

CTS Portal Guide for TUNA Users

February 6, 2018

Version 4.8



**© 2012–2018 TransUnion LLC
All Rights Reserved**

No part of this publication may be reproduced or distributed in any form or by any means, electronic or otherwise, now known or hereafter developed, including, but not limited to, the Internet, without the explicit prior written consent from TransUnion LLC.

Requests for permission to reproduce or distribute any part of, or all of, this publication should be mailed to:

Law Department
TransUnion
555 West Adams
Chicago, Illinois 60661

The “tu” logo, TransUnion, and other trademarks, service marks, and logos (the “Trademarks”) used in this publication are registered or unregistered Trademarks of TransUnion LLC or their respective owners. Trademarks may not be used for any purpose whatsoever without the express written permission of the Trademark owner. transunion.com

Table of Contents

Overview.....	5
What the CTS Portal does	5
Basic functions.....	5
Log in.....	5
First-time login instructions.....	6
Navigation	8
Navigate lists	9
Return to the CTS Portal	9
User documentation	9
Manage system IDs and digital certificates	10
View system IDs.....	11
Create system IDs and passwords	12
Change a system ID password.....	13
Manage system IDs	15
Replace a system ID	15
Download a digital certificate	16
Download with Internet Explorer.....	17
Download with Mozilla Firefox	17
Complete the download.....	19
Manage digital certificates.....	19
Manage IP addresses	20
Add IP addresses to the Whitelist	20
Add a single IP address.....	21
Add a range of IP addresses	21
Edit an IP address.....	23
Remove addresses from the IP Address Whitelist.....	24
Assign and unassign subscriber codes to system IDs.....	25
Add and remove subscriber codes	27

- Add a subscriber code to a system ID28
- Remove a subscriber code29
- Switch the XML Wrapper to Active (On) or Inactive (Off)..... 31**
- Export subscriber codes..... 32**
 - Download all subscriber codes associated with your account.....32
 - Download subscriber codes assigned to a specific system ID32
 - Review the file33
- Log out 34**

Overview

This document explains the functionality of the Client Technical Services (CTS) Portal pages as they relate to TransUnion Net Access (TUNA). It walks you through the TUNA services functions, including creating a system ID, downloading a digital certificate, and replacing a system ID.

What the CTS Portal does

The CTS Portal is the TransUnion customer user interface. In this guide, we discuss the functions of the CTS Portal. The CTS Portal gives TUNA customers the ability to create system IDs, download digital certificates for those system IDs, and set security measures to protect transactions.

