Combined Insurance Company of America

HIPAA Transaction Standard Companion Guide

Refers to the Implementation Guides Based on X12 version 004010

Companion Guide Version Number: 1.0

October 16, 2003

<u>Preface</u>

This Companion Guide to the ASC X12N Implementation Guides adopted under HIPAA clarifies and specifies the data content when data is electronically transmitted to Combined Insurance Company of America. Transmissions based on this Companion Guide, used in tandem with the X12N Implementation Guides, are compliant with both X12 syntax and those guides.

This *Companion Guide* is intended to convey information that is within the framework of the *ASC X12N Implementation Guides* adopted for use under HIPAA. The *Companion Guide* is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the *Implementation Guides*.

Overview:

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 carries provisions for administrative simplification. This requires the Secretary of the Department of Health and Human Services (HHS) to adopt standards to support the electronic exchange of administrative and financial health care transactions primarily between health care providers and plans. HIPAA directs the Secretary to adopt standards for translations to enable health information to be exchanged electronically and to adopt specifications for implementing each standard.

Combined Insurance Company of America will be compliant with the following Health Insurance Portability and Accountability Act (HIPAA) required Accredited Standards Committee (ASC) transactions:

ASC X12N 837 Institutional Claims ASC X12N 837 Professional Claims ASC X12N 270 Eligibility for Health Plan Inquiry ASC X12N 271 Eligibility for Health Plan Response ASC X12N 276 Health Care Claim Status Inquiry ASC X12N 277 Health Care Claim Response ASC X12N 835 Receipt of Health Care Remittance

The following Policy types are covered under HIPAA:

Long Term Care Policies Hospital Supplement Policies Medicare Supplement Policies Pennsylvania Cancer Policies Oregon Cancer Policies California Cancer Policies

Although HIPAA Transactions and Code Set testing began prior to 4/14/2003, these transactions will not be accepted in a Production environment prior to 10/16/2003.

Purpose of the Companion Guide

The HIPAA EDI Transaction Standard Companion Guide explains the procedures necessary for Trading Partners of Combined Insurance Company of America to transmit Electronic Data Interchange (EDI) transactions

This Companion Guide is not intended to replace the X12N Implementation Guides; rather it is intended to be used in conjunction with them. Additionally, the Companion Guide is intended to convey information that is within the framework and structure of the X12N Implementation Guides and not to contradict or exceed them.

Getting Started

Trading Partner Registration

This section describes how to register as a trading partner with Combined Insurance Company of America.

Please call the Combined Help Desk 1-800-225-4500

Working with Combined Insurance Company of America

This section describes how to interact with Combined Insurance Company of America's EDI Department.

Please call the Combined Help Desk 1-800-881-4732, option 1 or 773-765-3700, option 1

Connectivity with the Payer / Communications

Process flows

This section contains process flow diagrams and appropriate text.

EBX processing Overview

A submitter logs on the EBX Web BBS and uploads a file. This file is then processed by EBX. Submission reports are returned to the submitter that indicates the status of the data being processed. An Accept and Reject submission status report or a Full File Reject submission report will be returned to the submitter in their BBS mail box. The accept and reject reports indicate if a document was accepted (ie.no edits failed) or if the document was rejected (ie. failed edits). The reject report also indicates the reasons a document failed an edit. The Full File Reject report is sent if there was something wrong with the file that affected all of the documents thus preventing the file from being processed.

If the submission has any accepted documents an output file will be generated and this file will be forwarded to the payer for processing on their system.

When the AON sends a response, which needs to be sent to a submitter, the file is processed by EBX, and the payer will get any appropriate submission reports (since they are now the file submitter). Any accepted documents will be sent to the submitter and placed in their BBS box for pickup.

Diagram shows provider sending in a file. If AON sends a response the arrows are reversed and the submission reports go to AON instead of provider.



Transmission Administrative Procedures

This section provides Combined Insurance Company of America's specific transmission administrative procedures.

See Trading Partners section for detailed Web BBS procedures

Re-transmission procedures

This section provides Combined Insurance Company of America's specific procedures for re-transmissions.

See Trading Partners section below for detailed Web BBS procedures

Communication protocol specifications

This section describes Combined Insurance Company of America's communication protocol(s).

See Trading Partners section below for detailed Web BBS procedures

Passwords

This section describes Combined Insurance Company of America's use of passwords.

