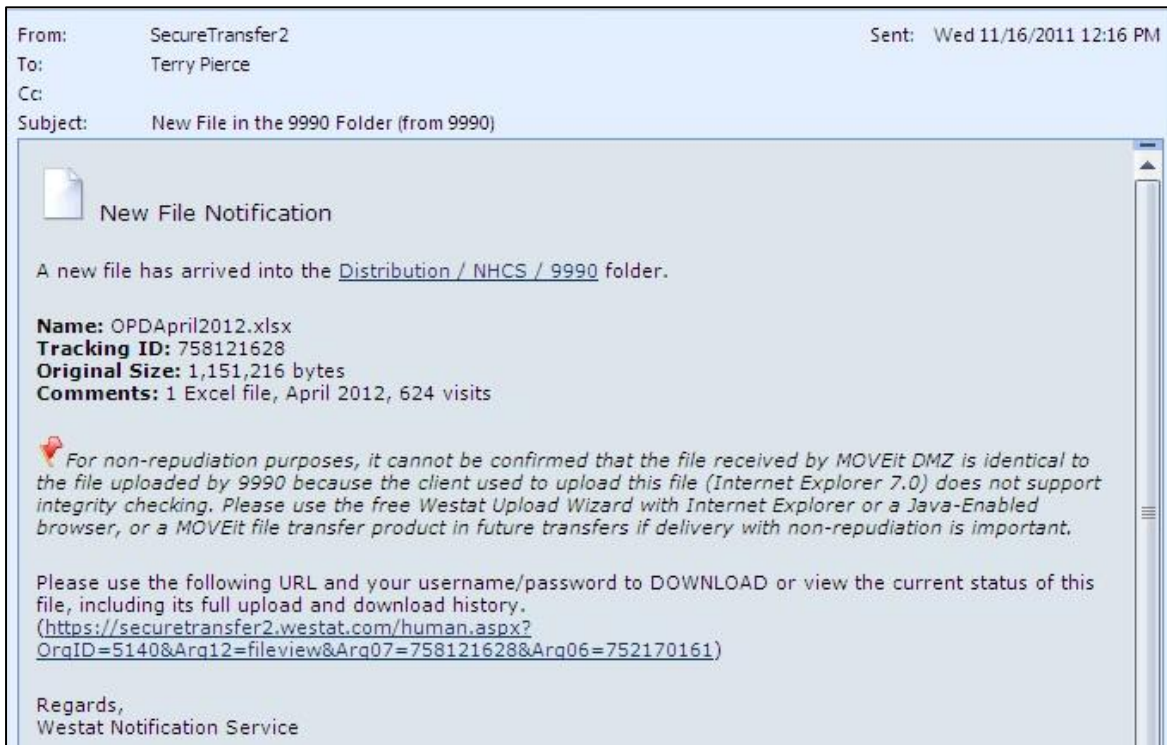
Click the "Browse" button to bring up the Dialog box shown below and then navigate to the file you are transmitting.



Enter notes regarding the file and then click the "Upload" button. Note that you can only select and upload one file at a time when the Upload Wizard is not installed. After the file has been uploaded, you

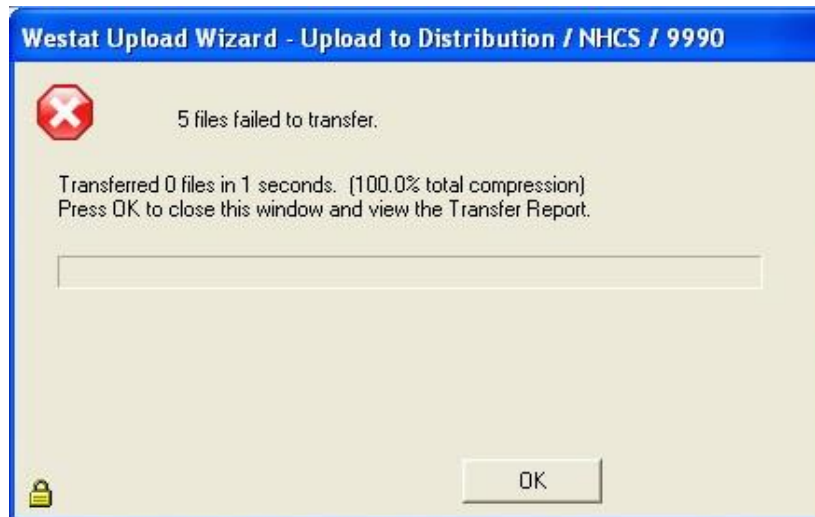
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will receive an email message similar to the one shown below. Note that WSTS cannot confirm the integrity of the file, since the upload Wizard was not used.



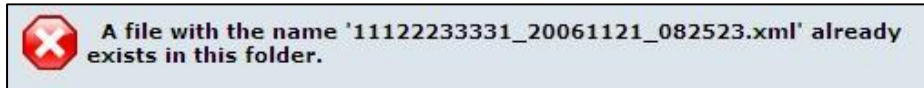
Uploading Problems

If your file(s) failed to be transmitted, you should see something like this:



A common reason for this error is that your session has expired or timed out. Please reconnect and try your transmission again. However, if the file exists on the server, a message like this appears on the Home screen:

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Appendix

Supported Web Browsers

MOVEit DMZ has been tested against and fully supports the following major browsers:

- Internet Explorer version 5.0 and higher
 - Internet Explorer 5.5 and higher preferred
 - ✓when using MOVEit Upload/Download Wizard (ActiveX or Java)
- Netscape Navigator version 6.0 and higher
 - Netscape 7.0 and higher preferred
 - ✓when using MOVEit Upload/Download Wizard (Java - Windows/*nix Only)
- Opera version 6.0 and higher
- Mozilla version 1.0 and higher
 - Mozilla 1.6 and higher preferred
 - ✓when using MOVEit Upload/Download Wizard (Java - Windows/*nix Only)
- FireFox (all versions)
 - ✓when using MOVEit Upload/Download Wizard (Java - Windows/*nix/Mac OS X)
- Konqueror under KDE on Linux
- Safari under Macintosh OS X
 - ✓when using MOVEit Upload/Download Wizard (Java Only)

✓= Indicates this client can perform integrity checking, an essential requirement of non-repudiation.

At the present time, there are Java bugs in certain browsers which make use of the Java-based MOVEit Wizard impossible in these browsers:

- *Opera (all platforms)*
- *Konqueror (this browser is available only for Linux systems running KDE)*
- *Mozilla on MacOS (use Firefox instead)*

Furthermore, use of the MOVEit Java Wizard on the Macintosh version of Firefox requires that you use the Java Preferences applet to select Java 1.5 (rather than 1.4.2).

As many of the open-source browsers allow end users to "vote" for bug fixes, please contact Ipswitch for information on how to vote for the related bug fixes on your favorite browser. Despite these browser bugs, MOVEit DMZ API for Java, and MOVEit Xfer for Java will still work on these platforms because MOVEit DMZ's core Java transfer code does not depend on the local browser.