
Applicable to B2Bi2
June, 2016
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>4</td>
</tr>
<tr>
<td>Accessing the Secure Web Site Interface</td>
<td>5</td>
</tr>
<tr>
<td>Navigating the Web Site</td>
<td>6</td>
</tr>
<tr>
<td>Mailbox Structure</td>
<td>7</td>
</tr>
<tr>
<td>Retrieving Files</td>
<td>8</td>
</tr>
<tr>
<td>Sending Files</td>
<td>10</td>
</tr>
<tr>
<td>Reviewing Transmission Status</td>
<td>11</td>
</tr>
<tr>
<td>Additional Functions</td>
<td>13</td>
</tr>
<tr>
<td>Change Password</td>
<td>13</td>
</tr>
<tr>
<td>Log Out</td>
<td>13</td>
</tr>
<tr>
<td>User Guide</td>
<td>13</td>
</tr>
<tr>
<td>Technical Guide</td>
<td>13</td>
</tr>
<tr>
<td>Downloading the Bank’s Public PGP Key</td>
<td>14</td>
</tr>
<tr>
<td>Contact Us</td>
<td>15</td>
</tr>
</tbody>
</table>
Overview

We are pleased that you have selected Bank of America Merrill Lynch for your transmission services.

This guide is designed to assist you in using the many features offered through our B2Bi Secure Web Interface.

Some of you will use the website to simply upload and download your files. Other uses include generating transmission reports, change password, PGP Key maintenance and access to User and Technical Guides.

We hope you will find these instructions helpful and effective in completing your daily tasks.
Accessing the Secure Web Site Interface

To begin using the website, enter the URL into your browser and use the username and password provided as part of the B2Bi setup and welcome letter process to log in.

- Connect to URL https://www.clearb2b.ml.com

- When the initial web site page displays, enter your User ID and Password.

  **Note:** When you first sign up for access to the website, Bank of America Merrill Lynch will provide you with a temporary password. Before you can begin using the website, you must change the password to ensure confidentiality.

- Click **Sign In** to log into the system.

**Figure 1 – Sign In Screen**
Navigating the Web Site

After signing into the website, the navigation pane located to the left of the screen can be used to quickly access and execute tasks.

*Note:* The options displayed in the navigation pane may vary based on the services to which you have subscribed.

- Use **Mailbox Retrieve** to locate and retrieve/download files from Bank of America Merrill Lynch.
- Use **Mailbox Send** to send/upload files to Bank of America Merrill Lynch.
- Use **Technical Guide** to access the full B2Bi manual that explains all supported protocols and connectivity channels.
- Use **Change Password** to change your user password. *Note:* You will need to change your password before you begin to use the website for the first time. Subsequently, you may change your password at your discretion, but at least every 90 days.
- Use **Log Out** to securely exit the website.
- Use **Transmission Report** to view the transmission status of files you have sent to the Bank, or files ready for retrieval from your outgoing folder.
- Use **Bank PGP Key** to automatically download the replacement for an expiring Bank of America Merrill Lynch Public PGP key.
Mailbox Structure

The Secure Web Interface provides users with the ability to securely send or retrieve files directly from a desktop computer. These capabilities are very simple to use. But in many situations a more complete understanding of the interface will be needed.

Partners using the Secure Web Interface for file transfer may have access to three types of folders:

/incoming/$sub_dir
/outgoing
/archives

The /incoming/$sub_dir folder is where you will send/upload your files to Bank of America Merrill Lynch for processing.
- The ‘$sub_dir’ is the name of the sub-directory. A sub-directory represents the business area within Bank of America Merrill Lynch with whom you will be exchanging data. You may be permitted to exchange data with one or more business areas, each represented by a different incoming sub-directory.
- If you will be uploading files for more than one type of service, you may have more than one incoming sub-directory from which to choose. Carefully choose the required sub-directory before sending the file.

