



Downloading Files From Secure File Transfer

1. In your internet browser, navigate to www.qualitynet.org.
2. The *QualityNet Home Page* will open. Go to the *Log in to QualityNet Secure Portal* section located in the upper right-hand side of the page and select **Login**.

QualityNet Sign in to My QualityNet (formerly QNet Exchange) Search
[Sign In](#)

Home | My QualityNet | Help

Hospitals - Inpatient | Hospitals - Outpatient | Physician Offices | Ambulatory Surgical Centers | Cancer Hospitals | ESRD Facilities | Inpatient Psychiatric Facilities | Quality Improvement

QualityNet Registration
 • Hospitals - Inpatient
 • Hospitals - Outpatient
 • Physician Offices
 • ASCs
 • Cancer Hospitals
 • ESRD Facilities
 • Inpatient Psychiatric Facilities
 • QIOs

QualityNet Secure Portal available
 Enhancements to the QualityNet Secure Portal are complete, and registered QualityNet users may access the Portal for data submission and other functions.

Maintenance downtime scheduled
 QualityNet will be unavailable from 7 p.m. CDT on Friday, July 18, through 5 a.m. CDT on Monday, July 21, to allow for scheduled maintenance. This may affect submissions to the data warehouses and use of QualityNet applications.

Log in to QualityNet Secure Portal
[Login](#)
 • Download Symantec ID (**required** for login)
 • Portal Resources

3. The secure portal *QualityNet Destination Page* will open. Under *Choose Your QualityNet Destination*, select **Secure File Transfer**.

CMS.gov | QualityNet
 Centers for Medicare & Medicaid Services

Choose Your QualityNet Destination
 Please select your primary quality program to reach the right log in screen for your QualityNet portal.

Secure File Transfer

Select your primary quality program:

- End Stage Renal Disease Quality Reporting Program
- Ambulatory Surgical Center Quality Reporting Program
- PPS-Exempt Cancer Hospital Quality Reporting Program
- Inpatient Hospital Quality Reporting Program
- Inpatient Psychiatric Quality Reporting Program
- Outpatient Hospital Quality Reporting Program
- Physicians Quality Reporting System / eRx
- Quality Improvement Organizations



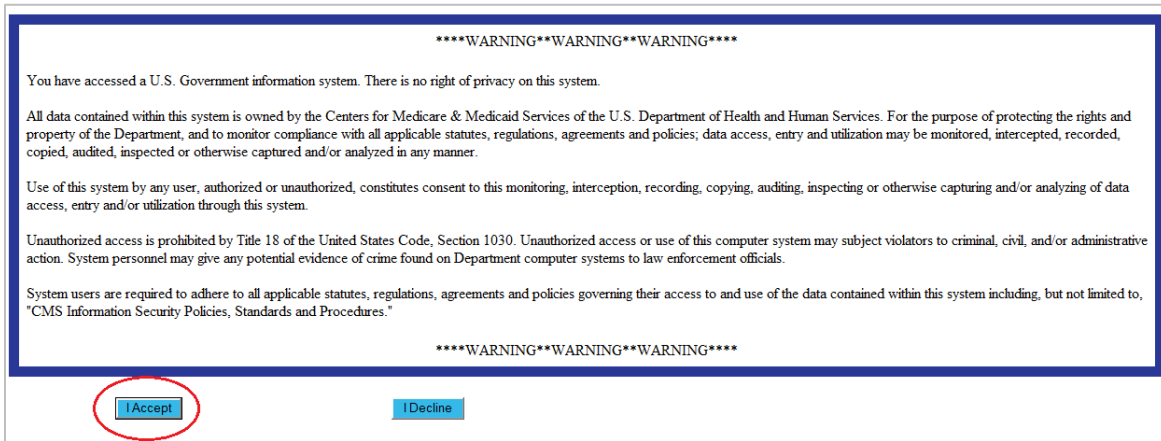
4. The login page will open. Enter your user ID, password, and security code and select the **Submit** button.

5. For your security code, you will need to open the **VIP Access** application (see first icon below) that you downloaded and saved to your desktop during the secure portal enrollment process. Once this is open, you will see the token (second icon below) that has a security code that changes every 30 seconds. Copy (select the **copy** button on the far right of the code) and paste that code into the *Security Code* box on the login screen. You will need to do this every time you log into the new secure portal.





