

Secure Transfer Guide

Manage File Transfer (MFT)

Revised November 2016

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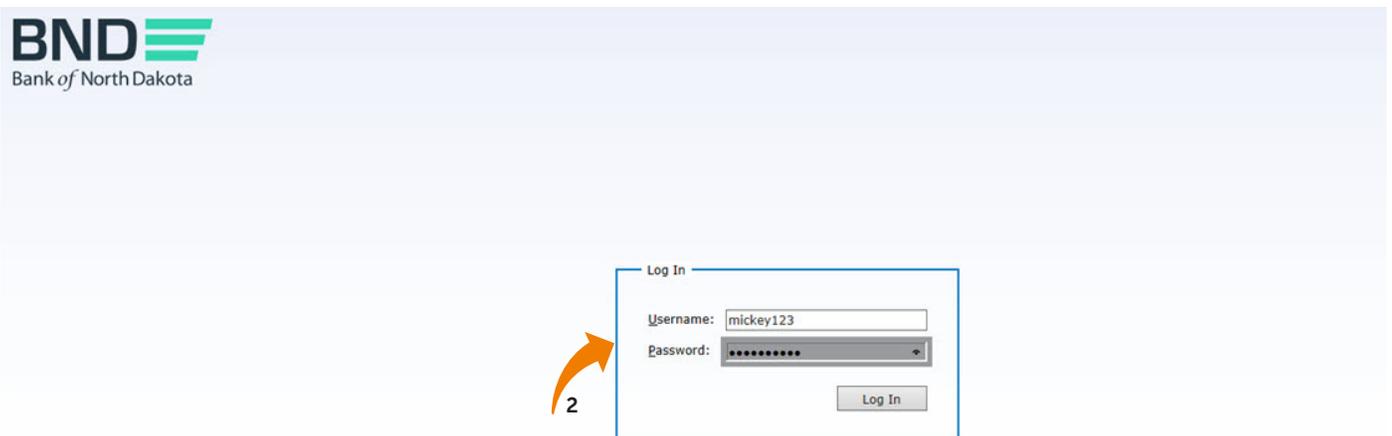
Logging in

1. Click on **BND Secure Transfer**.



2. Enter **Username** and **Password**.

An email, phone or text notification will be sent to you with a temporary passcode.



3. Enter the **One-Time Passcode** sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.
4. Click **Submit**.

The image shows a screenshot of the BND Secure Transfer MFA Passcode entry interface and an email notification. The interface at the top features the BND Bank of North Dakota logo. Below the logo is a form titled "Enter PASSCODE" with a dropdown menu labeled "One-Time Passcode" and a text input field containing six dots. A "Submit" button is located below the input field. Orange arrows labeled "3" and "4" point to the dropdown menu and the "Submit" button, respectively. Below the interface is an email notification with the subject "BND Test Secure Transfer MFA Passcode". The email text reads: "Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system: One-Time Passcode: [redacted]". Below the email text is a "Submit" button. Orange arrows labeled "3" and "4" point to the "One-Time Passcode:" label and the "Submit" button, respectively.

Subject: BND Test Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One-Time Passcode: [redacted]

If you are having issues or believe you received this email by mistake, please contact BND Operations at either (701) 328-5623 or (701) 328-5698.

Best regards
Bank of North Dakota
Multi-factor Authentication (MFA)

