



Registration and Login Manual for Uploading Lead Report Files

Version 4.0

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Registration procedure

SendSS
State Electronic Notifiable Disease Surveillance System

Help Contact Us

Login

Sendss Login

Welcome to SendSS v4! 1

If you are new to SendSS and have not yet registered for a user account, please [Click Here](#) to fill out the short registration form. Once you have received your account confirmation by email, you will be able to begin using SendSS.

User Id:

Password:

▶ Forgot Password? ▶ Frequently Asked Questions

VeriSign *SECURE SITE SendSS Demo System Health Statistics Query

Login

The home page can be accessed with the following URL and is best viewed using Microsoft Internet Explorer Version 6.x.x. <https://sendss.state.ga.us>

In gain access to SENDSS you will first need to fill in a registration form and create a login.

This can be done by pressing “Click Here” as shown above [1].

Registration Form

Personal Information

Please select an Id you can easily remember. Examples: Name: John Smith Userid: jsmith1960
Name: William B. Hartsfield Userid: willyB

User Id 1

Password 2

- Remember to use a userid that is easily remembered
- Fill out Password Information

Registration Form (Continued)

Organization Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
E-Mail Address	<input type="text"/>	Phone	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext <input type="text"/>
Fax Number	<input type="text"/> - <input type="text"/> - <input type="text"/>	Pager Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Type of Organization	<input type="text" value="State Agency"/> 1	Organization	<input type="text" value="Ga Div Of Public Health"/> 2
Title	<input type="text" value="Developer/Mis"/>	Enter Title if not in list	<input type="text"/>
Address	<input type="text" value="2 Peachtree St"/>	Zip	<input type="text" value="30303"/> - <input type="text" value="3142"/>
City	Atlanta	State	GA
County	Fulton	District	Atlanta (3-2) 3

1. Select the type of organization you will be entering cases for.
2. Select the name of your organization. If you cannot find your organization select "Enter a New Organization" from the select box and the section will change and appear as below.
3. City, County, State, and District are not editable once an organization is entered into SendSS. If all the information for this section does not appear when you select an organization, you will be asked to provide it the first time you log in to SendSS.

Organization Information

Please fill in all your organization information. This information will be saved when you complete the registration form. When you are finished click add to continue filling out your user registration.

Organization Name <input type="text"/>	Organization Type Hospital	Phone <input type="text"/> - <input type="text"/> - <input type="text"/> Ext <input type="text"/>
Street Address <input type="text"/>	Zip Code <input type="text"/>	
City Choose One	County Choose One	District Choose One
<input type="button" value="Add"/>		

1. This section appears if a new user needs to enter an organization for which SendSS does not have a current user. Please fill in all information and press "Add". Then continue filling out the registration form.

Access Required

<input type="checkbox"/> Dept of Corrections	<input type="checkbox"/> Syndromic Surveillance	<input type="checkbox"/> TB User
<input type="checkbox"/> STD User	<input type="checkbox"/> HIV User	<input type="checkbox"/> General Notifiable User
<input type="checkbox"/> Lead User	<input type="checkbox"/> Varicella User	

Supporting Information for Access to SendSS

Are you the only person from your organization using SENDSS ?

Yes No Unknown

Has your organization had formal SENDSS training?

Yes No Unknown

How did you hear about SENDSS?

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1. Select the type of access you will require from SendSS from section 1. Please check at least "Lead User"
2. Please answer the questions in section 2.
3. Enter any comments in this section
4. Press "Save" to complete your registration.

Signing In

Login

SendSS Login

Welcome to SendSS v4!

If you are new to SendSS and have not yet registered for a user account, please [Click Here](#) to fill out the short registration form. Once you have received your account confirmation by email, you will be able to begin using SendSS.

3 **Thank you for taking the time to register. An email will be sent to you once you have been approved.**

4 User Id:

5 Password:

6 [Forgot Password?](#) 7 [Frequently Asked Questions](#)



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Login

Key to features

1. Help – A link to documentation and manual for SendSS version 4.0
2. Contact Us – Send an internal message
3. Warnings and Messages – Text will appear in red to alert users of failed logins or other relevant messages such as successful registration.
4. User Id – Enter the user id you chose when registering
5. Password – Enter the password you chose when registering. This password must be reset every 3 months. After 3 months SendSS will allow 3 grace logins before locking your account. You will be prompted to change you password at this time.
6. Forgot Password – Click here to request your password
7. Frequently Asked Questions –
8. VeriSign -- The certificate authority utilized by SENDSS is Verisign. Clicking on the graphic will display the validity of the SSL certificate.
9. SendSS Demo System -- Clicking on this image will take you to the Demonstration site. A separate registration is required to access this site
10. Health Statistics Query -- This link will take you to the Notifiable Disease Query
11. Georgia Peach – Click this image to access the Georgia State Epidemiology Web site.