Initial Passwords will be automatically generated by the Trading Partner sign-up application. After receiving the initial password, Trading Partners should change their passwords. If a password needs to be reset, contact the AON Help Desk and the password will be reset.

Contact information

EDI Customer Service

This section contains detailed information concerning EDI Customer Service, especially contact numbers. Help Desk 1-800-881-4732, option 1 or 773-765-3700, option 1

EDI Technical Assistance

This section contains detailed information concerning EDI Technical Assistance, especially contact numbers. Help Desk 1-800-881-4732, option 1 or 773-765-3700, option 1

Provider Service Number

This section contains detailed information concerning the payment of claims, especially contact numbers.

Applicable websites / e-mail

This section contains detailed information about useful web sites and email addresses.

Medicare

www.hcfa.gov/medicare/edi/hipaadoc.htm

BCBS Michigan www.bcbsm.com/providers/submit/edi/pp_emcm.shtml

United Government Services Medicare - Part A Intermediary for Michigan www.ugsmedicare.com/HIPAA/Data Clarification.pdf

Wisconsin Physician Services Medicare - Part B carrier for Michigan www.astar-federal.com/anthem/affiliates/adminastar/edi/files/837CompanionDoc.pdf

Adminastar Federal - Medicare DMERC for Michigan www.astar-federal.com/anthem/affiliates/adminastar/edi/files/837CompanionDoc.pdf

Adminastar Federal - Medicare DMERC for Michigan www.astar-federal.com/anthem/affiliates/adminastar/edi/files/837CompanionDoc.pdf

Control Segments / Envelopes

ISA-IEA

This section describes Combined Insurance Company of America's use of the interchange control segments. It includes a description of expected sender and receiver codes, authorization information, and delimiters.

Segment:	ISA Interchange Control Header
Position:	010
Loop:	
Level:	
Usage:	Mandatory
Max Use:	1
Purpose:	To start and identify an interchange of zero or more functional groups and interchange- related control segments
Syntax Notes:	
Semantic Notes:	
Comments:	
Segment:	IEA Interchange Control Trailer
Position:	060
Loop:	
	Mandatory
May Lleo:	1
Purnose	To define the end of an interchange of zero or more functional groups and interchange.
	related control segments
Syntax Notes:	v
Semantic Notes:	
Comments:	

GS-GE

This section describes Combined Insurance Company of America's use of the functional group control segments. It includes a description of expected application sender and receiver codes. Also included in this section is a description concerning how Combined Insurance Company of America expects functional groups to be sent and how Combined Insurance Company of America will send functional groups. These discussions will describe how similar transaction sets will be packaged and Combined Insurance Company of America's use of functional group control numbers.

Segment: **Position:** **GS** Functional Group Header

Loop:

020

Level:					
Usage:	Mandatory				
Max Use:	1				
Purpose:	To indicate the beginning of a functional group and to provide control information				
Syntax Notes:					
Semantic Notes:	1 GS04 is the group date.				
	2 GS05 is the group time.				
	3 The data interchange control number GS06 in this header must be identical to the same data element in the associated functional group trailer, GE02.				
Comments:	A functional group of related transaction sets, within the scope of X12 standards, consists of a collection of similar transaction sets enclosed by a functional group header and a functional group trailer.				
Segment:	GE Functional Group Trailer				
Segment: Position:	GE Functional Group Trailer				
Segment: Position: Loop:	GE Functional Group Trailer 050				
Segment: Position: Loop: Level:	GE Functional Group Trailer 050				
Segment: Position: Loop: Level: Usage:	GE Functional Group Trailer 050 Mandatory				
Segment: Position: Loop: Level: Usage: Max Use:	GE Functional Group Trailer 050 Mandatory 1				
Segment: Position: Loop: Level: Usage: Max Use: Purpose:	GE Functional Group Trailer 050 Mandatory 1 To indicate the end of a functional group and to provide control information				
Segment: Position: Loop: Level: Usage: Max Use: Purpose: Syntax Notes:	GE Functional Group Trailer 050 Mandatory 1 To indicate the end of a functional group and to provide control information				
Segment: Position: Loop: Level: Usage: Max Use: Purpose: Syntax Notes: Semantic Notes:	GE Functional Group Trailer 050 Mandatory 1 To indicate the end of a functional group and to provide control information 1 The data interchange control number GE02 in this trailer must be identical to the same data element in the associated functional group header, GS06.				

