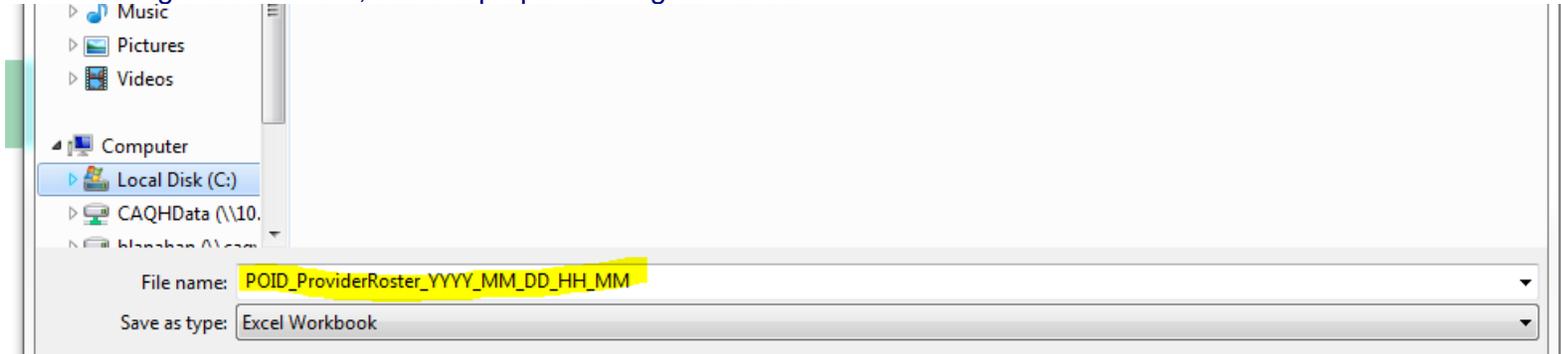


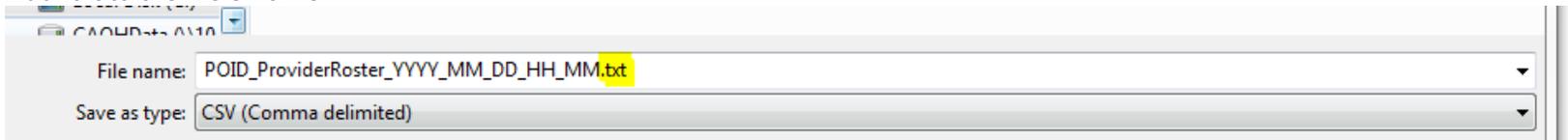
CAQH Roster Pipe Delimited Text File Instructions

If a roster file is created in Microsoft Excel it can easily be converted to a tab-delimited text file by using the “Save As” Function.

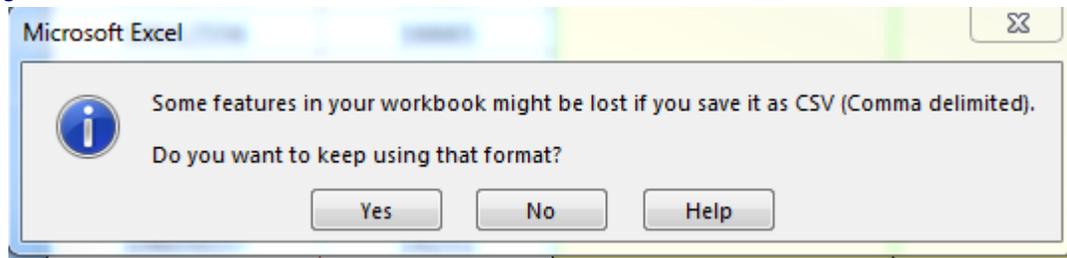
1. Open/Create the roster file in Excel.
2. Go to Save As and select where on your compute you'd like to save the document
3. When saving the document, use the proper naming convention



4. Under Save as type, save the document as a “CSV (Comma Delimited).
5. Add .txt to the file's name



6. Click Save



7. Click Yes
8. Close your Excel File (save it or don't save, up to you!)
9. Find your .txt File and open it in Notepad. It will look a little crazy!
10. Type Ctrl+H.
11. Under the 'Find what' field insert a ,

12. Under the 'Replace with' field insert a |
 - a. This is the Pipe key, it is located above the Enter key
13. Click the Replace All button; this will change all of the comma separators to a pipe.
14. Save the document.
15. Upload to CAQH ProView