Sending and receiving files

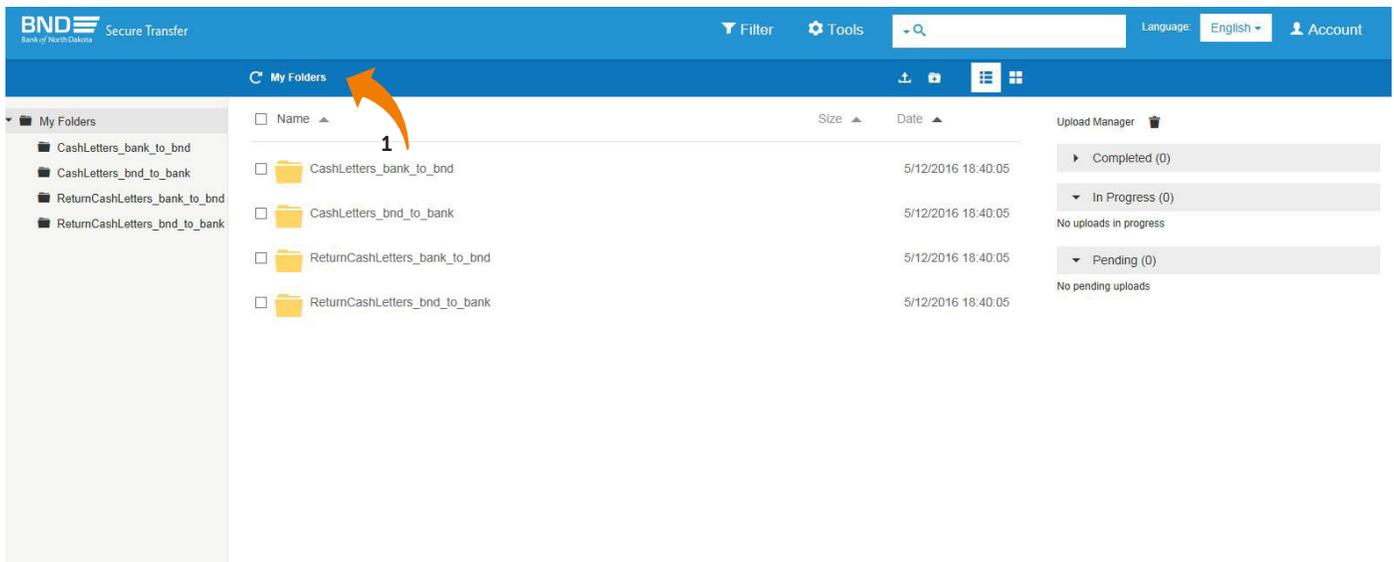
1. Send files to BND; Choose one of the following folders:

- CashLetters_bank_to_bnd
- ReturnCashLetters_bank_to_bnd

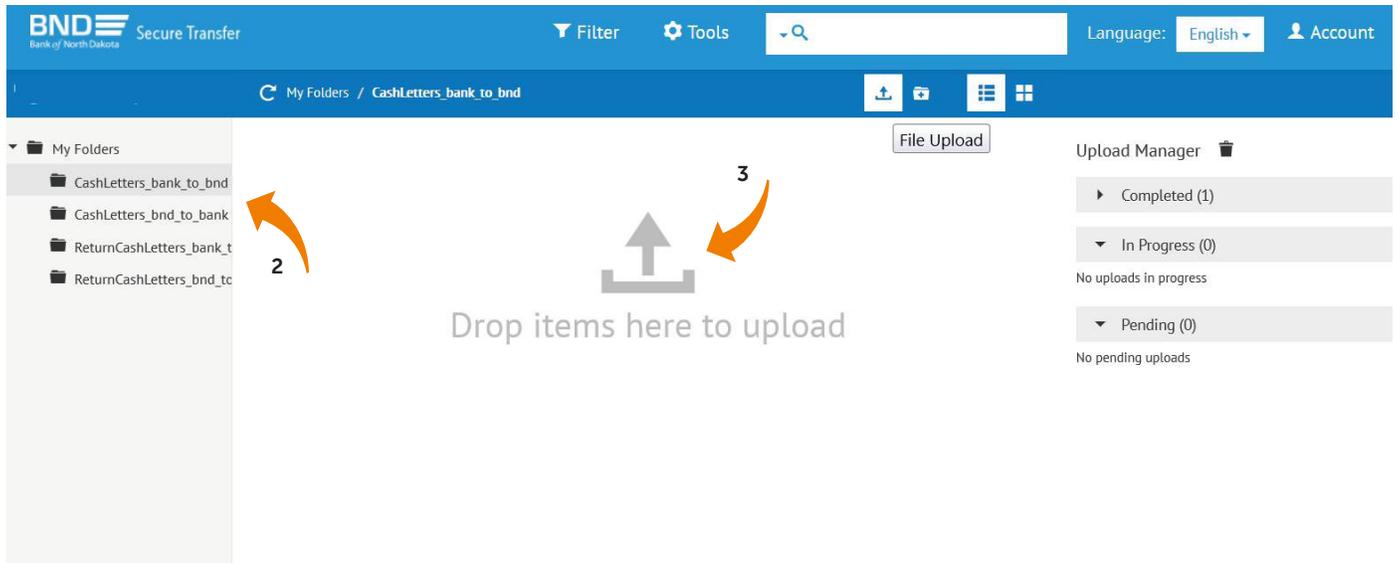
Receive files from BND; Choose one of the following folders:

