

WPS EDI Bulletin Board System (BBS) Instructions

(Worldgroup BBS – Version 4.00-62)

THESE INSTRUCTIONS ARE FOR WPS EDI BBS USERS WHO ARE NOT USING WORLDGROUP MANAGER FOR ACCESS TO THE WPS BBS.

WPS is currently using the WPS EDI Bulletin Board System (BBS) to receive your electronic files using asynchronous telecommunications. The BBS also allows you to receive reports and other files from WPS, send email to WPS Electronic Data Services staff and download documents pertaining to Electronic Data Interchange (EDI).

<p>WPS EDI BBS TELEPHONE NUMBERS 608-287-1581</p>

<p>Phone lines are available 24 hours per day - 7 days per week.</p>
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****Important Information Concerning New BBS****

- 1. Passwords will expire after 90 days**
- 2. Although little has changed in the way files are uploaded, changes have occurred in the way files are downloaded. Currently, email attachments are downloaded. With the New BBS, there will be actual files to download from a library.**
- 3. It is imperative if you utilize scripting that the appropriate contacts be made to ensure that scripting updates are made prior to conversion.**

Logging On to the WPS EDI BBS

Once you have utilized your telecommunications software and modem to dial the WPS EDI BBS the following prompts will appear in sequence:

PROMPT 1: Please Enter your User-ID:

Type the User ID (Submitter ID) assigned to you by WPS EDI staff and press <enter>.

PROMPT 2: Enter your password:

Key in your password (initially assigned to you by WPS EDI staff) and press <enter>.

Change Your Password

The first time you log in to the WPS EDI BBS, you will be forced to change your password. Type a new password in the field provided and press <enter>. You will be asked to retype your password for confirmation. Do so and press <enter>. (Note: The password you type will not be visible on your screen. It will appear as asterisks (***)).

```
Auto-sensing...
..
[REDACTED]
WPS EDI BBS (#60803713)
Running Worldgroup by GALACTICOMM
ONLINE 38400 BAUD AT 10:08 28-MAR-06

Please enter your User-ID: 99999
Enter your password: *****

Greetings, 99999, glad to see you back again.

The password that you received from us is a temporary password
that you must change during this initial logon period.
Please set your password now.

Enter New Password: *****
Re-enter New password to verify: *****
```

WPS EDI PASSWORD POLICIES

To meet WPS corporate and federal security mandates, the following password policies are in place:

1. All passwords must be at least 8 characters.
2. All passwords must contain at least one UPPER CASE letter.
3. All passwords must contain at least one lower case letter.
4. All passwords must contain at least one number.
5. All passwords must contain at least one special character (i.e. #, \$, @, &)
6. **Passwords will expire after 90 days.** You must change your password before it expires.
7. Passwords cannot be changed more than one time within a 24 hour period.
8. 24 passwords are 'remembered' and cannot be reused until 24 others have been utilized.

Uploading EDI Files (Transmitting Files To WPS)

Once you have logged on to the WPS EDI BBS, the following Main Menu will appear:

```
Please select one of the following:
U ... Upload EDI Files
D ... Download Files
A ... Your Account
E ... Electronic Mail
L ... Get Support Files
F ... File Libraries
X ... Exit System (Logoff)

Main System Menu (TOP)
Make your selection (U,D,A,E,L,F,? for help, or X to exit):
```

Complete the following steps to upload an electronic data interchange (EDI) file (transmit your claim file):

STEP 1: Press <U>, <enter> to select "Upload EDI Files". The following upload options menu will appear:

```
Please select one of the following:
P ... Upload Production Files
T ... Upload Test Files

UPLOAD (UPLOAD)
Make your selection (P,T,? for help, or X to exit):
```

NOTE: Menu choices will reflect the specific user's access level.

