

Direct Deposit and Withdrawal Data Transmission

Data transmission

Use the Data Transmission Service to send files electronically. For now, only direct deposit and withdrawal files structured according to the Canadian Payments Association (CPA) standards are accepted.

Service availability

The Data Transmission Service is available 24 hours a day, 7 days a week.

Given the critical nature of the data being transmitted, a backup system is available. In case the AccèsD Affaires service is down, files can still be transmitted.

Security

The Data Transmission service uses 128-bit encryption protocol, the highest industry security standard. This protocol ensures that transmitted data can only be read by authorized persons.

- Data is verified to make sure it corresponds to the data transmitted and the signature is double-checked.

Required equipment and operating systems

The Data Transmission Service is accessible through the following environments:

- Windows 2000, XP, Vista and Mac OS X.

We suggest a 56K modem.

Supported browsers:

- Microsoft Explorer 6.0 and higher with 128 bit encryption. Mozilla Firefox 1.5 and higher. Safari 1.3.9 and higher.

Initial use of the Data Transmission Service

Before you send your first batch of files for processing, you have to run a test to make sure that your information is valid and that the file format corresponds to CPA standard 005.

To run the test, you will have to create and transmit a file to Desjardins Computer Headquarters. This file must be created with your accounting software and contain real data. After you send it, Desjardins will contact you within 1 to 5 business days to let you know that your profile has been activated or to ask you for another test file containing patches.

Note: The processing centre number you need to enter is 81510 and the organization number corresponds to the 10-digit number you received from your caisse.

Transmission procedure

1. Use your accounting software to create a CPA file (take note of where you save the file);
2. Open your Web browser (Internet Explorer) and go to:
<https://accesd.affaires.desjardins.com>;
3. Enter your user code and password and click on the **Validate** button;
4. Click on the **Transmission** tab;
5. Click on the **Browse** button and get your CPA file (the one created in step 1);
6. Click on the **Transmit** button;
7. Wait approximately 30 minutes for your file to be processed.

Transmission or verification results

After sending the file, you can check the results of the transmission by clicking **Status**. The page that appears describes the status of the most recent transmissions. The following elements are listed for each transmitted file:

- the file name;
- the date and time of the transmission;
- the confirmation number of the transmission.

The **Status** column

- You can track your file using this column.

There are two parts to the transmission:

1. validation;
2. processing.

At the validation phase, the file may be rejected because:

- the CPA file format is not valid; the file does not respect CPA standard 005;
- invalid content: the totals (number of transactions and amount) do not correspond to the content;
- invalid transmission privileges: the user is not authorized to transmit files.

In each case, you can get additional information about the rejection and how to correct the situation by clicking on the “?” to the right of the status.

Status

- If the file is successfully validated, the status will change to **Processing** and you can click a link to display the information about the file: the file number, number and amount of transactions it contains.
- If the file is rejected, the status will change to **DDW processing error**, in which case an agent will contact you before the end of the day.
- If the file is successfully processed, the status will change to **Processing complete**.

Despite all precautions, some transactions in the file may be rejected. If this happens, please read reports P-02 and P-03, which will be available at your caisse the next business day.

Providing access to users

If you are a system administrator: provide authorized users with access to the Data Transmission Service.

Downloading software components

Certain transmission functions are performed on your computer. You must download and install the software components:

- Before your first file transmission.
- When you change computers.
- When you change operating software.

As a security measure, this function is only accessible for 15 days after you subscribe to the Data Transmission Service. After that time, the administrator should contact the AccèsD Affaires Services Support Group for access.

The software components may be obtained by browser from the Data Transmission Service's download page. When you download, you will get two files. The first includes the software needed for your computer, and the second contains the encryption keys. The software in the first file includes compression and encryption programs and the Client FileDrive package. If you are planning to use https mode, you do not have to install the Client FileDrive software, which is only required if you use the ftp-SSL transmission mode.

Each time you download, your browser will ask which directory to save the file in. We suggest you define a temporary directory reserved for this purpose, for example c:\tddtemp, before downloading, and use the same directory for both downloads.

Add to the file **.PROFILE export TDDPATH=\$home/tdd**