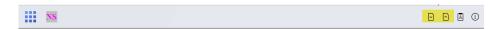


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Uploading or Downloading Documents, Reports, or Files

1. When using Parallels Web, you will seedownload and upload buttons on the lower-right side of your screen.



- 2. To **download** a file, use the directory path below to locate your file. Once you click**Open**, the downloaded file will show in the upper-right corner of your screen and download to your local machine.
- 3. To **upload** a file, select the file from your local machine and click**Open**. This will open another pop-up to choose a place to save your file within Parallels. Use the appropriate directory path below to save your upload.

Directory Hierarchy

BILLING Path/File Structure examples

- This PC > C: > Program Files (x86) > Customer > VP@ustomerName
- This PC > C: > Program Files (x86) > Customer > VF@ustomerName
- This PC > C: > Program Files (x86) > Customer > EZCLAIMCustomerName

SCHEDULER Path/File Structure example

• This PC > C: > Program Files (x86) > Customer > EZClain@ustomerName



^{*}Most customers will save in the following folders:EDI > 835 or EDI > 837

^{*}If using a billing solution, they will have VPO, VFO, or EZClaim included in the naming convention.