STEP 2: Press <T>, <enter> to upload a TEST file. Press <P>, <enter> to upload a PRODUCTION file. The following will now appear on your screen:

```
Upload to the FL000002 Library
Maximum Library size: 99999999 bytes, 1000 files
Maximum upload size: 99999999 bytes

<file name> ... Upload a file to this Library
* ... Upload multiple files at once
M ... Modify or add descriptions to files you have uploaded

Enter your selection, ? for more help, or X to exit:
```

STEP 3: At the prompt "Enter your Selection, ? for more help, or X to exit:", key a file name and press <enter>.

IMPORTANT NOTE: Your File Name Should Be Your Submitter Number (User ID) Followed By ".Dat" Or ".Zip". For example, if your User ID is 99999, you should key <99999.DAT> and press <enter>.

NOTE: WPS only accepts compressed files if they are compressed using the zip format (PKZIP or WinZip, for example).

The following will now appear on your screen:

```
To start uploading 99999.DAT, type:

A ... ASCII                      B ... YMODEM Batch
M ... XMODEM-Checksum            G ... YMODEM-g
C ... XMODEM-CRC                 Z ... ZMODEM
1 ... XMODEM-1K                  K ... Kermit / Super Kermit

(Add '!' to automatically log off when done)

Choose an upload option (or 'X' to exit):
```

STEP 4: At the prompt "Choose an upload option (or 'X' to exit):", key the letter corresponding to the correct upload protocol for your telecommunications software and press <enter>.

STEP 5: When you receive the message "Beginning upload of the file <filename>" you need to initiate the file transfer (upload) on your system by telling your telecommunications software to begin sending your file to WPS. The procedure to initiate the file transfer will vary depending on your telecommunications software.

EXAMPLE: ProComm Plus uses the "Page Up" key to initiate the transfer. After pressing <Page Up> you are asked to select the correct protocol. The file name must indicate where the file is located and the name of the actual file to upload.

The file transfer will now begin. When completed, you will receive the message:

```
*** UPLOAD COMPLETE ***
```

You will also see a message indicating your file was logged and copied into a file library.

The following will once again appear on your screen:

```
Upload to the FLO00002 Library

Maximum Library size: 99999999 bytes, 1000 files
Maximum upload size: 99999999 bytes

<file name> ... Upload a file to this Library
* ... Upload multiple files at once
M ... Modify or add descriptions to files you have uploaded

Enter your selection, ? for more help, or X to exit:
```

STEP 6: At the prompt "Enter your selection, ? for more help, or X to exit:" type the file name of another file to upload and complete the upload process **-OR-** press <X>, <enter> to exit. If you select <X> to exit, the following upload options menu will once again be presented:

```
Please select one of the following:
P ... Upload Production Files
T ... Upload Test Files
UPLOAD (UPLOAD)
Make your selection (P,T,? for help, or X to exit):
```

STEP 7: At the prompt, "Make your selection ...", press <X> to exit to the BBS Main Menu. **You can now logoff the WPS BBS, download files, upload another file, etc.**

NOTE: If you have more than one file to upload in a day, you can upload them consecutively by adding a letter after your submitter number and before ".DAT" or ".ZIP".

EXAMPLE: Submitter 99999 wants to upload 3 files:

File 1 Name: 99999A.DAT
File 2 Name: 99999B.DAT
File 3 Name: 99999C.DAT

Logoff The WPS EDI BBS

Complete the following instructions to logoff the WPS EDI Bulletin Board System:

STEP 1: From anywhere in the WPS EDI BBS menu tree, type X to exit until you access the following WPS EDI BBS Main Menu:

```
Please select one of the following:
U ... Upload EDI Files
D ... Download Files
A ... Your Account
E ... Electronic Mail
L ... Get Support Files
F ... File Libraries
X ... Exit System (Logoff)

Main System Menu (TOP)
Make your selection (U,D,A,E,L,F,? for help, or X to exit):
```

STEP 2: At the prompt "Make your selection..." press <X>, <enter> to logoff the system.

STEP 3: When you are informed that you are about to terminate the telephone connection, press <Y> to indicate that you are sure this is what you want to do.