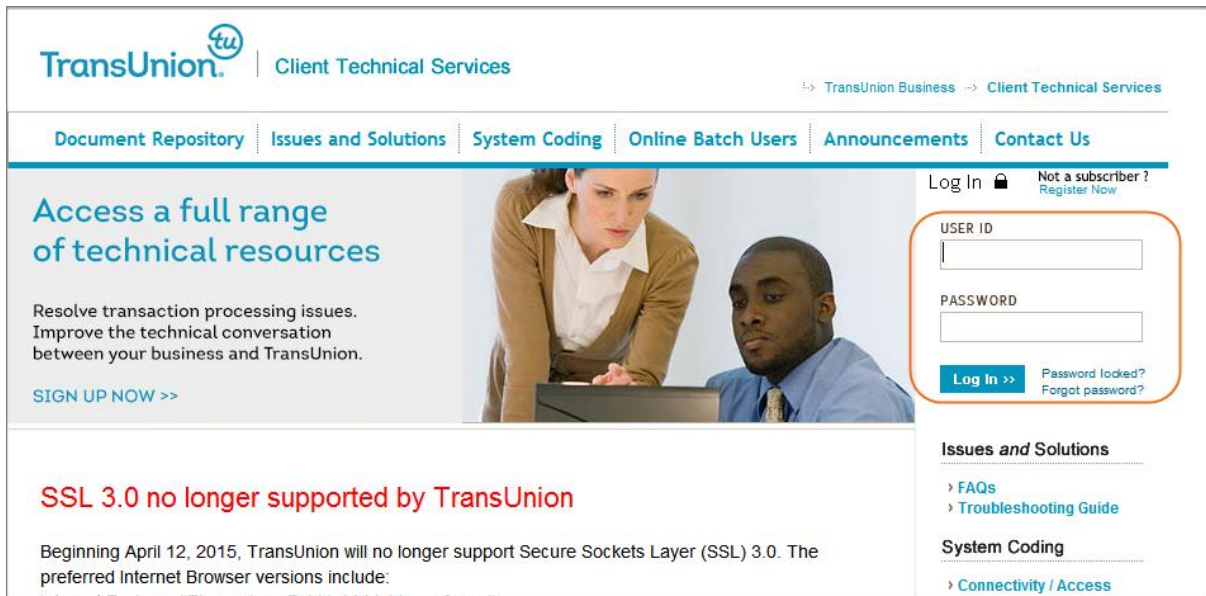
Basic functions

Log in

1. Log into the CTS Portal by typing this link into your browser:
<https://techservices.transunion.com>.

The Login page appears.

2. Type in your **User ID** (your email address) and **Password** and click **Log In**.



The CTS Portal home page opens. If this is your first time logging in, the system will guide you through steps to update your password and accept the terms of use.

FIRST-TIME LOGIN INSTRUCTIONS

The first time you use this link, the Update Password and Profile page appears.

1. Type in all the required information (marked with asterisks) and click **Next**.

Print Font

Update Password and Profile

STEP 1 of 2: Update Information

You must select a permanent new password to access the secured features of TransUnion's Client Technical Services website. You may also review and update your user information. Please complete the form below, then click the "Next" button.

Passwords

User ID: new.user@transunion.com

Current Password*

New Password*

(Must be minimum 8 characters, including at least 2 letters and 2 numbers. No special characters.)

Re-enter Password*

User Profile

First Name*

Last Name*

Company Name*

Email Address*

Telephone*

Title

Department

Are You a TransUnion Vendor? Yes No

Next >>

2. Verify the information displayed. Change any information that is incorrect using the **Edit** buttons. Click **Submit** to continue.

Update Password and Profile
STEP 2 of 2 : Verify Information

Please verify that the following information is correct. If you would like to make changes, select "Edit." If the information is correct, select "Submit."

Passwords

User ID new.user@transunion.com

New Password *****

Edit ←

User Profile

First Name NEW

Last Name USER

Company Name TransUnion

Email Address new.user@transunion.com

Telephone 1234567890

Are You a TransUnion Vendor? No

Edit ←

Submit >>

3. When you have successfully updated your password and profile, click the link to return to the CTS Portal home page

TransUnion | Client Technical Services

NEW USER Manage Profile Change Password Log Out

↳ TransUnion Business → Client Technical Services


Document Repository | Issues and Solutions | System Coding | Online Batch Users | Announcements | Contact Us

