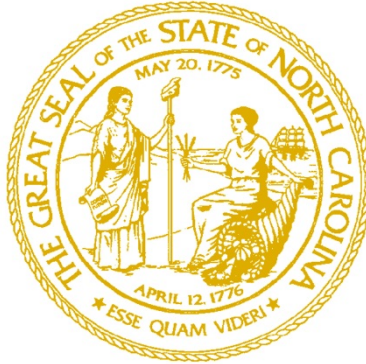# North Carolina Industrial Commission

Secure NCIC FTP Site Access

North Carolina Industrial Commission
Information Technology Department
NCIC-070330-02_FTP_Site_Access_Guide_v2.1.pdf

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Overview

The North Carolina Industrial Commission offers a secure FTP site for law firms, insurance companies, medical facilities, other entities and individuals to upload files for the Commission to view such as Clincher documents and other correspondence. There are also folders to allow uploading and viewing of Medical Practice Guidelines and Peer Review Physician Profiles.

This document describes the process for accessing the NCIC FTP site and uploading folders or other files to the site.

How It Works

When you connect to the NCIC FTP site through your web browser, you will see five folders in the main window: **downloads, Medical Practice Guidelines, Peer Review Physician Profiles, pub and upload**.

<u>**"upload"**</u>**:** The **upload** folder is where Compromise Settlement Agreement or "Clincher" files should be placed. This folder is a secure "drop box". Once files have been dropped onto this folder and uploaded, they are encrypted on the server and cannot be opened. You can click on the folder and open it so that you can verify that your folder has been uploaded, but you cannot open, read, or remove the files. Once they have been submitted they cannot be changed or viewed by anyone outside the Commission.

<u>**"downloads" and "pub"**</u>**:** These are public exchange folders that may be used for Commission personnel to place files into for public use or as an exchange point to allow an outside individual or entity to receive or exchange files to and from the Commission. Files in the **"pub"** folder may be uploaded, downloaded, read or deleted by anyone logging onto the site. Files in the "downloads" folder may be read and downloaded, but cannot be deleted by anyone. *WARNING: All files placed in these folders can be seen and read by <u>anyone</u>.* Do NOT place any Clincher or any confidential or otherwise sensitive files in these folders.

Clincher Submission Format

When uploading documents or other files to the NCIC FTP site, we ask that you follow these formatting guidelines:
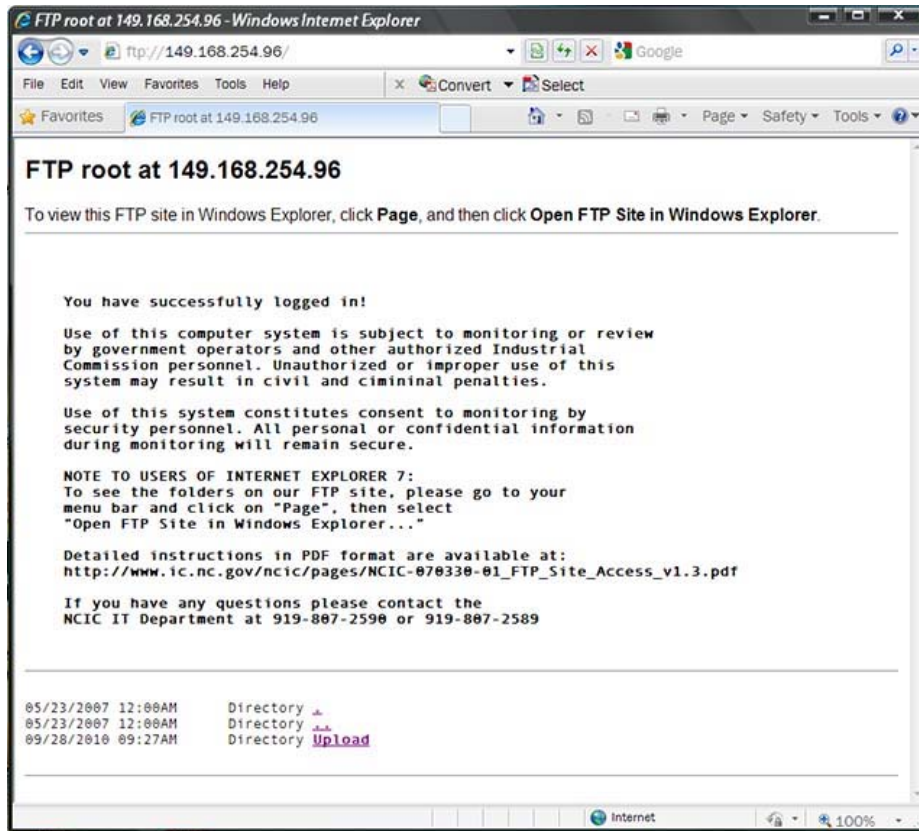
- All files related to a particular case should be submitted in a folder with the IC number as the folder name.
  - o Example: If you have four document related to IC# 123456, they should all be placed in a folder named "123456." You should NOT add any descriptions to the folder name, such as "IC# XXXXXX Clinchers for John Doe". Use only the IC number itself as the folder name.