ST-SE

This section describes Combined Insurance Company of America's use of transaction set control numbers.

Segment:

ST Transaction Set Header

gineni.	• I mansaction Set neader
Position:	030
Loop:	
Level:	
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the start of a transaction set and to assign a control number
Syntax Notes:	
Semantic Notes:	1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:	
Segment:	SE Transaction Set Trailer

Position:	040
Loop:	
Level:	
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes: Semantic Notes:	
Comments:	1 SE is the last segment of each transaction set.

Payer Specific Business Rules and Limitations

This section describes Combined Insurance Company of America's business rules, for example:

- Billing for specific services such as DME, Ambulance, Home Health
 - Communicating payer specific edits

Acknowledgements and or Reports

This section contains information and examples on any applicable payer acknowledgements

Report Inventory

This section contains a listing/inventory of all applicable acknowledgement reports

Trading Partners

An EDI Trading Partner is defined as any Combined Insurance Company of America customer (provider, billing service, software vendor, employer group, financial institution, etc.) that transmits to, or receives electronic data from Acme.

Payers have EDI Trading Partner Agreements that accompany the standard implementation guide to ensure the integrity of the electronic transaction process. The Trading Partner Agreement is related to the electronic exchange of information, whether the agreement is an entity or a part of a larger agreement, between each party to the agreement.

For example, a Trading Partner Agreement may specify among other things, the roles and responsibilities of each party to the agreement in conducting standard transactions.

Overview The Web Bulletin Board System (Web BBS) allows users interface with EBX over the public Internet using a web browser.

The Web BBS allows you to:

- Upload files from your PC to EBX
- Download files from EBX to your PC
- View user messages
- View account messages

Limitations The following features of the EBX Dial-up BBS are not available on the Web BBS:

- Ability to generate mail to send to other users on the BBS
- Ability to manage account messages or libraries
- Certain administrative functions

Users who require features not available on the Web BBS must access these features from the Dial-up BBS. Refer to the Bulletin Board System section of the 'E.Business Exchange - Customer Implementation Manual' for details of these features.

Browser Requirements

Microsoft Internet Explorer 5.5 or higher with 128-bit encryption
 Browser must be configured to accept cookies

User Login and Authentication

All users must be authenticated by providing an assigned User Name and Password before accessing the Web BBS. Your User Name and Password be provided by E.business Exchange (EBX) or your account, and you will be required to change the password every thirty days for security purposes.

Action
Start browser and request the URL for the Web BBS:
For Model Office (Internet): <u>https://www.mo.ebx-eds.com</u> For Model Office (EDS Intranet): <u>https://www.mo.ebx.eds.com</u> For Production (Internet): <u>https://www.ebx-eds.com</u>
Result:

The system will return the Login Page:



Action Enter a valid User Name/Password and click on the "Continue" button.

Result:

- If password has expired, the Change Password page is displayed (see Change Password).
- If the password has not expired, the Home page is displayed. This includes the account logo, user's name, number of messages and files, and the appropriate message of the day for their account.



Action

All functions can be performed from this page:

- <u>User Messages</u>
- <u>Account Messages</u>
- File Submission
- File Retrieval
- <u>Archive File Retrieval</u>
- <u>User Logout</u>
- <u>Change Password</u>

<u>User Messages</u>

User messages are intended for a specific user, as opposed to account bulletins, which are general information messages that are sent to all account users. User messages sent to you by the system may include file archive notices or file upload confirmations.

Action				
Click the "USER	MESSAGES" but	ton on the Home Page	e.	
Result: The Use	er Messages page	is displayed:		
<u></u>	<u></u>			
🚰 User Messages - Microso	oft Internet Explorer prov	ided by EDS COE		_ 8 ×
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites	<u>T</u> ools <u>H</u> elp			Dos
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Woh Bu	llotin Roar	d Systom		Account
vveb Du		u System		Logo
Web BBS Home	Change Password	Log Out		
User Messages	and the second second	User Me	essages	
Account Messages				Select All
Submission	Check box to flag I	nessage for removal		Remove
Submission	Sender	Date/Time	Message	Size (bytes)
New File		02-11-2003 12:50 CST 02-11-2003 12:50 CST	File Archive Notice	243
Retrieval	FILE ARCHIVE	02-11-2003 12:50 CST	File Archive Notice	243
Archive File	□ FILE ARCHIVE	02-11-2003 12:50 CST	File Archive Notice	243
Trachian	□ FILE ARCHIVE	02-11-2003 12:50 CST	File Archive Notice	243
System		02-11-2003 12:50 CST	File Archive Notice	243
C) Storn		02-11-2003 12:50 CST	File Archive Notice	244
		02-11-2003 12:50 CST	File Archive Notice	244
I. I				Local intranet
				J S tota in cance