STEP 4: You now need to complete the appropriate procedures to disconnect. These procedures will vary depending on your telecommunications software. Refer to the User Guide for your software to locate the appropriate procedures.

Download Files From WPS

After you transmit your Medicare, WPS Commercial Insurance, EPIC or TRICARE claim files, the data is subjected to two edit checks. The results of these edits will be posted to a Private Download Library on the WPS EDI Bulletin Board for you to download. It is **VERY IMPORTANT** that you download these files to obtain the results of these edits on a regular basis to ensure that all of your claims have been accepted into the appropriate claims processing system for adjudication.

Other files such as WPS Commercial Insurance, Medicare and Tricare Remittance (ANSI835) files will be posted to your private file library for downloading as well.

IMPORTANT NOTE: WPS uses file names to indicate the type of file that is posted for you. File names will include the following information:

- Your User ID
- Time and date the file was created
- Test or Production
- Line of Business
- Information regarding the type of file (i.e. report, 835 remittance, 997 acknowledgement, etc.)
- A **.TXT** extension indicates the file is a message regarding processing of a file or the availability of other files for download.
- A **.DAT** extension indicates the file is a report, 835 remittance file, 997 acknowledgement file, etc.)

Initial Edit Check - Files to be downloaded

The initial edit check ensures that the file you uploaded to the WPS BBS is in the correct format. The results of this edit step, in the form of text files, are posted to your private file library for download shortly after the transmission of your file.

If your file was submitted in an ANSI X12 format, 997 Acknowledgement transaction files will also be posted for you to download.

NOTE: These files will be posted to your private file library as soon as the WPS EDI processor has run your file. The time period you will have to wait for the files will vary depending on how many files are in queue to be read and processed before yours.

This edit step checks the **ENTIRE BATCH OF CLAIMS** transmitted, not data on individual claims. If the initial edits are passed, the entire batch is sent on to the next edit step.

If the initial edits are NOT PASSED, the **ENTIRE BATCH OF CLAIMS IS REJECTED** and must be resubmitted with any necessary corrections.

WPS Commercial Insurance, Medicare , EPIC and TRICARE Batch/Error Reports

Reports are available for test and production electronic claim files.

Reports will appear in your private download file library the evening of the day the file was transmitted provided the file was received **and processed** by WPS prior to 4:00 p.m. (12:00 p.m. for TRICARE files) (Monday through Friday). If file is processed after 4:00 p.m. the reports will be available the following evening.

Reports must be viewed and/or printed at your office.

Rejected claims appearing on these reports must be corrected and resubmitted.

WPS Commercial Insurance, Medicare and Tricare Remittance (ANSI 835 or National Standard Format)

Usually available by 9:00 am CST.

Must contact WPS Electronic Data Services to test and receive electronic remittance.

You must have appropriate software to process the electronic remittance files.

Complete the following steps to locate and download **single** files posted to your private download library:

NOTE: Once files are downloaded, they will be removed from your main private file library and archived to a private archive library where they can be accessed for 30 days. Refer to the "File Libraries" section of this document for instructions to locate your archive library.

STEP 1: Before you access the WPS BBS, identify the download directory (path) on your system. This is where downloaded files can be located in your system and will vary depending on your telecommunication software.

If you are unsure of the download directory (path) specified in your system, consult the user guide for your telecommunications software.

STEP 2: Access the WPS EDI BBS. The WPS EDI BBS Main Menu will appear on your screen:

```
Please select one of the following:
U ... Upload EDI Files
D ... Download Files
A ... Your Account
E ... Electronic Mail
L ... Get Support Files
F ... File Libraries
X ... Exit System (Logoff)

Main System Menu (TOP)
Make your selection (U,D,A,E,L,F,? for help, or X to exit):
```

STEP 3: At the prompt "Make your selection...", type <D>, <enter> to access your private 'Download' file library. The following Private Download Library selection menu will appear on your screen.

```

Welcome to the DOWNLOAD Library.
Description: Private Download Library

User's private library for files to download

F ... DOS file listing
W ... Filename wildcard search
D ... Download a file
U ... Upload a file
S ... Select a Library
P ... Set your preferences
X ... Exit File Libraries

Select a letter from this list, or ? for help:

