SFTP SERVER INFORMATION

Office Ally hosts an SFTP server that clients can use for secure file transfers.

CONNECTION DETAILS

- Host / IP / URL: ftp10.officeally.com
- Port: 22
- SSH/SFTP Enabled

SITE DIRECTORY STRUCTURE

- **SUBMISSIONS**
    - Files uploaded to Office Ally MUST be placed in the "**inbound**" folder for processing
    - Any file not placed in this folder will not be picked up for processing
- **REPORTS**
    - Reports from Office Ally will be in the "**outbound**" folder

ADDITIONAL NOTES

- You must use an SFTP client, or a Billing Software that supports SFTP
    - You cannot use FTP, Internet Explorer, or other web browser to access this site

- Please make sure to **COPY** and **PASTE** the username and password rather than typing it out
    - This will help avoid any errors due to mistyping

- The password will be sent in a separate email from the confirmation
    - Be sure to check your Spam/Junk folder

- During Logon, if asked to Cache SSH. Click Yes

- Filename keywords are required when submitting multiple form types (HCFA/UB/ADA)

    - Professional (HCFA) keyword: "837P"
    - Institutional (UB) keyword: "837I"
    - Dental (ADA) keyword: "837D"

REQUESTING SFTP SETUP

To request an SFTP connection be set up, the following information should be emailed to Support@officeally.com:

- Office Ally Username
- Contact Name
- Contact Email
- Software Name (if available)
- Form Type Submitted (HCFA/UB/ADA)