Action

Click on one of the "Message" hypertext links.

Result: The View Message page is displayed:



Action
Click on the "PRINT" button.
<u>Result</u> : The browser prints the View Message window to the user's selected printer. This feature can be used to save a text version of the message.
Click on the "CLOSE" button.
Result: The browser closes the View Message window and returns the user to the User Messages window. Click on one of the check boxes on the User Messages page to remove a message.
Result: The prompt "Are you sure you want to delete?" is displayed. Click on "Yes".
Result: The Delete Message page is displayed:





Account Messages

Account messages consist of account bulletins and account libraries. Account bulletins are general information messages that are sent to all account users. Account libraries are files that may be downloaded by you from the system to your PC. These files may include documentation or program updates.

Click the "ACCO	OUNT MESSAGES" button on the Home Page.	
<u>Result</u> :		
The Select Bulle	etin Board page is displayed.	
Select Bulletin Board - M	icrosoft Internet Explorer provided by EDS COE	_ 8 ×
jile <u>E</u> dit <u>V</u> iew F <u>a</u> vorite	s Iools Help	Gos
Back 👻 🕘 👻 🗾	6 Pearch ☆ Favorites Ø ☑ Q ★ & ↓ E □	Links ×
Web Bu	lletin Board System	nt
	Change Despused Log Out	
Web BBS Home	Change Password Log Out	
Web BBS Home User Messages	Bulletin Board Selection Menu	
Web BBS Home User Messages Account Messages	Change Password Log Out Bulletin Board Selection Menu Select a bulletin board from the list below:	
Web BBS Home User Messages Account Messages Submission	Bulletin Board Selection Menu Select a bulletin board from the list below: BUL04 - EBX Bulletins LIB03 - EBX Library	
Web BBS Home User Messages Account Messages Submission New File Retrieval	Change Password Log Out Bulletin Board Selection Menu Select a bulletin board from the list below: BUL04 - EBX Bulletins LIB03 - EBX Library	
Web BBS Home User Messages Account Messages Submission New File Retrieval Archive File Retrieval	Change Password Log Out Bulletin Board Selection Menu Select a bulletin board from the list below: BUL04 -EBX Bulletins LIB03 -EBX Library	
Web BBS Home User Messages Account Messages Submission New File Retrieval Archive File Retrieval Tracking System	Change Password Log Out Bulletin Board Selection Menu Select a bulletin board from the list below: BUL04 - EBX Bulletins LIB03 - EBX Library	
Web BBS Home User Messages Account Messages Submission New File Retrieval Archive File Retrieval Tracking System	Charge Password Log Out Bulletin Board Selection Menu Select a bulletin board from the list below: BUL04 -EBX Bulletins LIB03 -EBX Library	

Action Click on one of the Bulletin Board hypertext links (BUL04 in this example). Result: The Account Bulletins page is displayed:

🦉 (A	Account Bulletins - Microsoft Internet Explorer provided by EDS COE						
<u>F</u> ile	Eile Edit View Favorites Tools Help						
0	🔇 Back 🝷 🕥 🖌 😰 🏠 🔎 Search 👷 Favorites 🔣 🔂 🔗 🛛 🔗 🖉 😓 🕞						
A <u>d</u> d	ress 🙆 https://usplsebx00	06.ebx.planoops.solutio	onsconsulting.eds.com/WBBSWeb/Wbb	osSessionServlet?WBBSABul.jsp+BUL04	💌 🄁 Go	Links »	
	Web Bu	lletin Bo	ard System		Account		
R	Web BBS Home	Change Passw	rord Log Out				
	User Messages						
	Account Messages		DI LA A				
	Submission		BUL04 ACC	ount Bulletins			
	New File Retrieval	EDS EDS	Date/Time 06-06-2002 11:45 CDT 06-19-2002 04:28 CDT	Message test bulletin This is another test	Size (byt	es) 179 211	
	Archive File Retrieval						
	Tracking System						
•							
ē 1	Done				Second Second Second		

Action
Click on one of the "Message" hypertext links.
<u>Result</u> :
The View Bulletin page is displayed.
The View Bulletin page is displayed.