- CashLetters_bnd_to_bank
- ReturnCashLetters_bnd_to_bank

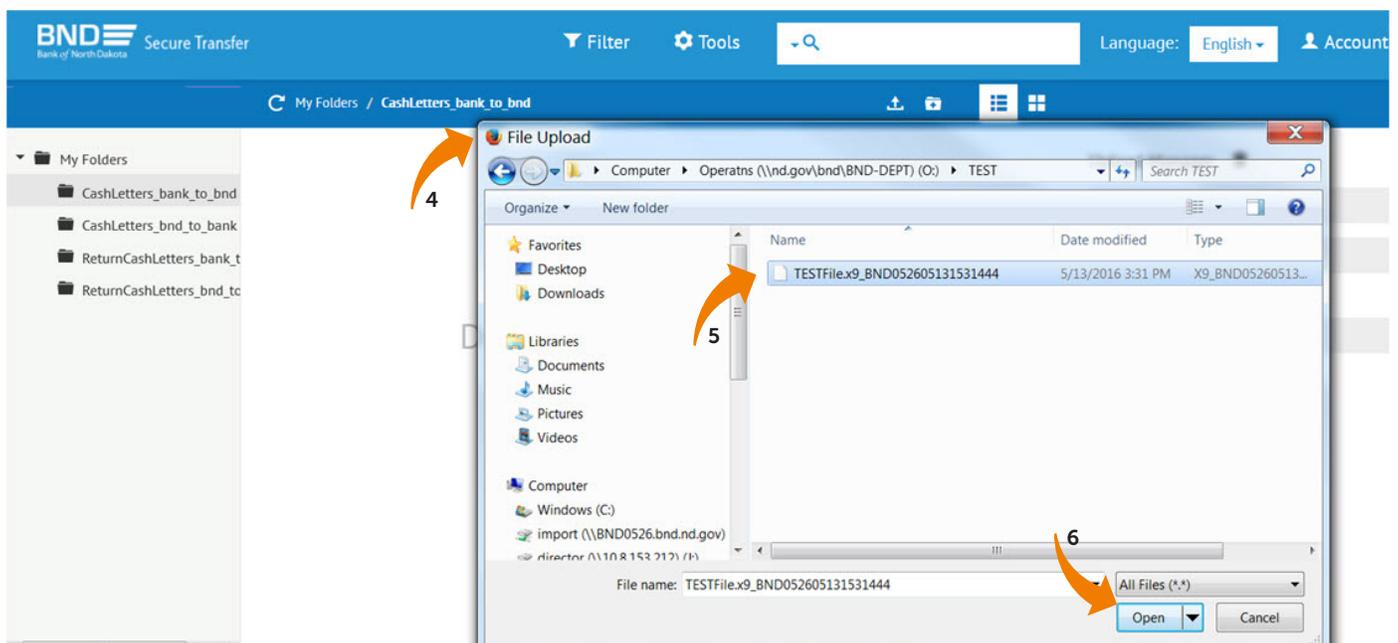
You can use the folders on the left-hand side or the folders in the middle. They are the same. If you open a folder and would like to return to the home page, click on [My Folders](#).



