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Shortage Area Batch Processing tool allows users to upload input file with addresses and provides output file with HPSA, MUA/P details for these addresses.

## How to process input addresses

### Step 1: Request Token

Users are required to have a token assigned to them to use Shortage Area Batch Processing Tool. New users can request a token by selecting “Request Token” link displayed below.

### File Upload


Please provide a token, input csv file, and complete captcha image

\* Token: [Request Token](#)

Include geographic (FIPS) codes [?](#)

\* Specify the file to process: [Need Help?](#) [PDF](#)

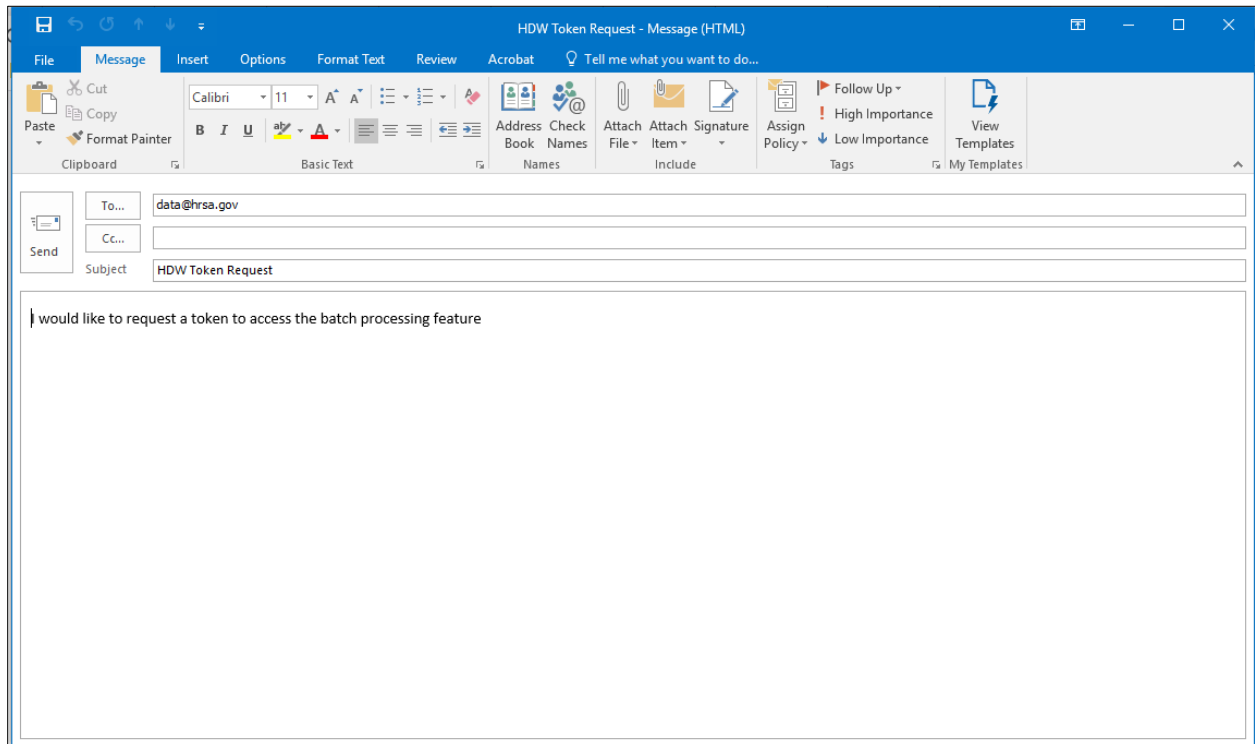
No file chosen



Generate New Image

Type the code from the image

When request token is selected user is redirected to send an email to HRSA HDW team as shown below, this process will take 24 – 48 business hours and an email with a token will be sent out to the user.



Users with existing tokens assigned to them or their institutions can skip Step 1.

### Step 2: Input file allows 100 records per file

Input files can have maximum of 100 address records in the file, input files with more than 100 records will not be processed

**Please note:** Duplicate address records are counted as separate records, ex: a file with 99 unique addresses and 6 duplicate addresses will not be processed as total count is 105.

### Step 3: Input file format

Input addresses should follow the below template

```
Street Address, City, State/Territory, ZIP Code, Unique ID
508 PRINCETON RD STE 303, Johnson City, TN, 37601, 1
66 Brown Rd, , NY, 13795,
2604 STEELE RD, BALTIMORE, MD, 21209, 34
1600 S Eads Street, Arlington, VA, 22202
```

Below table provides more information about column names and accepted values.

Column Name	Valid Values
Street Address	Cannot be blank or empty
City	Allows blank or empty
State/Territory	2 digit abbreviation Ex: MD for Maryland Cannot be blank or empty
ZIP Code	Valid 5 digit code Cannot be empty
Unique ID	Can be blank or empty Max limit 100 characters

In some cases where there are addresses with comma (,) in street address, they should be enclosed in double quotes (""), see sample address below:

```
Street Address, City, State/Territory, ZIP Code, Unique ID
508 PRINCETON RD STE 303, Johnson City, TN, 37601, 1
66 Brown Rd, , NY, 13795,
2604 STEELE RD, BALTIMORE, MD, 21209, 34
1600 S Eads Street, Arlington, VA, 22202
"SUNY STONY BRK HSC L2, ROOM 152", Stony Brook, NY, 11794
```



**Please note:** Input file extension should be .csv (comma separated value) for tool to process them. Naming standard and file structure should be followed for successful file processing. Data should be separated using comma (,)

Ex: Abc.csv is a valid file name

#### Step 4: Process input file

Enter valid token provided by HRSA/HDW.

