# BankNet Instructions for Large File Transfer

July 14, 2016

Version 2.1

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## 1 Introduction

This document is a guide for using the secure large file transfer tool available on BankNet. This guide explains how to:

- Access the Secure Large File Transfer Tool
- Set Your Email Address for Confirmation Notifications
- Install the Upload/Download Wizard (optional see last bullet below)
- Upload a File Using the Upload/Download Wizard
- Upload a File without Using the Upload/Download Wizard
- Delete a File
- View a Log of Your Upload History

This tool has been made available to enhance your ability to communicate with the OCC. In order to facilitate this, additional OCC departments/folders will continually be added to the tool. All information uploaded to this tool is automatically encrypted and securely delivered to the OCC. You may upload files of any size if you use the LFT Wizard.

Here are a few helpful tips before you begin uploading files:

- Please double check your selection for the destination folder (i.e., the folder you are submitting to) before *each* submission. Files cannot be forwarded by OCC personnel in the event you place the file in an incorrect folder. If this occurs, you must resubmit to the correct destination.
- If you have a *new* or *reenabled* BankNet account, you may not be able to access the tool until the tool's user base updates. The user base updates at 12:30 p.m. EST, 5:30 p.m. EST, and 10:30 p.m. EST. Please plan accordingly.
- If you are not using the wizard:
  - and are submitting multiple documents to the same folder, especially if submitting ten or more, we recommend that you zip your files together prior to uploading them. This will save you time by requiring only one upload rather than uploading each document.
  - once you submit the file(s) the tool is working even though the screen may appear frozen. If you often upload files larger than 24MB, you should install the up-load/download wizard, which will permit you to visually see the file upload progress. The wizard will also eliminate "time-out" errors that might otherwise occur with larger files. Note: The upload/download wizard is required to upload files that are 2 GB or greater.

If you have any questions about this guide or questions about using the secure large file transfer tool, please contact the BankNet Help Desk at 1-800-641-5925 or <u>BankNet@occ.treas.gov</u>.

## 2 Accessing the Secure Large File Transfer Tool

All active BankNet users have access to the secure large file transfer tool. You will need your BankNet username and password. If you have forgotten your BankNet username or password, or if you do not have a BankNet account, please contact the BankNet Help Desk at 1-800-641-5925 or <u>BankNet@occ.treas.gov</u>. You can also retrieve your user name and reset your password by going to <u>www.banknet.gov</u> and clicking memberlog-in.

**Note:** If you have a *new* or *re-enabled* BankNet account, you may not be able to access the tool until the tool's user base updates. The user base updates at 12:30 pm EST, 5:30 pm EST, and 10:30 pm EST. Please plan accordingly.

1. To begin, access BankNet at <u>http://www.banknet.gov</u>. Click the *MemberLog In*link.

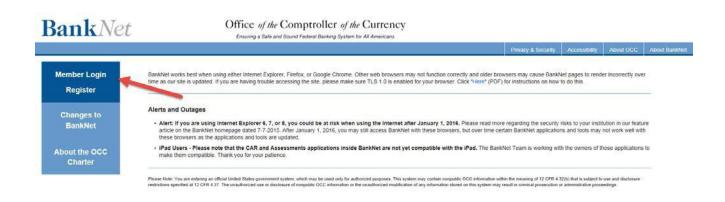


Figure 2-1 BankNet Entrance Page

2. Enter your BankNet Username

| Sign In   |  |
|---|--|
| User Name:  | Begin Login: Continue Forgot User Name   |
| purposes. This system may contain non<br>and disclosure restrictions specified at 1 | al United States government system, which may be used only for authorized<br>bublic OCC information within the meaning of 12 CFR 4.32(b) that is subject to use<br>2 CFR 4.37. The unauthorized use or disclosure of nonpublic OCC information or<br>formation stored on this system may result in criminal prosecution or |

For more information or for assistance, call (800) 641-5925.

3. Click the *Continue* button.

| ime A | ccess Code Delivery Method   |
|-------|--|
|       | der to confirm your identity, a one-time access code will be sent to<br>Please confirm your delivery method. |
| Sele  | t Delivery Method:   |
| -     | t Delivery Method:<br>E-mail (paxxxxxx@occ.treas.gov)  |

For more information or for assistance, call (800) 641-5925.

4. Enter the one-time access code sent to your email and click *Continue*.

| BankNet                            | Office of the Comptroller of the Currency<br>Ensuring a Safe and Sound Federal Banking System for all Americans.   |
|------------------------------------|--|
| One-Time Access Code               |  |
| to your cell phone. If you have no | en sent to you per your selected delivery method either by e-mail or a text<br>of received it, please wait 10 minutes and check again. If you have selected o<br>d do not see the e-mail in your inbox, please also check your SPAM folder.<br>assistance. |
| Access Code:                       | Enter Access Code:   |
|                                    | Continue   |

For more information or for assistance, call (800) 641-5925.

- 5. Enter your BankNet Password.
- 6. Clickthe Submit button.

| Enter Password  |
|---|
|   |
|   |
|   |
| Enter Password:   |
| Password:   |
|   |
| Reset/Forgot Password   |
| O Private Computer - (Authorize this computer)  |
| Select this option if you are the only person who uses this computer. By selecting<br>this option, you are creating a thumbprint that uniquely indentifies this computer as |
| authorized to access OCC Web sites and applications.  |
|   |
| Public or Shared Computer - (Do not authorize this computer)<br>Select this option if you are not the only person who uses this computer.                                   |
| Submit  |

For more information or for assistance call (800) 641-5925.

