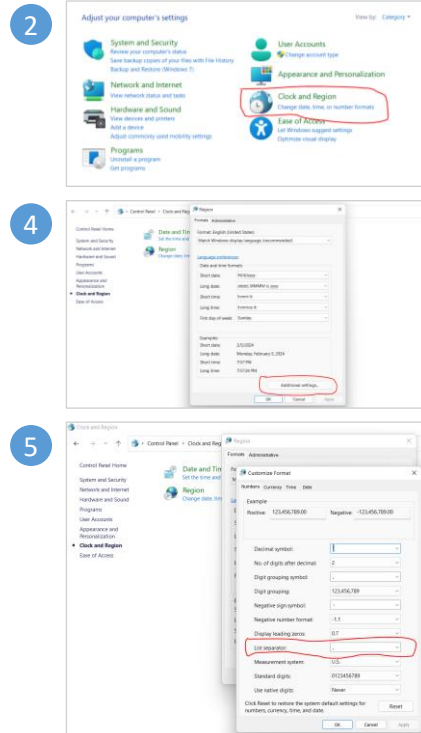# 3A. How to convert the file to the pipe delimited format

There are two methods to convert files to the pipe delimited format required for submitting the provider/ practitioner list to Carelon Behavioral Health:

Convert by updating system settings

1. Go to **'Control Panel'**
2. Click **'Clock and Region'**
3. Click **'Region'**
4. Click **'Additional settings'**
5. **Change 'List separator' from ',' to '|'**
6. Click OK
7. Open the updated excel file and **save as .CSV** (comma delimited) format
8. Open the saved .CSV file with **Notepad++** and data should be pipe delimited

Convert data in Excel and Notepad

1. Open the updated MS-Excel (xls/xlsx) file
2. Save this xls file in as **.CSV (Comma delimited)** format
3. Now open the saved .csv file with **Notepad ++**
4. Review file: each **data field should be separated by a ',' **(comma)
5. Press Ctrl+F and put ',' (comma) in **'Find what'** and '|' (pipe) in **'Replace with'** boxes and click **Replace All**
6. Review file: each **data field should be separated by a "|"** (pipe)
7. Save this file as a **text file (*.txt)** format