

CENTER FOR HEALTH INFORMATION AND ANALYSIS

MA APCD

SUBMISSIONS

FILE SECURE 7.3.4
UPLOAD INSTRUCTIONS
DOCUMENT VERSION 7.3.4

February 2026



Contents

<i>Introduction</i>	<i>2</i>
<i>Software Prerequisites</i>	<i>2</i>
<i>Installing the SFTP Client</i>	<i>4</i>
<i>Installing the File Secure Application Executable File</i>	<i>8</i>
<i>Designate Default Folder</i>	<i>10</i>
<i>Encrypt File(s)</i>	<i>12</i>
<i>Uploading the Encrypted Submission File from SFTP</i>	<i>20</i>
<i>How to Retrieve Reports from File Secure</i>	<i>22</i>

DATE	VERSION NO.	WRITER	NOTES
3 October 2016	1.01	CHIA	Initial release
02 February 2017	2.0	CHIA	Updated release
16 February 2017	3.00	CHIA	Updated release with feedback
30 March 2017	4.00	CHIA	Update with CHIA File Secure Install instructions
17 May 2017	5.00	CHIA	Update with New Upload Instructions
31 August 2017	6.00	CHIA	Updates to FileSecure workflow
05 September 2019	7.0	CHIA	Updated release
14 November 2025	7.1	CHIA	Updated release
20 February 2026	7.3.4	CHIA	Updated release

Introduction

This document outlines the procedure for uploading APCD submission data to CHIA. The procedure essentially consists of two steps:

1. Use the File Secure executable provided by CHIA to encrypt the submission file prior to transmission.
2. Use an SFTP client of your choice to transfer the CHIA submission file from your PC to CHIA's submission SFTP site at **connect.chia.state.ma.us**

Software Prerequisites

The following software is required. Please make sure to have all the listed software available for installation before continuing.

1. A SFTP client of your choice. CHIA has verified that the following SFTP clients will reliably work with this process:
 - Filezilla – available at <https://filezilla-project.org/> Cost: **FREE**
 - WinSCP – available at <https://winscp.net/eng/download.php> Cost : **FREE**
 - PuTTY/pSFTP – available at <http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html> Cost: **FREE**
 - **NOTE: The File Secure application has been tested and certified to work with the above SFTP programs. There is no guarantee that File Secure will work with any other SFTP program (home grown or otherwise). Please consult with your local IT Security organization for further guidance.**
2. A CHIA supplied username and password for the **connect.chia.state.ma.us** SFTP site.
3. CHIA provided File Secure Application executable zip file to encrypt the submission file prior to submission to CHIA.

IMPORTANT NOTE ABOUT THE FREE SFTP CLIENTS:

Please make sure to download the free clients **ONLY FROM THE LINKS PROVIDED ABOVE**. These links are the official repositories for the software and are provided by the authors of the software. These utilities can also be found on numerous other 3rd party download sites where they may include additional unwanted adware or potential malware, such as viruses/Trojans. **Only use the links provided in this document** and make sure to obtain the latest version of this document from CHIA at: <https://chiamass.gov/apcd-data-submission-guides>

CHIA SUPPORT:

If you have any questions or technical issues, please contact your CHIA liaison, or the Center for Health Information and Analysis' Help Desk.

Email: DL-Data-Submitter-HelpDesk@chiamass.gov

Installing the SFTP Client

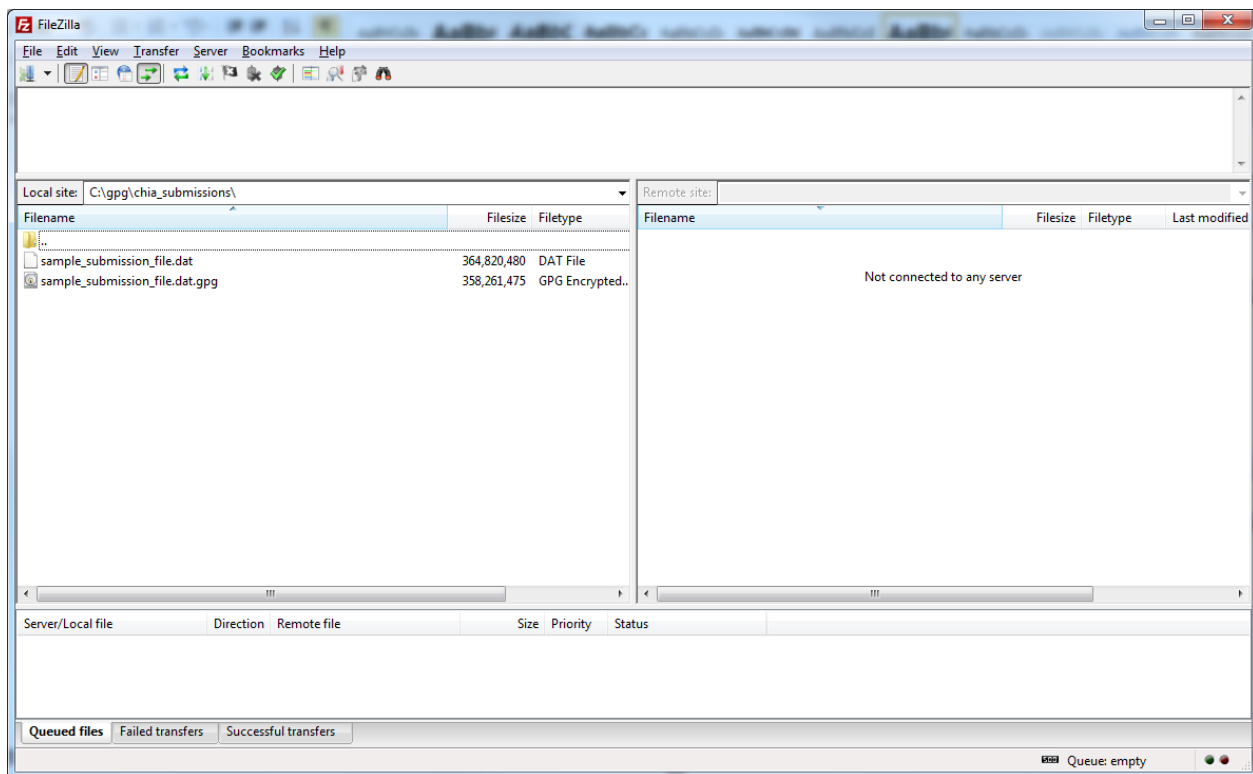
The exact steps for installing each SFTP client will vary somewhat but largely consist of running some sort of setup.exe or setup.msi. The exception is PuTTY's **pSFTP** which is distributed as a standalone exe that can be used as is. Please consult the installation instructions for your selected client.

