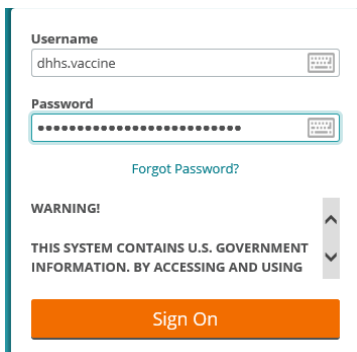
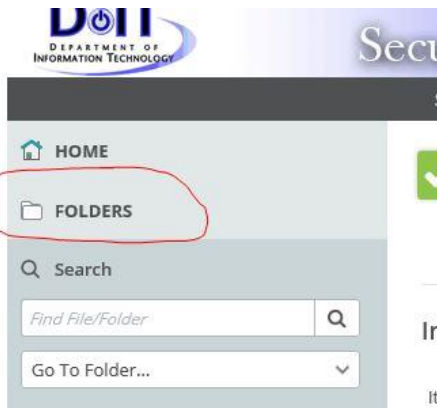


INSTRUCTIONS FOR SECURE SUBMISSION OF INFORMATION ON PATIENTS TO BE SCHEDULED FOR COVID-19 VACCINE

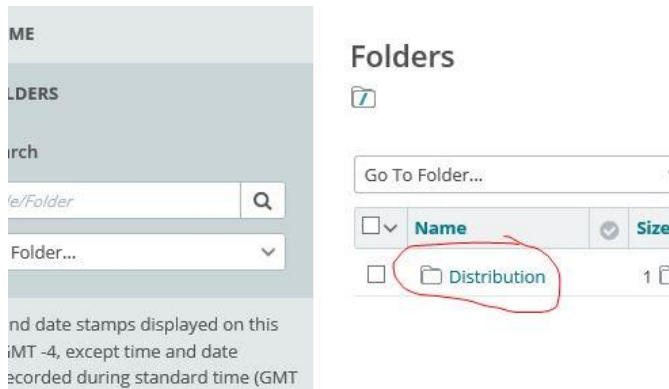
1. Go to the NH sFTP site at the following URL: <https://nhftp.nh.gov/>
2. You should see a login box, enter the following Username and Password, then click the orange “Sign On” button:
 - a. Username: Dhhs.vaccine
 - b. Password: **NHVaccineReportingCovid19#**



3. Once logged in, click “Folders” on the top left navigation bar

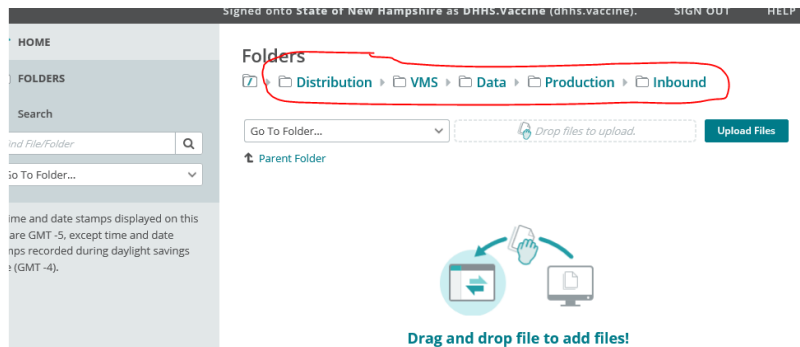


- This will display the root Distribution folder on the page. Click on the Distribution folder to drill down to the Inbound sub-folder

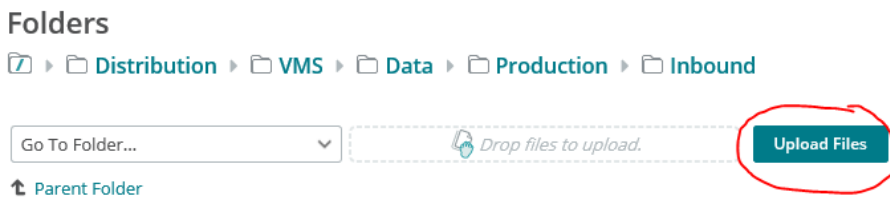


- This is the full path to the inbound sub-folder, you should be able to view the full path of your current directory at the top of the page;

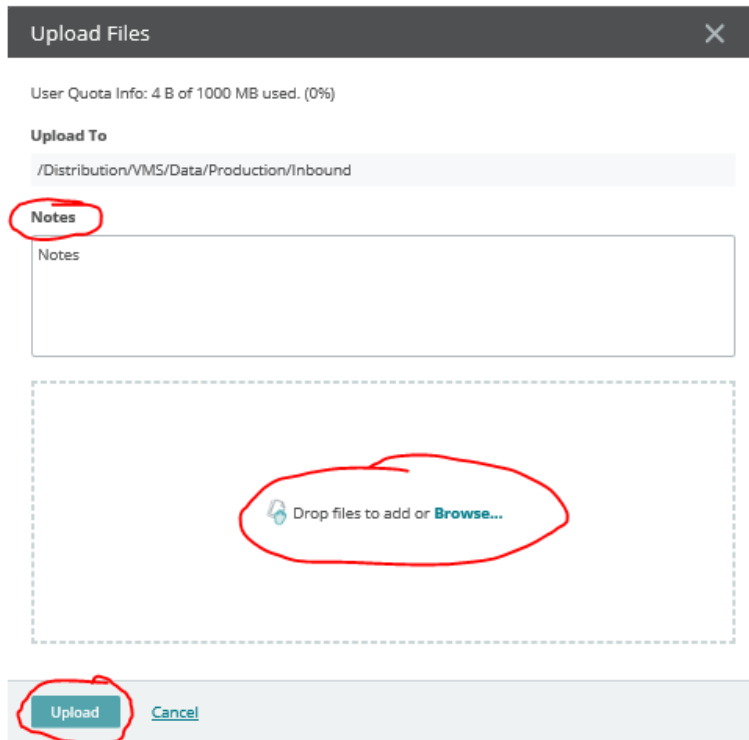
a. Distribution -> VMS -> Data -> Production -> Inbound



