



How to Upload PDF Files in the SFTP Site



CalMHSA.org

Step:1

Click on the SFTP Desktop Icon





CalMHSA.org

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Step 2:

Enter the following credentials:

Host name: azuresftp.smartcarenet.com

Port number: 22

User name and Password

Login

Prevent Site	Session	
ravi.chopra@azuresftp.smartcarenet.com	File protocol:	
	Host name:	Port number:
	azuresftp.smartcarenet.com	22
	User name: Password	:
	CalMHSA_ravi.chopra	•••••
	Edit	Advanced
Tools 🔻 Manage 🔻	Login V	se Help
Show Login dialog on startup and when the last s	ession is closed	



Step 3:

Click on the CalMHSA County Folder corresponding to your County



CalMHSA.org



Step 4:

Click on the PDF file Folder corresponding to your county

CalMHSA - Siskiyou Billing Data Files Customer Clinical Forms Data Migration Files Interface Files Recordings and Minutes SFTP_DB_AccessOnly Siskiyou_PDF_Files State Reporting User Guides VPN Access Tools



Step: 5

CountyNar \checkmark \square \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \blacksquare \square \square \square \square \square Find Files						
🛛 📴 Download 👻 📝 Edit 👻 💢 🖓 Properties 🖆 New 🕶 🗄 🛨 🦳 💟						
/CalMHSA/Data Migration/County Systems/Test County/Customer Upload Spreadsheet Location/CountyName PDF/						
Name	Size	Changed	Rights	Owner		
<u>t</u>		3/17/2023 11:41:22 AM	rwxrwxrwx			
BFTP-OpenVPN-SQL Guide - CalMHSA.pdf.filepart	480 KB	3/17/2023 11:41:22 AM	rw-rw-rw-			
470 KP of 470 KP in 1 of 1						
		🖬 St	-11-0	0:01:03		

Click and Drag the file inside the SFTP site under the PDF folder or copy the PDF file and past in the SFTP site under the PDF Fold