

FedEDI[®] Plus Getting Started Guide - Setting Up Automated Reports

Congratulations on completing the activation process for the FedEDI[®] Plus Service. You now have access to a powerful tool for automatically generating and distributing valuable FedACH[®] 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 FedEDI Plus Service

Make sure you can access the various FedEDI Plus screens.

To access the FedEDI Plus Service within the FedLine Web[®] or FedLine Advantage[®] 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 FedEDI Plus Service by clicking on the four links under FedEDI Plus in the left navigation bar and verifying that corresponding screens display with no error messages. If you see an error message, the FedEDI Plus 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.

Select Your FedEDI Plus Reports

Decide which of the many FedEDI Plus reports you want to set up in the service. Review your available options by visiting the [FedEDI Plus 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 one of each type of report for the nominal per-report fee, review them populated with your 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 FedEDI Plus RDFI Quick Scan 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 RDFI Quick Scan 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.

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 FedEDI Plus Service is an excellent resource to help you understand the Company IDs of originators that have live transactions eligible for reporting.

Gather E-mail Addresses

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

Test Access to the Encrypted E-mail Portal

If you plan to opt for the encrypted e-mail feature for automated delivery of reports to your customers or to others within your institution, make sure you can access the encrypted e-mail portal at <http://achedi.com/>. Go ahead and establish and activate your e-mail 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® customer access service screens.

To guide you, there is an easy to use document posted online: the **Detailed Users Guide** on the [FedEDI Plus 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.

Additionally, the Federal Reserve Banks routinely offer complimentary "Report Setting" teleseminars to walk you through the set up with the guidance of a FedEDI Plus expert. You can register to participate at [FRBservices.org/eventseducation](http://www.FRBservices.org/eventseducation) at https://events.frbservices.org/ep_web/DSP_eventlist.cfm.

Ongoing Support

A team of FedACH support specialists is available to answer any additional questions you may have concerning the FedEDI Plus service. Please contact the designated support team for your district at one of the numbers below or 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 are 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 FedEDI Plus 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.

"FedACH," "FedEDI" "FedLine," "FedLine Web," "FedLine Advantage" and "My FedDirectory" are registered trademarks or service marks of the Federal Reserve Banks. A complete list of marks owned by the Federal Reserve Banks is available at [FRBservices.org](http://www.FRBservices.org).