



Sending an NMVTIS File to ISO ClaimSearch Using Secure FTP Through an Internet Browser

Type the following address into your web browser: <https://secureftp.iso.com>

The below screen will appear.

Type in the FTP User ID and Password assigned to your company by ISO *ClaimSearch*.

Please note that the User ID and Password are case sensitive.

Click <LOGIN> to proceed to the next screen.

The screenshot shows the login interface for Tumbleweed SecureTransport. At the top, it says "Tumbleweed SecureTransport". Below that, it says "Welcome to secureftp.iso.com" and "SecureTransport 4.5.1". There is a "Login" section with a "Name:" label and a text input field, a "Password:" label and a text input field, and a "Log In" button. At the bottom, there is a blue footer with the text "Welcome to SecureTransport" and "Tumbleweed SecureTransport is an enterprise file transfer system -- leading the industry in security, reliability, performance, scalability, and extensibility."

If your login was successful, you will see the below screen. **You will need to change your password before you can upload a file.**

Enter the password provided by ISO *ClaimSearch* in the “old password” field; change the password to your preference in the “new password” field (“new” password must be between 6-8 digits) and reconfirm your new password in the “retype password” field and click on the Set Password button.

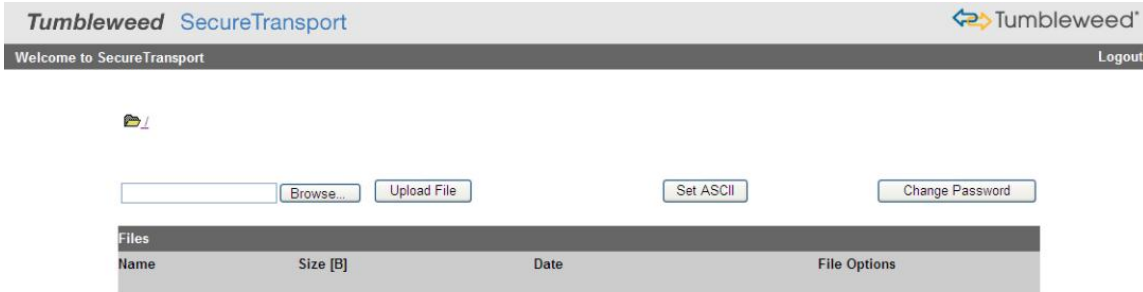
The screenshot shows the Tumbleweed SecureTransport interface. At the top, there is a header with the Tumbleweed logo and the text "SecureTransport". Below the header, a dark bar contains "Welcome to SecureTransport" on the left and "Logout" on the right. The main content area displays the message "Password must be changed as follows:" followed by a bulleted list of password requirements: "Password must have at least 0 characters total.", "Password must have at least 0 alpha character(s).", "Password must have at least 0 numeric character(s).", and "Password must have at least 0 special character(s).". Below this, it states "Browser users will have to reauthorize after change." A "Change Password" form is shown with three input fields: "Old Password:", "New Password:", and "Retype Password:". A "Set Password" button is located at the bottom of the form.

After you click the Set Password button, you will be brought to the initial Login screen.

Enter your User ID and “new” password.

The screenshot shows the Tumbleweed SecureTransport login screen. At the top, there is a header with the Tumbleweed logo and the text "SecureTransport". Below the header, the text "Welcome to secureftp.iso.com" and "SecureTransport 4.5.1" is displayed. The main content area features a "Login" section with two input fields: "Name:" and "Password:". A "Log In" button is located below the input fields. At the bottom, a blue bar contains the text "Welcome to SecureTransport" and a short description: "Tumbleweed SecureTransport is an enterprise file transfer system -- leading the industry in security, reliability, performance, scalability, and extensibility."

If your login was successful, you will see the below screen where you may begin to upload files. **NOTE: you will continue to use your “new” password with your User ID going forward unless you elect to change it again at a later date by clicking on the Change Password button.**



Click on <BROWSE> to choose the NMVTIS file that you will send to ISO *ClaimSearch*.

You must name the file correctly in order for ISO *ClaimSearch* to recognize the file and process.

The file naming convention is: csnsvrp.csv (file name is submitted in lower case).

Click UPLOAD FILE to send the file to ISO *ClaimSearch*.

After your file has been uploaded, you will receive a confirmation message from ISO in your FTP directory that your file uploaded successfully, as shown below.



ISO processes all files received at 10:30 am Eastern time. E-mail confirmations are then sent to the company contacts with file results.

Should you have any issues accessing the FTP site, please contact the ISO Help Desk at 800-888-4476.