Figure 2-2 BankNet Login Page

# 7. Hover over the *Communications Center* tab at the top of the BankNet home page.

| BankNe   | L                    | Ensuring a Sa   | fe and Sound Federal Banking | System for All America   | ns        |  | Search             |  |
|--|----------------------|---|------------------------------|--|-----------|--|--------------------|--|
| Home Communications Center   | Banking Tools        | Farms & Ampleations   | Banker Resources             | My Account   | Agent     | Sign Off   |                    |  |
| dministrative  | Features             |   |                              |  | Re        | ecent News & Issuances   |                    |  |
| Change Password<br>Change Profile  | 04-06-2015 New R     | eal Estate Snapshot Reports f   | or First Quarter 2015        |  |           | -09-2015 News Release 2015-55,<br>wings Association Advisory Comm  |                    |  |
| Change Permissions (Access Privileges)<br>Contact Us                             |                      | 04-06-2015 New OCC Report on Mortgage Metrics for the Fourth Quarter 2014<br>04-02-2015 New Economic Articles on the Performance of the Federal Banking System, Estimates                                 |                              |  |           | 04-06-2015 News Release 2015-54, OCC Releases CRJ<br>Evaluations for 26 National Banks and Federal Savings<br>Associations |                    |  |
| Subscribe to BankNet Updates and<br>Alerts<br>Subscribe to OCC Updates           | of U.S.              | Oil Output, and the Performa  | nce of Retail Credit and CRE | and the second   | 04-       | Associations<br>04-06-2015 News Release 2015-53, Roy Madsen Name<br>Deputy Comptroller for Strategic Management            |                    |  |
| ews & Information  | 2014                 | 03-19-2015 - New Minority Depository Institutions (MDI) Peer Comparative Report for Third Quarter<br>2014<br>02-27-2015 - New Economic Articles on the Impact of Lower Oil Prices and Improving Household |                              |  |           | 04-06-2015 OCC Bulletin 2015-24, EGRPRA: Notice o<br>EGRPRA Outreach Meeting in Boston, Mass.                              |                    |  |
| Emergency Alerts<br>General OCC Alerts   | Financ               | :05   |                              | Hoving Household   |           | -06-2015 News Release 2015-52,<br>Iditional EGRPRA Outreach Meetin   |                    |  |
| Bulletins<br>News Releases/Promotions  |                      | 02-24-2015 National Bank and Thrift Statistics Updated for Fourth Quarter<br>02-11-2015 Now Available: Recap and Videos of the February EGRPRA Meeting in Dallas  |                              |  |           | 04-06-2015 OCC Bulletin 2015-23, Regulatory Capital<br>Rule: Interagency Frequently Asked Questions                        |                    |  |
| Speeches<br>Accounting Highlights  |                      | ccounting Snapshot Updated  |                              |  |           | -03-2015 - OCC Bulletin 2015-22, S<br>aidelines and Sample Notes   | ubordinated Debt:  |  |
| Economic Highlights<br>Congressional Testimony                                   | 01-22-2015 New E     | conomic Articles on Expected  | Rise in Interest Rates       |  | and       | -03-2015 News Release 2015-51,<br>d Kris McIntire Named Deputy Con<br>mk Supervision                                       |                    |  |
| To Comment On (Proposed Regulations)<br>Quarterly Summary of OCC Bulletins       |                      | Condition of the Banking Sys  | 04-                          | 04-02-2015 News Release 2015-50, Comptroller<br>Discusses Efforts to Strengthen Community Bankin |           |  |                    |  |
| OTS Archives   | 12-17-2014 Semia     | nnual Risk Perspective Report   | and Presentation for Fall 20 | 14 Released  | 04-<br>Qu | -01-2015 News Release 2015-49,<br>Jarter Trading Revenue of \$4.4 Billi  | OCC Reports Fourth |  |
| A Common Sense Approach to<br>Community Banking                                  |                      |   |                              | Prior Features   | 1 -       |  | Prior News         |  |
| Director Resource Center<br>Quick Reference Guides & Materials                   |                      |   |                              |  | Ev        | rents & Training   |                    |  |
| Web and Telephone Seminars<br>National Bank and Thrift Statistics<br>Stress Test | Ask OCC              | Ask OCC This forum is designed to facilitate communication with the OCC. It provides direct access to Washington DC   |                              |  | Bu        | Workshop   Indianapolis, IN   04-13-2015<br>Building Blocks for Directors Workshop: Keys to<br>Success                     |                    |  |
| CAMELS<br>Risk   |                      | agement. This forum is for gener  |                              |  | Wo        | ed to Know   |                    |  |
| MRAs<br>Minority Depository Institutions<br>Mutual Savings Associations          | Submit Your Question |   |                              |  |           | orkshop   Denver, CO   04-22-2015  |                    |  |
| mutual advinge Geovalduons   | Recent Questions an  | nd Answers  |                              |  | Cre       | edit Risk Workshop: Directors Can  | Make A Difference  |  |