SENDSS - Disclaimer

Sendss Privacy Statement

This system will allow persons authorized by DHR to access protected health information about individuals for reporting and treatment purposes. This information is entitled to significant privacy protections under federal and state law. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) permits a covered entity to use and disclose protected health information without written authorization if the use or disclosure is for treatment, payment, or health care operations. However, HIPAA requires covered entities to have in place appropriate administrative, technical, and physical safeguards to protect the privacy of protected health information. The disclosure of this information to unauthorized persons or for unauthorized purposes is prohibited without the written consent of the person who is the subject of the information, unless specifically permitted by federal or state law. Unauthorized disclosures of this information may result in significant criminal or civil penalties, as well as punishment up to and including the termination of employment. Failure to properly logout of SENDSS can result in an unauthorized disclosure. Any unauthorized disclosures will be investigated promptly and thoroughly prosecuted.

Agreeing with the Privacy Statement confirms your status as an authorized SENDSS user who is accessing the database only for reporting and treatment purposes. Agreeing with the Privacy Statement also confirms that as an authorized SENDSS user you will reasonably safeguard protected health information from any use or disclosure that is in violation of the Privacy Statement or state and federal law.

Source: HIPAA, 45 CFR §§ 164.502, 164.506, 164.530.

1

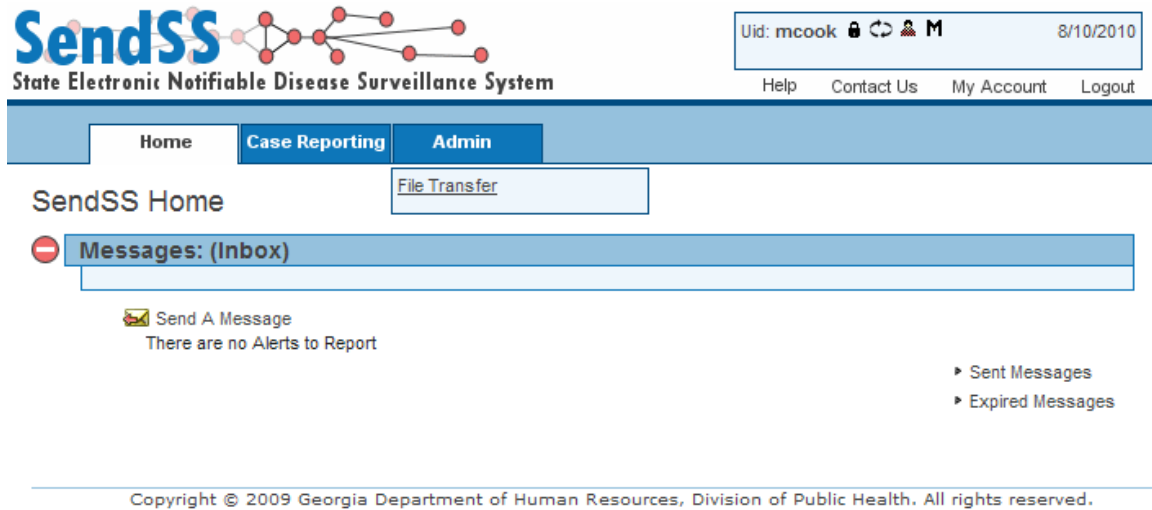
[I agree with this statement](#)

[I disagree with this statement](#)

Before you can enter the system, you must accept the Privacy Statement [1]. Selecting “**I disagree with this statement**” will terminate your login and return you to the login page.

File Upload Process

To upload a lead report file, begin by moving your mouse over the “Admin Tab” and clicking on the “File Transfer” menu item:



