# Secure File Transfer Questionnaire

*Please complete the below P1C Secure File Transfer Questionnaire Form by filling in the applicable fields. Please open a Request for Estimate in the Client Portal to Credit Batch File Certification and attach the completed SFTQ form. Save a copy for your records. Fields outlined in red are required.*

## FINANCIAL INSTITUTION INFORMATION

Project Type: Select One
Institution Name:
Contact Name:
Phone:
Email Address:
Form Completed By:

Request Date:
Corp ID:
Prefix Plans:

## VENDOR INFORMATION *Please fill out a separate form for each Vendor connection.*

Vendor Name: CU*Answers
Contact Name: Deb Finkbeiner, Manager Conversion Programming
Phone: 800-327-3478 x256
Email Address: dfinkbeiner@cuanswers.com

Type: Service Bureau
Request Test Date:
Production Date:
Confirmation Email: dfinkbeiner@cuanswers

## FILE TRANSMISSION INFORMATION

File Delivery Protocol: SFTP

EReports Delivery Protocol: Select One

Files from FIS to Vendor/FI (Select all that apply):

- [x] Cardholder Master GU010
- [ ] CDS Select One
- [ ] Name and Address Master GU011
- [ ] Posted Items History (PIH) Select One
- [ ] PDF Statements Select One
- [ ] EReports
- [ ] *Other (explain in Additional Project Details)*

Files from Vendor/FI to FIS (Select all that apply):

- [ ] Batch New Account Add
- [ ] GBI - Generic Batch Interface (Non-Monetary)
- [x] PCFDTLRU -Financial Detail File (Monetary)
- [ ] BCPMTRAN (80 byte Monetary)
- [ ] *Other (explain in Additional Project Details)*

Contact Information for HTTPS users (if applicable). Please separate users with semicolons(;):
Name(s):
Phone(s):
Email(s):

If files should be delivered to FIS Cold Storage, please fill out the details below. Skip if not applicable.

File Name: Destination: Select One
File Name: Destination: Select One
File Name: Destination: Select One
File Name: Destination: Select One

## ADDITIONAL PROJECT DETAILS

## APPROVAL

- [ ] By checking this box, I authorize FIS to set up file transmission capabilities and continue billing for transmissions according to our contract pricing schedule.

**Authorized Signature:** **Date:**

**TRANSFER PROTOCOL DESCRIPTIONS**

- **HTTPS** (HyperText Transfer Protocol Secure)

  **Description:** The Hypertext Transfer Protocol (HTTPS) is a communications protocol designed to securely transfer encrypted information between computers over the World Wide Web. HTTPS utilizes Secure Sockets Layer (SSL) protocol to provide 128 bit encryption, which is the de facto standard for transmitting files over the internet. Security is further enhanced by FIS-provided user id's, passwords and 2-factor authentication. A standard web browser is used to log into the FIS HTTPS file transfer web page. Once a session has been established a graphical user interface (GUI) is presented allowing point and click capabilities for all data transfers.

  **Access method:** Internet

  **Recommended for:** All clients

  **Client Requirements:** Internet access via any standard Web Browser. May be dial-up or persistent connection via the client's Internet Service Provider (ISP). Broadband is recommended.

- **S-FTP** (Secure File Transfer Protocol - **SSH**)

  **Description:** File Transfer Protocol (SFTP) uses Secure Shell protocol (SSH). The SSH protocol is a protocol designed to authenticate, authorize and securely communicate transmissions between a host server and its client. Data Express has implemented an SSH Client that is able to authenticate host servers as well as use client authentication. Password or key authentication available.

  **Access method:** Internet

  **Recommended for:** Clients who wish to perform FTP file transfer via the Internet. Clients who require automated file transfers with no user intervention.

  **Client Requirements:** SFTP Client software is required. Client/Server software must support SSH. Can be purchased or freeware options are available from vendors on the Internet. **Note:** Automated file transfers require persistent Internet connection.

**FILE DESCRIPTIONS**

- **Note:** Daily outbound files are created out of nightly batch processing Sunday night through Friday night. Saturday is a non-processing day and therefore no file will be created Saturday night.

  **Cardholder Master GU010:** A daily outbound file that contains account information such as balances, account number, plastic type, block/reclass status, etc. Accounts are presented via card number not customer name as the file does not contain demographic information such as the cardholder names or SSN (demographic information can be found on *Name and Address Master GU011*).

  **CDS - Third Party Files**: A daily outbound file that contains portions of the overall cardholder record from the Cardholder Master File with more demographic information. The dropdown options (sizes) offer different content and combinations of data elements. The most robust file is the CDS300 extract file. The first generated file is a “full file” containing information for all accounts. Subsequent files are “delta files” containing only updates and new record data. Note, an ad hoc full file can be provided on a regular basis—speak with your FIS representative for more information. These files are often used to extract basic credit card information for integration with a core banking system, collection system, etc.

**Name and Address Master GU011:** A daily outbound file that contains personal and demographic information about your customers (outside of the Cardholder Master GU010). This file is the primary source of demographic data, including names, addresses, D.O.B., phone numbers, etc.

**Posted Items History (PIH) - GU050 or PIH01:** Daily outbound files produced each processing day containing posted but unbilled transaction details (e.g., transcode, dollar amount, fees, etc.) for that processing day. These files may be useful if financial institutions wish to display detailed posted transaction information in a core banking system or online banking system. The GU050 is a more robust file while PIH01 is a simplified version containing less data fields.

**PDF Statements:** An outbound file delivered if the financial institution wishes to receive the PDF version of their statements. A .txt statement file is automatically delivered via the EReport bundle which offers content without branding, etc. Whereas the PDF file provides a copy of the statement as viewed by the customer. If selected, identify if the statements should be individual PDF statement files or one combine PDF statement file. Note, FIS Output Solutions (FOS) must be engaged to implement PDF statement files and additional development fees may apply.

**EReports:** Standard bundles of outbound files (reports) that FIS provides. These reports support reconciliation, collections, etc. In most instances, financial institutions would require these reports to support their business operations.

- **Note**: Inbound files are processed Sunday through Friday with Saturday being a non-processing day.

**Batch New Account Add:** An inbound file that can be sent to FIS to systematically add accounts to P1C instead of manually adding them via ServiceView+. Financial institutions may pull information already stored in a core banking system or a loan origination system to populate the new account file for FIS to process and update within P1C.

**Generic Batch Interface (GBI) – Non-Monetary:** An inbound file used to perform account maintenance on existing accounts. This file can be used for a name change, order plastics, change a billcode, etc.

**Unpacked Incoming Financial Details – Monetary:** An inbound file used to send payment and cardholder adjustment transactions (both debits and credits) for posting to the cardholder accounts in an automated fashion. This file may be useful if financial institutions wish to ingest payments at their payment center, then send to P1C for processing.

**BCPMTRAN – 80 byte Monetary:** A simplified version of the *Unpacked Incoming Financial Details – Monetary* file containing less data fields. This is an inbound file used to send payment and cardholder adjustment transactions (both debits and credits) for posting to the cardholder accounts in an automated fashion. This file may be useful if financial institutions wish to ingest payments at their payment center, then send to P1C for processing.