#### Figure 2-3 BankNet Home Page

| -)(=) 🧐 https://ibanknet/portal/homepa           | ye,aspx                    | D-≙c                                    | 🧭 BankNet Homepage  | ×                       | <u> </u>   |  |  |
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| Convert - 🔂 Select                               |                            |   |   |                         |  |  |  |
| 😸 🙆 OCCnet Home 📴 Suggested Sites 👻              | BankNet Homepage           |   |   |                         |  |  |  |
| Daml-Ma  | 4                          | Office of                               | the Comptroller   | of the Curren           | ncy  |  |  |
| <b>Bank</b> Ne                                   | L                          | Ensuring a Sat                          | e and Sound Federal Banking   | System for All American | 8  |  |  |
|  |                            |   |   |                         | Search   |  |  |
| Home: Commenteations Cathar                      | Ban Tools                  | France & Applications                   | Banker Resources  | Sign Off                |  |  |  |
| OGC Secure Mail                                  |                            |   |   |                         |  |  |  |
| Inist di Large File Transfer Tool                |                            |   |   |                         | Recent News & Issuances  |  |  |
|  | atures                     |   |   |                         |  |  |  |
| hange Passwork<br>hange Profile                  | 04-08-2015 - New R         | teal Estate Snapshot Reports fo         | r First Quarter 2015  |                         | 04-09-2015 News Release 2015-55, OCC Hosts Mutua<br>Savings Association Advisory Committee Meeting       |  |  |
| hange Permissions (Access Privileges)            | 04.08 2015 New 0           | CC Report on Mortgage Metric            | for the Fourth Overlar 2014   |                         | Savings Association Advisory Committee Meeting   |  |  |
| Contact Us                                       | 04-00-2015 - New C         | ACC Report on mortgage metrics          | s for the Fourth Quarter 2014   |                         | 04-06-2015 News Release 2015-54, OCC Releases Cl<br>Evaluations for 26 National Banks and Federal Saving |  |  |
| ubscribe to BankNet Updates and                  |                            | conomic Articles on the Performant      |   | y System, Estimates     | Associations   |  |  |
| Jerts  | 010.5                      | . On Output, and the Performan          | Ce of Relati Credit and CRE   |                         | 04-06-2015 News Release 2015-53, Roy Madsen  |  |  |
| ubscribe to OCC Updates                          | 03-19-2015 - New N<br>2014 | Minority Depository Institutions        | (MDI) Peer Comparative Repo   | ort for Third Quarter   | Named Deputy Comptroller for Strategic Manage  |  |  |
| s & Information                                  | 2014                       |   |   |                         | 04-06-2015 OCC Bulletin 2015-24, EGRPRA: Notice of<br>EGRPRA Outreach Meeting in Boston, Mass.           |  |  |
|  |                            | conomic Articles on the Impact          | of Lower Oil Prices and Impr  | roving Household        | 04-06-2015 News Release 2015 52, Agencies  |  |  |
| mergency Alerts<br>eneral OCC Alerts             | Finan                      | Les                                     |   |                         | Announce Additional EGRPRA Outreach Meetings   |  |  |
| ulletins   | 02-24-2015 Nation          | hal Bank and Thrift Statistics Up       | dated for Fourth Quarter  |                         | 04-06-2015 OCC Bulletin 2015-23, Regulatory Capita   |  |  |
| ews Releases/Promotions                          | 02-11-2015 Now A           | vailable: Recap and Videos of t         | he February EGRPRA Meetin   | g in Dallas             | Rule: Interagency Frequently Asked Questions   |  |  |
| peeches  |                            | terretaria de terretaria esta actual de |   |                         | 04-03-2015 OCC Bulletin 2015-22, Subordinated Deb  |  |  |
| ccounting Highlights                             | 02-04-2015 OCC /           | Accounting Snapshot Updated I           | or Fourth Quarter 2014  |                         | Guidelines and Sample Notes  |  |  |
| conomic Highlights                               | 01-22-2015 - New E         | conomic Articles on Expected            | Rise in Interest Rates  |                         | 04-03-2015 News Release 2015-51, Maryann Kenned<br>and Kris McIntire Named Deputy Comptrollers for Larg  |  |  |
| ongressional Testimony<br>o Comment On (Proposed |                            | Condition of the Danking South          | for Fourth Country 2014   |                         | Bank Supervision   |  |  |
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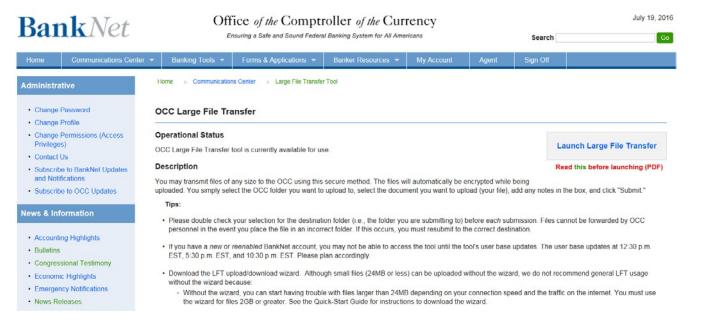
#### 8. Slide your cursor down to Large File Transfer

