

Discovery Migration Guide

For Discovery Web users migrating login credentials to FIS eAccess







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Migration Steps

Migration Wizard for Discovery Users Without FIS eAccess Credentials

If you are a customer with Discovery credentials who does NOT have FIS eAccess credentials, when you log into Discovery using your Discovery credentials, you will be prompted with the following screen.

FIS		
Logout Select Create new FIS eAccess User ID Fill out the following information to create FIS eAccess credentials. The Type of User should say Customer. For the New User ID, use your corporate email address. Then click Submit.	User Details In an effort to improve migrating the User Aut Users will begin access portal <u>www.fisqlobal.co</u> • If you already access eAccess User ID'option • If you do not already FIS eAccess User ID'option • Create new FIS eAc • Use existing FIS eAc • Use existing FIS eAc • Xrype of User • New User ID • New Password • Re-Confirm Password	 a the Discovery (aka Penley) User Authentication, FIS is the the discovery environment through the FIS eAccess ing the Discovery environment through the FIS eAccess in the eAccess portal, please select the 'Use existing FIS in below, and provide the requested information.' access the eAccess portal, please select the 'Create new ption below and provide the requested information.' ccustomer environment through the FIS eAccess User ID Customer environment through the requested information.' ver ID must be a corporate email address Password must follow these rules: Access I is in the arminimum length of eight characters. Contain characters from each of the three following categories: (a-c) (a-c) (b-c) Note the same as your User ID either forward or in reverse (abcd or dcba)



After successfully creating new FIS eAccess credentials, the following screen will appear.

FIS



You will be redirected to FIS eAccess where you will login. From there you will be able to access your Discovery Web products and services.

NOTES: Once you have created eAccess credentials, you will always need to log into FIS eAccess to access your Discovery Web products and services. Please save the login URL to your favorites.

If you already have FIS eAccess credentials and did not remember you had them, when attempting to create new FIS eAccess credentials, you will receive an error message indicating the User ID already exists.



Contact Member Solutions at 800.207.2742 or <u>MSOL@fisglobal.com</u> to find out what your credentials are or to have your password reset.

From the successful migration page, you will be redirected to the FIS eAccess login screen. Continue to the Logging Into FIS eAccess for the First Time After Migration for New Users section on page 6.



Migration Wizard for Discovery Users With FIS eAccess Credentials

If you are a customer with Discovery credentials that HAS FIS eAccess credentials, click the **Use existing FIS eAccess User ID** radio button and the following screen will appear.



Once you have entered your eAccess credentials here, you will receive a message indicating you have migrated your credentials successfully.



You will be redirected to FIS eAccess where you will login. From there you will be able to access your Discovery Web products and services. See the <u>Login Screen</u> on page 5.





If you already have FIS eAccess credentials and did not remember you had them, when attempting to create new FIS eAccess credentials, you will receive an error message indicating the User ID already exists.



Contact Member Solutions at 800.207.2742 or <u>MSOL@fisglobal.com</u> to find out what your credentials are or to have your password reset.

You will be redirected to the eAccess login page after successful migration. The login page will appear as it does below.

FIS	FIS eAccess		
Login			Thursday, February 2, 2012
This secure site provides access To obtain access to this site, co User ID: Password: Login Cancel	to services and information applicable ntact your local administrator or your F	to our customers. S representative.	
<u>Did you forget your password?</u> If you forgot your User ID, please	contact FIS Help Desk.		

Once redirected, be sure to save the login page to your favorites.

See the <u>Accessing Discovery through eAccess</u> section on page 9 for instructions on how to access Discovery through eAccess.



Logging Into FIS eAccess for the First Time After Migration for New Users

FIS	FIS eAccess	
Login		Thursday, February 2, 2012
This secure site provides access To obtain access to this site, co User ID: Password: Login Cancel	to services and information applicable ntact your local administrator or your F	to our customers. IS representative.
Did you forget your password?	aastaat EIS Hala Daak	
in you longor your Oser ID, please	contact no neip Desk.	

Enter your new eAccess credentials and click Login.

For your first login, you will be asked to select security questions that will help you in the event your password is forgotten. You will see the following screen.

FIS	FIS eAcces	S			
				Current Login :Tuesday, J	January 31, 2012 3:32:58
allenge Question lect a challenge question and enter yo	ur response to that question. The chal	lenge question and answer are us	sed to verify your identify if you	need to reset your password.	
Challenge Questions:		Answer:			
Select Challenge Question	•				
Select Challenge Question	•				
Select Challenge Question	•				
	Continue				

Select three challenge questions from the drop-down list and fill in the corresponding answers and click the **Continue** button. You will now be able to continue to FIS eAccess.

Once you have successfully changed your security questions, continue with the <u>Accessing Discovery</u> through eAccess section on page 9.





Migrating Users that have Multiple Organization IDs

Users that have access to multiple organization IDs will need to migrate each organization ID separately. When migrating your first organization ID, go through the migration steps as instructed in the <u>Migration</u> <u>Wizard for Discovery Users Without FIS eAccess Credentials</u> section on page 2. Once you have completed the first migration, log into Discovery using your next organization ID.