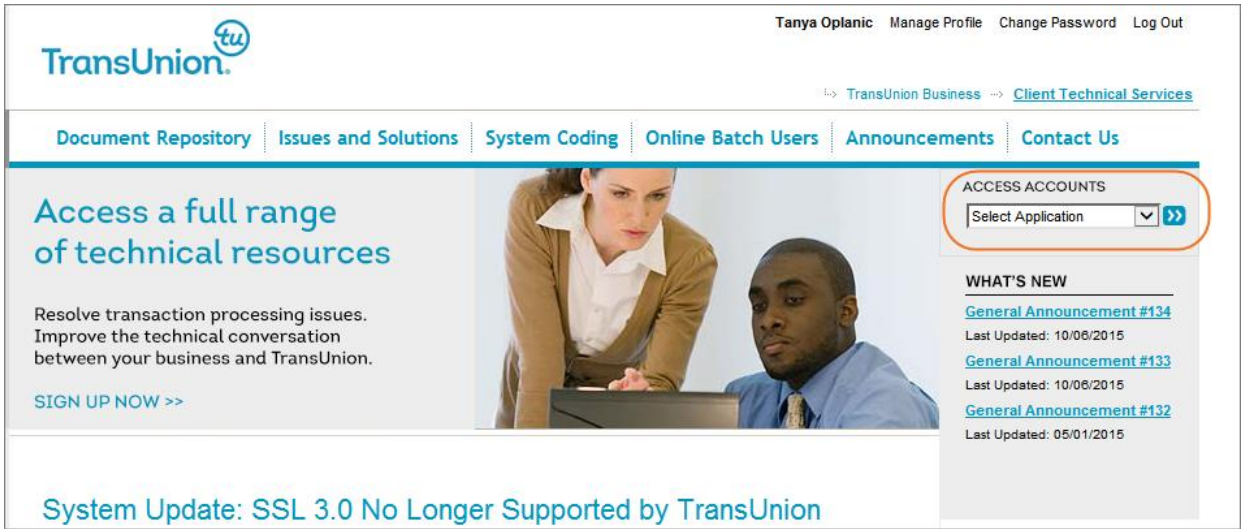
Print **Font**

✓ You have successfully updated your profile.

Your changes have been saved. In the future, please update your profile whenever your information changes.

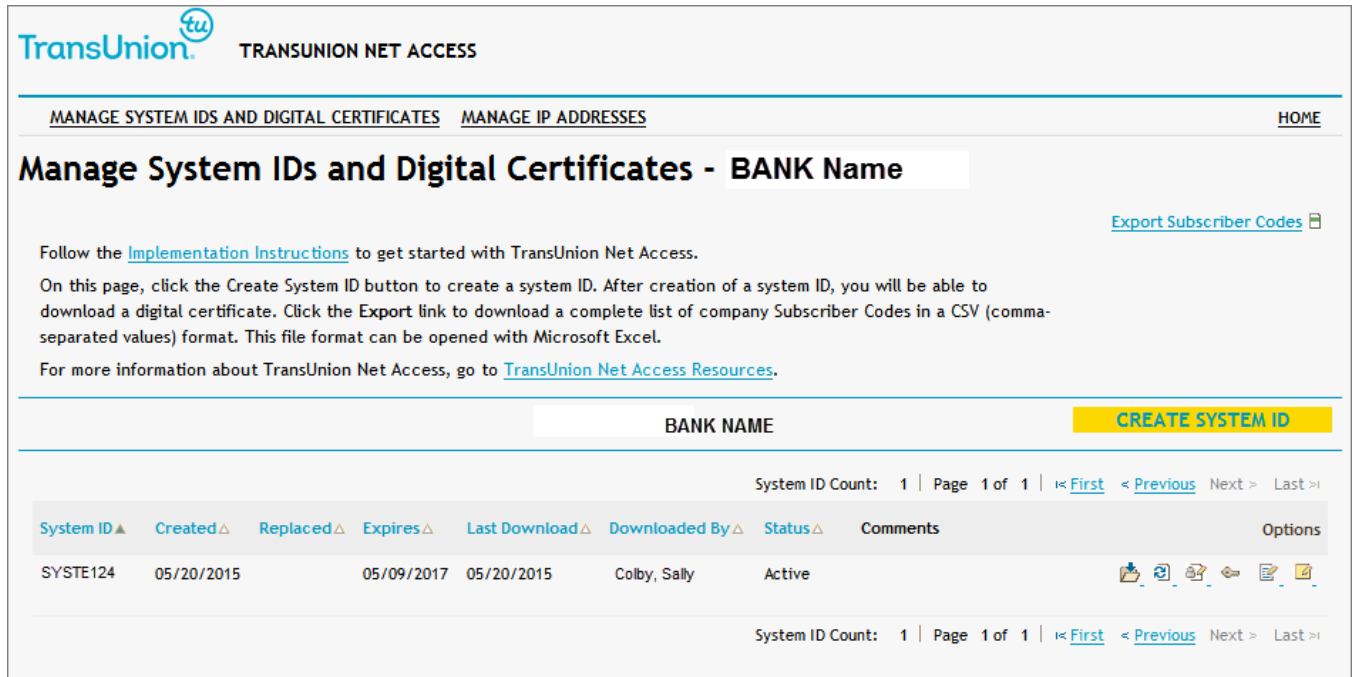
» Go to the Client Technical Services home page.