Step 1. Connecting to connect.chia.state.ma.us via SFTP

The process for connecting and transferring the files will vary by SFTP client used. For purposes of illustration, CHIA is providing detailed instructions for Filezilla (because it works well and is free), but you are free to use any SFTP client that you prefer.

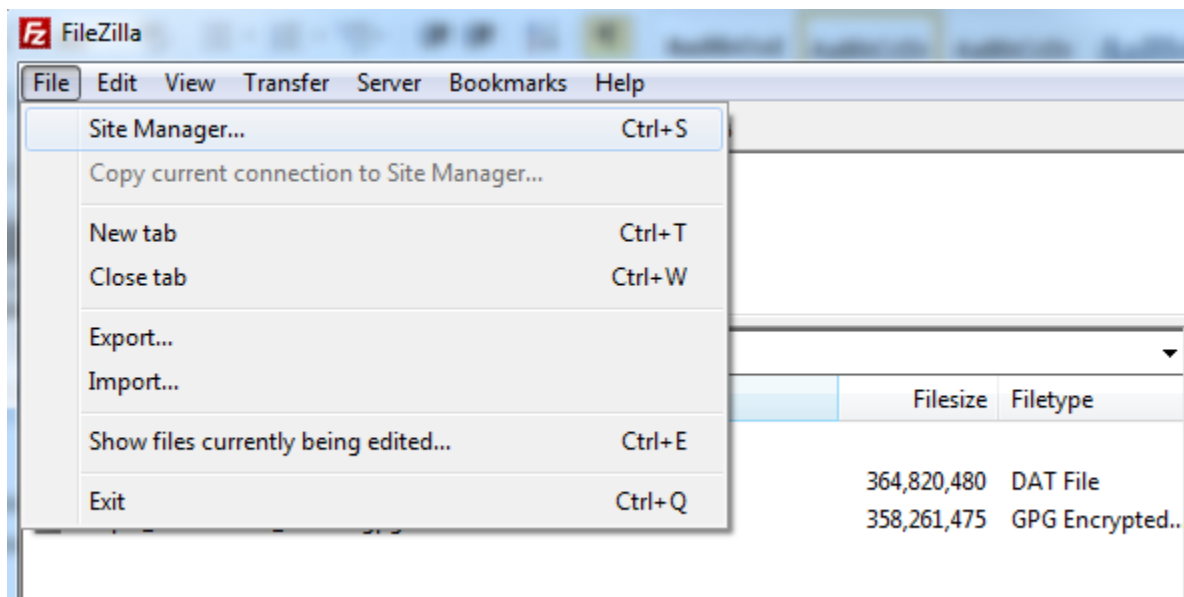
Note: If you already have a SFTP client installed, proceed to **Step 4** (page 7).

Start the Filezilla client.



Step 2. Create the SFTP Site Connection for connect.chia.state.ma.us

If this is the first time you're using Filezilla, you must create the SFTP site. Go to **File-> Site Manager**

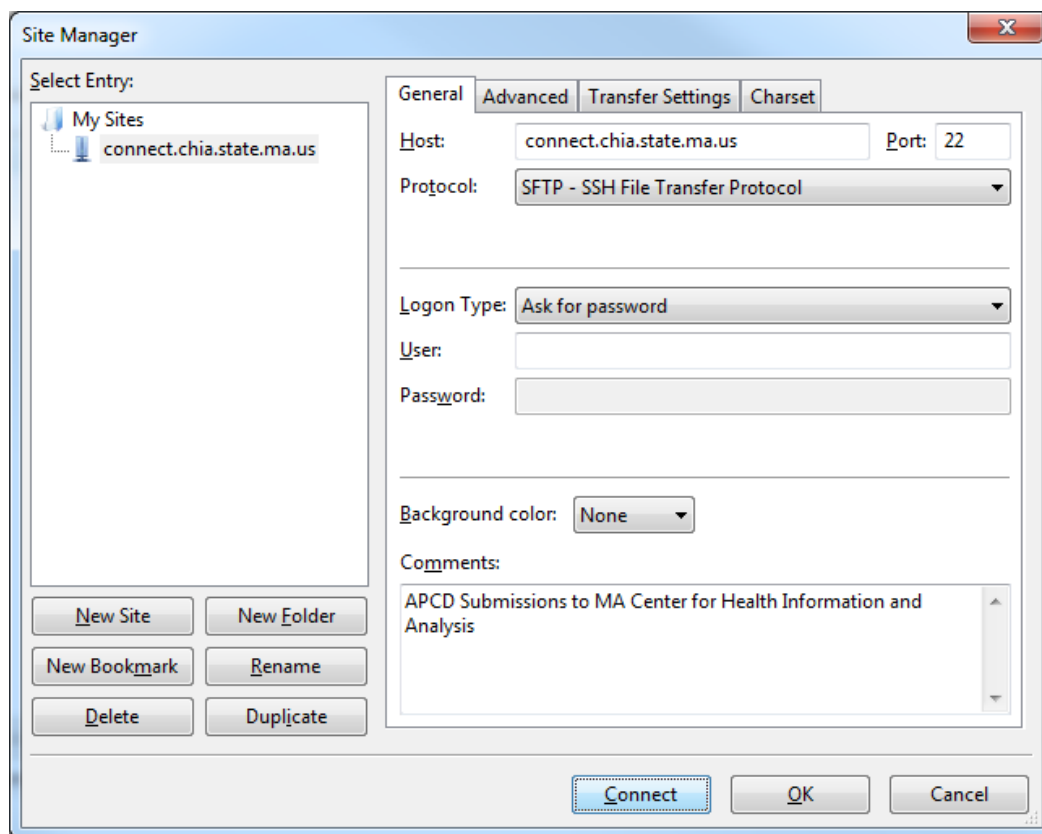


Step 3.

