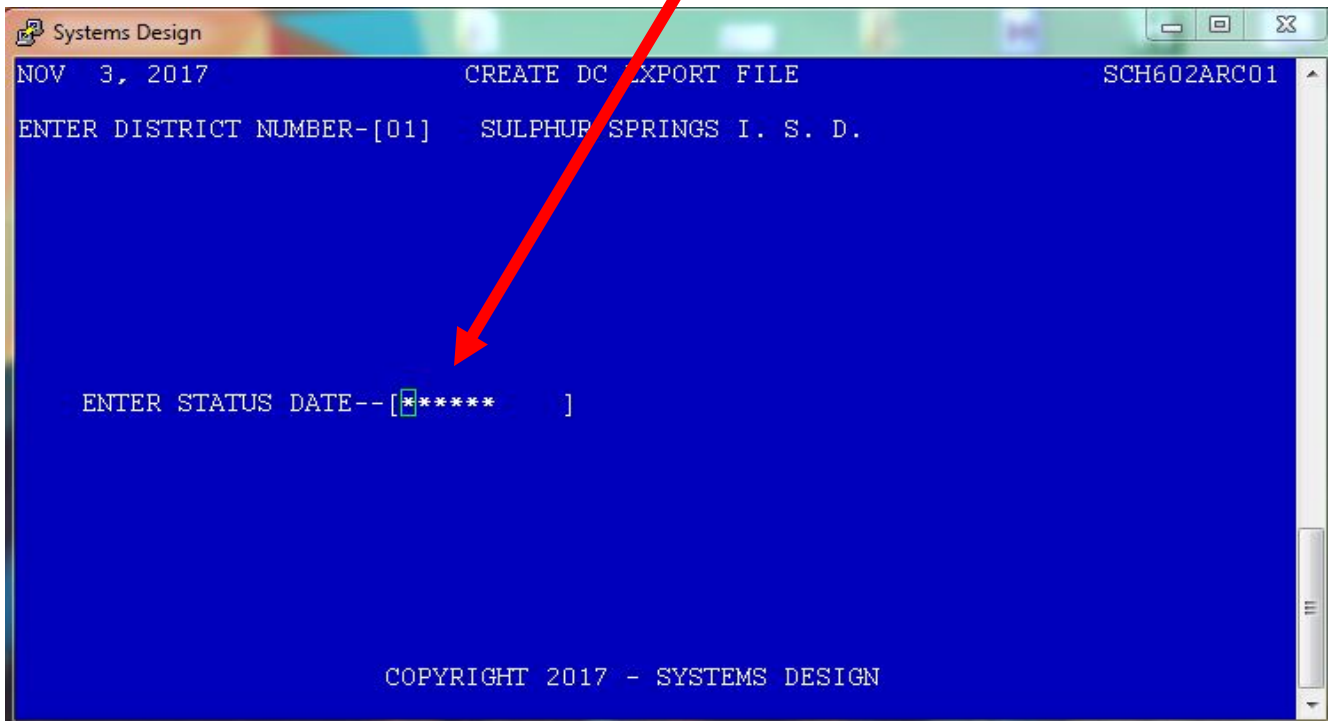


Systems Design has added an additional option to the DC/DV program that will allow you to create an archived Direct Certification Export File. You will see this option when you go into our **LA** (Lunch Application Menu) and select **08** (Direct Certification Menu) and choose **03** (Create Direct Cert File).

The system will prompt the question “DO YOU WANT A PRIOR DATE? (Y/N)-“. If you are needing a file from a prior date, type a “**Y**” for Yes.

Then the system will ask you for the Status Date you are wanting to create the DC Export File for. If you need to create a file for October 31st, 2017, type in **103117**



The system will then show you the filename to be created. Type a “**Y**” for yes at the bottom and the file will be sent to your **C:\CSDI\CLAIMS folder** like in the image below. This is the file you will upload on TXUNPS November 7-9th.