Action
Click on the "PRINT" button.
Result:
The browser prints the View Bulletin window to the user's selected printer. This feature can be used to save a text version of the message
Olish an the "OLOOF" better
Click on the "CLOSE" button.
Result:
The browser closes the View Bulletin window and returns the user to the Account Bulletins window.
Click on one of the Account Library hypertext links on the Select Bulletin Board page (LIB03 in this example).
Result:
The Account Libraries page is displayed.

Account Libraries - Micro	osoft Internet Explorer provided by EDS COE						
Eile Edit View Favorites Tools Help							
😮 Back 🔻 🕤 👻 😰 🔥 🔎 Search 👷 Favorites 🐼 🔊 🖉 🏷 🔹 😓 🗔							
A <u>d</u> dress 🙋 https://usplsebx006.ebx.planoops.solutionsconsulting.eds.com/WBBSWeb/WbbsSessionServlet?WBBSALib.jsp+LIB03 🔽 🄁 Go 🛛 Links 🌺							
Web Bulletin Board System							
Web BBS Home	Change Password Log Out						
User Messages	LIB03 Acc	ount Library	·				
Account	Name	Size (bytes)	Date/Time				
Messages	PES01.EXE	121901	08-16-2000 09:15 CDT				
Submission	PES02.EXE	202574	08-16-2000 09:15 CDT				
New File Retrieval							
Archive File Retrieval							
Tracking System							
			•				
e Done			📋 📋 🔛 Local intranet				

Action
Click on one of the "Name" hypertext links.
Result:
The File Download dialog box is displayed.

File Dow	nload	×
?	You are downloading the file: PES01.EXE fromsolutionsconsulting.eds.com	
	Would you like to open the file or save it to your computer?	
	Open Save Cancel More Info	
	Always ask before opening this type of file	

Action
Click the "Save" button.
Result: The browser will then display the Save As dialog box to allow
the directory location and file name to be selected.

Save As						<u>? ×</u>
Save in:	C WBBS Files		•	3 🖻 🖻	•	
My Recent Documents						
Desktop						
My Documents						
My Computer						
My Network	File <u>n</u> ame:	PES01.EXE		•	<u>5</u>	ave
Flaces	Save as type:	Application		•	Ca	ancel

Action

Select the directory location and file name, then click on the "Save" button.

<u>Result</u>: The file will be saved to the users PC. When the file has been retrieved, the browser will display the "Download complete" dialog box.

Oownload compl	ete	<u> </u>
Down	load Complete	
PES01.EXE from .	solutionsconsulting.eds.com	
Downloaded: Download to: Transfer rate:	119 KB in 1 sec D:\Documents and Settin\PES01.EXE 119 KB/Sec	
Close this dial	og box when download completes	
	Open Open Folder	Close

Action	
Click on the "Close" button.	
Result: The user will be returned to the Account Libraries page	
<u>Result</u> . The user will be returned to the Account Libraries page.	1

File Submission

File submissions are files sent by a user directly from his or her PC to the EBX system. These files are typically claim or payment files that are being submitted by you to your account. A Submission Number is assigned to each file submission for tracking purposes. Please note the submission number when you upload a file for reference in case you later need to call the helpdesk for assistance.

Action	
Click the "SUBMISSION" button on the Home Page.	
Result:	
The File Submission page is displayed	



Action
Select a PC file to be submitted (by either typing the file name into the "File Name" text box or using the "Browse" button to locate the file) and click the "Submit" button.
Result:
The Submission Status page is displayed.
Note: The submission number correlates to the Batch ID. This is a

Note: The submission number correlates to the Batch ID. This is a unique tracking number that will be required should the helpdesk be called with regards to the file.



Action
Click on the "PRINT" button.
Result:
The browser prints the Submission Status window to the users selected printer. This feature can be used to save a text version of the message.
Click on the "OK" button.
Result:
The browser closes the Submission Status window and returns the user to the File Submission window.
The browser closes the Submission Status window and returns the user to the File Submission window.

