

Connectivity Instructions for the New MMIS Server

For current Oregon DHS Trading Partners

To prepare for EDI testing, Electronic Data Systems (EDS) and DHS have worked together to convert all current Trading Partner Mailbox numbers to the replacement system. All Trading Partners who exchange files in the current MMIS should now be able to connect to their same mailbox number in the replacement MMIS.

- You will use your mailbox on the MMIS server to exchange transaction files for EDI testing and, upon approval, to exchange production files.
- As is the case today, Trading Partners may use the communications software of their choice, but the product you use must have SFTP Protocols **enabled**.

You cannot proceed with testing your transactions until you have established connectivity with this new server. Please test connectivity as soon as you can.

To connect to the new MMIS server:

Step 1:	Contact DHS EDI Support Services for your password (see contact information below).
Step 2:	Ensure SFTP Protocols are enabled .
Step 3:	Go into EDIT – Settings – Connection – Retry Settings Attempts = 0
Step 4:	Connect to: <ul style="list-style-type: none"> • IP Address: 63.64.162.141 • Port Number: 22
Step 5:	Enter your User ID: <ul style="list-style-type: none"> • User ID: TP##### (the letters TP followed by your current mailbox number)
Step 6:	Enter the password provided by EDI Support Services.

Once connected, Trading Partners will be able to log onto the server and access the "in", "out" and "tmp" directories. **Do not submit files at this time.**

Let us know if you need help

To get your current password, or if you are not able to connect to the new server, contact DHS EDI Support Services at DHS.EDISupport@state.or.us or 888-690-9888.