```

Step 4: To get a listing of files that are available for download, type <F>, <enter>. The following DOS File listing will appear:

```

Terminal Mode
File Options Help
DOWNLOAD (OS-Only)
File Name          Size      Date      Time
a 90000.2006-02-28.083114.Test.WPS.4010.Report-2.dat 6943 03/01/06 12:45
B 90000.2006-02-28.083114.Test.WPS                    248 03/01/06 12:45
C 90000.2006-02-28.105929.Test.Tri                    248 03/01/06 12:45
D 90000.2006-02-28.105929.Test.Tri                    242 03/01/06 12:45
E 90000.2006-02-28.105929.Tricare_                    242 03/01/06 12:45
F 90000.2006-02-28.105929.Tricare_                    222 03/01/06 12:45
G 90000.2006-02-28.105930.Tricare_                    222 03/01/06 12:45
H 90000.2006-02-28.105930.Tricare_                    356 03/01/06 12:45
I 90000.2006-02-28.153647.Test.Tri                    356 03/01/06 12:45
J 90000.2006-02-28.153647.Test.Tri                    242 03/01/06 12:45
K 90000.2006-02-28.153647.Tricare_                    242 03/01/06 12:45
L 90000.2006-02-28.153647.Tricare_                    256 03/01/06 12:45
M 90000.2006-02-28.153648.Test.Tri                    256 03/01/06 12:45
N 90000.2006-02-28.153648.Test.Tri                    229 03/01/06 12:45
O 90000.2006-02-28.153648.Tricare_                    229 03/01/06 12:45
P 90000.2006-02-28.153648.Tricare_                    253 03/01/06 12:45
Q 90000.2006-02-28.153649.Test.Tri

DOS FILE LISTING.      Press CTRL-N for next page, ? for help, or X to exit.
To highlight a file, use your arrow keys or the letters in the left column.
ENTER views details on highlighted file, SPACE tags it, CTRL-D downloads it.

```

STEP 5: Follow the instructions at the bottom of the screen to select the file you wish to download. Once the file has been selected, hold down the Ctrl key and press <D>. The following protocol menu will appear:

```

L ... Listing (a screen at a time)      B ... YMODEM Batch
A ... ASCII (continuous dump)          G ... YMODEM-g
M ... XMODEM-Checksum                  Z ... ZMODEM
C ... XMODEM-CRC                       ZR... ZMODEM (resume after abort)
1 ... XMODEM-1K                         K ... Kermit / Super Kermit

Choose a download option (or 'X' to exit): |

```

STEP 6: At the prompt "Choose a download option...", select the download protocol that matches your current system and press <enter>.

STEP 7: When you receive the message "Beginning <protocol> download of the file <filename>" you need to initiate the file transfer (download) on your system by telling your telecommunications software to begin receiving the file from WPS. The procedure to initiate the file transfer will vary depending on your telecommunications software.

EXAMPLE: When using the ZMODEM protocol with some telecommunications software packages, the transfer (download) of the file will be automatically initiated. Other software packages/protocols require you to initiate the file transfer yourself (look for an option allowing you to receive a file).

STEP 8: Once the file has been transferred, a message indicating the download is complete will appear on your screen.

```
(Press Ctrl-X a few times to abort)
Beginning ZMODEM download of the file 900002*3.TXT in the DOWNLOAD Library (< 1K
, < 1 minute)
**↑B0000000000000000
←**↑B0000000000000000
↓
***  DOWNLOAD COMPLETE  ***
(N)onstop, (Q)uit, or (C)ontinue?
```

Type <C> to continue and you will be returned to the list of files available for you to download. If you wish to select and download another file, do so or press <X> to exit from the list back to the Private File Library selection menu.

Press <X>, <enter> to return to the WPS EDI BBS Main Menu.

