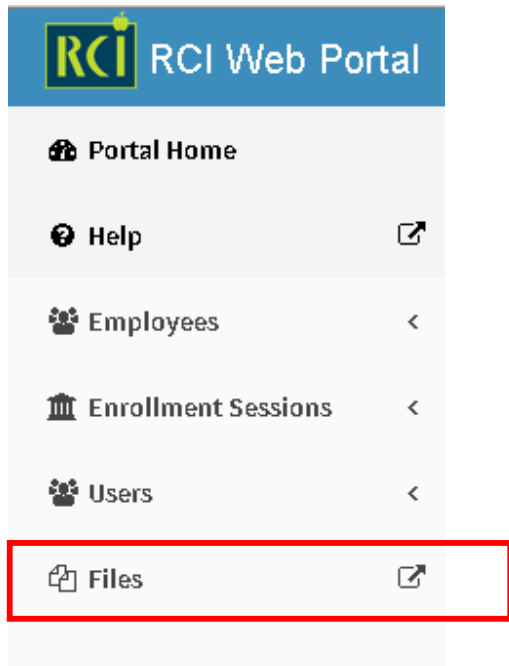


# HR Web Portal – Files Menu

If you have folder permissions to see items such as bills, funding requests and reporting, you will now see a Files menu on the web portal. Let's take a look at the Files menu!

Click on the Files menu



This will take you to a secure file transfer site. Depending on your permissions, you may see several file options. Click on the folder to open it. To download a single report, click on the report.

The screenshot shows a web-based file management interface for Regional Care, Inc. The header includes the company logo and name. Below the header is a navigation bar with icons for Download, User Options, Search, Add To Basket, Show Basket, and Logout. A filter input field is present with a 'Clear' button and a 'Select' button. The main content area displays a list of 14 items, including 12 folders and 2 files. The 'COBRA Letters' folder is expanded, showing sub-folders like 'Archive', 'Elected', and 'Failed to Elect', as well as files 'SampleCobraLetter.txt' and 'new 1.txt'. The 'SampleCobraLetter.txt' file is highlighted in green, and a mouse cursor is pointing at it. The footer contains the text 'Regional Care, Inc. © 2015'.

**RCI** Regional Care, Inc.

DEMOZZZ

Download User Options Search Add To Basket Show Basket Logout

Filter:  Clear Select Show 100 items on page

14 Items (12 Folders, 2 Files)

Name
<input type="checkbox"/> Billing
<input type="checkbox"/> <b>COBRA Letters</b>
<input type="checkbox"/> Archive
<input type="checkbox"/> Elected
<input type="checkbox"/> Failed to Elect
<input type="checkbox"/> <b>SampleCobraLetter.txt</b>
<input type="checkbox"/> new 1.txt
<input type="checkbox"/> Flex Funding
<input type="checkbox"/> Medical Funding
<input type="checkbox"/> Reports - Aggregate
<input type="checkbox"/> Reports - Custom
<input type="checkbox"/> Reports - Flex
<input type="checkbox"/> Reports - Payment History
<input type="checkbox"/> Reports - Specific

Regional Care, Inc. © 2015

To download multiple files, check the box next to the folders and click on Add To Basket. A new window will open. Click on Download Basket.

The screenshot shows the Regional Care, Inc. web interface. The main content area displays a file tree with 18 items (14 folders, 4 files). Two files, 'SampleCobraLetter.txt' and 'FlexFunding.txt', are selected. A 'Files in the Basket' window is open, showing these two files. The 'Download Basket' button is highlighted.

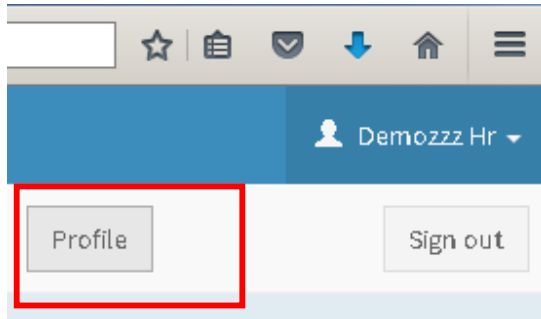
**1. Select Multiple Files**

**2. Click Add to Basket**

Name	Path	Size	Modified	Keywords
SampleCobraLetter.txt	/COBRA Letters/	0 bytes	05/07/15	
FlexFunding.txt	/Flex Funding/	14 bytes	05/11/15	

**3. Click Download Basket to download all files at once.**

If you want to change your notification settings for any of the folders simply click on your company name at the top right and click on **profile**.



Put a check in the check box to stop notifications about any of the folders. You will still have access to the file, but you will stop receiving emails about new files.

