



Centers for Medicare & Medicaid Services

EDGE Server Job Aid AWS File Processing Email Notification

**Version 1.0
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Step 5

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1. Introduction

This document provides an overview of the steps that Amazon External Data Gathering Environment (EDGE) server issuers must take to in order to create a subscription email service in Amazon Web Services (AWS) that will send notifications to issuers anytime a file has been picked up for processing, file is loaded to outbox (outbound report), and when a file is sent to the Centers for Medicare & Medicaid Services (CMS). The figures captured in this job aid are from the Firefox web browser. Images displayed will vary depending on the web browser used.

The following process map provides an overview of the order of steps you need to complete in order to provision your Amazon EDGE server. The blue step reflects the current step you are executing, the grey steps reflect the subsequent steps that you need to execute thereafter. Each step below has corresponding training materials (job aids and video demos as applicable) available in the REGTAP Library. Please make sure to reference all the available materials and confirm that you have completed all of these steps for each phase before moving onto the next step.

Amazon EDGE Server



For EDGE server support, please send all questions to CMS Help Desk email:
CMS_FEPS@cms.hhs.gov or call 1-855-CMS-1515.

2. Set up Amazon EDGE Server File Processing Email Notification

Amazon EDGE issuers can set up an email notification using Amazon’s Simple Notification Service (SNS). Amazon’s SNS is a fast, flexible, fully managed push messaging service. SNS allows you to push messages to mobile devices such as iPhone, iPad, Android, Kindle Fire, and Internet-connected smart devices, as well as pushing to other distributed services. Besides pushing directly to mobile devices, SNS can also deliver notifications by SMS text message or email to Amazon Simple Queue Service (SQS) queues or to any HTTP endpoint. **This job aid demonstrates how to set up the SNS service for email.**

For more information on Amazon’s SNS service, please access:
<https://www.aws.amazon.com/sns/>

1. First, log into your AWS account at aws.amazon.com

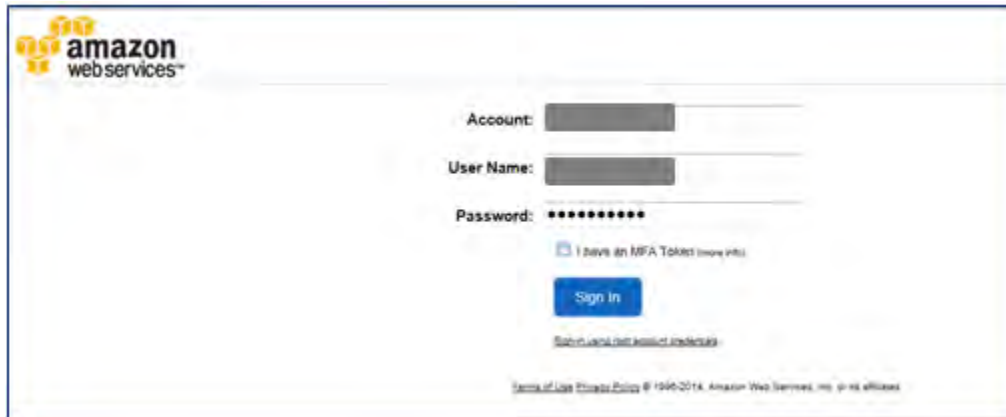


Figure 1 – AWS Account Login Screen

2. Next, from the AWS home screen, click the **Services** dropdown at the top left, then **All AWS Services**, and then **SNS** from the menu screen.



Figure 2 – SNS Menu

3. From the SNS dashboard, navigate to the left side of the screen and click **Topics** to open the dropdown menu.



Figure 3 – SNS Dashboard Topics Menu

From the list of available topics, select the name of your EDGE server instance and corresponding ID, which should display in the list.

