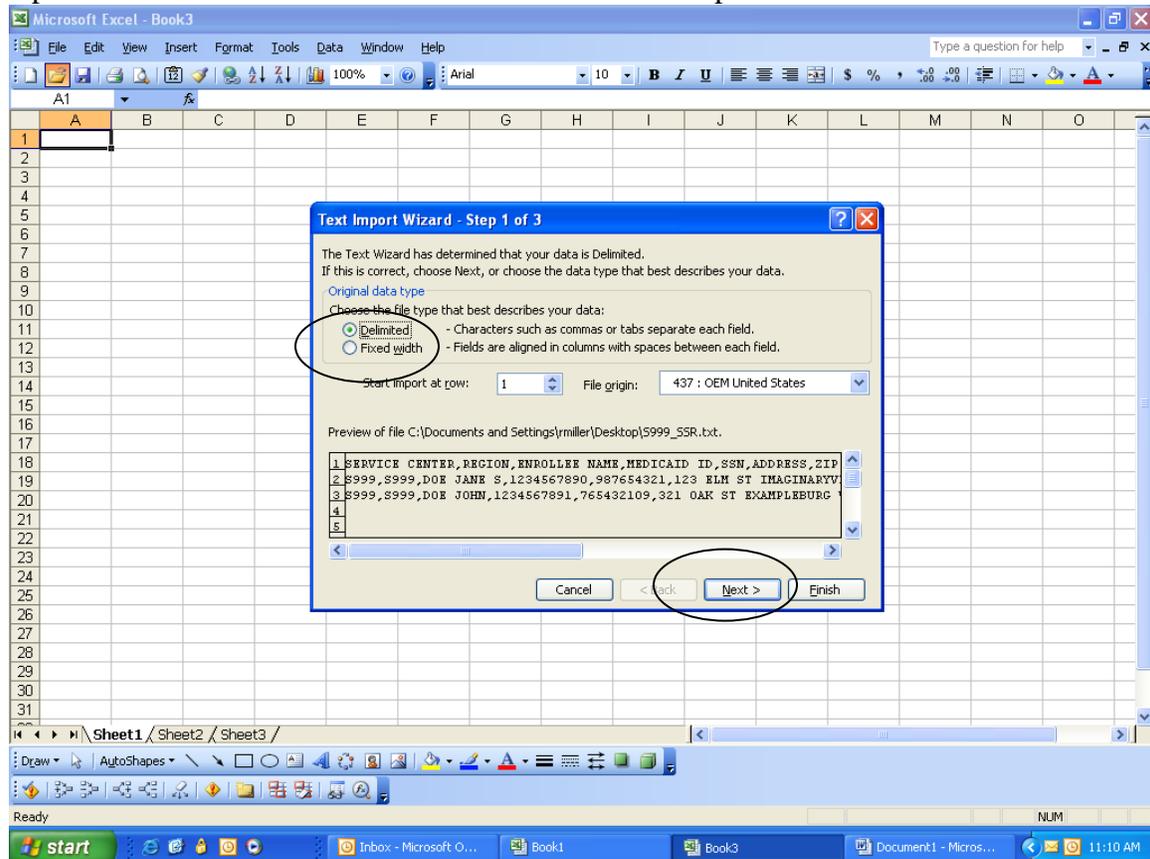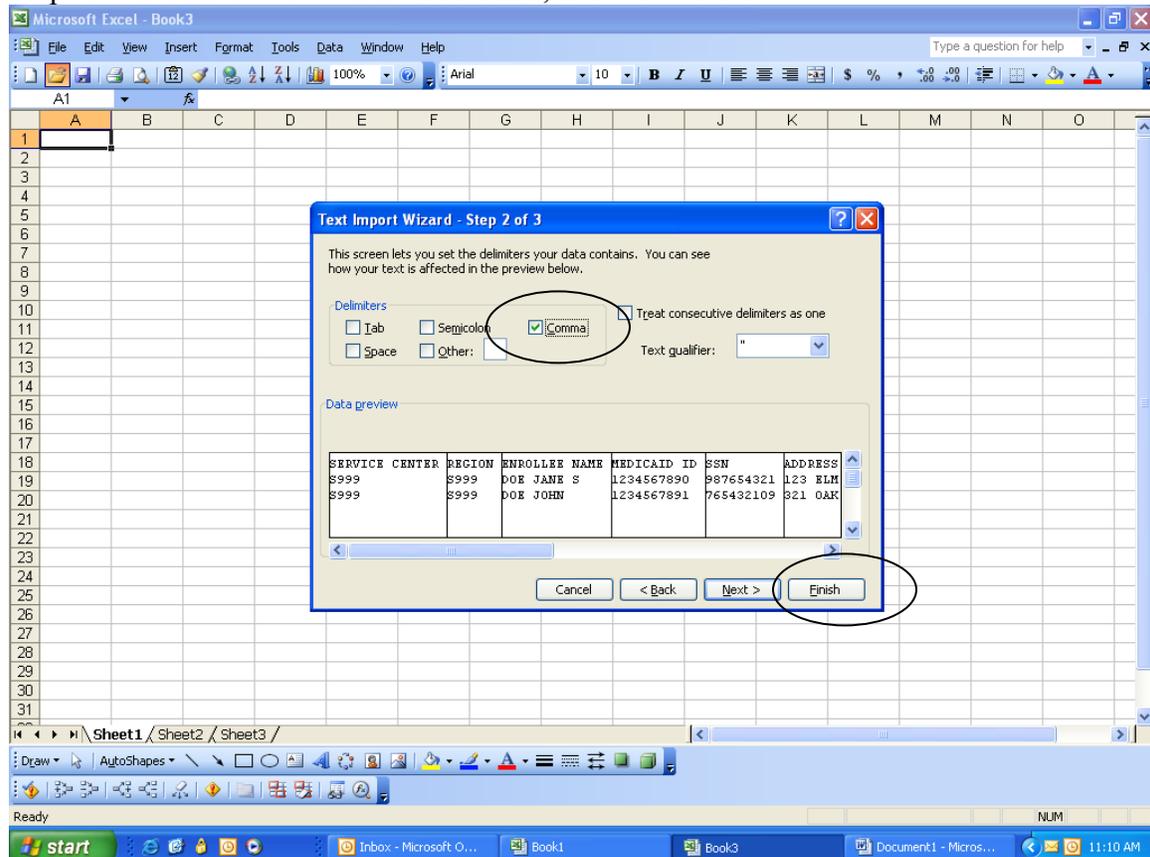# INSTRUCTIONS FOR FILE TRANSFER PROTOCOL