**COSPA** 

#### 9. Slide your cursor to the right and click on Banker Access

|   | aspx D- ac  | BankNet Homepage  | ×              | □ @ 〕<br>☆ ☆  |
|---|---|---|----------------|---|
| File Edit View Favorites Tools Help X ∰ Convert ▼ Select B GOCCnet Home Suggested Sites ▼ 8 |   | • • • • • • • • • • • • • • • • • • •   |                |   |
| BankNet   |   | he Comptroller and Sound Federal Banking Sy   |                | CY<br>Search  |
| Home Communications Center  | Banking Tools   | Banker Resources  | Sign Off       |   |
| OCC Secure Mail<br>dministrativ Large File Transfer Tool                                    | Banker Access   |   |                | Recent News & Issuances   |
| Change Password<br>Change Profile   | OCC Access  | First Quarter 2015  |                | 04-09-2015 News Release 2015-55, OCC Hosts Mutua<br>Savings Association Advisory Committee Meeting  |
| Change Permissions (Access Privileges)<br>Contact Us<br>Subscribe to BankNet Updates and    | 04-06-2015 New OCC Report on Mortgage Metrics<br>04-02-2015 New Economic Articles on the Perform  | 04-06-2015 News Release 2015-54, OCC Release<br>Evaluations for 26 National Banks and Federal Sav<br>Associations |                |   |
| Alerts<br>Subscribe to OCC Updates  | 04-02-2015 New Economic Articles on the Performance of the Federal Banking System, Estimates<br>of U.S. Oli Output, and the Performance of Retail Credit and CRE<br>03-19-2015 New Minority Depository Institutions (MDI) Peer Comparative Report for Third Quarter |   |                | 04-06-2015 News Release 2015-53, Roy Madsen<br>Named Deputy Comptroller for Strategic Management    |
| ws & Information  | 2014<br>02-27-2015 New Economic Articles on the Impact of   | of Lower Oil Prices and Impro   | ving Household | 04-06-2015 OCC Bulletin 2015-24, EGRPRA: Notice of EGRPRA Outreach Meeting in Boston, Mass.         |
| Emergency Alerts<br>General OCC Alerts  | Finances  |   |                | 04-06-2015 News Release 2015-52, Agencies<br>Announce Additional EGRPRA Outreach Meetings           |
| Bulletins<br>News Releases/Promotions   | 02-24-2015 National Bank and Thrift Statistics Upo<br>02-11-2015 Now Available: Recap and Videos of th  |   | in Dallas      | 04-06-2015 OCC Bulletin 2015-23, Regulatory Capital<br>Rule: Interagency Frequently Asked Questions |
| Speeches<br>Accounting Highlights   | 02-04-2015 OCC Accounting Snapshot Updated fo   |   | in Danas       | 04-03-2015 OCC Bulletin 2015-22, Subordinated Deb<br>Guidelines and Sample Notes                    |

### 10. Click the Launch Large File Transfer link.



#### Figure 2-4 BankNet OCC Large File Transfer Page

- 11. Enteryour BankNet Username and Password again to sign in to the tool.
- 12. Click the SignOn button.

| Large File Transfer Tool   |  |
|--|--|
|  |  |
| Personverd   |  |
| Sign On  |  |
| Security Notice     AUTHORIZED USE ORLY     You are using an official U.S. government computer system owned by the Office of the Comptroller of the Currency, U.S. Department of the Treasury, Loundhorized access to, or use of, the system, the     offware, or its data may result in criminal penalmen, 18 U.S.C. § 1020.     Your use of this system constitutes your consent to monotoring, interception, recording, reading, copying,     capturing, and system subsequent disclosure, dan vd as your create, store or transmit on     this system and systems to which this system is connected.     NO RQMACY     Any data that is stored, copied or transmited on or through this system and all Treasury computer     systems, may be monitored, increader, encoder, cread, copied or genome. |  |

Figure 2-5 BankNet Secure Large File Transfer Sign On Page

- 13. Use the tool (see section 4, 5, or 6 of this document).
- 14. When you are finished using the secure large file transfer tool, click the Sign Outlink.

| roller of the Currency as user.beli1.   | My Accourt  |
|---|---|
|   |   |
| Welcome to BankNet's Secure FTP Services.   |   |
| 🚯 Home  |   |
|   |   |
| Browse Files and Folders  |   |
|   |   |
|   | been as the left with a father and an and the life of cital to be |
| To search for a particular file, enter the file name or file ID in the Find File  | box on the left side of the page and press the "Find File" but    |
|   | box on the left side of the page and press the "Find File" but    |
| To search for a particular file, enter the file name or file ID in the Find File ID in the Find File ID in the File ID in the File ID in the File | box on the left side of the page and press the "Find File" but    |
| To search for a particular file, enter the file name or file ID in the Find File  | e box on the left side of the page and press the "Find File" but  |
| <ul> <li>To search for a particular file, enter the file name or file ID in the Find File</li> <li>Browse Other Folders</li> <li>Upload Files Now</li> </ul>  |   |
| To search for a particular file, enter the file name or file ID in the Find Fil   |   |
| <ul> <li>To search for a particular file, enter the file name or file ID in the Find File</li> <li>Browse Other Folders</li> <li>Upload Files Now</li> </ul>  |   |

Figure 2-6 BankNet Secure Large File Transfer Home Page

### 3 Setting Your Email Address for Confirmation Notifications

The secure large file transfer tool automatically sends you an email confirmation when you successfully upload a file. You will want to confirm and set the email address that is on file with us to be sure you receive these email notifications.

- 1. Log in to BankNet. Refer to steps 1-4 in section 2 of this document for detailed instructions for logging in to BankNet.
- 2. Click the *Change Profile* link. You can either click the link under the *Administrative* header on the left side of the page or hover over the *My Account* tab andclick *ChangeProfile*.