You may also choose to download **all** files that have been posted to your Private Download Library. Doing so eliminates the need can to locate and download files individually. As with single-file downloads, downloaded files will be deleted from your Private Download Library and moved to your Archive library.

Complete The Following Steps To Download **All** Available Files From Your Private Download Library:

STEP 1: Before you access the WPS BBS, identify the download directory (path) on your system. This is where downloaded files can be located in your system and will vary depending on your telecommunication software.

If you are unsure of the download directory (path) specified in your system, consult the user guide for your telecommunications software.

STEP 2: Access the WPS BBS. The following WPS EDI BBS Main Menu will be presented.

```
Please select one of the following:
U ... Upload EDI Files
D ... Download Files
A ... Your Account
E ... Electronic Mail
L ... Get Support Files
F ... File Libraries
X ... Exit System (Logoff)

Main System Menu (TOP)
Make your selection (U,D,A,E,L,F,? for help, or X to exit):
```

STEP 3: At the prompt "Make your selection...", type <D>, <enter> to access your private 'Download' file library. The following Private Download Library selection menu will appear on your screen.

```
Welcome to the DOWNLOAD Library.
Description: Private Download Library

User's private library for files to download

F ... DOS file listing
W ... Filename wildcard search
D ... Download a file
U ... Upload a file
S ... Select a Library
P ... Set your preferences
X ... Exit File Libraries

Select a letter from this list, or ? for help:
```

STEP 4: At the prompt "Select a letter from this list, or ? for help", type <D> (for Download a file) and press <enter> . A prompt instructing you to enter a file name will appear. Type *.* and press <enter>.

```
Enter file name to find, X to exit, or ? for help: *.* ←
```

All of the files that are available in your Private Download Library will now be displayed on your screen.

```

Terminal Mode
File Options Help

Now searching for files in current Library matching "*.*".
Press ENTER to stop.

Library File Name
=====
DOWNLOAD 907317~1.DAT
DOWNLOAD 906B83~1.TXT
DOWNLOAD 900002~4.TXT
DOWNLOAD 906C09~1.DAT
DOWNLOAD 903CAF~1.DAT
DOWNLOAD 906BDF~1.TXT
DOWNLOAD 90362E~1.TXT
DOWNLOAD 90E52A~1.DAT
DOWNLOAD 9032D0~1.DAT
DOWNLOAD 906B91~1.TXT
DOWNLOAD 90362D~1.TXT
DOWNLOAD 9063D9~1.DAT
DOWNLOAD 90388F~1.DAT
DOWNLOAD 906B51~1.TXT
DOWNLOAD 90362C~1.TXT
DOWNLOAD 908B93~1.TXT
(N)onstop, (Q)uit, or (C)ontinue?

```

If there are too many files to be displayed on one screen, press <C> to continue when prompted to do so.

STEP 5: Once all files have been listed, you will see the total number of files and total number of bytes that will be downloaded. You will now need to select the appropriate download protocol.

```

End of search, total files found: 55, total size: 102228 bytes.

L ... Listing (a screen at a time)      Z ... ZMODEM
A ... ASCII (continuous dump)          ZR... ZMODEM (resume after abort)
B ... YMODEM Batch                     K ... Kermit / Super Kermit
C ... YMODEM-g
T ... Tag file(s) for later download

(Add '!' to automatically log off when done)
Choose a download option (or 'X' to exit):

```

STEP 6: At the prompt "Choose a download option...", select the download protocol that matches your current system and press <enter>.

STEP 7: When you receive the message "Beginning <Protocol> download of the ## files matching "*.*" in the Download Library", you need to initiate the file transfer (download) on your system by telling your telecommunications software to begin receiving the file from WPS. The procedure to initiate the file transfer will vary depending on your telecommunications software.

EXAMPLE: When using the ZMODEM protocol with some telecommunications software packages, the transfer (download) of the file will be automatically initiated. Other software packages/protocols require you to initiate the file transfer yourself (look for an option allowing you to receive a file).