You will be presented with a screen similar to the following. Enter the data as shown to create the site.

Under the Site details section input the following information:

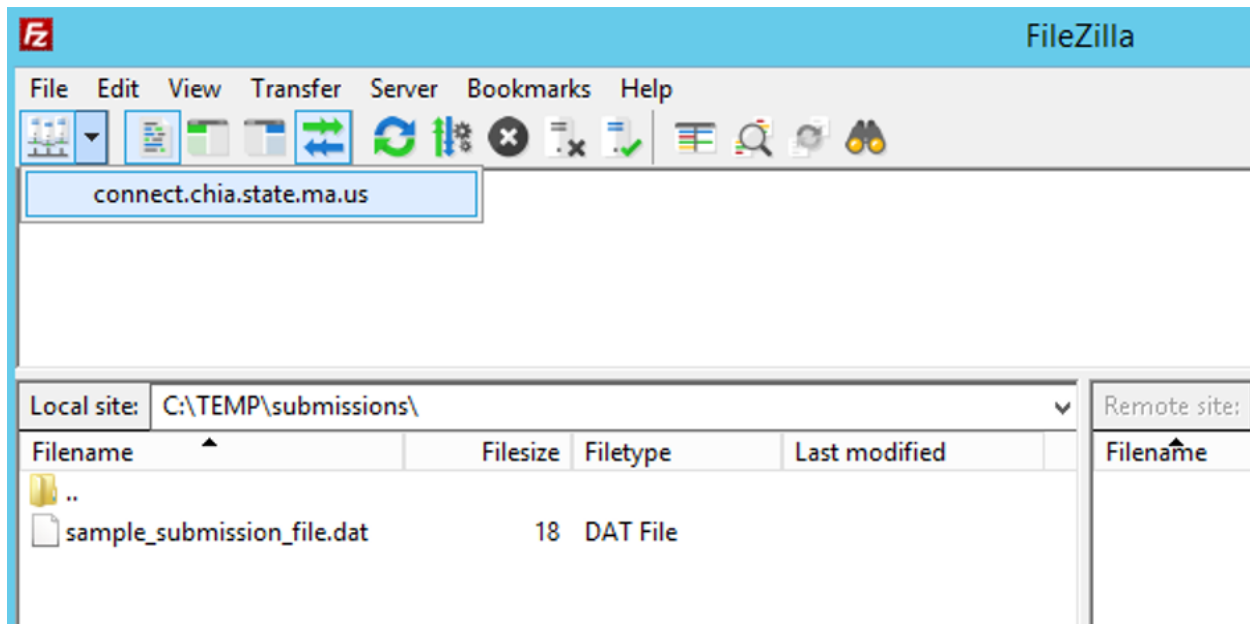
Host: connect.chia.state.ma.us
Port: 22
Protocol: SFTP – SSH File Transfer Protocol
Logon Type: Ask for password
User: Blank (you will be prompted on connection)
Password: Blank (you will be prompted on connection)



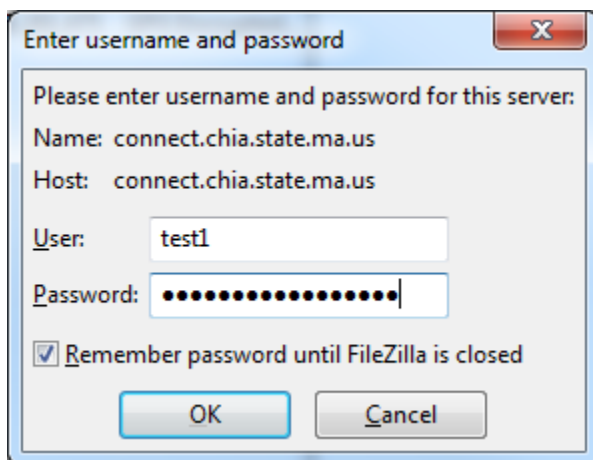
Click on 'OK' to save your changes.

Step 4. Connecting to connect.chia.state.ma.us

Click on the **Site Manager** icon in the toolbar and select the entry for **connect.chia.state.ma.us**.



You will be prompted with a login box. Please enter the credentials that have been supplied by CHIA:

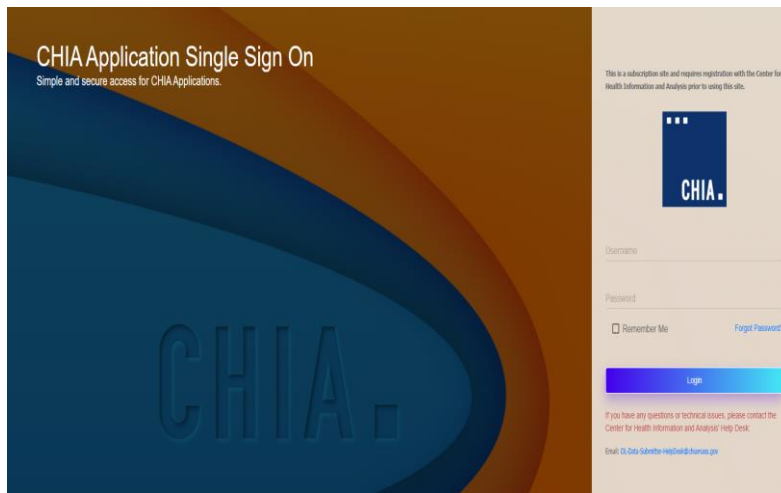


Installing the File Secure Application Executable File

- CHIA has tested with and recommends using Microsoft Windows 11.
- Downloading the executable file may require Administrator access to complete the installation. Please check with your organization's internal PC or network administrator contacts.

