How to Upload PDF Files in the SFTP Site

Step : 1

Click on the SFTP Desktop Icon

Step 2:

Enter the following credentials:

 Host name: azuresftp.smartcarenet.com
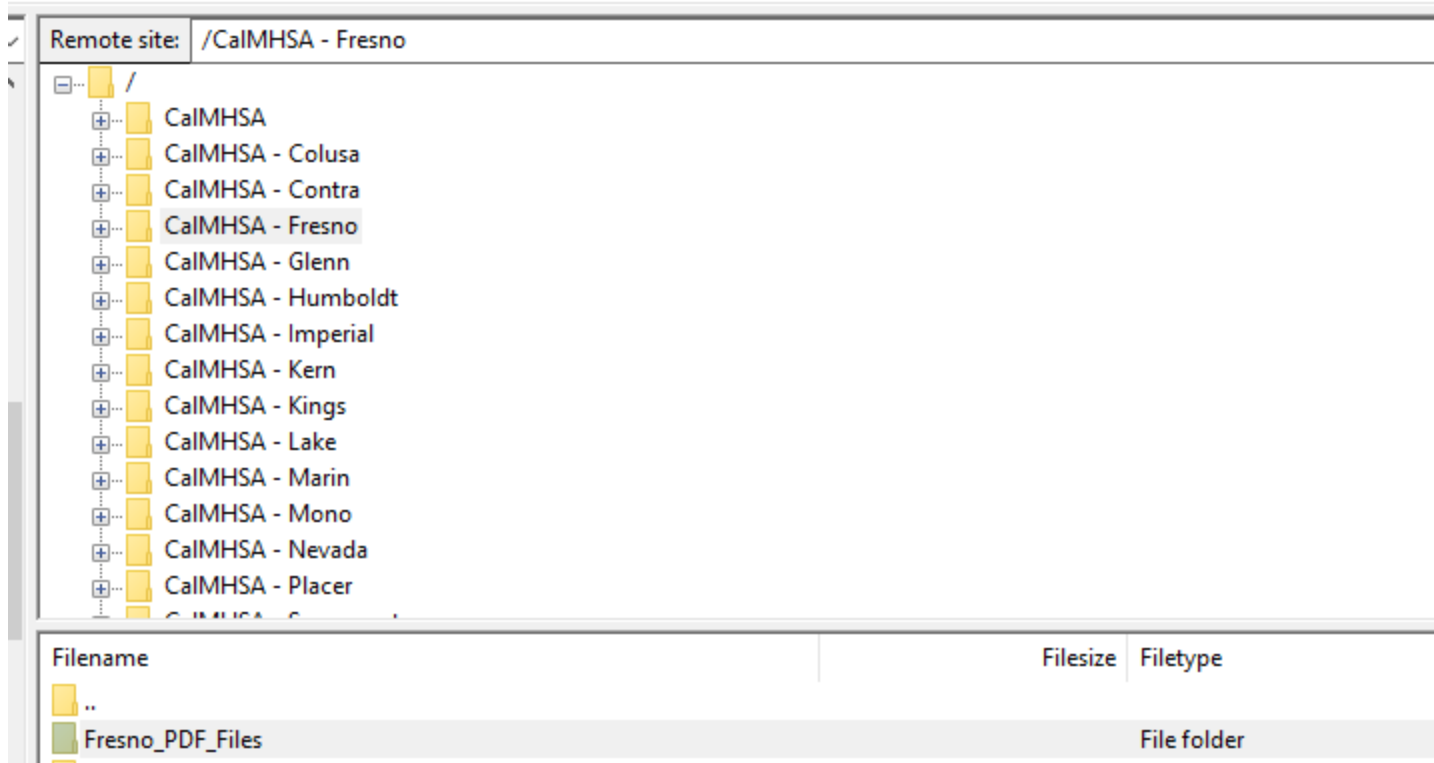
Port number: 22

User name and Password

Login   — □ ✕

New Site
ravi.chopra@azuresftp.smartcarenet.com

Session

File protocol:
SFTP

Host name: Port number:
azuresftp.smartcarenet.com | 22

User name: Password:
CalMHSA_ravi.chopra   ●●●●●●●●●●●●●●●●

Edit   Advanced... ▼

Tools ▼   Manage ▼   ⬁ Login ▼   Close   Help

☑ Show Login dialog on startup and when the last session is closed

Step 3:

Click on the CalMHSA County Folder corresponding to your County
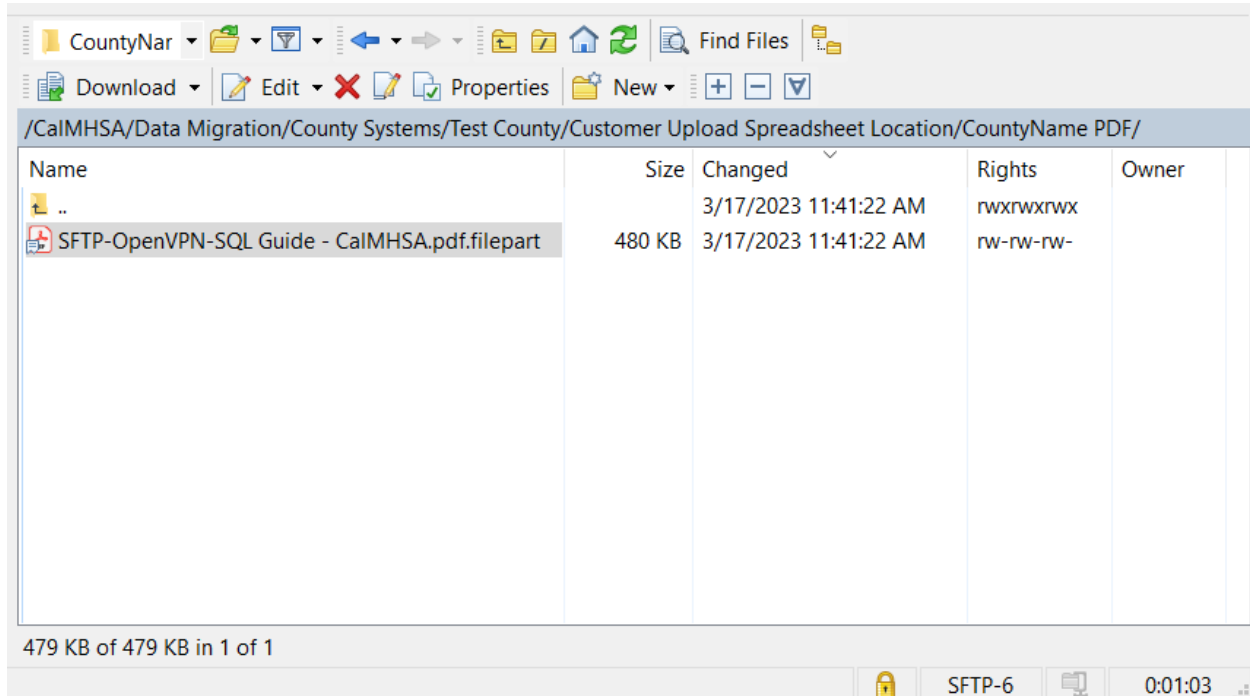
Step 4:

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

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