Include Geographic (FIPS) Codes - checked by default and is applicable to all the input addresses, users can uncheck this for their addresses as needed.

Choose File – select this to upload the input csv file

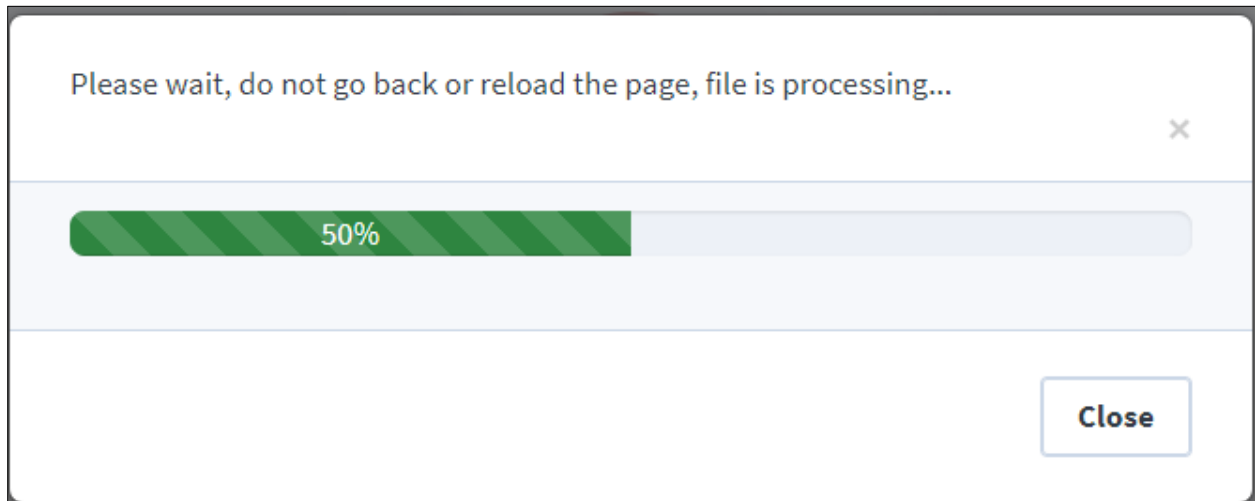
Captcha – Enter value into the text box

Submit – to begin processing input file

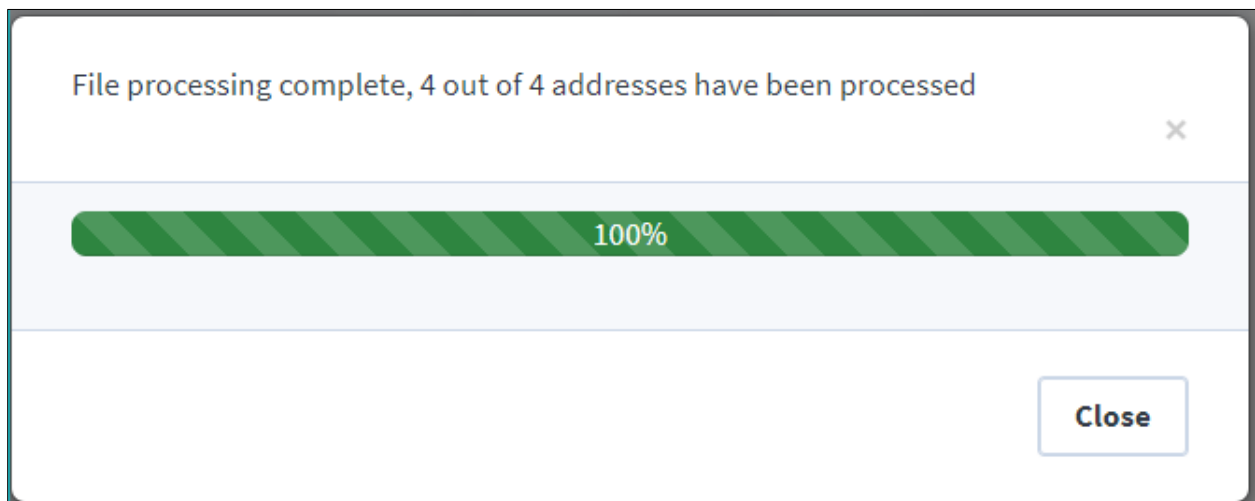
Cancel – to cancel processing input file

### Step 5: Input file process update

When input file is being processed it displays the below progress bar



After input file processing is complete the progress bar displays status as below



When the output file is ready it will be automatically downloaded or open a 'Save As' window on user machine as per users browser settings.

**Please note:** For ease of use the output file is generated in '.xlsx' format.