- 3. Confirm or edit the email address that is stored in the E-Mail field. This field contains the email address where your confirmation notifications will be sent.
- 4. Click the *Update* button.

| ofile Update |                         |                                 |                   |     |
|--------------|-------------------------|---------------------------------|-------------------|-----|
|              | Please Note: The fields | marked with an asterisk (*) are | required.         |     |
|              | User Name:              | user.beli1                      |                   |     |
|              | Business Mailin         | ng Address                      |                   |     |
|              | *Street:                | 400 7th St SW                   |                   |     |
|              | *City:                  | Washington                      |                   |     |
|              | *State:                 | DC                              |                   |     |
|              | *ZipCode:               | 20219                           |                   |     |
|              | Phone, Fax & M          | lobile                          |                   |     |
|              | *Phone:                 | 202-555-5555                    | e.g. xxx-xxx-xxxx |     |
|              | Fax:                    |                                 | e.g. xxx-xxx-xxxx |     |
|              | *Mobile:                | 202-555-5555                    | e.g. xxx-xxx-xxxx |     |
|              | E-Mail                  |                                 |                   | ~   |
|              | *E-Mail:                | user@occ.treas.go               | ov                | -(3 |

For more information or for assistance, call (800) 641-5925.

Figure 3-2 BankNet Change Profile Page

The Upload/Download Wizard is a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2 GB
- Transfer multiple files at once
- Transfer folders or directories
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/un-compress data on the fly
- Add files via drag-and-drop
- Eliminate "time-out" errors that can occur with large files
- Zip files together using the wizard

The upload/download wizard is optional, but suggested for files greater than 24 MB. The wizard is required if you want to upload files that are 2 GB or greater. It is also required if you want to upload an entire folder or directory at one time.

There are two versions of the upload/download wizard (i.e., ActiveX and Java). Typically, you should install the ActiveX version if you use the Internet Explorer browser and install the Java version if you use other browsers (e.g., Chrome or Firefox). If you need to install the ActiveX version, you can use either *Installation Method 1* or *Installation Method 2* below. If you need to install the Java version, you must use *Installation Method 2*.

If you have problems downloading the wizard, please refer to section 9 for technical and troubleshooting information related to the wizard.

#### 4.1 Installation Method 1

If you use the "Internet Explorer" browser, you can install the ActiveX version directly from the link below:

https://fdx.banknet.gov/secureftp/DMZWiz\_ActiveX\_80.msi

After clicking this link, follow the prompts to install the wizard. This link does not work to install the Java version of the wizard.

Note: For those banks that limit what bank employees may install on their systems, your IT department may prefer you use Method 1 rather than Method 2.

After the wizard has been successfully installed, you must enable its use. To do this:

1. Click the MyAccount link on the Large File Transfer Tool's home page.



Figure 4-1 BankNet Secure Large File Transfer Home Page

- 2. Clickthe Change Upload/Download Wizard Status link (Active X).
  - Edit Your Upload/Download Wizard Settings...



Figure 4-2 BankNet Secure Large File Transfer My Account Page

3. Click the *Enable the Wizard* link.



#### Figure 4-3 BankNet Secure Large File Transfer Upload/Download Wizard Status Page

4. The wizard installation is complete and enabled.

### 4.2 Installation Method 2

You can use this method to install either the ActiveX version or the Java version.

1. Click the MyAccount link from the Large File Transfer Tool's home page.



2. Under the *Edit Your Upload*\*Download Wizard Settings* section, click the *Change Upload*/*Download Wizard Status* link for the version of the wizard you want to install. Use the Active X version if you use an Internet Explorer browser. Use the Java version if you use other browsers (e.g., Chrome or Firefox).

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| Storm &                         | My Account (demo u   | ser)  |                      |                       |
| P Find File                     | Edit Your Language<br>Language English 🖉<br>How press the "Change Language" bottom Chan  | nge Language  |                      |                       |
| Need Help?                      | Edit Your Display Settings   |   |                      |                       |
|                                 | Now press the "Change Display" button Chang  | e Display   |                      |                       |
| -                               | Edit Your Upload/Download  | Wizard Settings   |                      |                       |
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|                                 | Record to History Rage   | )   |                      |                       |

Figure 4-5 BankNet Secure Large File Transfer My Account Page

3. Clickthe Installand Enable the Upload / Download Wizard link.



Figure 4-6 BankNet Secure Large File Transfer Upload/Download Wizard Status Page

4. If prompted by the browser toolbar to confirm the installation, do so.

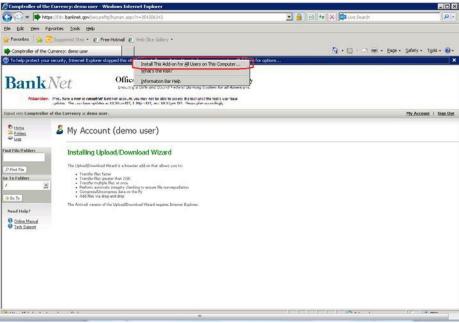


Figure 4-7 Upload/Download Wizard Installation Confirmation

5. If prompted by the browser status bar to confirm add-on execution, do so.

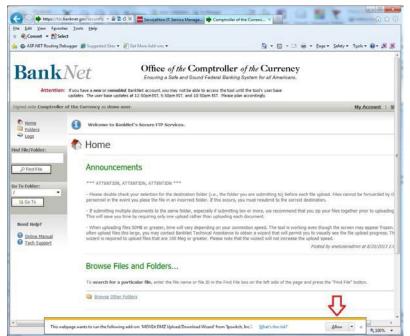


Figure 4-8 Upload/Download Wizard Add-On Execution Confirmation

6. After the wizard is installed and enabled, the account settings will be updated to reflect the status of the wizard. The installation is complete.



Figure 4-9 BankNet Secure Large File Transfer My Account Page

# 5 Uploading a File Using the Upload/Download Wizard

The wizard installation is optional, but recommended in some cases (see Section 4). If you have *not installed* the wizard, follow the instructions in section 6 (next section) to upload a file without using the wizard. If you *have installed* the wizard, follow the instructions below to upload a file using the upload/download wizard.