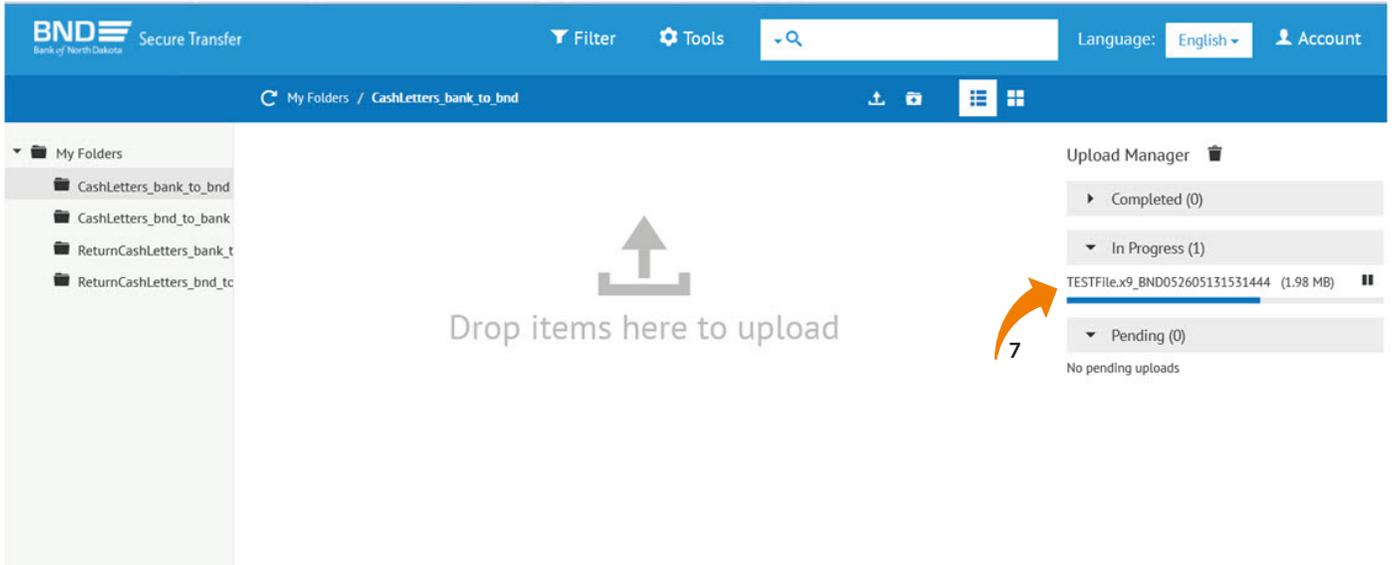
2. Send a file to BND: Click on either the [CashLetters_bank_to_bnd](#) or [ReturnCashLetters_bank_to_bnd](#) folder.
3. Click on the [File Upload](#) icon. 