STEP 8: Once the files have been transferred, a message indicating the download is complete will appear on your screen.

```
*** DOWNLOAD COMPLETE ***  
  
Welcome to the DOWNLOAD Library.  
Description: Private Download Library  
  
F ... DOS file listing  
W ... Filename wildcard search  
D ... Download a file  
U ... Upload a file  
S ... Select a Library  
P ... Set your preferences  
X ... Exit File Libraries  
  
Select a letter from this list, or ? for help:
```

You can now press <X>, <enter> to exit file libraries and return to the WPS EDI BBS Main Menu.

Your Account

You have access to view and modify your account information (Name, Address, Telephone Number, Passwords, etc.) on the WPS EDI BBS. WPS EDI asks that all users access their account information to ensure that it is correct and current.

WPS Electronic Data Services also asks that all users access their account information on a regular basis to change their password*. Changing your password for the WPS EDI BBS helps protect the integrity of the electronic data that is transferred between you and WPS.

WPS EDI PASSWORD POLICIES

To meet WPS corporate and federal security mandates, the following password policies are in place:

1. All passwords must be at least 8 characters.
2. All passwords must contain at least one UPPER CASE letter.
3. All passwords must contain at least one lower case letter.
4. All passwords must contain at least one number.
5. All passwords must contain at least one special character (i.e. #, \$, @, &)
6. **Passwords will expire after 90 days.** You must change your password before it expires.
7. Passwords cannot be changed more than one time within a 24 hour period.
8. 24 passwords are 'remembered' and cannot be reused until 24 others have been utilized.

Complete The Following Steps To Access And Update Your Account Information:

STEP 1: From the WPS BBS Main Menu, select option **A** ("Your Account") and press <enter>.

The Account Information selection menu will appear on your screen:

```
User-ID: YourUserID
Credits: 0 (Exempt from charges)
Language: English/ANSI

S ... Display statistics on your account
A ... Display or edit account information (address/phone/password)
T ... Transfer credits to another user
L ... Change language/protocol preference

Your choice (or X to exit):
```

STEP 2: At the prompt "Your choice (or X to Exit)" type <A>, <enter> to display your account information. Information such as your name, address, telephone number, etc. will now appear on your screen.

NOTE: Your password will always appear as ***** for security purposes.

STEP 3: Use the <Tab> key to highlight any information you would like to correct or modify. Type the correct/updated information and continue to use the <Tab> key until your cursor is in the "Exit" field at the bottom of your account information display.

NOTE: If you modify your password for the WPS EDI BBS, you will be asked to enter it a second time for verification. It will always appear as ***** on your screen.

STEP 4: At the "Exit" prompt, key <S> and press <enter> to save the account information. The following menu will once again appear on your screen:

User-ID: 99999
Language: English/ANSI

S Display statistics on your account
A Display or edit account information (address/phone/password)
L Change language/protocol preferences

Your choice (or 'X' to exit):

STEP 5: At the prompt "Your Choice (or 'X' to exit):" type <X> and press <enter> to return to the WPS EDI BBS Main Menu.

Electronic Mail (e-mail)

IMPORTANT NOTE TO PREVIOUS BBS USERS: WPS no longer uses the Electronic Mail function to distribute files (as attachments) for downloads. All reports, remittance files, initial edit responses, etc. are now posted to your private download library.

The WPS EDI BBS provides the capability to send Email messages to the WPS EDI Staff. Complete the following steps if you wish to send a message:

STEP 1: Access the WPS EDI BBS and select option **E** for "Electronic Mail". The following menu will appear:

```
Please select one of the following:
S ... Send Email to WPS EDI
R ... Read Email

Electronic Mail (EMAIL)
Make your selection (S,R,? for help, or X to exit): |
```

****The following selections may be updated in the future to reflect additional WPS EDI area's to send emails to****

STEP 2: At the prompt "Make your selection...", press <S>,<enter>. The following will appear on your screen:

```
Please select one of the following:
W ... Email WPS/Tricare EDI
M ... Email IL/MI/WI Medicare EDI
N ... Email Minnesota Medicare EDI

SENDEMAIL (SENDEMAIL)
Make your selection (W,M,N,? for help, or X to exit):
```

STEP 3: Type the letter that corresponds with the WPS EDI area you wish to send the message to. (EX: Press <W>, <enter> to send a message regarding WPS commercial insurance or Tricare EDI).