To Import the file into Excel:

Open the file with Excel. Excel will launch the Text Import Wizard.

Step 1: Make sure "Delimited" is selected, and hit "Next".

In Step 2, select "Comma", Make sure nothing else is checked, and then hit "Finish".

You will then see your data in a spreadsheet as above.

Microsoft Excel - S999_SSR

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SERVICE	REGION	ENROLLE	MEDICAID	SSN	ADDRESS	ZIP	BIRTH DA	GENDER	PROGRAM	MCO ASS	LOCALITY	PARENT SIGN
2	S999	S999	DOE JANE	1.23E+09	9.88E+08	123 ELM ‹	2.28E+08	19950110	F		MEDICAID		165	Y
3	S999	S999	DOE JOHN	1.23E+09	7.65E+08	321 OAK ‹	2.28E+08	19930207	M		MEDICAID	47301740	165	Y
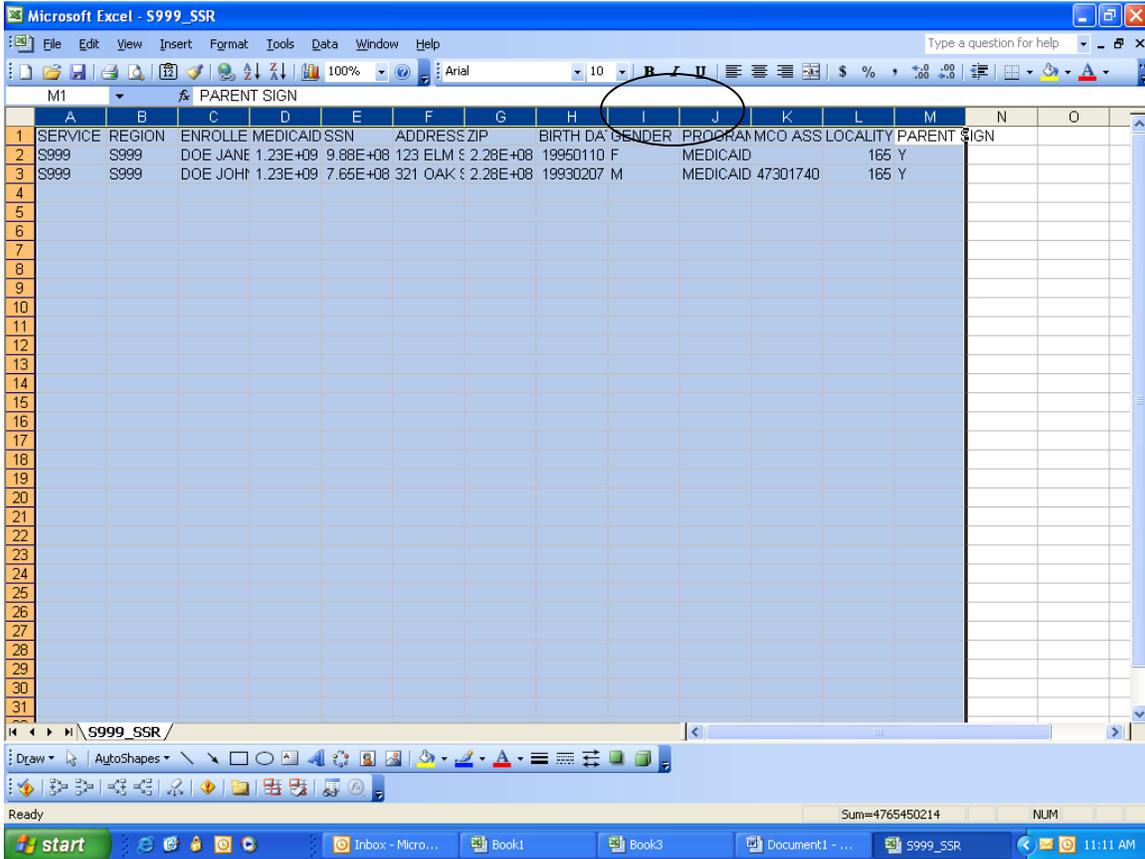
By selecting the columns, you can expand then to fit the data by double-clicking in between the column lines.