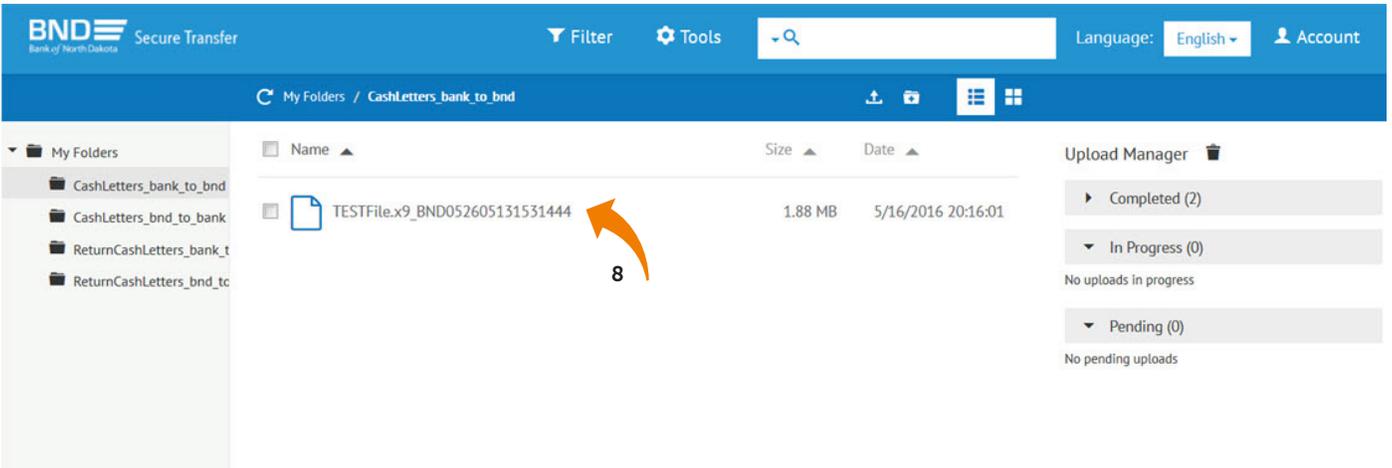
4. This box will open.
5. Choose the file you would like to send.
6. Click [Open](#).