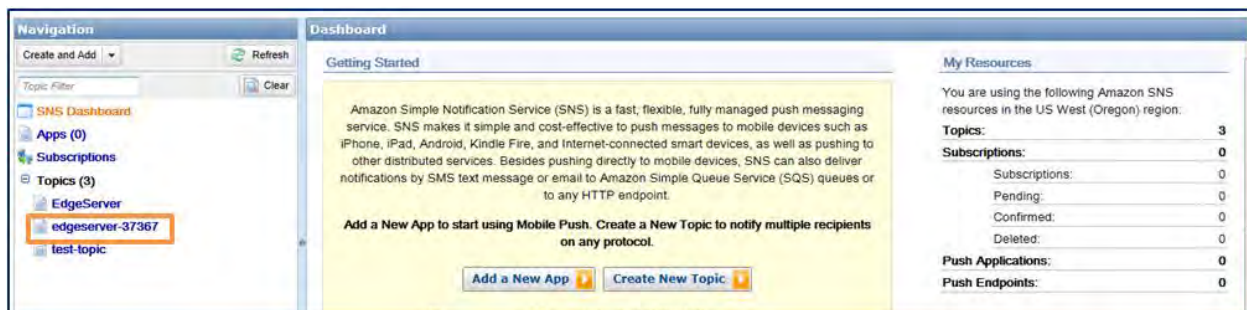


Figure 4 – Select EDGE Server Instance

4. In the **Topic Details** screen, click the **Create Subscription** button. This will allow issuers to create a subscription that links a topic – in this scenario, your AWS EDGE Server instance – to an endpoint, such as an email address or URL.

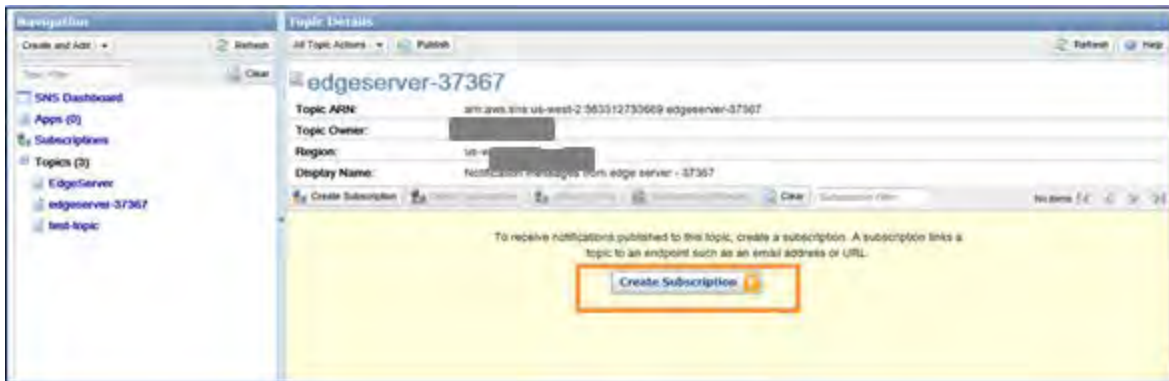


Figure 5 – Create Subscription

5. In the **Create Subscription** pop-out window, the name of your EDGE server will appear as the **Topic Name** since this is the topic from which you want to receive notifications. From the **Protocol** dropdown menu, select **Email**. Then enter the email address in the **Endpoint** field – this is the email address where you will receive notifications. Finally, click the **Subscribe** button when ready to complete.

NOTE: You can elect to receive the notification via a different protocol (e.g., HTTPS or another application). This job aid demonstrates how to configure the notification for email.

