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.