Access CHIA Submissions at: <https://chiasubmissions.chia.state.ma.us/>

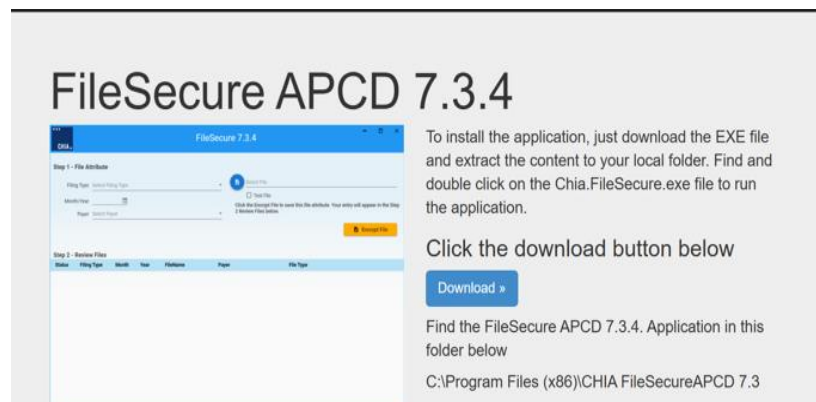
- Enter Username and Password and click on 'Login' (This is the same Username and Password that you used to log into SENDSPlus and INET.)



On the Select Application screen, click on the 'File Secure' button.

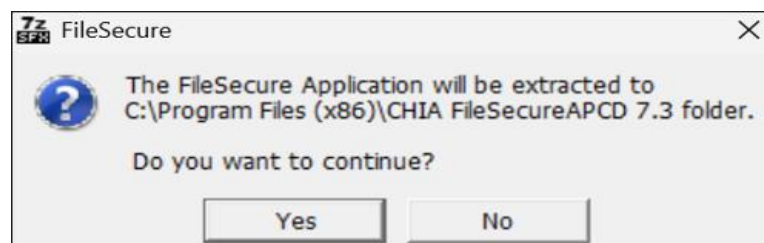


The following screen will display:



Click on the 'Download >>' button to start the local download of the executable file through the current browser.

Click on the executable file to start the extraction process to the following address:



Click on 'Yes' to extract the files. Click on 'No' to cancel this process.

During extraction, a shortcut file will populate in the current user's desktop.

IMPORTANT NOTE: Each user must sign into CHIASubmissions and download their own version of FileSecure. Downloading of this system is user driven and will limit privileges based on requested access.

To launch the application, click on either the file named 'Chia.FileSecure.exe' in the address 'C:/Program Files (x86)/CHIA FileSecureAPCD 7.3' folder, or the shortcut found on the desktop. The following screen will display:



FileSecure-APCD 7.3.4

Version 7.3.4

Running FileSecure-APCD 7.3.4 may cause some anti-malware and anti-virus tools to tag the program as malicious or untrusted. This is caused by the new CHIA-developed tool which can be unrecognized and untrusted by security tools which also utilizes encryption technology.

If a security tool does identify this program as being untrusted or malicious, depending on the situation, please do the following:

- Verify that the program is or has been downloaded from CHIA's designated site
- Whitelist FileSecure-APCD 7.3.4
- Follow up with CHIA with any questions
- Lastly, click through and/or ignore warnings on CHIA's software

IMPORTANT NOTE: *Running FileSecure may cause some anti-malware and anti-virus tools to tag the program as malicious or untrusted. This is caused by the new CHIA-developed tool which can be unrecognized and untrusted by security tools which also utilizes encryption technology.*

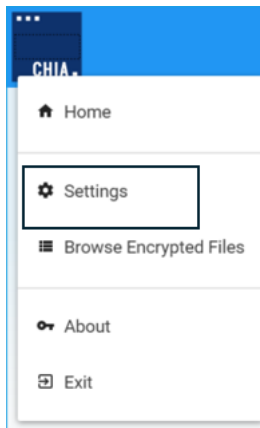
If a security tool does identify this program as being untrusted or malicious, depending on the situation, please do the following:

- *Verify that the program is or has been downloaded from CHIA's designated site.*
- *Whitelist FileSecure. Please consult your IT Security organization.*
- *Follow up with CHIA with any questions.*
- *Lastly, click through and/or ignore warnings on CHIA's software.*

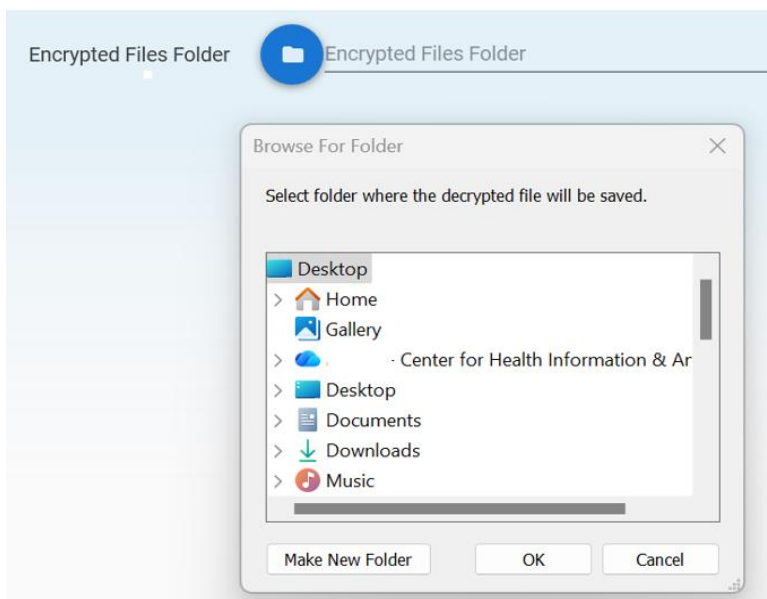
Designate Default Folder

The first time you use this application, you will need to designate where encrypted files will be stored on your computer or internal network. Once a default folder is created, you may change the location as needed.

