

# FedPayments<sup>®</sup> Reporter Getting Started Guide - Setting Up Automated Reports

Congratulations on completing the activation process for the FedPayments<sup>®</sup> Reporter Service. You now have access to a powerful tool for automatically generating and distributing valuable FedACH<sup>®</sup> service information within your DFI and out to your customers.

Now that service activation is complete, you need only set up a few simple parameters in the service to have it start automatically generating reports.

Below are some helpful tips to aid you in completing this last step.

## Confirm Access to the FedPayments Reporter Service

Make sure you can access the various FedPayments Reporter screens.

To access the FedPayments Reporter Service within the FedLine Web<sup>®</sup> or FedLine Advantage<sup>®</sup> access solution, you only need subscriber credentials granting access to the FedACH “Information Services” area. If the FedACH tab does not show at the top of your FedLine Home page, this indicates that your certificate does not have access to the general FedACH “Information Services” area within FedLine Web or FedLine Advantage. Contact your institution’s end user authorization contact (EUAC) to get your certificate updated.

Once in the FedACH area of FedLine, check your access to the FedPayments Reporter Service by clicking on the four links under FedPayments Reporter in the left navigation bar and verifying that corresponding screens display with no error messages. If you see an error message, the FedPayments Reporter Service has not been activated for your institution. You will need to submit the appropriate part of the FedACH Participation Agreement found at [http://www.frb services.org/forms/fedach\\_services.html](http://www.frb services.org/forms/fedach_services.html).

## Select Your FedPayments Reporter Service Reports

Decide which of the many FedPayments Reporter Service reports you want to set up in the service. Review your available options by visiting the [FedPayments Reporter Internet page](http://www.FRBservices.org/serviceofferings/fedach/fededi.html) at <http://www.FRBservices.org/serviceofferings/fedach/fededi.html> and reviewing the following documents.

- *Report descriptions*
- *Sample reports*

There is a wealth of additional information available on this page that you can refer back to at anytime.

One possible trial approach is to set up a few of the reports in which you think you might be interested, email them to yourself or use “view scheduled reports” to review them populated with real data the next day, and decide if there are any that don’t fit the needs of your particular operation. It is as easy to deactivate a report as it is to activate one.

### Gather Customer Account Numbers

If you want to set up any of the customer-based reports for receivers, beyond any reports for use within your own operation, gather a few customer account numbers that you would like to establish in the service. The FedPayments Reporter Service Receiver Setup Report is an excellent resource to help you understand which of your receiver’s customer account numbers have live transactions eligible for reporting. You don’t even need to set up the Receiver Setup Report for recurring, automated generation. You can run it on an ad hoc, one-time “on demand” basis to help you pinpoint potential customer accounts. You can even generate a few reports populated with real data to show to your customers.

### Gather Customer Company IDs

If you want to set up any of the customer-based reports for originators, gather a few customer company IDs that you would like to establish in the service. The Originator Set Up Report in the FedPayments Reporter Service is an excellent resource to help you understand the Company IDs of originators that have live transactions eligible for reporting. Again, you can even generate a few reports to show your customers what you can provide.

### Gather Email Addresses

If you plan to opt for the encrypted email feature for automated delivery of reports to your customers or to others within your institution, gather a few email addresses. One start-up approach is to initially enter only your own email address, experience the service and then add email addresses for others within your institution and/or for customers.

### Test Access to the Encrypted Email Portal

If you plan to opt for the encrypted email feature for automated delivery of reports to your customers or to others within your institution, make sure you can access the encrypted email portal at <https://achedi.com/>. Go ahead and establish and activate your email address following the simple instructions on the screen.

## Enter Data in the Service

Once you have your decisions made and your materials at hand, you are ready to enter your choices into the service's FedLine® access solution screens.

To guide you, there is an easy to use document posted online: the **Detailed Users Guide** on the [FedPayments Reporter Internet page](http://www.FRBservices.org/serviceofferings/fedach/fededi.html) at <http://www.FRBservices.org/serviceofferings/fedach/fededi.html>. This document provides you with very specific step-by-step information and screen shots covering how to set up all aspects of the service.

## **Ongoing Support**

A team of FedACH support specialists is available to answer any additional questions you may have concerning the FedPayments Reporter Service. Please zero in on your institution's specific contact information with the My FedDirectory® service found at <http://www.FRBservices.org/contacts/index.jsp>.

Your FedACH Central Operations Support site's staff is also available to answer questions. Find their contact information at [FedACH® Central Operations Support \(COS\) Sites](#)

## **Getting Started is Simple**

You have recognized the value the FedPayments Reporter Service can bring to your institution by activating the service. Now is the time to take the last steps to get it started working for you.

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