- 1. Access the Secure Large File Transfer Tool. Refer to section 2 of this document for detailed instructions for accessing the tool.
- 2. Under the "Upload Files Now" section, select a destination folder (the folder you want to upload to) from the *Select a folder* drop-down menu. This drop-down box contains a listing of available folders that you have permission to use. If you have access to multiple charters in BankNet, please ensure that the destination folder you select has the appropriate charter number listed in the folder name.
- 3. Click the *CLICKHERE to Launch Upload/Download Wizard…* link.

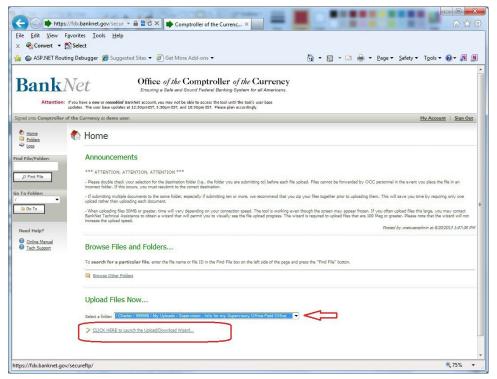


Figure 5-1 BankNet Secure Large File Transfer Home Page

The upload/download wizard will open in a separate dialog box window.

- 4. Click the *Add File* or *Add Folder* buttons as needed to upload either an individual file or an entire folder.
- 5. Click Next > to proceed with the upload process.

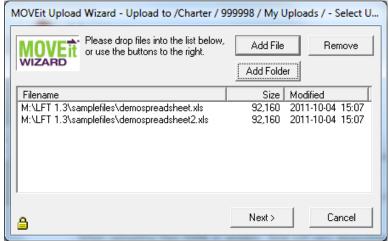


Figure 5-2 Upload/Download Wizard File/Folder Selection

- 6. We recommend that you select the *Upload all files as one .zip* option if more than one file is being uploaded at the same time.
- 7. Provide additional notes and instructions in the *Notes* field.
- 8. Click the Next > button to proceed with the upload process.

| MOVEit Upload V | Vizard - Upload to /Charter / 999998 / My Uploads / - Select U                       |
|-----------------|--|
| MOVE ît         | Choose Upload Options<br>C Upload files individually<br>Upload all files as one .zip |
| Upload as:      | upload.zip   |
| Notes:          | My Files for Jane Smith at OCC   |
|                 | Prompt for individual zip member names   |
|                 | Close Wizard when done   |
|                 |  |
| <b>a</b>        | < Back Next > Cancel   |

Figure 5-3 Upload/Download Wizard Upload Options

9. Click the OK button after the upload process has completed. You will receive a separate email confirmation once the file has been received by the OCC.

Note: In some cases the confirmation email may be delayed if we are doing maintenance on our system or if there are documents in front of yours in the queue.



Figure 5-4 Upload/Download Wizard Successful Upload Message

### 6 Uploading a File without Using the Upload/Download Wizard

Follow the instructions below to upload a file without using the upload/download wizard. Here are a few helpful tips before you begin:

- Upload time will vary depending on your connection speed and the size of your file.
- Please double check your selection for the destination folder (i.e., the folder you are submitting to) before *each* submission. Files cannot be forwarded by OCC personnel in the event you place the file in an incorrect folder. If this occurs, you must resubmit to the correct destination.
- If you are not using the wizard:
  - and are submitting multiple documents to the same folder, especially if submitting ten or more, we recommend that you zip your files together prior to uploading them. This will save you time by requiring only one upload rather than uploading each document.
  - once you submit the file(s) the tool is working even though the screen may appear frozen. If you often upload files larger than 24MB, you should install the up-load/download wizard, which will permit you to visually see the file upload progress. Refer to section 4 for installation instructions and section 5 for upload instructions if you have installed the wizard. The wizard will also eliminate "time-out" errors that might otherwise occur with larger files. Note: The upload/download wizard is required to upload files that are 2 GB or greater.

#### BankNet Instructions for Large File Transfer

- 1. Access the Secure Large File Transfer Tool. Refer to section 2 of this document for detailed instructions for accessing the tool.
- 2. Under the "Upload Files Now" section (see figure below), select a destination folder (the folder you want to upload to) from the *Select a folder* drop-down menu. This drop-down box contains a listing of available folders that you have permission to upload to. In the figure below, the *Legal Information for District Legal (Central District)* folder is selected for charter XXX. If you have access to multiple charters in BankNet, please ensure that the destination folder you select has the appropriate charter number listed in the folder name (see 2b in the figure below).
- 3. Click the *Browse* button to browse your local drives and select the file to upload. When you click the *Browse* button, a new window will pop up that allows you to select your file from your computer.
- 4. Enter any notes about the file you are uploading (ex: the subject or a specific intended recipient). The notes you enter in this field will be transmitted to the OCC.
- 5. Click the *Upload* button. When you click this button, your file will be uploaded.