File Retrieval

File retrievals give the user the ability to download a file from the system to his or her PC. These files are typically responses to claims submitted by you. The listing of files available for you to download is organized by group, subgroup and type of file, as described below. Once you have downloaded a file, you have the opportunity to archive that file so that it doesn't continue to appear on the file retrieval list.

Click the "NEW	FILE RETRIEVAL" button on the Home Page.		
<u>Result</u> :			
The File Retriev	al page is displayed.		
File Retrieval - Microsof	t Internet Explorer provided by EDS COE		_ 8
ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorite	s Iools Help		•
) Back 👻 🕤 👻 😫 ddress 🗃 https://usplsebx0	(A) → Search ☆ Favorites ④ ⊡ ▷ ★ ▲ ★ ⇒ ⊡ ↓ 06.ebx.planoops.solutions.consulting.eds.com/WBBSWeb/WbbSSessionServlet?WBBSRetr.isp	▼ → Go	Links
Web Bu	Illetin Board System	Account	
Web BBS Home	Change Password Log Out		D
Web BBS Home User Messages	Change Password Log Out File Retrieval	and the second second	D
Web BBS Home User Messages Account Messages	Change Password Log Out File Retrieval	Select All	
Web BBS Home User Messages Account Messages Submission	Change Password Log Out File Retrieval Select a file to download from the list below:	Select All Archive	
Web BBS Home User Messages Account Messages Submission New File Retrieval	Change Password Log Out File Retrieval Select a file to download from the list below: Standard Files	Select All Archive	
Web BBS Home User Messages Account Messages Submission New File Retrieval Archive File Retrieval	Change Password Log Out File Retrieval Select a file to download from the list below: Standard Files	Select All Archive	
Web BBS Home User Messages Account Messages Submission New File Retrieval Archive File Retrieval Tracking System	Change Password Log Out File Retrieval Select a file to download from the list below: Standard Files Proprietary X 12 Unknown Unknown	Select All Archive	

Action
Click one of the file subgroup "plus" boxes.
<u>Result</u> :
All the file types for the file group and file subgroup selected are displayed.
Clicks one of the file type "plus" boxes.

Result:

All the files for that group, subgroup and type are displayed. (In this example, "Standard Files" is the group, "X12" is the subgroup and "270 – Eligibility Request" is the file type.)



Action Click one of the file name hypertext links. Result: The Select Zip Option window is displayed:

Select Zip Option Web Page Di X
Zip File?
YES NO

Result:

- 1. The browser displays the sequence of dialog boxes required to download the file (See **Error! Reference source not found.** through 10).
- 2. The File Retrieval window is re-displayed with the check box next to the name of the downloaded file checked
- 3. The user repeats the previous step (4) and this step (5) to download all needed files.

Click the "Archive" button.

Result:

For the first file checked, the prompt "Are You Sure You Want to Archive this File?" is displayed.

The "YES" button is clicked.

Result:

- 1. The system moves the file to the archive location.
- 2. The message shown below is displayed.
 - (a) The user can click on the "PRINT" button to save a text version of the message.

(b) The user will then click on "CLOSE" to close the message window.

- 3. The text in the "Size" column on the File Retrieval page is changed to "ARCHIVED" for the appropriate file.
- 4. The system will continue through the list of files, archiving each one for which the check box is checked.



Action The user clicks "NO", when the prompt "Are You Sure You Want to Archive this File?" is displayed. Result:

The system un-checks the check box next to the name of the file and stops the archiving process for any other checked files.

Archive File Retrieval

Once a file is downloaded using the file retrieval process described in the previous section, that file can be archived by you so that it no longer appears in the list of files available for you to download. However, you can still access and download that file using the archive file retrieval process described below until the file is completely removed from the system according to the archive time limits defined for your account.

> Action Cick the "Archive File Retrieval" button on the File Retrieval page. <u>Result</u>:

The Archive File Selection page is displayed.



Action

Enter the file selection criteria in the text boxes and click the "CONTINUE" button.