- From the CTS Portal, select **Services** from the **Access Accounts** list and click .



Navigation

After you log in and select **Services** from the **Access Accounts** list, the Manage System IDs and Digital Certificates page for your company appears.









NAVIGATE LISTS

Lists of system IDs are returned in groups of 25. The number of pages comprising the complete list is displayed at the top of the list. To navigate these pages, you can click **|< First, < Previous, Next > or Last >|**.



Icons under the Options heading enable you to navigate to the pages where you can:

-  - Download digital certificates
-  - Replace system ID
-  - Change password
-  - Edit XML Wrapper switch
-  - Manage subscriber codes
-  - Edit comments

RETURN TO THE CTS PORTAL

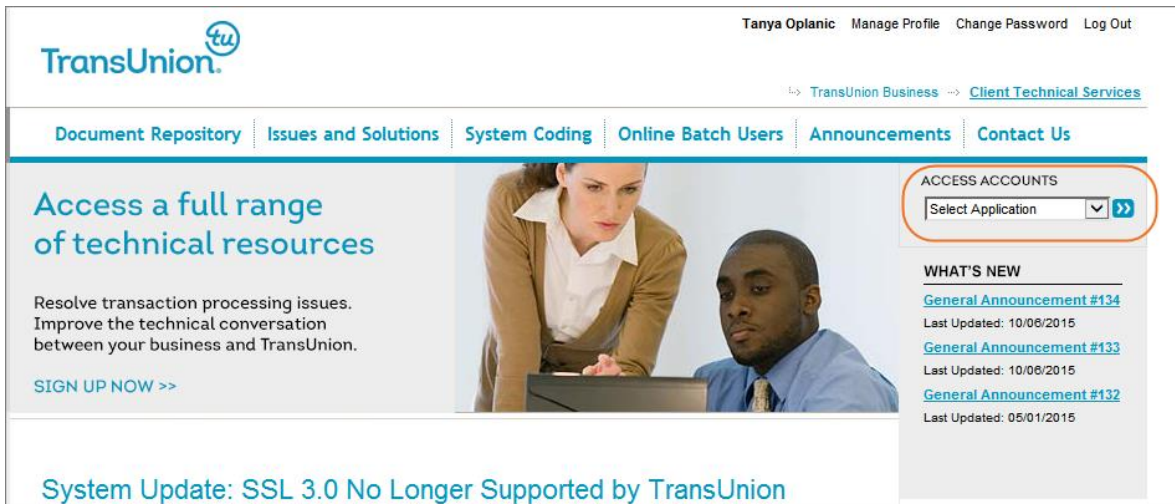
At any time, you can return to the CTS Portal home page by clicking **Home** in the upper right corner of the page.



