## Adding the Community Transition Upload tool to your applications on the HCS home page

- 1. Log on to the Health Commerce System.
- 2. Click My Content in the top right of the home page.
- 3. Click All Applications from the My Content drop down.
- 4. Click the letter "C."
- 5. Scroll down to Community Transition Upload.
- 6. Click the sign on the right side of the page.

The tool has now been added to your Home Screen under My Applications on the left side of the page.

## Uploading Documents to OCT using the Community Transition Upload tool

- 1. Log on to the Health Commerce System.
- 2. Click the Community Transition Upload tool under Your Applications.
- 3. Click the Community Transition Upload button under Instructions.
- 4. An email like screen will open up and CommTran Upload should appear in the To: Section.
- 5. Enter a Subject (Ex: Prospective Admissions) in the Subject: section.
- 6. In the Note: Section enter the following information for each prospective resident: full name, date of birth, guardianship information (if applicable), and Medicaid identification number.
  - a. If there are no attachments to provide skip to step 14, otherwise continue.
- 7. Click the Launch the Upload Wizard button under the Note: section
- 8. Click the Add File button in the bottom left corner of the HCS Upload Wizard pop-up window.
- 9. Browse your computer and find the saved file.
- 10. Click the file to choose it and then click the Open button.
- 11. Click the Upload button in the bottom right corner of the HCS Upload Wizard pop-up window.
- 12. After the file uploads it should have a little green check mark to the left of your file name and it should read Upload Succeeded in the bottom left of the pop-up. If this is the case you can click the Close button in the bottom right of the pop-up window.
- 13. If successful your file name should now be appearing in the Files: section just above the Launch the Upload Wizard button.
- 14. You can choose the Delivery Receipt in the Options: section if you wish but it is not necessary.
- 15. Click the **Send** button in the bottom left corner of the page, under the Options: section.
- 16. You have now submitted the information and may close out of the tool.