The /outgoing folder is where you will retrieve/download any files that Bank of America Merrill Lynch has published to you.
- All of the files that the Bank creates for you will be placed in the same outgoing folder no matter how many different services you receive. It is important that file names have meaning to you and all files are date/time stamped so that you can easily differentiate between the files deposited in your outgoing folder.
- Files will be retained in your outgoing folder for five business days (7 calendar days) regardless of whether or not you have downloaded them unless you enable the daily archives option or submit a delete command after retrieving files.

The /archives folder is an optional tool you may request that helps you manage the number of files retained in your outgoing folder.
- If you request the archives option, you will designate a daily archival time. Every day at the appointed time, all files will be automatically moved from your outgoing folder to your archive folder. Files will be moved to the archives folder at the appointed daily hour you specify regardless of whether or not you have downloaded them. If you are missing a file, you may retrieve it from the /archives folder.
- Files will be retained in your archive folder for five business days (7 calendar days).
Retrieving Files

Tip: To quickly access files published to you and available for download, select Mailbox Retrieve then select GO! The Mailbox Retrieve results will be displayed. This will display a list of files sent in the last 24 hours.

To locate files that are available for download from Bank of America Merrill Lynch, click Mailbox Retrieve in the Navigation pane.

Enter your search criteria:
- The Mailbox will automatically default to the /outgoing folder. If you want to retrieve a file from the /archives folder instead, click on it in the Select Mailbox Path list.
- If you want to restrict your search to a particular file name, enter it in the Message Name field. Note: You may use an asterisk (*) as a wildcard, if desired. If nothing is entered, the search defaults to asterisk (*).
- If you have received an alert notification that files are available in your outgoing folder, you may use the Message ID included in the notification to download only the alerted file.
- Modify the date range or time for your search in the Creation Date fields. Dates are formatted as YYYY-MM-DD. The defaults values are set to the last 24 hours.

Then click GO!

You may sort the search results by clicking on any of the following column headings:
- Message Name, ID, Created, Size, Mailbox
Mailbox Retrieve Results

<table>
<thead>
<tr>
<th>Extract</th>
<th>Message Name</th>
<th>Id</th>
<th>Created</th>
<th>Size</th>
<th>Mailbox</th>
<th>Extract Policy</th>
<th>Policy Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>MBI data presentation layer 001 txt 16.06.29_07.10.10</td>
<td>6666678426</td>
<td>2016-06-29 07:10:10.0</td>
<td>5</td>
<td>outgoing</td>
<td>2016-07-06</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>MBI data presentation layer 002 txt 16.06.29_07.10.10</td>
<td>6666678459</td>
<td>2016-06-29 07:10:26.0</td>
<td>5</td>
<td>outgoing</td>
<td>2016-07-06</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>MBI data presentation layer 003 txt 16.06.29_07.10.10</td>
<td>6666678478</td>
<td>2016-06-29 07:10:29.0</td>
<td>5</td>
<td>outgoing</td>
<td>2016-07-06</td>
<td></td>
</tr>
<tr>
<td>04</td>
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<td>6666678500</td>
<td>2016-06-29 07:10:50.0</td>
<td>11525</td>
<td>outgoing</td>
<td>2016-07-06</td>
<td></td>
</tr>
</tbody>
</table>

Figure 3 - Mailbox Retrieve Results Screen

To initiate download of a file click on the icon in the Extract column.

Figure 4 – File Download Screen

Click **Save** to save the file to a desired location on your server or desktop

*Note*: Files will remain available for download from your outgoing folder for 5 business days (7 calendar days) so that you can re-download them if needed. You may wish to automatically move files from your outgoing folder to the archive folder on a daily basis. File retention period for files moved to the archive folder is the same as the outgoing folder. Please contact your Bank of America representative for assistance in setting up this option if desired.
Sending Files

To send/upload a file to Bank of America Merrill Lynch, click **Mailbox Send** in the Navigation pane.