- Each individual file should contain the IC number and a short description of the contents. This ensures that in the unlikely event the file was somehow separated from the containing folder, it would not be lost or misfiled.
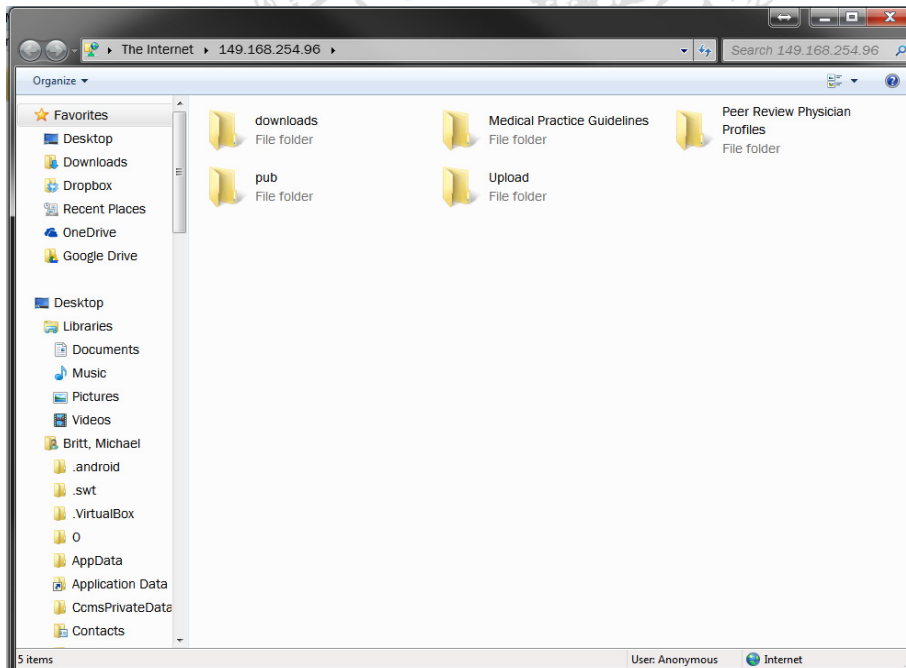
Site Access

The site is accessible through most web browsers, but your browser must be compatible with Microsoft Internet Explorer Ver. 6 or better. To access the site:

1.   Open Internet Explorer or other compatible web browser.
     In the URL bar, type in: ftp://149.168.254.96 and press {Enter}.

2.   The browser will open up to a blank page containing five folders: **downloads, Medical Practice Guidelines, Peer Review Physician Profiles, pub** and **upload**.

If you are using Internet Explorer 7 through 10 you should encounter the following screen when you log on:

When you encounter this screen, follow the instructions to display the page in Windows Explorer. You should then see a window similar to this:

3. Select the folder on your PC you wish to upload. With the mouse, drag the folder onto the upload folder in the browser window and release it. The folder should begin uploading to the NCIC FTP site.

4. There is no automatic notification of uploads. Be sure to contact the person you are sending the files to and notify them that your files have been uploaded. You're done!

Questions About the Site

If you have any questions, comments or problems relating to the FTP site, you may contact us by submitting a service request to the Office of Information Technology Services Service Desk either by phone at 919-754-6000 or toll-free at 800-722-3946 – or by emailing incidents@its.nc.gov. Be sure to include your name and contact information in the e-mail so we can contact you back, and be sure to state in the e-mail that it is related to the NC Industrial Commission FTP Site to ensure your questions or comments are routed to us quickly.

Thank you for contacting the North Carolina Industrial Commission!