To designate or change a default folder, click on the CHIA icon in top left corner. Then, click on 'Settings'.



Click on the folder icon next to 'Encrypted Files folder' to select the default folder location.

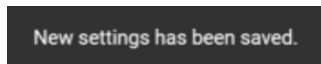


Select the desired folder location in the dialog window and click on the 'OK' button.

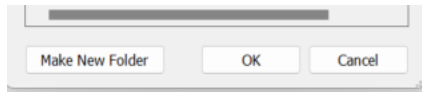
Then click on the 'Save' button in the top right corner to save your settings.



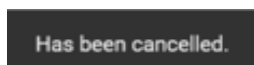
The following message will display.



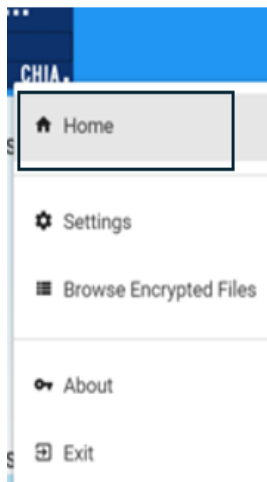
If you do not wish to save the selected folder, click on the 'Cancel' button.



The following message will display.



Click the CHIA icon in the top left corner and click on 'Home' to return to the main window.



Encrypt File(s)

- a) *Populate all entries on the left side of screen in Step 1 – File Attributes (see screen below). You must provide Filing Type, Month/Year, and Payer before you may attach a file for encryption.*
- b) *Test data must be identified. If you are submitting a test file, check the 'Test File' box on the right side of the page. Checking this box will alert CHIA that the file being encrypted should be treated as testing data.*
- c) *Important information when creating a file:*
 - i. *Save your file as a text(.txt) file.*
 - ii. *Use the following naming convention when saving your file:*

- OrgID_FilingTypeID_YYYY_MM.txt*
- iii. *If your file includes test date, use the following naming convention:*
OrgID_FilingTypeID_YYYY_MM_TEST.txt
- iv. *Populate FilingTypeID as follows:*
- *Populate with '105' if filing type = MC (Medical Claims)*
 - *Populate with '106' if filing type = PC (Pharmacy Claims)*
 - *Populate with '107' if filing type = DC (Dental Claims)*
 - *Populate with '108' if filing type = ME (Member Eligibility)*
 - *Populate with '109' if filing type = PV (Provider)*
 - *Populate with '110' if filing type = PR (Product)*
 - *Populate with '146' if filing type = BP (Benefit Plan Control)*
 - *Populate with '162' if filing type = MS (Member Simplified)*

Example: 99999_162_2026_01.txt

Step 1 - File Attribute

Filing Type: Select Filing Type

Month/Year:

Payer: Select Payer

Select File

☐ Test File

Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.

Encrypt File

Step 2 - Review Files

Status	Filing Type	Month	Year	FileName	Payer	File Type
--------	-------------	-------	------	----------	-------	-----------

To start, click on the Filing Type dropdown, select the appropriate filing type. The following list is provided for illustration purposes only.

Step 1 - File Attribute

Filing Type

Select Filing Type

Month/Year

APCD Medical Claim

APCD Pharmacy Claim

APCD Member Eligibility

APCD Provider

APCD Product

Payer

Step 2 - Review Filing

Status

Filing Type

Click on Month/Year to identify the month and year of the submission.

Note: You may select the current year as well as any of the three previous calendar years. Do not select a future date.

Step 1 - File Attribute

Filing Type

APCD Member Simplified

Month/Year

10/2025

Payer

Select Payer

Step 2 - Review Filing

Status

Filing Type

2025

Wed, Oct 1

<

October 2025

>

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

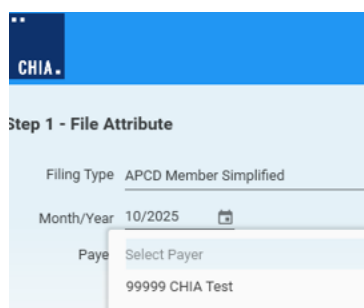
Sep

Oct

Nov

Dec

Click on the associated Payer for the file to be encrypted.



CHIA.