When prompted with the migration wizard, select **Use existing FIS eAccess User ID** on the first page and then enter your new eAccess credentials.

User Details
In an effort to improve the Discovery (aka Penley) User Authentication, FIS is migrating the User Authentication functionality to SiteMinder. As such, Discovery Users will begin accessing the Discovery environment through the FIS eAccess portal www.fisqlobal.com. • If you already access the eAccess portal, please select the 'Use existing FIS eAccess User ID' option below, and provide the requested information. • If you do not already access the eAccess portal, please select the 'Create new FIS eAccess User ID' option below and provide the requested information.
Use existing FIS eAccess User ID
* eAccess User ID * Password Submit Clear

Continue with the migration steps and the migration wizard will merge your multiple organization IDs under one User ID.





Discovery Access After Migration

Accessing the eAccess after Migration

It is strongly recommended that users save the link to the eAccess login page to their favorites list. Follow the steps below for access to the login page.

You can access the FIS eAccess login page by going to <u>www.fisglobal.com</u>, click the login button in the upper right-hand corner.



Click the Login link next to the FIS eAccess portal.

FIS Client Support Center Login
Quality Customer Service has always been a hallmark of FIS. We have tailored the information in the Client Support Center to provide you with the online tools you need to help you get the most out of your FIS products and services. Based on your institution's products, you can use the Client Support Center to contact Client Services using the Rapid Reference Quidea in the Centert LIA link, eatch up on

The FIS eAccess login page will appear.

FIS	FIS eAccess	
		Wednesday, December 7, 2011
Login		
This secure site provides access	to services and information applicable to	our customers.
		representative.
User ID:		
Password:		
Login Cancel		



Accessing Discovery through eAccess

Once you have successfully logged into FIS eAccess, access your Discovery applications by logging into FIS eAccess. The following screen will appear:

nome	Reports	Invoices	Documentation	Training
Client News 10/24/2010 - [11/24/2009 -] 04/30/2009 -] 02/28/2009 -] 02/28/2009 -]	List all DN Delphi is moving to the Web! November 2009 Data Contribution Application Enhancement April 2009 EFT Processing News February 2009 EFT Processing News	Welcome Laura Update my profile Services ChexSystems OFAC W ChexSystems ⁵⁴⁴ Open Data Contribution – Clos FraudFinder ⁵⁰ Open Data Contribution – Clos FraudFinder ⁵⁰ Open Data Contribution – Clos FraudFinder ⁵⁰ Open Openley Open ContFile® History and O Report Lost or Stolen Ac Senty Service and OFA User Administration Op	atch <u>Open</u> <u>Documentation</u> ures & Collections <u>Open</u> , <u>Documentation</u> <u>iocumentation</u> redit Report <u>Open</u> counts <u>Open</u> <u>Documentation</u> <u>c Open Documentation</u> <u>en Documentation</u>	Terminated Originator Database A Database of Terminated Originators, TOD supplements an ODF1's due diligence and risk management processes, assisting in the evaluation and origing monitoring of new Originators and Third-Party Senders. Learn More Portal Secure Employees access to NPI data is critical to doing business, but protecting that data should be treated just as critically. Learn More

Click the **Open** link next to **Penley** on the Services list.

The Discovery welcome screen will appear as it does today.

FIS	Welcome to FIS Risk, Fraud and Compliance Solutions
Verification Checks	
> QualiFile (NAC)	
> QualiFile (NAC) Bus.	Please choose option on the left.
Batch Checks	
> QualiFile (NAC)	
▼Reporting	
> QualiFile (NAC)	
> Address Analysis	
> Custom Reports	
Red Flags	
> Red Flag History	
Help & Training	
Logout	

NOTE: Once you have migrated with your FIS eAccess credentials, if you attempt to access Discovery using the old URL (production.penleyinc.com) with the old credentials, you will receive an error message:





If you go to the old URL and try to use your new credentials, you will be redirected to FIS eAccess. See the screen below.

FIS	
	This page will soon be redirected to the eAccess login page where you will be prompted to provide your eAccess User ID and Password. Remember - in the future when you want to access the Discovery environment, you must login via the FIS eAccess portal (<u>www.fisqlobal.com</u>). If this page is not redirected to the eAccess login page in 5 seconds, please <u>click</u> here.

Accessing Discovery with Multiple Organization IDs

Customers that have multiple organization codes will see a selection screen when they click the Penley link on eAccess.

Customer Selection (* Required)	
(Organization - Security Code) *Customer ID: 00000000 - 00000000 ▼ 00000000 - 00000000 00000001 - 00000001	
•	Customer Selection (* Required) *Customer ID: 00000000 - 00000000 00000000 - 00000000 00000001 - 00000000 00000001 - 00000001

From the drop-down menu, select the Organization ID you would like to login under and click **Continue**.

You will then be able to access your Discovery applications under the correct organization ID.





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