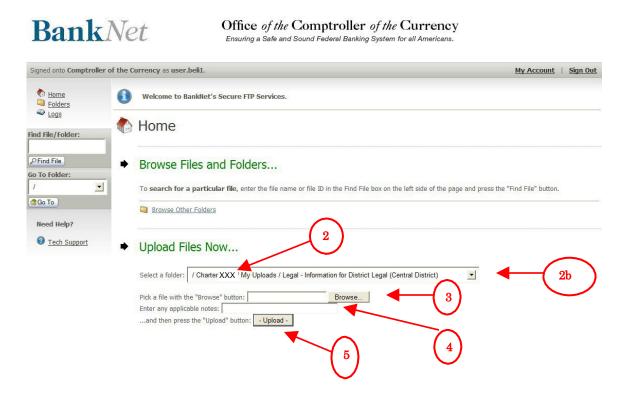


Figure 6-1 BankNet Secure Large File Transfer Home Page

6. You can verify that the file was successfully uploaded (see figure below).

| igned onto Comptroller of                 | the Currency as user.beli1.  | My Account   Sign Or   |
|---|--|--|
| <ul> <li>Home</li> <li>Folders</li> </ul> | Uploaded new file with ID #'886454819' OK.   |  |
| Logs d File/Folder:                       | Home 6   |  |
| Find File                                 | <ul> <li>Browse Files and Folders</li> </ul>   |  |
| Go To                                     | To search for a particular file, enter the file name or file ID in the Find File box | on the left side of the page and press the "Find File" button. |
| Need Help?                                | Browse Other Folders   |  |
| 2 Tech Support                            | Upload Files Now   |  |
|   | Select a folder: / Charter XXX / My Uploads / Legal - Information for District Leg   | al (Central District)  |
|   | Pick a file with the "Browse" button: Browse Enter any applicable notes:             |  |
|   | and then press the "Upload" button: - Upload -                                       |  |

Figure 6-2 Successful Upload Notification

#### BankNet Instructions for Large File Transfer

7. You will also receive an upload confirmation email at the email address you have on file once the OCC receives your submission (see section 3 of this document to set your email address). If you do not see the email in your inbox within 10 minutes, check your spam and junk mail folders. If you do not receive the email, follow the instructions in section 8 to check the system log to verify that we received your file. If the file is listed in the log, it was received by the OCC.

Note: In some cases the confirmation email may be delayed if we are doing maintenance on our system or if there are documents in front of yours in the queue.

| 💽 🖉 🕫 🌢 🗢 🔻   | 00  | C File Receipt Notificatio | n - Message (HTML)                       |                   |              |                    | _ = X                |
|---|---|----------------------------|--|-------------------|--------------|--------------------|----------------------|
| Message Developer   | Adobe PDF   |                            |  |                   |              |                    | 0                    |
| Reply Reply Forward & Call *  | Delete Move to Create Other<br>Folder * Rule Actions *  | Block<br>Sender            | Categorize Follow Mark as<br>Up v Unread | Find<br>Related * | Save         | Send to<br>OneNote |                      |
| Respond<br>From: secureftpsupport@or<br>To: Eli, Benjamin<br>Cc:<br>Subject: OCC File Receipt Notif |   | Junk E-mail 🕼              | Options 🕞                                | Find              | eDOCS DM     | OneNote<br>Sent: T | ue 4/2/2013 10:14 AM |
| /CharterXXX My Uploads  | lotice<br>ency has received the following<br>s/Supervision - Response to R<br>he appropriate party. Please co | equest Letter/April 1 C    |  | ent with regard   | t to any fur | ther inforr        | nation about         |

Figure 6-3 File Upload Email Confirmation

# 7 Deleting a File

The secure large file transfer tool provides limited access to delete a file that you uploaded in error. <u>Important:</u> If you need to delete a file, you must do it immediately after you upload it. The secure large file transfer tool will transfer your uploaded file to the OCC within a matter of minutes of the time you uploaded it. You do not have the ability to delete a file once it has been transferred to the OCC.

- 1. Access the Secure Large File Transfer Tool. Refer to section 2 of this document for detailed instructions for accessing the tool.
- 2. Click the *Folders* link to browse your folders on the secure large file transfer tool.

| BankN                                   | Office of the Comptroller of the Currency<br>Ensuring a Safe and Sound Federal Banking System for all Americans.    |                                   |
|---|---|-----------------------------------|
| Signed onto Comptroller of the          | e Currency as user.beli1.   | My Account   Sign Out             |
| The Home                                | Welcome to BankNet's Secure FTP Services.   |                                   |
| <sup>42</sup> Logs<br>Find File/Folder: | 2 Home  |                                   |
| PFind File                              | Browse Files and Folders  |                                   |
|   | To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page a | and press the "Find File" button. |
| (Co To<br>Need Help?                    | Browse Other Folders  |                                   |
| Tech Support                            | Upload Files Now  |                                   |
|   | Select a folder: / Charter XXX / My Uploads / Legal - Information for District Legal (Central District)             | <b>.</b>                          |
|   | Pick a file with the "Browse" button: Browse  |                                   |
|   | Enter any applicable notes:<br>and then press the "Upload" button: - Upload -                                       |                                   |

Figure 7-1 BankNet Secure Large File Transfer Home Page

3. Click the applicable folder links in the *Folders and Files* section to navigate to the destination folder that contains the file you wish to delete.

For example, to navigate to the Supervision – Info for my Supervisory Office-Field Office folder for Charter XXX:

- i. Click the *Browse Other Folders* link. (This step may not be necessary depending on the screen you are on. See figure above.)
- ii. Clickthe Charterfolder.
- iii. Click the XXX folder. (where XXX is the charter number)
- iv. Click the Supervision Info for my Supervisory Office-Field Office folder.

Note: At any time, click on *Parent Folder* if you want to navigate up a folder level (see 3d in Figure 7-3 on the next page).