Step 1 - File Attribute

Filing Type APCD Member Simplified

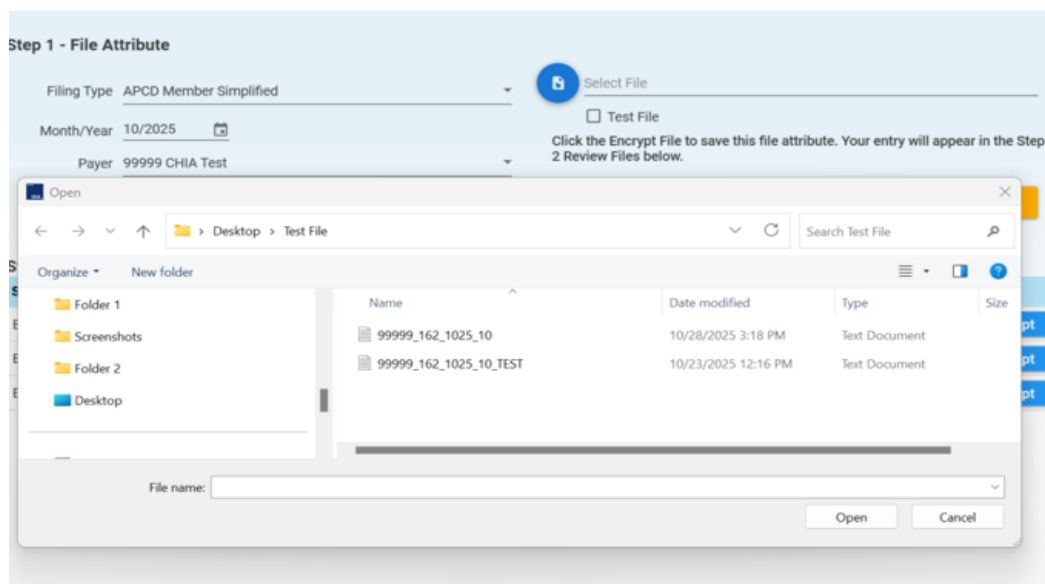
Month/Year 10/2025

Payer Select Payer

99999 CHIA Test

Click on blue icon next to 'Select File' to open File Explorer. Choose the file to be encrypted and click on the 'Open' button.

Note: If you did not designate a default folder, you must do so before you may continue. Refer to the 'Designate Default Folder' section (page 10) for instructions.



The file name will appear in the 'Select File' field, as shown below.

The screenshot shows a two-step process. **Step 1 - File Attribute** includes dropdown menus for 'Filing Type' (APCD Member Simplified), 'Month/Year' (10/2025), and 'Payer' (99999 CHIA Test). A file selection field shows '99999_162_1025_10_TEST.txt' with a 'Test File' checkbox. An 'Encrypt File' button is present. **Step 2 - Review Files** is a table with columns: Status, Filing Type, Month, Year, FileName, Payer, and File Type.

Status	Filing Type	Month	Year	FileName	Payer	File Type
--------	-------------	-------	------	----------	-------	-----------

Under the 'Select File' field, the Test parameter can be found. Check the 'Test File' box if you intend for the file to be uploaded to CHIA's Test database. If unchecked, the submitted file will be uploaded to CHIA's Production database and will be processed as a valid submission for the filing period.

This close-up shows the 'Select File' field with a file icon. Below it is a checked 'Test File' checkbox. A message states: 'Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.'

Click on the 'Encrypt File' button to start the encryption process. The status of the process will display at the bottom of the window.

A dark status bar at the bottom of the window displays the text 'Encryption in progress...'.

When the file has been successfully encrypted, the following message will display:

A dark status bar at the bottom of the window displays the text 'The file has been encrypted successfully.'.

Files that have been successfully encrypted will display in Step 2 – Review Files, as shown below.

Step 1 - File Attribute

Filing Type

APCD Member Simplified

Month/Year

10/2025

Payer

99999 CHIA Test

Select File

Test File

Click the Encrypt File to save this file attribute. Your entry will appear in the Step 2 Review Files below.

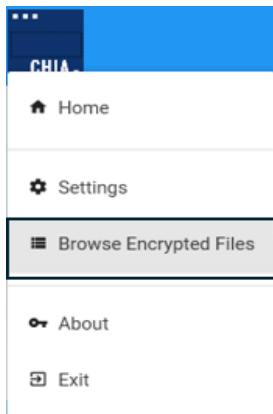
Encrypt File

Step 2 - Review Files

Status	Filing Type	Month	Year	FileName	Payer	File Type
Encrypted	APCD Member Simplified	October	2025	99999_162_1025_10_TEST.txt	CHIA Test	text/plain

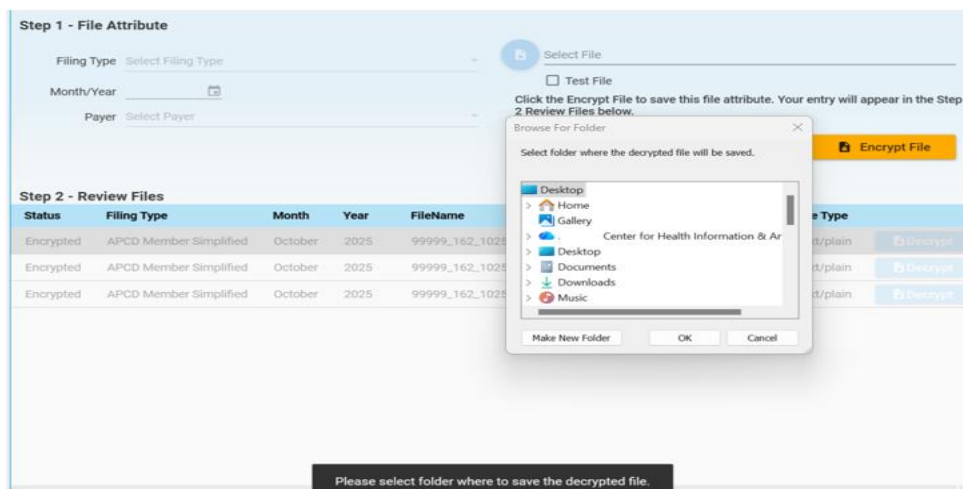
Decrypt

Encrypted files (*.enc) will populate in the defaulted folder, as shown below. The list of encrypted files can be found by clicking on the CHIA icon and clicking on 'Browse Encrypted Files'.

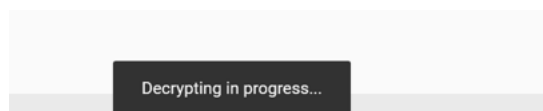


FileName	Creation Date	File Size in Byte(s)	
99999_162_2025_10_10282025024535_7_TEST.enc	10/28/2025 12:00:00 AM	1416	 Decrypt
99999_162_2025_10_10282025031856_7_PROD.enc	10/28/2025 12:00:00 AM	1416	 Decrypt
99999_162_2025_10_10302025120038_7_PROD.enc	10/30/2025 12:00:00 AM	1416	 Decrypt
99999_162_2025_10_10312025111432_7_PROD.enc	10/31/2025 12:00:00 AM	1416	 Decrypt

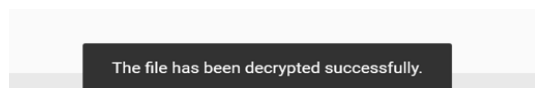
You may decrypt any encrypted file by clicking on the 'Decrypt' button. Once you click on the button, you will be prompted to create a location for the selected file.



