



# Trading Partners FTP Instructions

Version 1.1

July 8, 2015

# Revision History

Document Version	Date	Name	Comments
1.0	05/01/2012	Magellan Rx Management	Initial creation
1.1	07/08/2015	Communication and Documentation Management	Rebranded document

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## Purpose

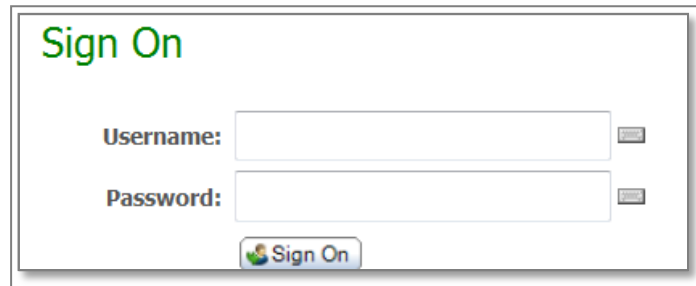
This document is designed to demonstrate how to retrieve an 835 Electronic Remittance Advice from the Magellan Trading Partners FTP site: <ftp02.magellanhealth.com>

## Log In to New FTP Site

1. Navigate to: <https://ftp02.magellanhealth.com/>.



2. Log in with credentials provided by EDI:



A screenshot of a login form titled "Sign On" in green text. Below the title are two input fields: "Username:" and "Password:". Each field has a small "x" icon to its right. At the bottom of the form is a button labeled "Sign On" with a small icon to its left.

## Retrieving 835 Files

1. From the Web connection: <https://ftp02.magellanhealth.com/>, click the **Go To Folder** drop-down on the right side of the screen.



2. Select **Outgoing**.
3. Select **Download** next to the files you wish to retrieve.

Name	Created	Size/Contents	Creator	#	Actions
Parent Folder					
 R1578656914_S35_test.zip	5/1/2012	1 KB	ftpadmin		 <a href="#">Delete - Download</a>

4. When prompted, select **Save** and save the files to the desired location on your system.
5. Proceed with normal unzipping and processing through the 835 translators.

**Note:** You may continue to utilize FTP Host connections to retrieve files using the following information:

- SSH Connection Host: [ftp02.magellanhealth.com](https://ftp02.magellanhealth.com/) with Port ID 22
- FTP/SSL Connection Host: [ftp02.magellanhealth.com](https://ftp02.magellanhealth.com/) with Port ID 21. If you need to set the firewall, the range is **35000-38000**.

## Contact Information

If you have issues downloading files or need a password reset, please contact:

- EDI Helpdesk Phone: 1(800) 924-6741
- Email: [EDIVMAP@magellanhealth.com](mailto:EDIVMAP@magellanhealth.com)