7. On the right, you will see the file **In Progress**.

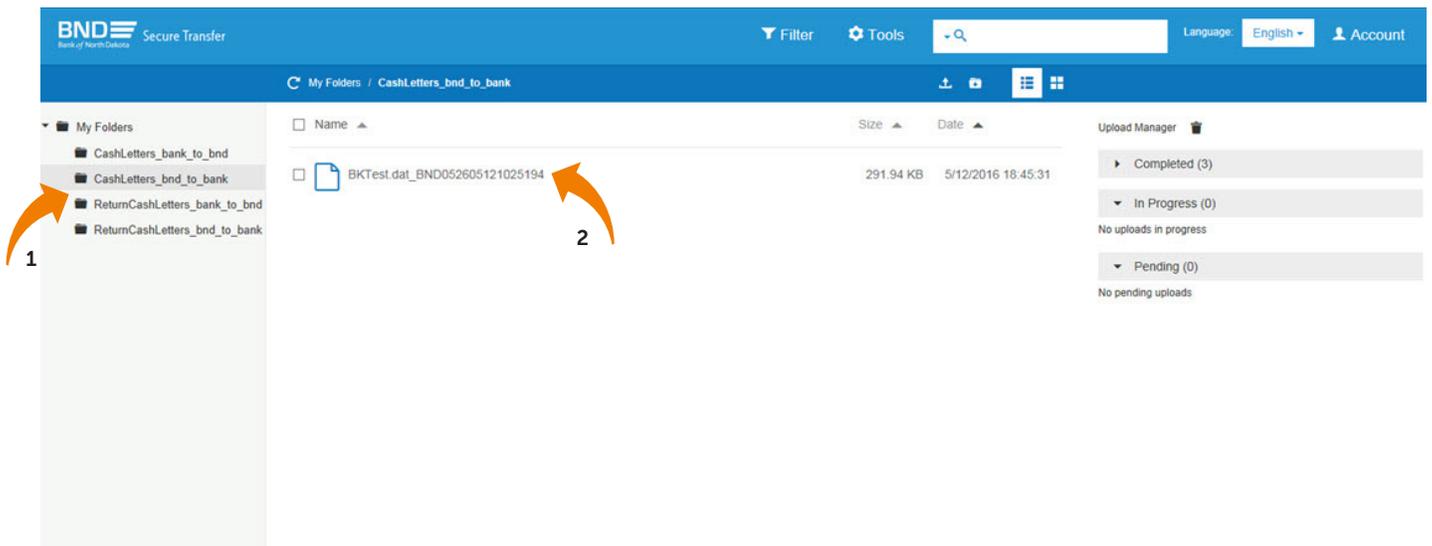


8. When the file has completed, it will show in the folder.

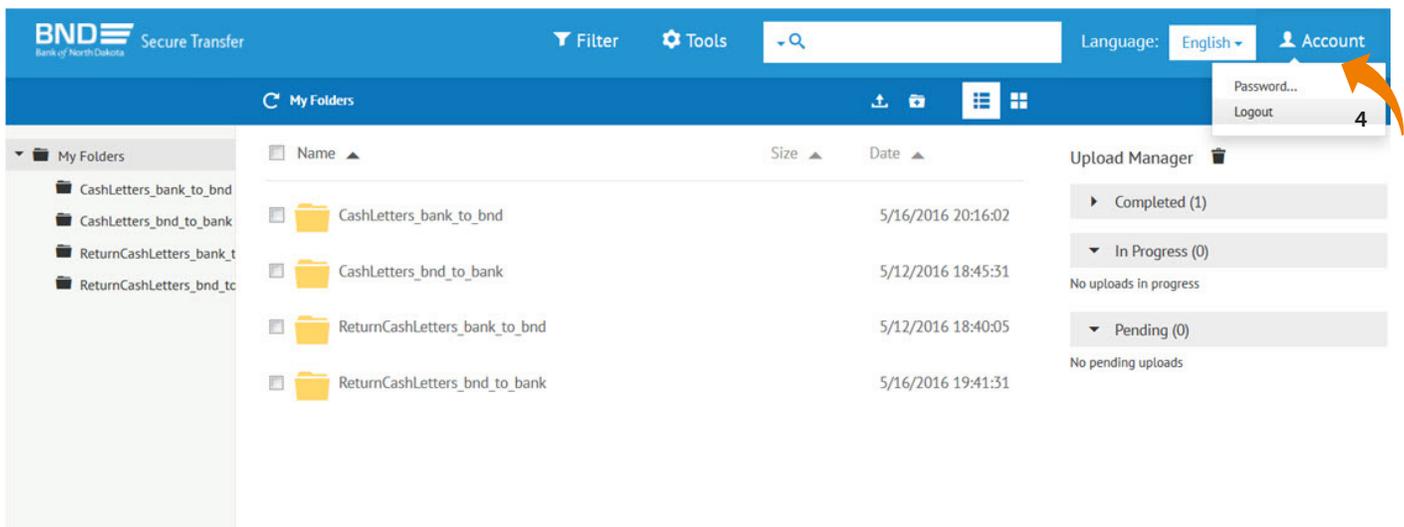


Processing files

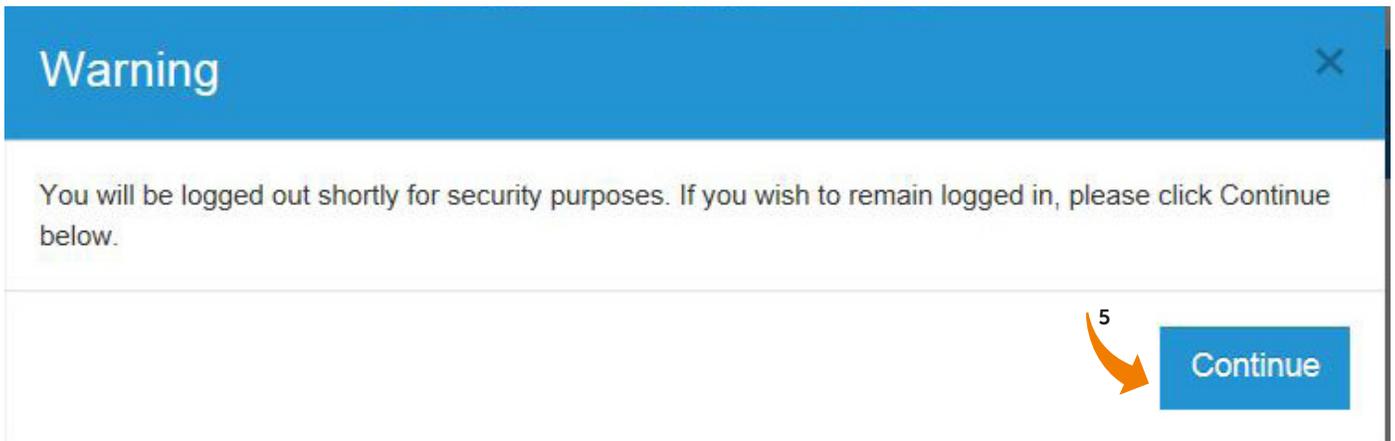
1. Click on either the [CashLetters_bnd_to_bank](#) or [ReturnCashLetters_bnd_to_bank](#) folder.
2. Click on the file name.
3. Save the file to the location (i.e., drive, server) that will be used for processing.