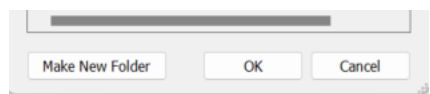
Click on the 'OK' button once the location is selected. The status of the process will display at the bottom of the window.



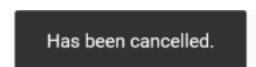
When the file has been successfully decrypted, the following message will display:



If you do not wish to decrypt the file, click on the 'Cancel' button.



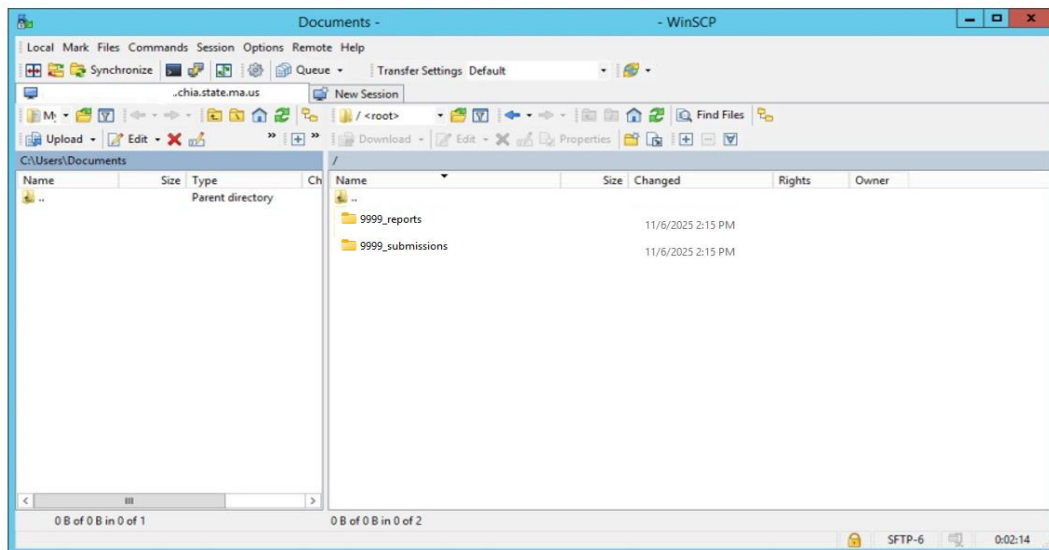
The following message will display.



You may also decrypt files by clicking on the CHIA icon in the top left corner. Click on the 'Decrypt' button that is displayed in 'Step 2 - Review Files.' Follow the file decryption steps outlined above.

Uploading the Encrypted Submission File from SFTP

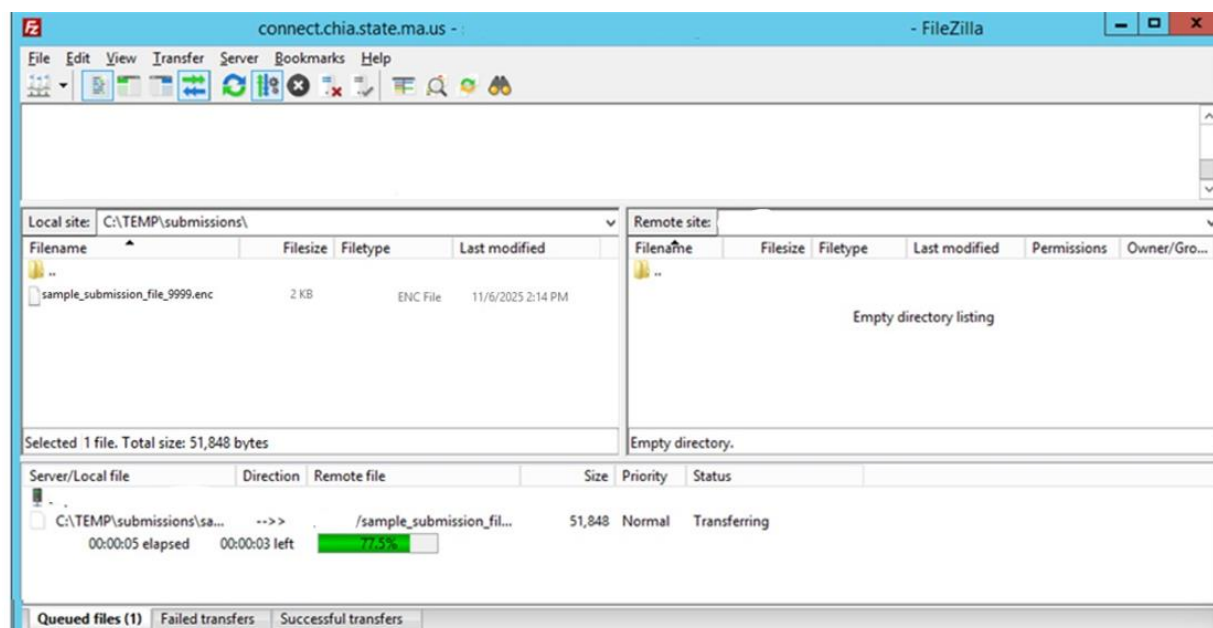
After installing the SFTP client from Step 4 (page 7) AND after installing the File Secure application executable (page 8), you are ready to upload the encrypted CHIA submission file. You will log into the Connect.Chia.State.MA.US site. Upon successful login to the site, you will see a screen similar to the following. There will be a single folder that corresponds to your Org ID.