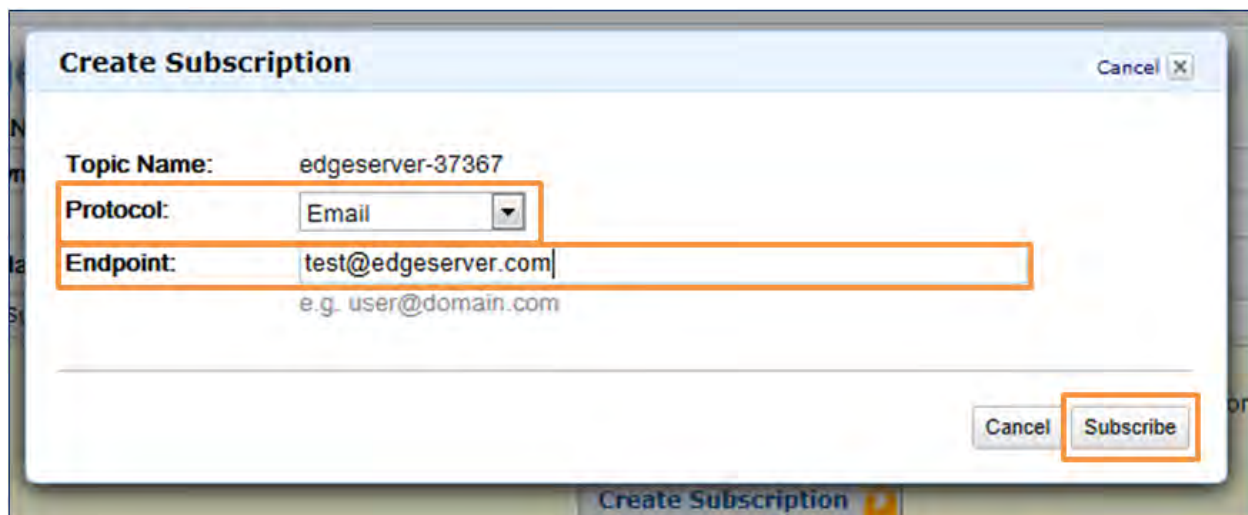


Figure 6 – Create Subscription Details

- The below window/message will appear indicating the subscription request was received.

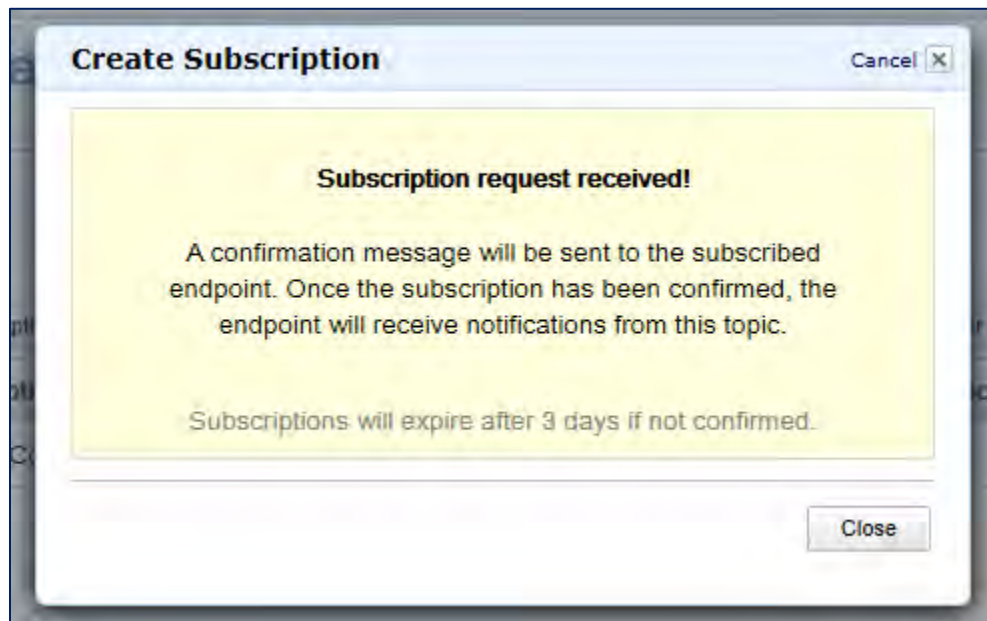


Figure 7 – Subscription Request Received Message

- A confirmation message will be sent to the email address entered above. In the email, click the **Confirm subscription** link.

