

# Important Notice from E-Z Data concerning converting from DST FAN Mail FTP protocol to HTTPS for retrieval of your data files!

**Conversion must be done before Thursday, June 10<sup>th</sup> 2004.**

## Downloading through HTTPS

As you may be aware, DST is changing their file transfer protocol from FTP to HTTPS as of June 10<sup>th</sup>. This document outlines the benefits of this change and gives you instructions on the procedure to switch over to retrieve your files via the new format. It is important that this be completed before Tuesday, June 10<sup>th</sup> otherwise files in your current FAN Mail FTP folder may be lost.

## Why is DST FAN Mail migrating to HTTPS?

In 2003, DST conducted an extensive evaluation of the FAN Mail data delivery process. The evaluation compared various aspects of the current FTP delivery method to other widely accepted data delivery methods, with a large emphasis on data security and ease of use. Input from several software vendors and office automation consultants concluded that the product should eliminate the FTP delivery method and adopt a higher level of security for delivering data, while providing some additional functionality not available today.

## Summary of the FAN Mail product enhancement:

- HTTPS will provide a more efficient and secure means of downloading FAN Mail data, with a higher level of security.
- Recipients will be able to identify data files with a new file naming convention which includes a system/management company and file type identifier.
- Recipients can retrieve previously downloaded data without having to contact the FAN Mail support group.
- Two new screens, that provide detailed information to the recipients about their files, will be added to the FAN Mail Web site.
- Encryption software (PGP) and FTP software will no longer be needed.
- Eliminates the need for an FTP and Zip password.

## To benefit fully from the FAN Mail Web site functionality:

- You must be using a Windows 98 or higher operating system, with Microsoft Internet Explorer version 6.0 or later.
- In addition, you must also download and install the ActiveX control when prompted from the FAN Mail Web site.

## Required procedure to retrieve your files before and after converting to the transfer protocol:

- Download your files from DST as you have always done. **IMPORTANT:** If you switch to the HTTPS before you download your files, you may lose any files that you had not downloaded previous to the switch. Do not skip this step!
- Uncompress the files you just downloaded using the Uncompress button. You may process all of your files now as you normally do or go immediately to the next step.
- **You must get a new login password from DST FAN Mail in order to download files using the HTTPS site.** Go to the DST FAN Mail homepage ([www.dstfanmail.com](http://www.dstfanmail.com)) and click on the  [HTTPS Downloads](#) link.

- Click on the [FM HTTPS Conversion Form](#) link.
- Enter the requested information and click Submit Comment or contact DST directly at 800-435-4112 (Option 2) or email them at [fanmail@dtsystems.com](mailto:fanmail@dtsystems.com). DST will provide you with a new login password for the HTTPS site. This process should take about 1 day.

## Updating CDS to accept your DST files via HTTPS:

You must download and install the DST HTTP Utility to CDS before you can download DST FAN Mail files from within the CDS program.

- Go to the computer that is used to download your DST files. Log into [www.ez-data.com](http://www.ez-data.com). Click on the link that reads "<http://www.ez-data.com/support/cdsDSThttps.shtml>"
- Download this program and run it on your computer. It will update CDS on that computer and replace the current FTP program with a HTTPS retrieval program.
- When running the new utility you may be prompted to choose an option from Modify, Repair, Remove. Click on the Repair option then click next. The install program will go through the rest of the set-up process.
- After DST FAN Mail approves you and provides you with a new login password, you are ready to log in to CDS to do a HTTPS download.
- From the CDS main screen, click File, Transaction Download, DST, and then click on the Running Man.
- Enter your new password in the Login Password area.
- The new zip files are not password protected so DST will not be providing you a new zip password; however, CDS still needs some character(s) to be in the File Password area. You can leave your old file password in this field or enter any other character. We recommend you put in the number "1" in the file password area. Just do not leave this field blank!

## The download process:

- You will still be prompted if you want to delete the files that in the current folder (just like with the FTP downloads **It is important to say NO in case you did not process your files downloaded previously.** Once you click on "Yes" or "No" you will see a message window indicating that CDS is "connecting to HTTPS site".
- Next you will see a message "finding files" with the different names of those files running across the screen.
- You will also see that CDS is deleting files. **DO NOT BE ALARMED BY THIS.** CDS is simply moving the files in your HTTPS inbox at DST from current to historical.
- After all the files are downloaded, you will see that CDS is automatically uncompressing (unzipping) the files. Once the dialog box goes away the files are ready for TDM processing.

## Processing the files:

- From the list of TDM Set-Up screen, click on the appropriate DST set-up.
- Click on your report button(s) as in the past.
- Proceed to process the files as you have always done.

## If you have questions on the conversion:

- Please contact the FAN Mail Support Group at 1-800-435-4112, Option 2, or E-Z Data at 626-585-3515

Let us know when you have completed the process by sending an E-mail to E-Z Data Tech Support to at [support@ez-data.com](mailto:support@ez-data.com). E-Z Data is closed Monday, May 31<sup>st</sup>, in observance of Memorial Day.