Result:

The list of the archived files for the user that match the selection criteria is returned in the Archive File Retrieval page. Archive File Retrieval - Microsoft Internet Explorer provided by EDS COE _ 8 × <u>File Edit View Favorites Tools Help</u> C. 🔇 Back 🔹 🕤 👻 😰 🏠 🔎 Search 👷 Favorites 🕢 🔂 🖉 😓 😓 📃 Address 🙋 https://usplsebx006.ebx.planoops.solutionsconsulting.eds.com/WBBSWeb/WbbsSessionServlet?WBBSRetB.jsp 💌 🔁 Go 🛛 Links 🌺 . Account Web Bulletin Board System Logo Web BBS Home Change Password Log Out **Archive File Retrieval** User Messages Account File Type: All Messages File Submission ID: All File Date: 3/22/2003 through 4/1/2003 Submission Name Size (bytes) Date/Time New File Retrieval 03-29-2003 02:31 CST ORBT2011.WBID2011.NCP.gz 3905 Archive File Retrieval Tracking System 🔒 🔍 Local intrane 🞒 Done

Action
Click one of the "Name" hypertext links.
<u>Result</u> :
1. The browser displays the "Zip File?" prompt (See File
Refrieval – Step 4.)
 The browser displays the sequence of dialog boxes required to download the file (See Frror! Reference source not
found. through 10).
lote: It is not necessary to acknowledge the download of an archived file.
The Archive File Retrieval window will not be altered to indicate that a file was downloaded.

User Logout

It is important that you log out after completing your work on the Web Bulletin Board System. For security reasons, you will be automatically logged out of the system if you are inactive for 15 minutes. If this happens you will be directed to the Login Page (See "User Login and Authentication") the next time you attempt to perform any system function, and will be required to log in again before you can proceed.



Login Page - Microsoft Internet Explorer provided by EDS COE	
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Web Bulletin Board System	Web BBS
Web Bulletin Board System	
Use of this network is restricted to authorized users. User activity is monitored and record personnel. Anyone using the network expressly consents to such monitoring and recording	led by system J.
BE ADVISED: If possible criminal activity is detected, system records, along with certain p may be provided to law enforcement officials.	personal information,
Please log in by entering your User Name and Password, then clicking on "Continue".	
User Name ⁻	
Password:	
Continue	
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Done	🔒 💐 Local intranet

Change Password

For security reasons you will be required to change your password every thirty days. If you log in and your password has expired you will immediately be directed to the Change Password page shown below and required to change your password before you can proceed. Once you have done this, just click the "Continue" button and you will be directed to your Home Page.

Click the "CHAN	NGE PASSWORD"	button on the Home F	Page.	
<u>Result</u> :				
The Change Pa	assword page is disp	played.		
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u can change your "Continue".	C r Password by entering	hange Passwo	rd asswords in the fields be	elow, then clicking
u can change your "Continue". • Passwords mu • Passwords mu • Passwords mu • Passwords mu • Passwords mu • Passwords mu	C r Password by entering ust not be the same as ust be at least 5 charact ust contain only alphant ust contain at least one ust contain at least one ust not have the same of	hange Passwo g your current and new pa the User Name or the cu ters in length, but no long umeric characters (A-Z, a alphabetic character (A- numeric character (0-9). character appear more th	rd asswords in the fields be irrent password. ger than 8 characters. a-z, 0-9 and '_'). -Z, a-z, '_').	elow, then clicking
u can change your "Continue". • Passwords mu • Passwords mu • Passwords mu • Passwords mu • Passwords mu	C r Password by entering ust not be the same as ust be at least 5 charact ust contain only alphanu ust contain at least one ust contain at least one ust not have the same of Current Passwor	hange Passwo g your current and new pa the User Name or the cu ters in length, but no long umeric characters (A-Z, a alphabetic character (A- numeric character (0-9). character appear more th	rd asswords in the fields be per than 8 characters. a-z, 0-9 and '_'). -Z, a-z, '_'). han twice.	elow, then clicking
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Action
Click the "Cancel" button.
Result: The browser returns the user to the Home Page.
Fill out the current and new password information and click the
"Continue" button.
Result:
The Descurred Change Status is displayed. If the passward shance is
The Password Change Status is displayed. If the password change is
successiul, the message Password Change Successiul is displayed.
If hot, the message Password hot changed - xxxxxxxx is displayed,
changed
Click the "Continue" hutten
Result.
If the password change was successful, the user is returned to the
Home Page.
If the password change was not successful, the user is returned to the
Change Password page.