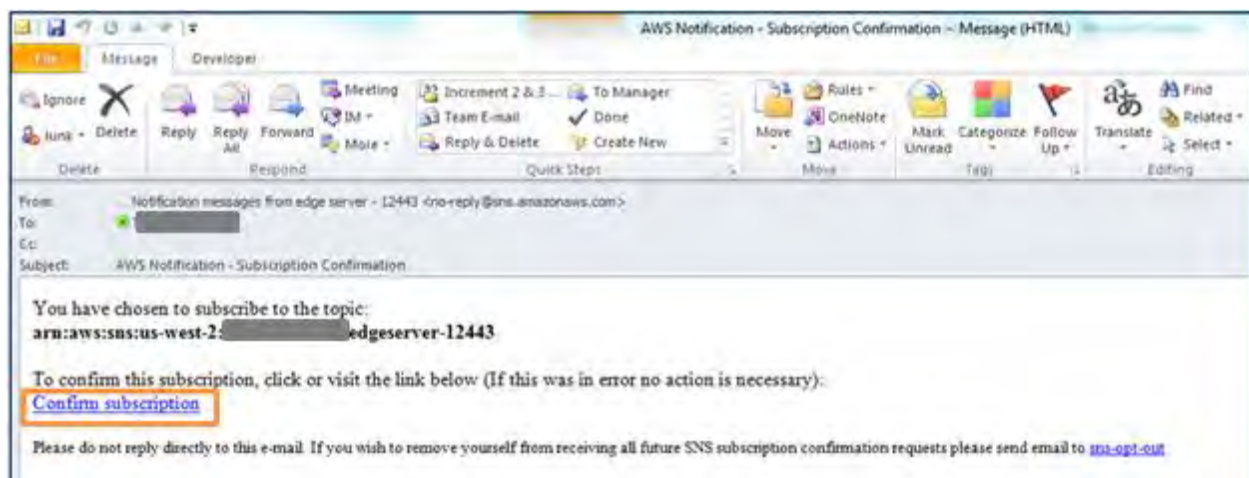


Figure 8 – Email Confirmation

8. Upon clicking the link, the email recipient will be taken to a confirmation page confirming the subscription. Once confirmed, the recipient will begin receiving email notifications for the following:
- File has been picked up for processing
 - File uploaded to outbox (outbound report)
 - File sent to CMS

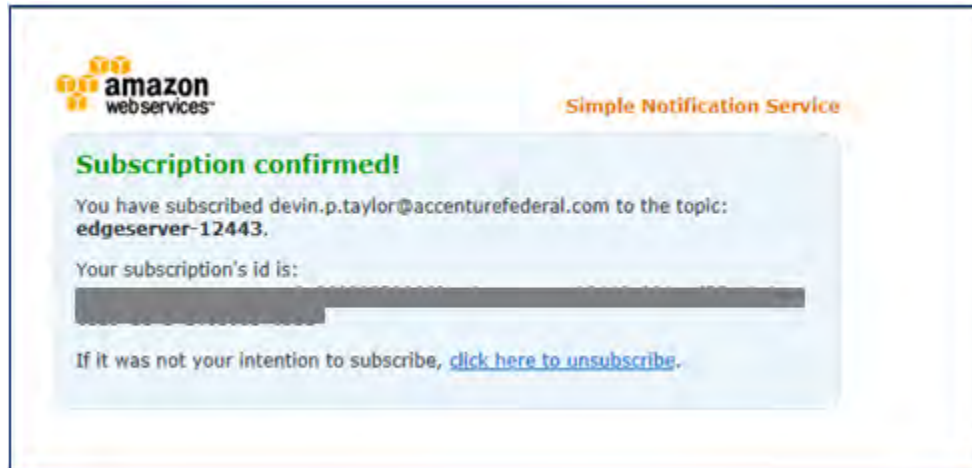


Figure 9 – Subscription Confirmed

9. The following email notifications will generate to the notification recipient once the file upload process begins executing from the S3 bucket.
- a. File has been picked up for processing



Figure 10 – Email Notification – File Picked Up for Processing

b. File uploaded to outbox (outbound report)

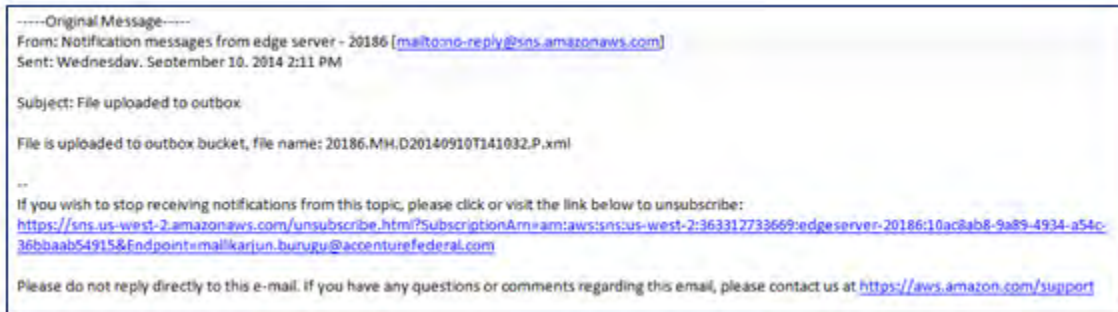


Figure 11 – Email Notification – File Uploaded to Outbox

c. File sent to CMS



Figure 12 – Email Notification – File Sent to CMS

For more information on Amazon's SNS service, please access:
<https://www.aws.amazon.com/sns/>

This completes the AWS File Processing Email Notification Job Aid.