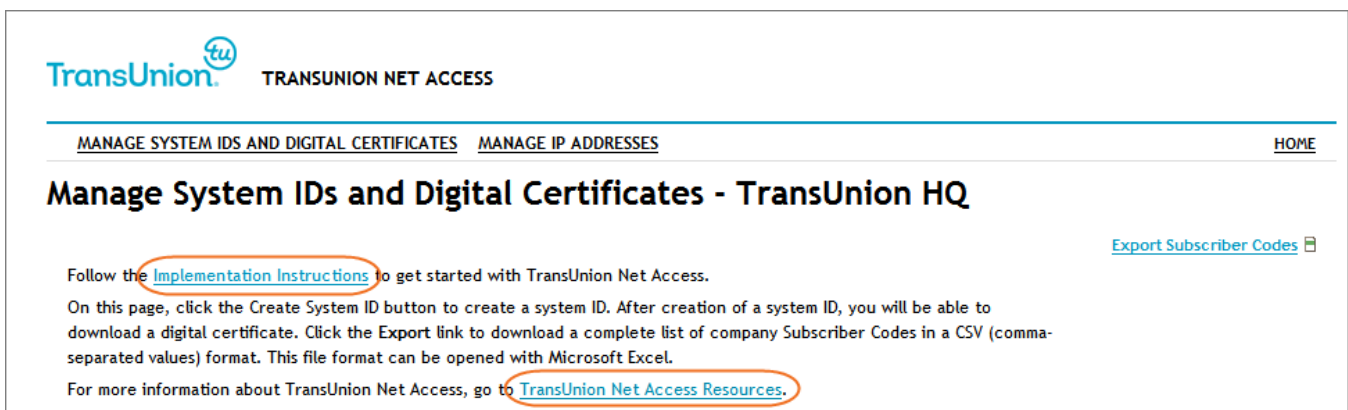
User documentation

The user documentation for the CTS Portal and for TUNA connectivity can be found on the CTS Portal. You can access the documentation from the home page. Click the **Document Repository** tab.

Documentation is also available on the Manage System IDs and Digital Certificates page. Select **Services** from the Access Account list and click .




On the Manage System IDs and Digital Certificates page, you will find the **Implementation Instructions**. You can access additional connectivity information and user documentation by clicking the **TransUnion Net Access Resources** link, which will take you to the TransUnion Net Access Resources page.



Manage system IDs and digital certificates

After selecting **Services** from the **Access Accounts** list, the Manage System IDs and Digital Certificates page appears. This page allows you to view user documentation, create new system IDs, download digital certificates, and view the status of your current system IDs.


TRANSUNION NET ACCESS

[MANAGE SYSTEM IDS AND DIGITAL CERTIFICATES](#)
[MANAGE IP ADDRESSES](#)
[HOME](#)

Manage System IDs and Digital Certificates - BANK Name

[Export Subscriber Codes](#)

Follow the [Implementation Instructions](#) to get started with TransUnion Net Access.





On this page, click the Create System ID button to create a system ID. After creation of a system ID, you will be able to download a digital certificate. Click the Export link to download a complete list of company Subscriber Codes in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

For more information about TransUnion Net Access, go to [TransUnion Net Access Resources](#).

BANK NAME

CREATE SYSTEM ID

System ID Count: 1 | Page 1 of 1 | [First](#) [Previous](#) Next > Last >


System ID ▲	Created ▲	Replaced ▲	Expires ▲	Last Download ▲	Downloaded By ▲	Status ▲	Comments	Options
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active		   

System ID Count: 1 | Page 1 of 1 | [First](#) [Previous](#) Next > Last >

View system IDs

Each system ID displays specific information. This includes:



- System ID: The system-generated name given to the system ID.
- Created: The date the system ID was created.
- Replaced: The system ID that was replaced by this current system ID.
- Expires: The date the system ID expires.
- Last Download: The date the system ID's digital certificate was last downloaded.
- Downloaded By: The first and last name of the account holder who last downloaded the digital certificate.
- Status: The current status of the system ID. Statuses include New, Active, Replaced, Disabled, Expired, or Locked.
- Options: Options for each system ID (including Download Digital Certificate and Create Password and Replace System ID). Depending on the status of your system ID, these options may not be available.

 Download digital certificates







 Replace system ID

 Change password

 Edit XML Wrapper Switch







-  Manage subscriber codes
-  Edit comments

You can sort the information by clicking the arrow at the top of each column (as applicable).

BANK NAME							CREATE SYSTEM ID
System ID Count: 1 Page 1 of 1 << First < Previous Next > Last >>							
System ID ▲	Created ▲	Replaced ▲	Expires ▲	Last Download ▲	Downloaded By ▲	Status ▲	Comments
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active	     
System ID Count: 1 Page 1 of 1 << First < Previous Next > Last >>							

Create system IDs and passwords

- To create a system ID and password, click **Create System ID** on the Manage System IDs and Digital Certificates page.