![Mailbox Send Screen](image)

**Figure 5 - Mailbox Send Screen**

Enter your upload criteria:

- The **Mailbox** field will automatically default to the first `/incoming` folder in your **Select Mailbox Path** list. If you will be uploading files to a variety of Bank of America business units, you will see alternative `/incoming/$sub_dir` directories in the Select Mailbox Path list.
- Select the correct `/incoming` folder from the **Select Mailbox Path** list to ensure you are sending your file to the correct Bank of America business unit responsible for processing this file.
- Click **Browse** to navigate to the file you would like to upload.
- Optionally, you may rename the file you have selected prior to uploading it. To rename the file, enter the new name in the **Rename File** textbox. Otherwise leave this field blank.

**Note:** File names cannot contain the following special characters: ! % * ? < > " / \ : &

Then click **Go!** to upload the file. A confirmation message is displayed, and you will automatically be redirected to the **Transmission Report** screen where you may review the transmission status (success or failure) of your file.

![Mailbox Send confirmation pop-up](image)

**Figure 6 – Mailbox Send confirmation pop-up**
Reviewing Transmission Status

To review the status of transmissions you send to the Bank, or status of transmissions available for download, access the Transmission Report form from the Navigation pane. A Transmission Report is formatted as a tabular report. It is an invaluable tool for accessing B2Bi’s record of files received and published (most-recent or historic).


Optional search filters
- Enter a file name to limit your search to a specific file
- Select a Direction (BOTH or FROM_BANK or TO_BANK) to limit the results to only files ready for retrieval or sent to the bank.
- Specify a date range for your search (up to 7 calendar days).

Then click Go! to display the Transmission Report.
If the file is successfully in processing the value “COMPLETED” will display in the Status field.

If the file was not successfully in processing the value “ERROR” message will display in the Status field. Occasionally a file may have been successfully sent to the bank, but fail to forward to the bank’s downstream business destination for processing. In these cases we will fix the error and you don’t need to take action. We will contact you if the error cannot be resolved internally. At your option, you may contact our production transmission support team for further information.

If you have requested alert notifications, please consult the reason for file failure contained in the alert. You may need to address the error and upload the file again.

**Note:** Positive confirmation of a successful send only indicates that the file has been successfully received at Bank of America Merrill Lynch. It does not indicate the status of the subsequent processing of that file by downstream systems. We encourage you to reconcile your transmissions to any acknowledgement or status report generated by and received from the processing system. Alternatively, you may follow up with your business contact for further confirmation.
Additional Functions

Change Password

To maintain password confidentiality, you will be required to change your password at least every 90 days. You may, of course, change it more frequently by using the Change Password feature.

To begin, click Change Password in the Navigation pane. Enter your current and new password and then click Sign In.

![Figure 9 – Change Password form]

Log Out

Click Log Out on the Navigation pane to safely exit the website and secure access from others.

User Guide

Click User Guide in the Navigation pane to review instructions for using the Secure Website.

Technical Guide

Click Technical Guide in the Navigation pane to review detailed information about all of the Bank of America supported transmission protocols and connectivity channels.
Bank of America Merrill Lynch mandates that the bank’s PGP keys expire every 3 years. To enforce this procedure, we have initiated a new rotating key policy. If you are using PGP encryption, you will be notified approximately one month in advance of a key expiry. You can then use this option to download and apply the new bank Public key.

![Rotating Key Information](image)

**Figure 10 – Rotating Key Information screen**

- Click **Bank PGP Key** in the Navigation pane to begin.
- The bank Public PGP key you are currently assigned, and the new bank Public PGP Key will display.
- To download the new key and add it to your key ring, click on the new key link in the Public Key column.
- When you are ready to begin using the new key (and before the expiry date of the old key!), click on the radio dial next to the new key, and then click **Save**. The bank will automatically implement the new key when processing your files.
Contact Us

The Data Transaction Services Global Help Desk is available 24 hours/day, seven days/week to assist you with production transmission related issues or questions.

Telephone: 1-855-515-6600; option 2
(Callers outside of the U.S., please dial 469-201-4811)

Email*: DG.DTS_Internet_Email_Support@bankofamerica.com
*Please use email for less urgent matters only.

Please have your B2Bi Transmission ID or User ID available.