IDFPR
Remote Examinations

Welcome

We will be starting momentarily.

Opening Comments

These exams are risk focused and expanded based on areas of concern.

➢ Items needed list will still be emailed.

➢ List are tailored to the remote exam process.

➢ The requested items must be uploaded prior to the exam start date.

➢ Questionnaires must be completed and uploaded prior to the exam start date.

Examinations are taking longer.

➤ One to two weeks longer.

➤ Because of:

    * Time needed to upload additional items requested;

    * Time needed to download items requested;

    * Locating specific items in the portal that were requested;

    * Waiting on communication.

How to Decrease the Examination Duration

➤ Uploading zipped files (all documents or in categories) opposed to individual documents.

➤ Adequately describing the documents uploaded. Specifically name or use requested item reference number from items needed list.

➤ Uploading the items to the corresponding sub-folders.

➤ Ensuring all requested items are uploaded prior to the exam start date.

➤ Maintaining contact with the examiner.

➤ Identifying a specific contact staff person who will be responsible for following up on examiner's questions or additional items needed.

Examiner and Management Required Contact During the Exam Process.

➢ Identify a specific contact staff person who can act as a liaison between the credit union and the examiner.

➢ Emails

➢ Phone calls:

 * As needed.

 * Recommended a couple of times a week at a predetermined day and time for updates, clarifications, and concerns.

➢ Each examiner has the capability to do a WebEx meeting. This allows both the credit union staff and the examiner to share screens if necessary.

Exit and Board Presentations

➢ Not going to be in person.

➢ Conference calls.

➢ WebEx meetings.

Exchange of Information for the Examination

➢ Do not send documents with Private Identifiable Information (names, account numbers, social security number, etc.) via unsecured emails, google documents, Dropbox, iCloud, or any other unsecured shared drive.

➢ IDFPR and you have access to two different methods for secure information exchange.

   1. NCUA Secure File Transfer Portal (Encrypted)

   2. Illinois Government File Transfer (Encrypted)

➢ For technical transfer issues and with Departmental permission, the examiner can go to the credit union only long enough to pick-up and drop-off examination items. All CDC guidelines must be followed at all times.

NCUA Secure Transfer Portal (SFTP)

➡ The examiner will inquire as to what staff members along with their email address you want to have access to the portal.

➡ The examiner will set-up the folder for the examination and give permission to the designated credit union staff members.

➡ You and the designees will each receive a verification email from NCUA Secure File Transfer< EFTServer@ncua.gov>

NCUA Secure Transfer Portal (SFTP) Set-up Email

- **Example of email content:**

  You've been added to a workspace

  Hi CEO Lucky @A+WebinarCreditUnion.com ,

  Pamela Steele invited you to a shared folder called A+ Webinar Credit Union. August 5 to 31 2020.

- A link will be provided in the email for each person to create an account with a username and password.

NCUA Secure Transfer Portal (SFTP) Password

NCUA Password requirements are:

- Minimum of 12 characters

- Must contain at least 4 characters from the following categories:

  - Uppercase

  - Lowercase

  - Numeric (0-9)

  - Non alpha-numeric (e.g. , !, #, $, %)

- Must not contain 5 or more characters from the username

- Must not contain 3 or more repeating characters

- Must not solely consist of a word in the dictionary

NCUA Secure Transfer Portal (SFTP)
Portal Access

➡ After the creation of the account, you will be given access to the portal.

➡ The examination folder is in a section called "Shared with me."

Do not create a folder in the "My folders" because examiners will not have access to it.

NCUA Secure Transfer Portal (SFTP)

NCUA Secure Transfer Portal (SFTP) Uploading Documents

➢ Upload button

➢ Find document or zip file on your computer

Report, excel document, etc.; already created, no need to scan the document.
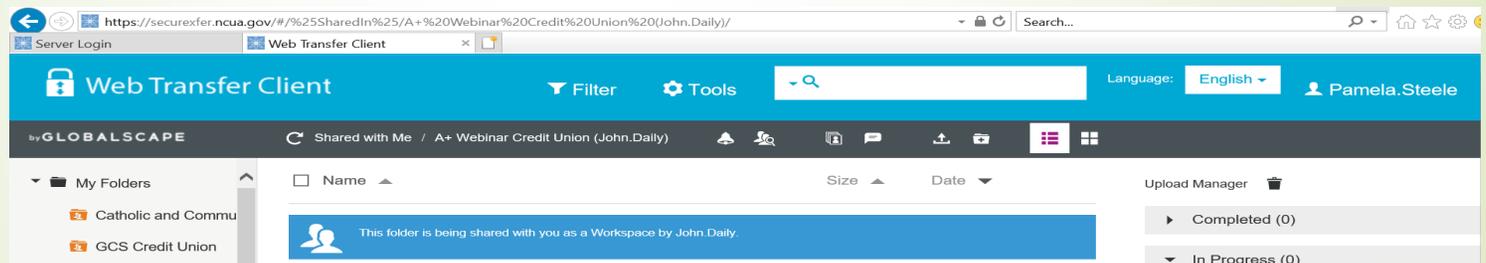
Important Note:

✓ Make sure the document is named appropriately.