The following will appear in the middle of your screen:

```
^X (Control-X)=line editor, ^R (Control-R)=help
Enter Topic:
```

STEP 4: Type the topic of your message and press <enter>. The topic window will disappear and your cursor will be in the upper left corner of the screen.

STEP 5: Type your message.

STEP 6: Once you have completed typing your message, hold down the <Ctrl> key and press <G>. The following menu will appear:

```
SAVE
Now exiting editor...

Before sending this message, you may:
A ... Attach a file to this message
R ... Request return receipt
P ... Mark message as priority
C ... Send a copy of this message to other user(s)
M ... Modify the message text or topic

Select a write option or press ENTER to send message: |
```

CONFIG

Select an option or press <enter> to send the message.

STEP 7: Once the message has been sent, a confirmation will appear on your screen and the following menu will, once again appear:

```
Sending message...
<<< CONFIRMED: MESSAGE #25 SENT SUCCESSFULLY >>>
Please select one of the following:
W ... Email WPS/Tricare EDI
M ... Email IL/MI/WI Medicare EDI
N ... Email Minnesota Medicare EDI

SENDEMAIL (SENDEMAIL)
Make your selection (W,M,N,? for help, or X to exit):
```

STEP 8: Press <X>, <enter> to exit.

EDI File Libraries

EDI File Libraries are directories containing programs, files and documents that WPS EDI BBS users can download.

The format of each document will be indicated in the description of the document. You must have appropriate software to use the files that are downloaded.

Complete the following steps to select a specific file library. Once a library is selected, downloading files from that directory follows the same process as listed above ("Download Files From WPS").

- STEP 1:** Access the WPS EDI BBS and select option **F** from the WPS EDI BBS Main Menu. The name of the file library you are currently in will be displayed and the following menu will appear:

```
Welcome to the DOWNLOAD Library.
Description: Private Download Library

User's private library for files to download

F ... DOS file listing
W ... Filename wildcard search
D ... Download a file
U ... Upload a file
S ... Select a Library
P ... Set your preferences
X ... Exit File Libraries

Select a letter from this list, or ? for help:
```

- STEP 2:** Press <F>, <enter> for a list of the files in the current file library or Press <S>, <enter> to select a different file library.

If you choose option "S" to select a different file library, you will be prompted for the name of the library you wish to access. Pressing <?>, <enter> will display a list of available file libraries:

Library	Lib ID	Files	Description
DOWNLOAD	DOWNLOAD	0S	Private Download Library
PRODLIB	FL000000	0S	Upload Library
TESTLIB	FL000002	0S	Upload Library for Test Files
PRINTLIB	FL000003	0S	Upload Print Image Files
PrevDnld	FL000005	0S	30-day archive of previous downloads
MAIN	MAIN	2	A general-purpose file area.

Select a Library (or '?' for a list):

- The "DOWNLOAD" library is your private/main download library where new files are placed for you. Files will be automatically deleted after 30 days.
- PROD and TESTLIB locations are where files are uploaded for TEST or PRODUCTION submission. You will not be able to download files from either of these libraries.
- "PrevDnld" is where files are automatically moved to after you download files from your private library. If a file should accidentally be deleted, please look here for the missing file. Files will be automatically deleted after 30 days.
- "Main" is an all-purpose library for public downloads.

STEP 3: To select a library, type the name of the library, for example *PrevDnld*, at the prompt. From here, you may download files just as you would following the instructions in "Download Files From WPS").

Important Note: You may find it necessary to reselect your private download location, "Download", as your download file library. Even after log off, the BBS may remember your previous choice