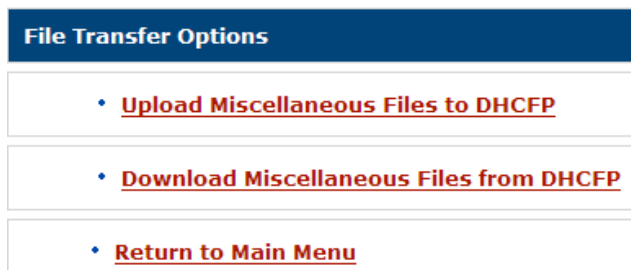


Instructions: How to access your SENDS updates for HSNO

1. Login to the DHCFP-INET website <https://dhcfpinet.hcf.state.ma.us/>, using your INET Login ID and password.
2. Select menu option: **Miscellaneous File Transfer Menu**
3. Click on: **Download Miscellaneous Files from DHCFP**



4. Click on the **file name*** to download (column on the left in red).

DHCFP-INET Miscellaneous File Transfer Download Files From DHCFP

Facility: Massachusetts Division of Health Care Finance and OrgID = 3644	City: Boston
Facility ID: 3644	DPH #:

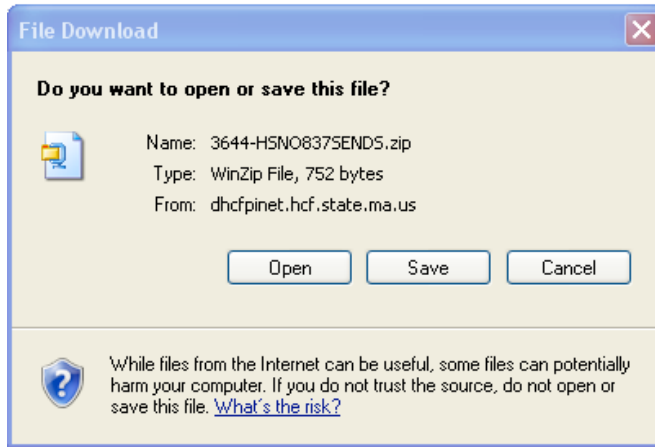
To download a file, click on the file name. Files that have already been successfully downloaded will show the most recent download date in the "Download Date" column.

File Name	Description	File Size	Download Date
3644-HSNO837SENDS.zip	HSNO SENDS Update	752	
CLOSE			

- * Select the ZIP file document called **nnn-HSNO837SENDS.zip**
(where nnn is your OrgId number)

Massachusetts Division of Health Care Finance and Policy
Health Safety Net Office

5. Click Save from the File Download dialog box.



You can save the Zip file anywhere, but a likely choice is your “C:\” drive in the directory named “C:\Program Files\SENDS”, where the SENDS software resides.

6. Unzip nnn-HSNO837SENDS.zip – and save the two files inside the Zip file to your SENDS directory. The two files are “FilingTypes.txt” and a “.dat” file.

SENDS is most likely on your “C” drive in a directory named “C:\Program Files\SENDS”.