BANK NAME							CREATE SYSTEM ID
System ID Count: 1 Page 1 of 1 << First < Previous Next > Last >>							
System ID ▲	Created ▲	Replaced ▲	Expires ▲	Last Download ▲	Downloaded By ▲	Status ▲	Comments
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active	     
System ID Count: 1 Page 1 of 1 << First < Previous Next > Last >>							

- The Create System ID and Password page appears. The system ID is automatically generated. Type a unique password, re-type the password to verify it, type in any comments for the system ID (optional).
- Click **Cancel** to stop the system ID creation.

TransUnion TRANSUNION NET ACCESS

[MANAGE SYSTEM IDS AND DIGITAL CERTIFICATES](#) [MANAGE IP ADDRESSES](#) [HOME](#)

Create System ID and Password

A System ID has been generated for you. You are must now create a password for this System ID. Enter the password into the fields below and click the "Save" button to continue.

* Orange star indicates required field.

SYSTEM ID AND PASSWORD

* System ID: SYSTE125
(System ID is system-generated)

* New Password:
(Must be minimum 8 characters, including at least 2 letters and 2 numbers. No special characters.)

* Re-enter New Password:

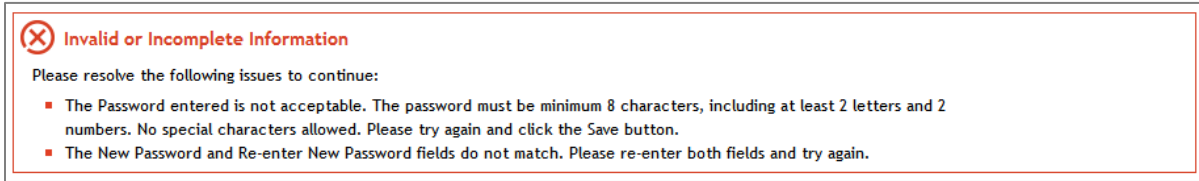
Comments:
(300 characters remaining)

SAVE CANCEL

Note

Passwords must be a minimum of eight characters and must include at least two letters and two numbers. The maximum length for passwords is twenty characters. No special characters are allowed.

If your password does not meet requirements, the following message displays:



4. Ensure that your password meets all criteria and click **Save**. Record the system ID and password for future use.

If your system ID creation was successful, you are returned to the Manage System IDs and Digital Certificates page, and the following message displays:



5. You can find your new system ID by sorting the rows by **Created**.

BANK NAME								CREATE SYSTEM ID
System ID Count: 2 Page 1 of 1 < First < Previous Next > Last >								
System ID ▲	Created ▲	Replaced ▲	Expires ▲	Last Download ▲	Downloaded By ▲	Status ▲	Comments	Options
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active		
SYSTE125	10/20/2015		10/20/2017	10/20/2015	Colby, Sally	Active		
System ID Count: 2 Page 1 of 1 < First < Previous Next > Last >								

Before using this new system ID, you need to download the digital certificate.

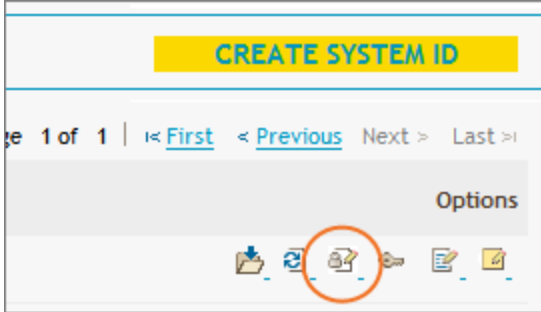
Note

After a system ID has been created, click the **Replace System ID** icon () if you want to replace it with a new system ID that has all of the same configuration settings as the current system ID.