BND will delete all files from the folders on the morning of the next business day.



4. Log out: Click [Account](#) and choose [Logout](#). The page closes and the login page appears.

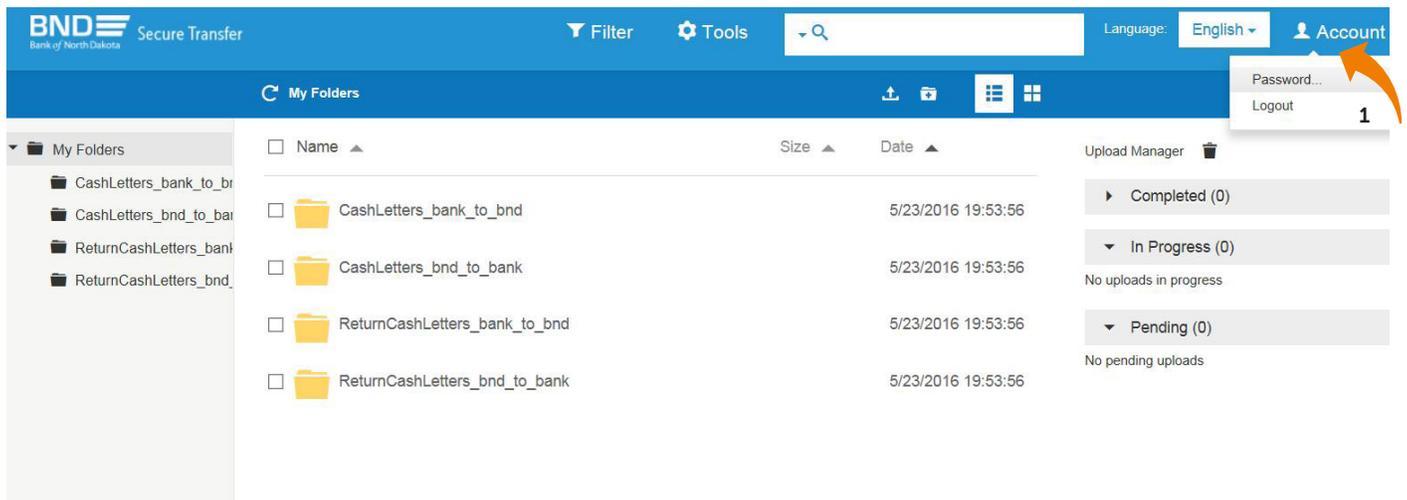


5. After a period of inactivity (approximately 15 minutes), a message appears warning that you are about to be logged out. Click **Continue** to stay connected.

