

MPRO Secure Exchange File Site  
(External User Initiates/Cannot Be Used With MAC/Apple Products)

**Create User ID and Password**

<https://sfe.mpro.org/>

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**Secure File Exchange Login**

Log In

User Name:

Password:

Log In

Forgot password?

**New User?**

First time users need to create their user name and password. Save your user name and password to submit IDR/IIDR's in the future.

1. Click on the 'New User?' button to create. Enter your email address. Click 'Sign Up'.

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**Sign Up for MPRO's Secure File Exchange**

Your Email Address:

Sign Up

2. There will be a message to confirm that the user ID was created along with further instructions.

**Sign Up for MPRO's Secure File Exchange**

Your Email Address:

Your user id has been created. An email with instructions on how to set up your password has been sent to the above address.

**NOTE:**

If you already have a login, but 'Sign Up' again, this message will display:

Your user id already exists. Please return to the Login page and click on the Forgot Password button.

3. Follow the instructions in the email received as a result of the creation of your user ID.

**Subject:** Secure File Exchange Password Change Instructions

**Priority:** Normal    **Date:** Monday, September 9, 2013 4:15 PM    **Size:** 2 KB

Hello,  
Please click [here](#) to set up your Secure File Exchange password.  
Thanks.

4. Create password.

**Secure File Exchange Password Reset**

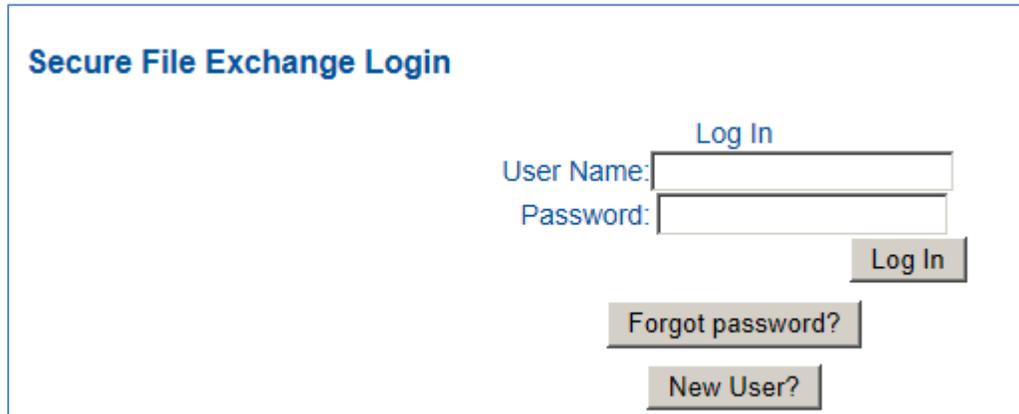
Passwords must have at least 1 upper case letter, 1 number, and be at least 8 characters long.

Enter Password:

Re-enter Password:

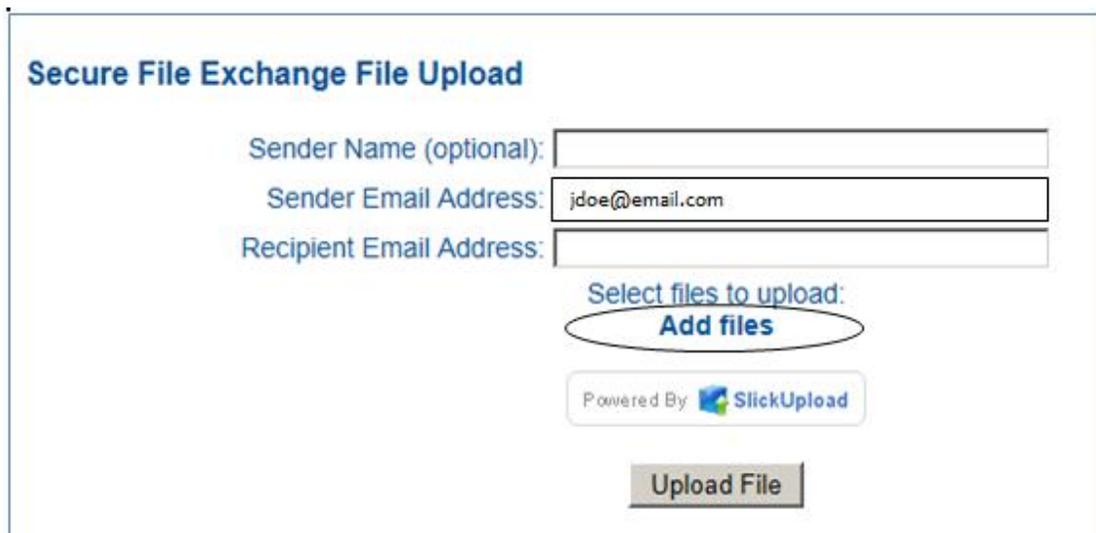
5. This will take you to the Log In screen to begin the upload process.

