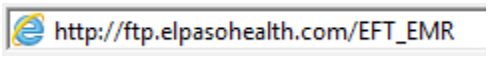
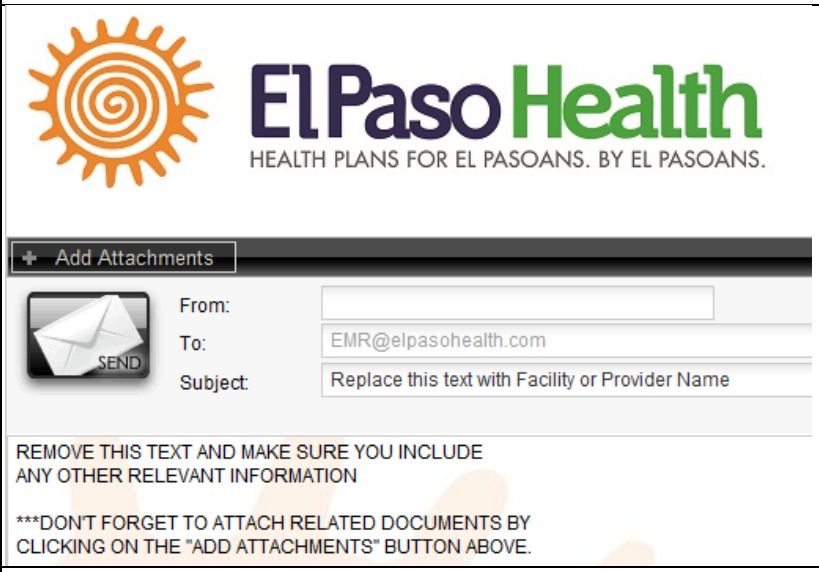
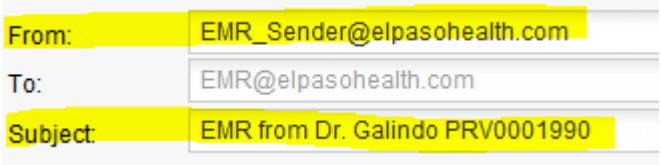
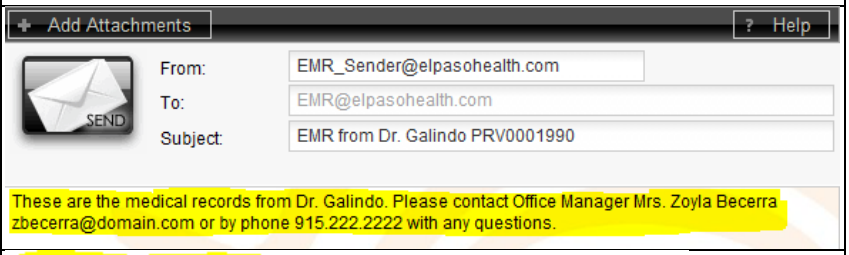
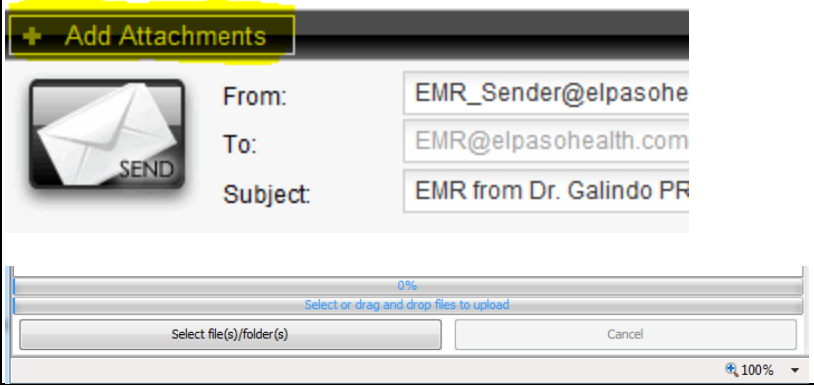
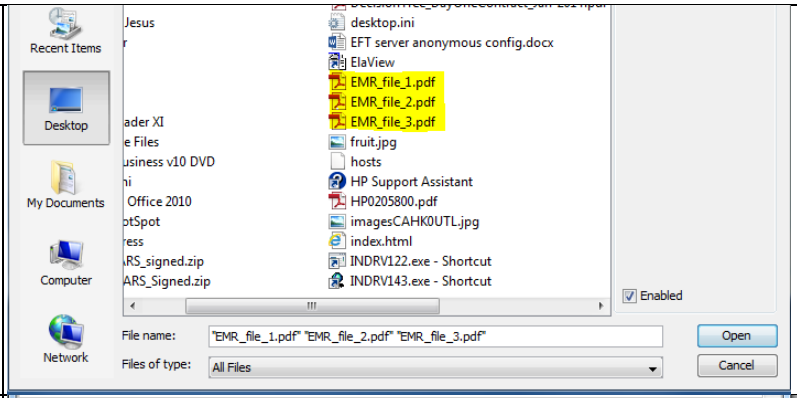
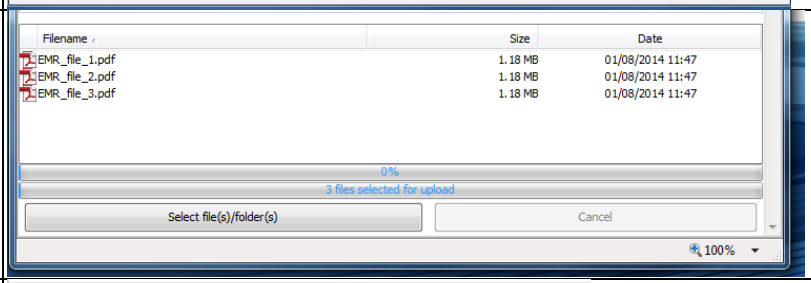
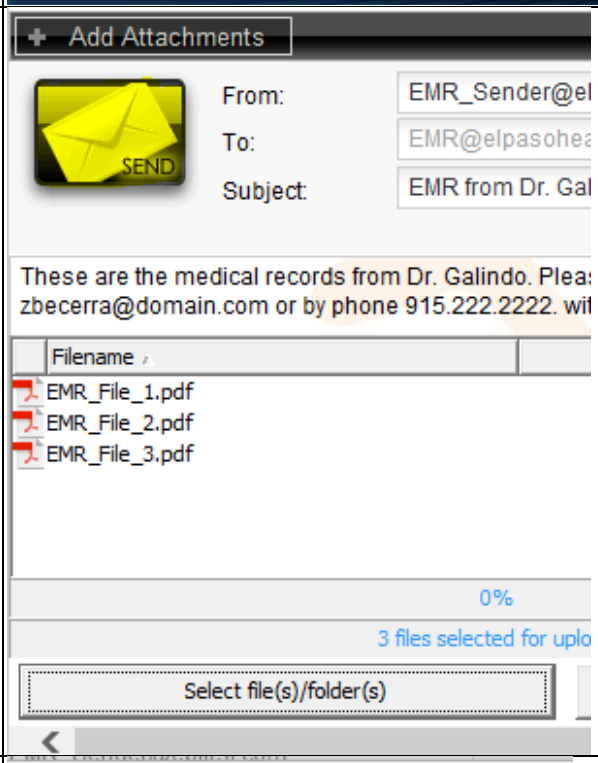
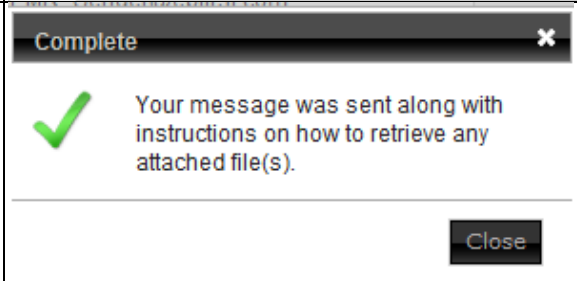
How to send EMR files to El Paso Health

1. Using Internet Explorer, go to: http://ftp.elpasohealth.com/EFT_EMR	
2. Once the page is loaded, you will see the screen on the right.	
3. Change the "From" field to your email address 4. The "To" field cannot be modified 5. Type a meaningful subject such as "EMR from Provider *provid"*	
6. Type a message in the body of the email message	
7. Click "+ Add Attachments" and the bottom part of the form will display the button to add files to the message	

8. Click on “Select file(s)/folder(s)”. You will see the listing of files in your computer. Navigate to the location of the file(s) you want to send, select it/them and click “Open”	
9. The file(s) will be displayed in the bottom pane of the form.	
10. Once all the files are listed, click on the envelope button (SEND) to send the message with the files.	
11. Once files have been sent, you will see a notification of completion	
12. Click close and you can now send additional messages/files by following steps 1-11.	