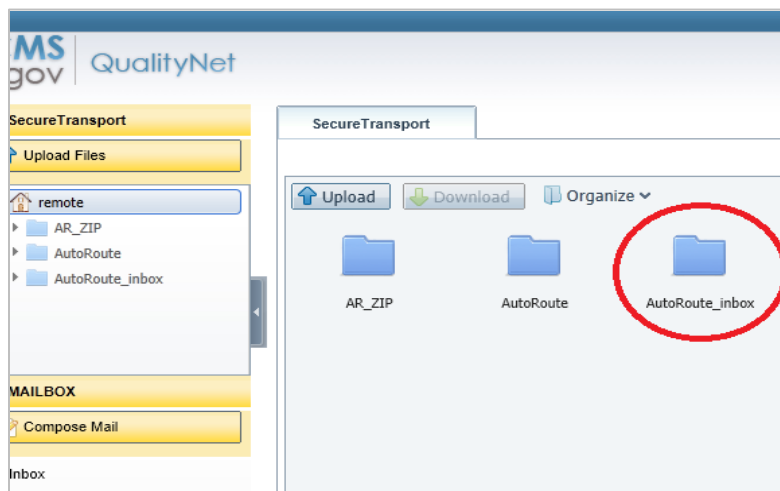
- The U.S. Government information system warning page will open. Select the **I Accept** button.



- From the *QualityNet Secure Portal Home Page*, select the **Secure File Transfer** link located at the top of the page.

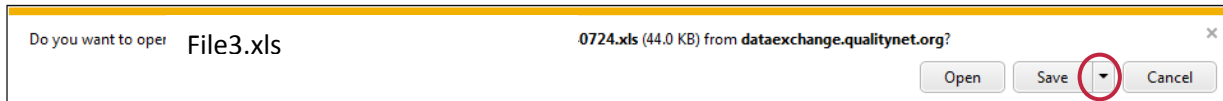
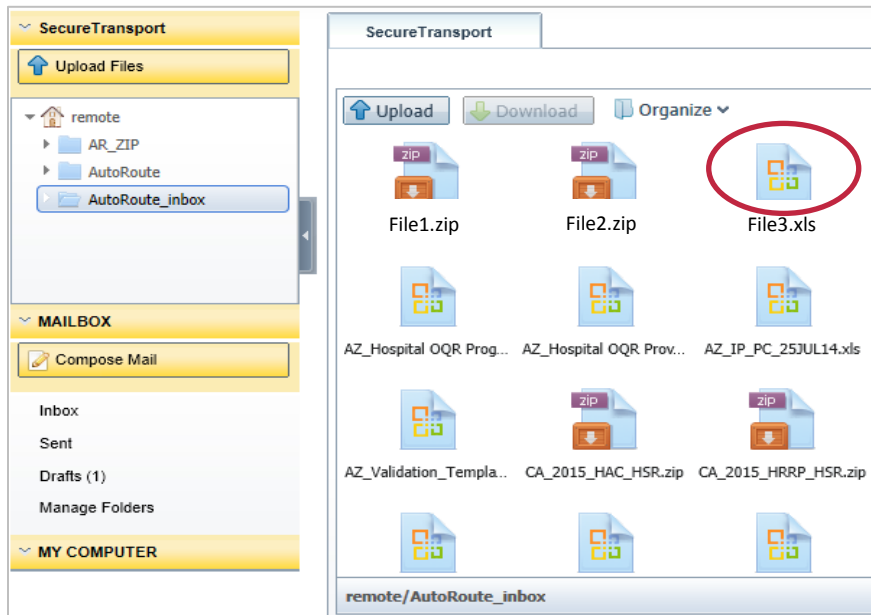


- On your *Secure File Transfer Page*, navigate to your **AutoRoute_inbox**, which is where you will receive files uploaded to you. Double click that inbox to view your files.





- Once you find the file you wish to download, double click on it. You will receive a pop-up message that reads, "Do you want to open or save (file name) from dataexchange.qualitynet.org?" You may either open it to view or, if you wish to save it, select the drop down menu next to the Save button. Select **Save as**.



- A dialog box will open and you will be prompted to browse your computer and decide where you want to save the file.