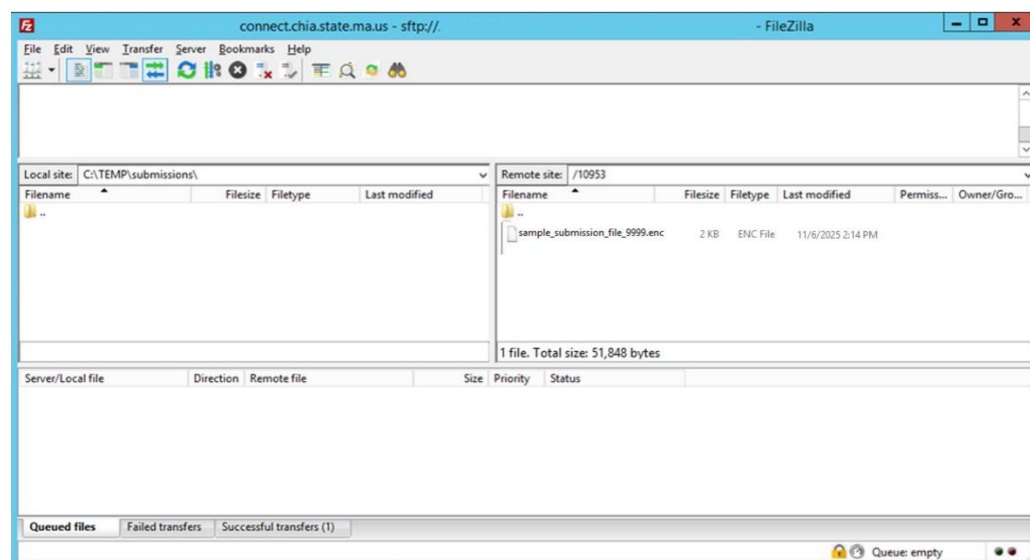
Note that the Org ID of 99999 is used for illustration purposes only.

You must select the Org ID folder before attempting to upload files.

For illustration purposes, we will use the **99999** directory. Progress of the file transfer and remaining estimated time of transfer will be shown in the status window as illustrated below:



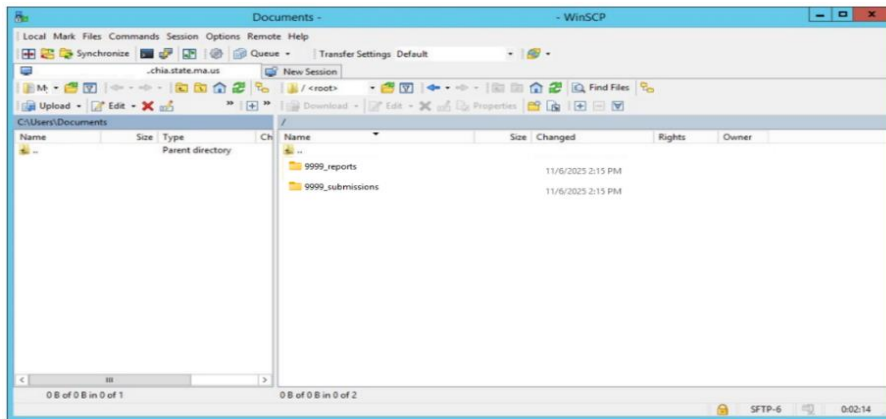
Once the file has been successfully transferred, you will see a screen similar to the following:



You may now safely disconnect from the site by either closing the SFTP application or manually disconnecting by going to **Server->Disconnect**. If you do not manually disconnect, you will be forcefully disconnected by the server after 5 minutes of inactivity has passed.

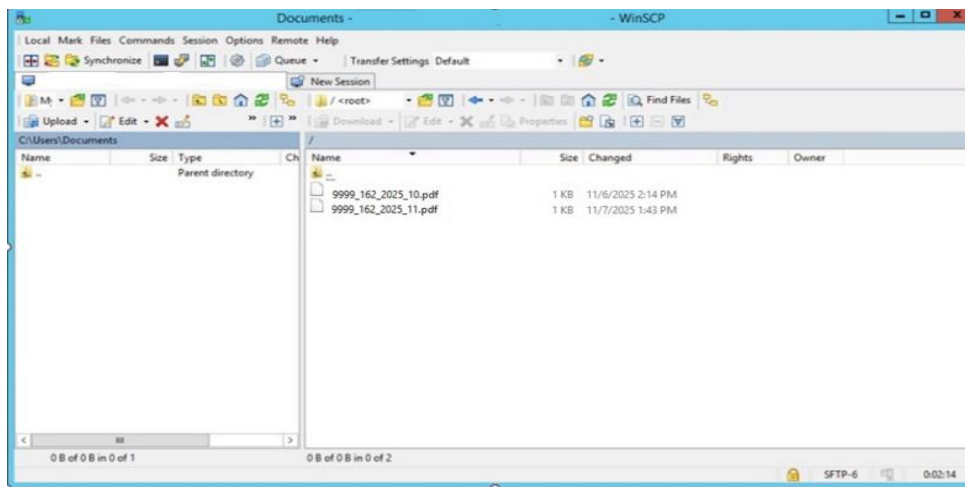
How to Retrieve Reports from File Secure

For each submission, each attempt per file, a report will be generated and placed into the 'Report' folder, found using the sFTP application.



This report, which is in PDF format, will act as the receipt of the file submitted. The naming convention for the file is reflected by the file type that was submitted:

'OrgID_File Type_Submission Identifier_Submission Year_Submission Month'



This report will include a summary and list of any errors that were identified during the submission process. When a file fails or is dropped, due to an error or issue during submission, a liaison will reach out to assist in correcting the issue for a re-file.



For more information, please contact:

CENTER FOR HEALTH INFORMATION AND ANALYSIS

501 Boylston Street

Boston, MA 02116

(617) 701-8100

www.chiamass.gov

[@Mass_CHIA](https://twitter.com/Mass_CHIA)