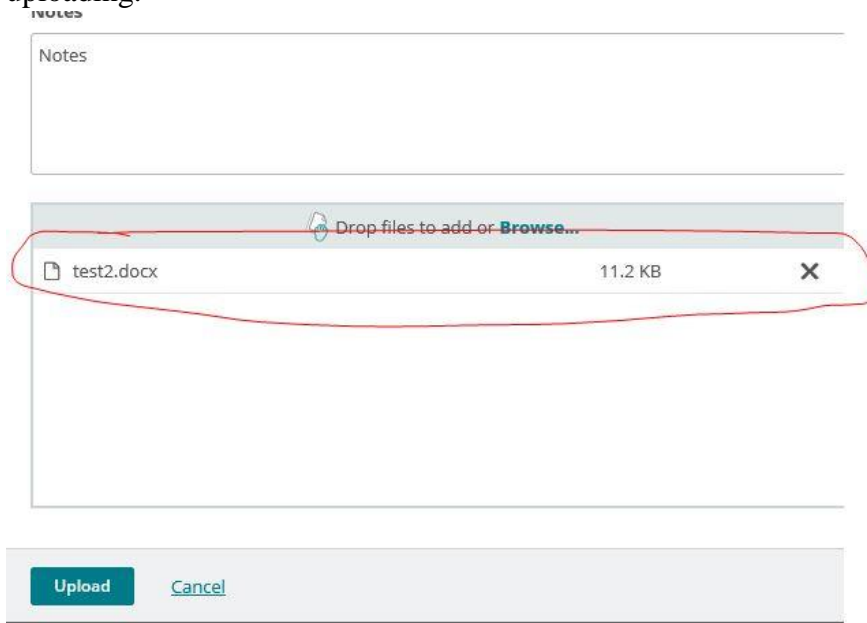
- From the /Inbound folder, click on the “Upload Files” button to select the file you wish to upload.



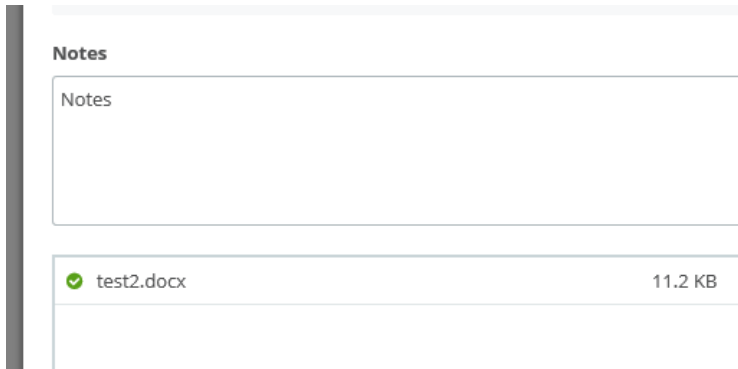
7. You will be prompted with a popup box where you can drag and drop the file from your PC to upload, or click the “Browse” link to select the file on your PC to upload. Once you have selected the file(s) to upload, click the “Upload” button in the bottom left of the popup box



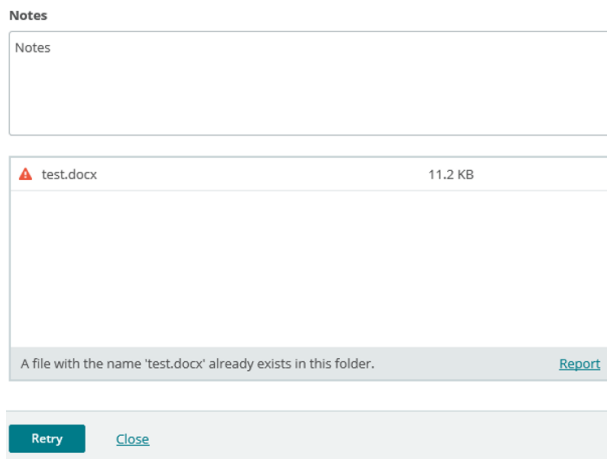
8. Once you’ve selected the file(s), it should populate in the popup window to preview before uploading.



9. Once you're ready to upload your file(s), click on the Upload button in the bottom left of the popup window. If it successfully uploaded, you should see your file in the list with a green check mark next to it:



10. If you try to upload a duplicate file name, you will receive the following error:



11. After you've completed uploading your files, simply click on the "Sign Out" link at the top of the page.