SendSS
State Electronic Notifiable Disease Surveillance System

Uid: mcook 8/10/2010

Help Contact Us My Account Logout

Home Case Reporting Admin

SendSS Home File Transfer

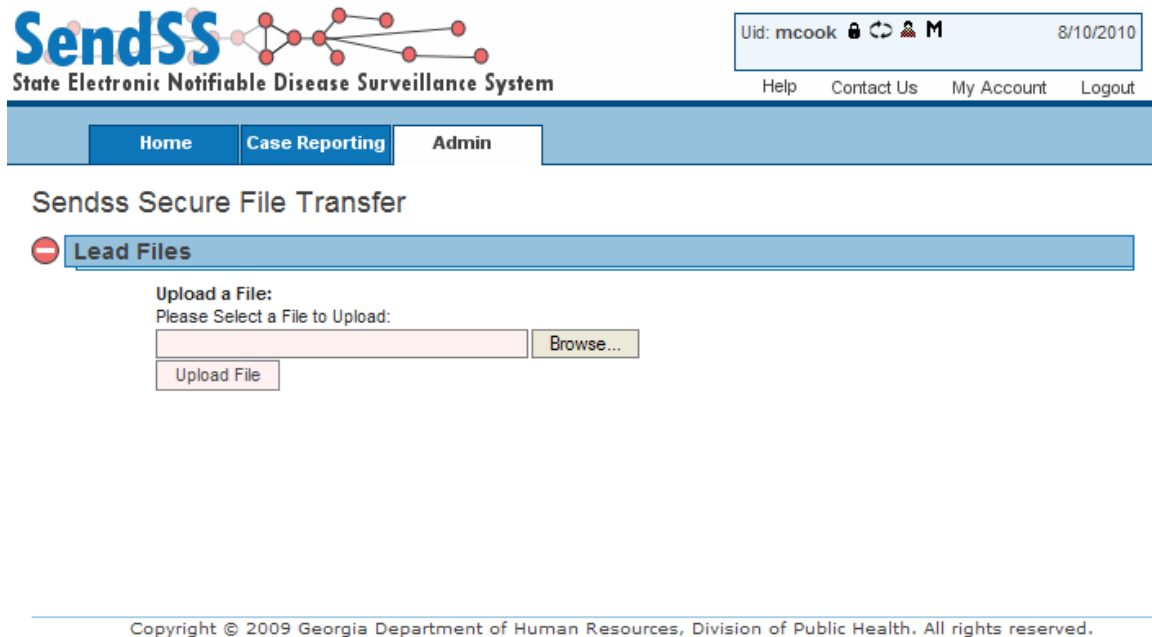
Messages: (Inbox)

Send A Message
There are no Alerts to Report

Sent Messages
Expired Messages

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You will see a screen that asks you to select a file for uploading. To do this, click the browse button:



SendSS
State Electronic Notifiable Disease Surveillance System

Uid: mcook 8/10/2010

Help Contact Us My Account Logout

Home Case Reporting Admin

Sendss Secure File Transfer

Lead Files

Upload a File:
Please Select a File to Upload:

Upload File Browse...

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Locate the folder where you have saved the lead report files and then click the file name. After clicking on the file, click the open button:

The screenshot shows the SendSS State Electronic Notifiable Disease Surveillance System interface. At the top, the logo 'SendSS' is displayed next to a network diagram. Below the logo, the text 'State Electronic Notifiable Disease Surveillance System' is visible. On the right side of the header, the user ID 'mcook' and the date '8/10/2010' are shown. Navigation links for 'Help', 'Contact Us', 'My Account', and 'Logout' are also present.

The main navigation bar includes 'Home', 'Case Reporting', and 'Admin'. Below this, the page title is 'Sendss Secure File Transfer'. A section titled 'Lead Files' is active, showing an 'Upload a File:' area with a 'Please Select a File' dropdown and an 'Upload File' button. A 'Choose file' dialog box is open, showing the 'Desktop' location. The dialog lists various files, including 'LEAD_CONFIRMED_CASE_E'. The 'File name' field is empty, and the 'Files of type' is set to 'All Files (*.*)'. The 'Open' and 'Cancel' buttons are visible at the bottom of the dialog.

You should see the file name, you selected appear in the box next to the browse button:

The screenshot shows the SendSS interface. At the top left is the logo "SendSS State Electronic Notifiable Disease Surveillance System". At the top right, a user information box displays "Uid: mcook", a lock icon, a refresh icon, a person icon, and the letter "M", along with the date "8/10/2010". Below this are links for "Help", "Contact Us", "My Account", and "Logout". A navigation bar contains "Home", "Case Reporting", and "Admin". The main heading is "Sendss Secure File Transfer". Below it is a "Lead Files" section with a minus sign icon. The "Upload a File:" section includes the text "Please Select a File to Upload:", a text input field containing "C:\test.txt", a "Browse..." button, and an "Upload File" button.

Click the "Upload File" button. Once the file is uploaded the screen will refresh and the file will appear in the list of recently uploaded files, as below:

This screenshot is similar to the previous one but shows the result after the file upload. The "Upload a File:" section now has an empty text input field and the "Browse..." button. Below this, a section titled "Files uploaded by mcook in the last 3 months:" contains a table with two columns: "File Name:" and "Upload Date".

File Name:	Upload Date
F23513/test.txt	06-21-2010 01:48 pm

You are finished!