## Sending the File



The image shows a login form titled "Secure File Exchange Login". It contains two input fields: "User Name:" and "Password:". Above the "User Name:" field is a "Log In" link. Below the "Password:" field is a "Log In" button. Below the "Log In" button are two links: "Forgot password?" and "New User?".

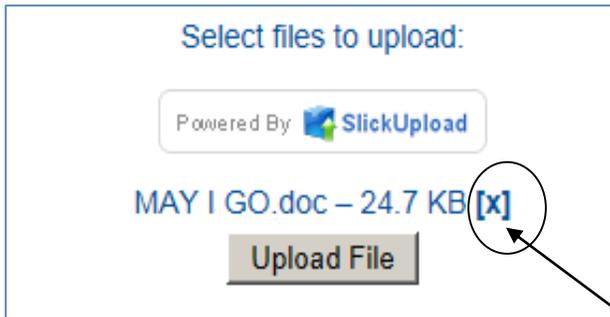
1. Log in.



The image shows a file upload form titled "Secure File Exchange File Upload". It contains three input fields: "Sender Name (optional):", "Sender Email Address:" (with the value "jdoe@email.com"), and "Recipient Email Address:". Below the input fields is a link "Select files to upload:" and a button "Add files" which is circled in red. Below the "Add files" button is a "Powered By SlickUpload" logo. At the bottom of the form is an "Upload File" button.

2. Sender Email Address box:  
Your email address will default in the Sender Email Address box.
3. Recipient Email Address box:  
Enter the email address [IIDRgroup@mpro.org](mailto:IIDRgroup@mpro.org) for the recipient of the file. Do not send files directly to this email address without using the secure file exchange. (Email of Protected Health Information is prohibited.) For multiple files, please put in a compressed (zipped) folder. If this is not possible, each file will need to be sent individually.
4. Select Files to Upload:  
Click on the 'Add File' button to locate the desired file.  
A search window opens.  
Select the desired file to send.

5. The file name will be displayed on the site. (MAY I GO.doc)



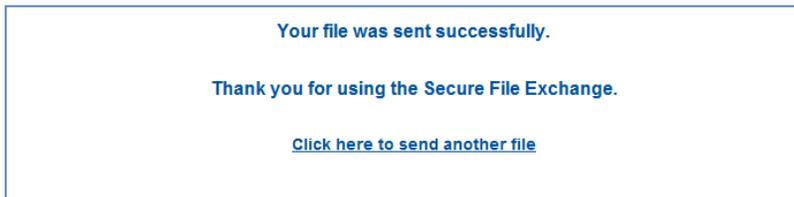
6. Remove File:

If the file displayed is not the file to be send, click on the [X]. The file will be removed, then select the correct file.

7. Upload File:

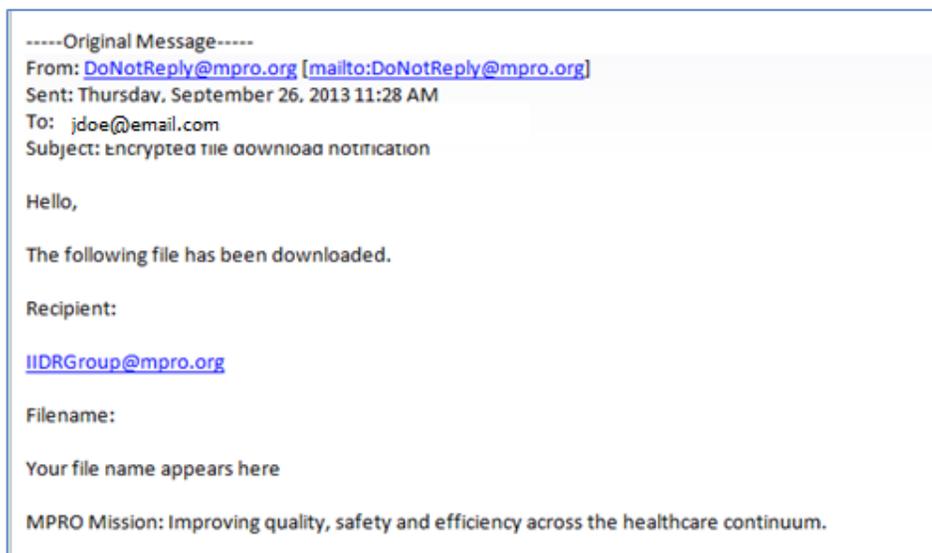
If the file displayed is the desired file, click on the 'Upload File' button.

When the file has been successfully uploaded, a message will be displayed on the screen.



8. Download Notification:

Once the file had been downloaded from the Secure File Exchange, a notification email will be sent to the sender.



\*Contact your Internal IT department for initial problems or questions. If issues continue contact the MPRO Help Desk at 248-465-7450.