Figure 7-2 BankNet Secure Large File Transfer Folders and Files

4. Click the *Delete* link next to the file you wish to delete. If you do not see your file in the destination folder, the secure file transfer tool has already transferred the file to the OCC and the file cannot be deleted.



Figure 7-3 BankNet Secure Large File Transfer File Deletion

5. Click  $Y\!E\!S$  to confirm the file deletion.



#### Figure 7-4 BankNet Secure Large File Transfer File Deletion Confirmation

6. You can verify that the file was successfully deleted (see figure below).

| gned onto Comptroller of                                | the Currency as user.beli1.   | My Account   Sign Ou |
|---|---|----------------------|
| <ul> <li>Home</li> <li>Folders</li> <li>Logs</li> </ul> | Deleted file OK.  |                      |
| id File/Folder:   | <u>/Charter/XXX / My Uploads/ Supervision -</u><br><u>Info for my Supervisory Office-Field Office/</u>  |                      |
| Find File<br>To Folder:                                 | Go To Folder: /   |                      |
| Go To   | Folders and Files   |                      |
| Need Help?  | I Parent Folder   |                      |
| Part Contemport Part Contemport Part Contemport         | There are no files or folders in this folder.   |                      |
|   | Upload Files Now  |                      |
|   | Select a folder: / Charter XXX / My Uploads / Supervision - Info for my Supervisory Office-Field Office |                      |
|   | Pick a file with the "Browse" button: Browse  |                      |
|   | Enter any applicable notes:<br>and then press the "Upload" button: - Upload -                           |                      |

Figure 7-5 BankNet Secure Large File Transfer File Deletion Status

# 8 Viewing a Log of Your Upload History

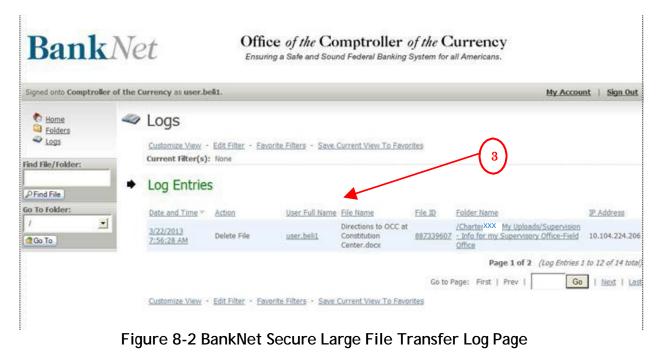
You can access a detailed log that shows all of the transactions <u>you</u> have performed using the secure large file transfer tool.

- 1. Access the Secure Large File Transfer Tool. Refer to section 2 of this document for detailed instructions for accessing the tool.
- 2. Clickthe Logslink.



Figure 8-1 BankNet Secure Large File Transfer Home Page

3. Review the *LogEntries* section.



### 9 Technical Information/Troubleshooting for the Upload/Download Wizard

This section contains additional technical information related to the upload/download wizard. If you have any difficulty downloading the wizard, you should review this section. Your first line of defense in solving these technical upload issues should be your bank IT department because often bank firewalls, policies, or settings can cause temporary issues with the download. If they are unable to help or if they have questions, please contact our BankNet help desk at 1-800-641-5925 or email <u>BankNet@occ.treas.gov</u>.

As a reminder, section 4 contains the wizard installation instructions and section 5 contains instructions for uploading files using the wizard.

### 9.1 Two Versions of the Upload/Download Wizard

There are two versions of the upload/download wizard (i.e., ActiveX and Java). Typically, you should install the ActiveX version if you use the Internet Explorer browser and install the Java version if you use other browsers (e.g., Chrome or Firefox).

#### 9.2 Important Information about Supported Web Browsers

The upload/download wizard has been tested against, and fully supports, the following web browsers:

- Microsoft Internet Explorer (IE):
  - Versions 9.0, 10.0, 11.0
  - Windows operating systems only
  - When using Upload/Download Wizard (ActiveX or Java)
- Mozilla Firefox (FF):
  - $\circ$  Latest version
  - Windows, Macintosh, and RedHat Linux operating systems
  - When using Upload/Download Wizard (Java Windows/\*nix/Mac OS X)
- Google Chrome:
  - Latestversion
  - Windows operating systems only
  - When using Upload/Download Wizard (Java Windows/\*nix/Mac OS X)
- Apple Safari:
  - Latestversion
  - Macintosh operating systems only
  - When using Upload/Download Wizard (Java only)

Note: Use of the Java upload/download wizard on the Macintosh version of Firefox requires that you use the Java Preferences applet to select Java 6 or 7.

# 9.3 Important Information about Older Versions of IE on 64 bit Version of Windows

If you use a 64 bit version of Windows and are using a version of Internet Explorer earlier than version 10.0, with the ActiveX version of the upload/download wizard, you MUST use the 32 bit version of Internet Explorer to run the upload/download wizard.

### 9.4 Additional Privileges and Browser Policy Considerations

- You must have the ability to install downloads on your computer (administrative privileges) to install the ActiveX version of the upload/download wizard. If you do not have administrative privileges, or are unsure if you do, you should contact your bank IT support department for assistance.
- Internet Explorer must be configured to allow you to install *signed* ActiveX controls. This right has been the default for some time, but some recent versions of IE have been restricting this right to *Trusted* or *Intranet* sites only. If this is the case, please add this site to your list of *Trusted* or *Intranet* sites.
- If you encounter an ActiveX installation failure notice and cannot resolve the issue following the guidance in this document, please contact your bank IT support department for assistance with ActiveX installations.



Figure 9-1 ActiveX Installation Failure Notice