

WebPlus File Uploader Instructions

You will need access to the internet. It does not matter what software your facility is using this application is on the internet through a secured web browser. The files must be in NAACCR Version 12.x. We also accept Non-NAACCR files for ex: Non-Reportables, PDF, HL7.

Please use the following link to access your login screen

<https://health.arkansas.gov/cancerreg/logonen.aspx>

You will have a user id and a password e-mailed to you for login purposes. You can make the password anything you want to make it easier for you to remember. Just send us the password and we will change it for you.

Uploading Instructions

- Once you have logged in you will need to click on the **New Upload** button on the top left hand side of the screen
- Select the appropriate NAACCR version for the file you're uploading OR select the Non-NAACCR File option for HL7, spreadsheet, and other files.
- Click on the **Browse** button and go to the location of your file and select it.

Note: If you are not sure what drive or location your software puts the file, one suggestion would be to click on the start button for windows and do a search on the file name.

- Click the **Open** button and your file should be put into the **Select File to Upload:** box.
- Click on the Upload button and your file should begin to upload.

Note: Unless it is a very large file the upload process should not take very long.

- You should receive a message stating your file was Uploaded Successfully

Error Message

Occasionally we received some errors when facilities have tried to upload large files. If you get a “Timed Out” message, give us a call and we will increase the amount of time the application allows for a file to be uploaded.

If you have any question please feel free to contact

Sharon DeRamus @ (479)253-6027 or email her at Sharon.DeRamus@arkansas.gov