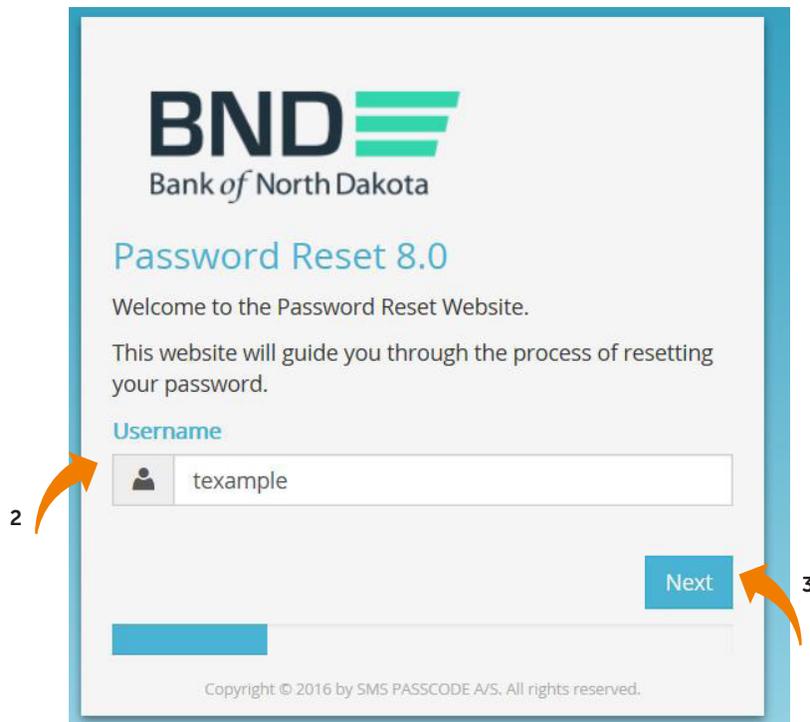


Changing password

1. Click on **Account** and choose **Password**.



2. Enter **Username**.
3. Click **Next**.



4. Enter Existing password.

5. Click Next.

An email, phone or text notification will be sent to you with a temporary passcode.

The screenshot shows the BND Bank of North Dakota Password Reset 8.0 interface. At the top is the BND logo and the text 'Bank of North Dakota'. Below that is the title 'Password Reset 8.0' and the instruction 'Please authenticate using your existing password.' There are two input fields: 'Username' with the value 'texample' and 'Existing password' with masked characters. A link 'I have forgotten my password.' is below the password field. At the bottom right are 'Cancel' and 'Next' buttons. An orange arrow labeled '4' points to the 'Existing password' field, and another orange arrow labeled '5' points to the 'Next' button. A progress bar is at the bottom, and the footer reads 'Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.'

6. Enter the Passcode sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

You have three minutes to enter the Passcode before it expires.

7. Click Next.

The screenshot shows the BND Bank of North Dakota Password Reset 8.0 interface. At the top is the BND logo and the text 'Bank of North Dakota'. Below that is the title 'Password Reset 8.0' and the instruction 'Please authenticate using the one-time passcode sent to you.' There are two input fields: 'Username' with the value 'texample' and 'Passcode' with masked characters and an eye icon. Below the passcode field is the status 'Status: Sent' and 'Remaining: 00:03:04'. At the bottom right are 'Cancel' and 'Next' buttons. An orange arrow labeled '6' points to the 'Passcode' field, and another orange arrow labeled '7' points to the 'Next' button. A progress bar is at the bottom, and the footer reads 'Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.'

8. Create and confirm new **password**.
 - Minimum length of 10 characters
 - May not contain the user first name, last name or User Login ID
 - Must incorporate three of the four following complexity requirements:
 - At least one numeric character
 - At least one character in lowercase
 - At least one character in uppercase
 - At least one special character

9. Click **Next**.

BND
Bank of North Dakota

Password Reset 8.0

You have been granted access. Please choose a new password now.

Username

New password

Confirm password

Cancel Next

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10. You have successfully changed the password.

11. Close the screen.