Microsoft Excel - S999_SSR

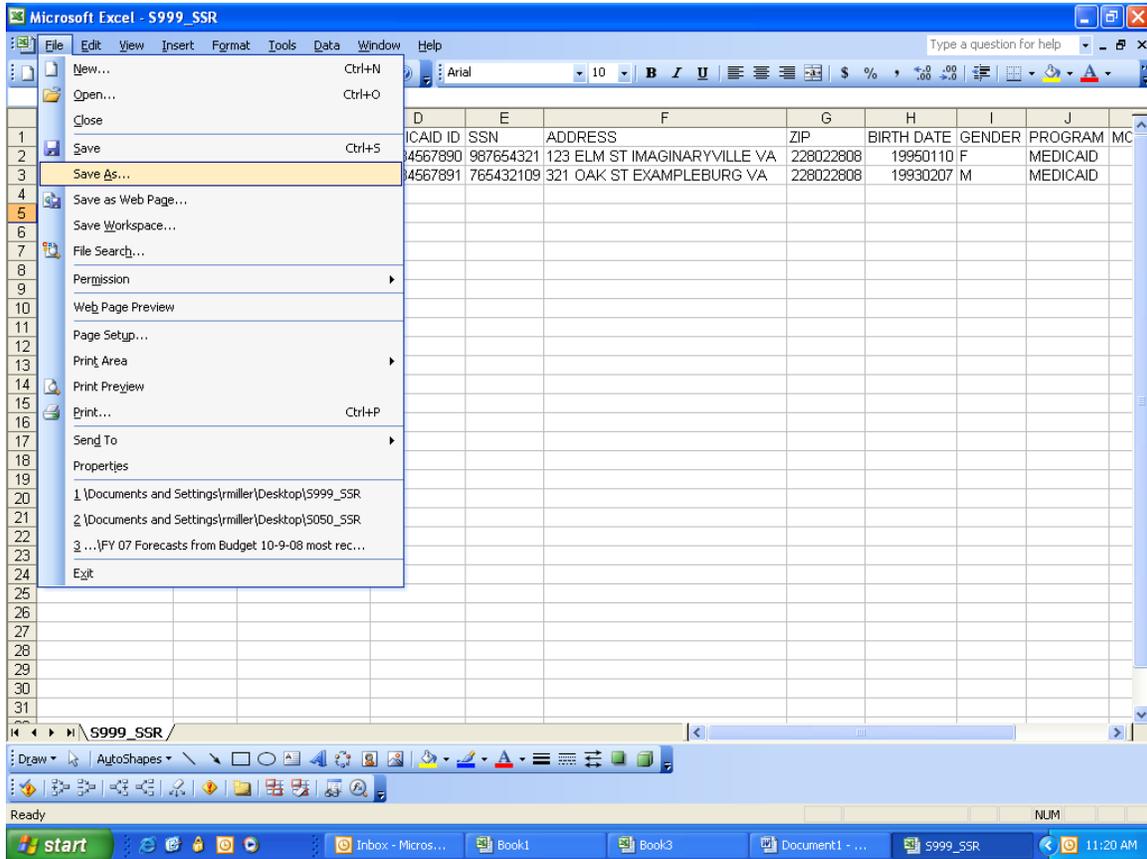|	A	B	C	D	E	F	G	H	I	J	
1	SERVICE CENTER	REGION	ENROLLEE NAME	MEDICAID ID	SSN	ADDRESS	ZIP	BIRTH DATE	GENDER	PROGRAM	MC
2	S999	S999	DOE JANE S	1234567890	987654321	123 ELM ST IMAGINARYVILLE VA	228022808	19950110	F	MEDICAID	
