

**2021**

**Health Plan Financial and Statistical Report  
(HPFSR)**

**Health Economics Program**

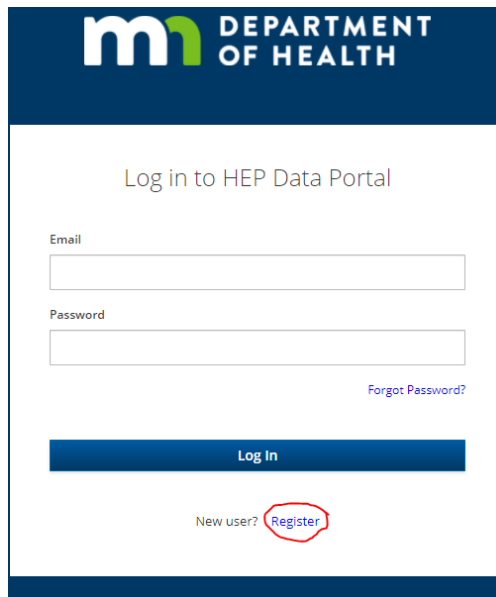
**Data Submission Portal  
Instructions**



Health Economics Program  
Division of Health Policy  
Minnesota Department of Health

The Minnesota Department of Health, Health Economics Program (HEP) is now providing a secure portal for uploading reports and associated files. Please follow these instructions for registering and/or logging into the portal to submit the Health Plan Financial and Statistical Report (HPFSR). Note that Internet Explorer is not recommended. Please choose another browser.

1. Save the completed HFPSR Excel report file(s) using the MDH assigned Health Plan ID in the file name if possible.
  - a. **Do NOT encrypt or password protect the Excel file.**
  - b. Do not use the company's NAIC ID.
  - c. The MDH Health Plan ID can be found on the reporting notification letter or on the 'Health Plan ID' tab of the Excel workbook.
  - d. Contact MDH (see Tips below) if the company has not yet been assigned an MDH Health Plan ID.
2. Open a browser window and navigate to <https://hepdataportalui.web.health.state.mn.us>.
3. New users should click 'Register' to create an account.
4. If registering a non-person email address, see the important tips below before proceeding.
5. If you have logged into the portal before, enter your user ID (previously registered email address) and password then click 'Log In'. Continue at step 14.



Log in to HEP Data Portal

Email

Password

[Forgot Password?](#)

**Log In**

New user? [Register](#)

6. For new users the following page will display after clicking the 'Register' link. Enter First Name, Last Name, Email (user ID), Password and Confirm Password. Passwords should be at least eight characters and contain the following:
  - a. An upper case letter
  - b. A number
  - c. A special character (ex: & % \* \$ !)

## Register

First name

Last name

Email

Password


Confirm password

[← Back to Login](#)

**Register**

8. The initial registration will require a one-time email verification.

Email verification

 You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email? [Click here](#) to re-send the email.

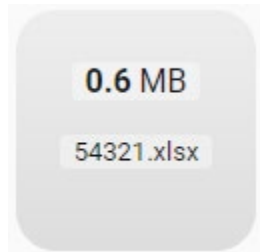
9. Navigate to the user ID email account and open the email with subject line 'Verify Email'.
10. Click 'Link to email address verification'.
11. At the window that says, 'Confirm validity of email address...' go to 'Click here to proceed'.
12. At the 'Your email address has been verified' window click 'Back to Application'
13. Enter your User ID Email and Password.
14. You will now be logged into your secure portal Dashboard.
15. Click 'Upload file' to add one or more files to the portal.

**Upload file**

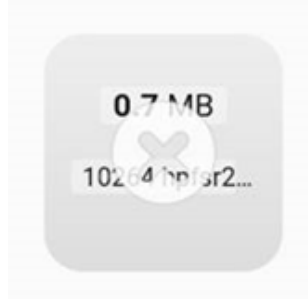
Please Select File

You can upload multiple files at once

17. Click 'Please Select File' to open a file explorer window to navigate to and select file(s) to be uploaded. Use the 'Ctrl' key on the keyboard to select multiple files.  
Or, open a Windows Explorer window, navigate to and select the file(s) to be uploaded and drag them to the 'Please Select File' section of the portal.
18. The uploaded file(s) will appear as shown. A white circle with a checkmark similar to a watermark will briefly appear and then disappear once the file has successfully uploaded.



19. If a watermark with an "X" displays over the file name, as shown below, then the report was not successfully uploaded. Please try again. Note there is not currently an automated reply to confirm a successful upload. This is a feature that we hope to implement soon.



21. Click 'Log out' link to end the session and log out.
22. You may return to the portal to upload additional files as needed.

## Tips

- When registering a non-person email account that may be used by multiple staff or for multiple affiliated companies it is helpful to use generic registration information in lieu of one individual's information and document the login fields internally. For example:
  - First Name: *Acme*
  - Last Name: *Insurance*
  - Email: *[statutoryreporting@acmecompany.com](mailto:statutoryreporting@acmecompany.com)*
- If the file being submitted is an update to the original report it is helpful to include a version or date along with the ID in the file name.
- Forgotten passwords can be re-set by following the prompts on the login in page.
- Files cannot be downloaded from this portal.
- For questions, please contact MDH staff at [health.drmreport@state.mn.us](mailto:health.drmreport@state.mn.us) or 651-238-1968.