✓ Zip all files possible.

✓ Unzipped files will take longer to upload and to download (can only do one at a time).

NCUA Secure Transfer Portal (SFTP) Downloading

- Locate and click on the document (only one at a time)
- Select the download button
- Select "open" or "save"
- Unclick the document downloaded
- Start process again.
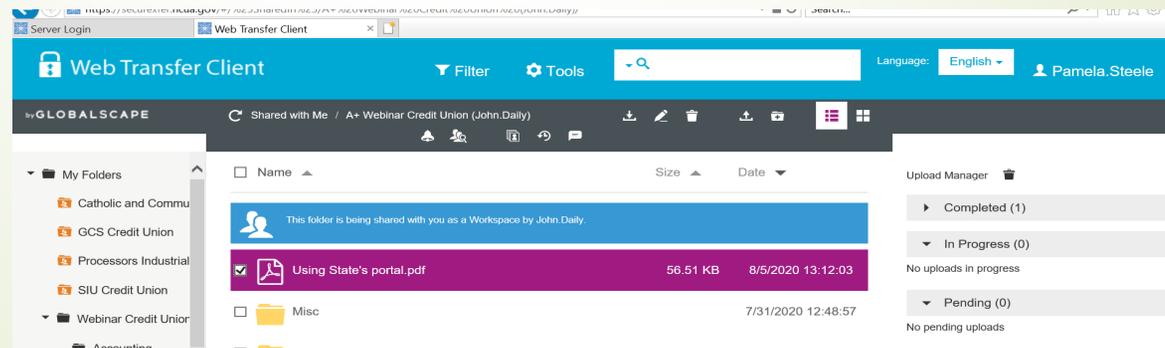
Documents and zip files download to a download file on your computer

NCUA Secure Transfer Portal (SFTP)

- Automatically signs you out after a small inactivity time.

- Depending upon the "traffic" in the portal program, sometimes the program is slow, and it might take a few times to get logged in.

- If you do not initially set-up your password timely, you will not be able to access the portal. If this happens, ask your examiner to resend the invitation.

- For portal issues contact: NCUA OneStop at onestop@ncua.gov or 800-827-3255.

Illinois Government File Transfer Website

https://filet.illinois.gov/filet/pimupload.asp

Illinois Government File Transfer

Illinois Government File Transfer
Steps to Use

Step 1 – Identify Recipients

➢ Enter the Email Address(es) of the Recipient(s) that you want to receive the link to the file.

- You may enter multiple recipients by separating them with a comma.

- The maximum number of downloads is 10.

Illinois Government File Transfer
Steps to Use

Step 2 – Your Email Address

➢ Enter your email address.

- Make sure it is entered correctly.

- You will be receiving a confirmation email containing information about your upload.

- This confirmation will contain a link to the download status and a link to remove the file from the server, if necessary.

Illinois Government File Transfer
Steps to Use

Step 3 – Select Files

➢ Select the file(s) to upload.

- ▪ Use the Browse button to locate the file to upload and to confirm proper entry of the file's location.

- ▪ Click on the 'Add More Files' link to added up to **5** files.

- ▪ If you need to upload more than 5 files, consider compressing the files into a zipped file (.ZIP), then upload the zipped file.

Illinois Government File Transfer
Steps to Use

Step 4 – Send

Remember to check the warning acknowledgement box at the top of the page.

☐ I acknowledge that I have read and understand this warning.

➢ Click the Send button.

Illinois Government File Transfer

Do not to close the browser or go to another webpage until you receive the "successfully uploaded" screen.

Illinois Government File Transfer
After You Hit Send

➤ Once you receive the successful upload screen, you are done.

➤ Check your mailbox for the confirmation email.

Illinois Government File Transfer
Steps to Use

There is a Message area in the file transfer.

➢ Optional

➢ You can give a brief message that the recipient will receive along with a link to the file.

Illinois Government File Transfer

Important to Remember

➢ Upload times can vary drastically depending upon your ISP's upload speed, the size of the file, server utilization and many other variables.

➢ Only 5 files can be uploaded at a time.

➢ Only 10 downloads are allowed per uploaded file

➢ **The file will expire (be purged) in 5 days**. – If you send it when the examiner isn't available, you will have to re-send the file when the examiner is available.

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Questions and Comments

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Thank you
and
Stay Well