3	S999	S999	DOE JOHN	1234567891	765432109	321 OAK ST EXAMPLEBURG VA	228022808	19930207	M	MEDICAID	
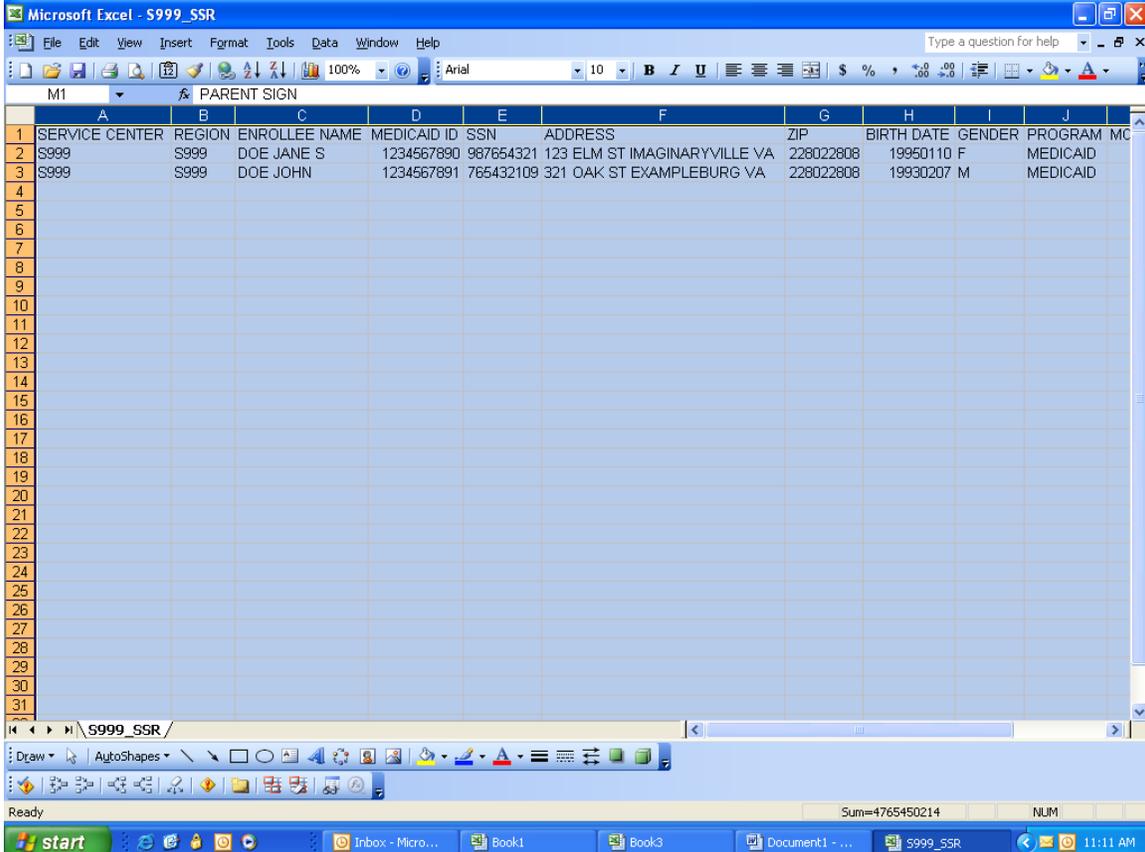
Now your data fits the cells and can be saved.

To save your file in Excel format:
Go to:
File… Save As…

Then….