CHANGE A SYSTEM ID PASSWORD

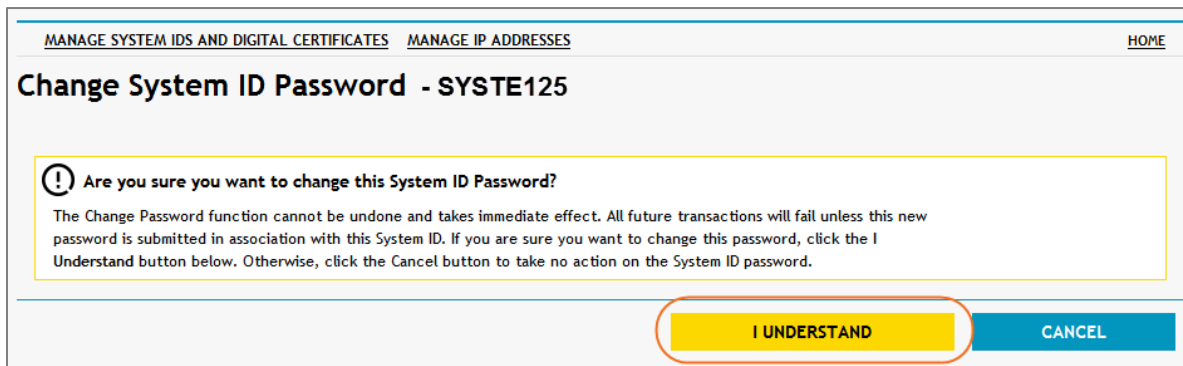
Please be aware that a change of password will take effect immediately. Once it is changed, you will have to immediately update the password sent with the transactions. You will also need to download a new digital certificate. We recommend that you plan this event to avoid any service interruption.

1. In the **Access Accounts** list, select **Services** and click to open the Manage System IDs and Digital Certificates page.
2. Click the **Change Password** icon under Options on the same line as the system ID.

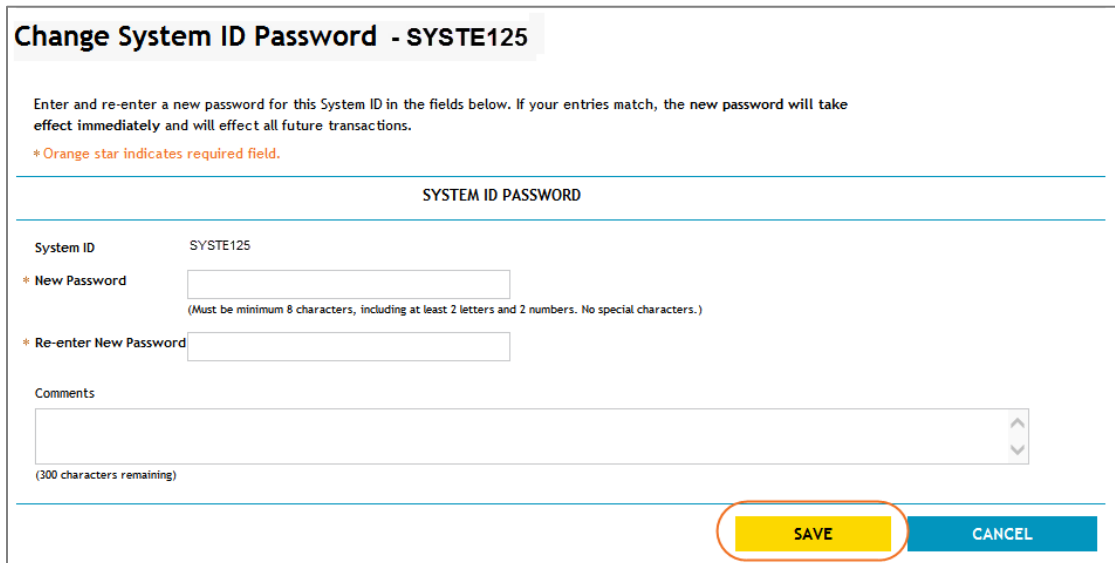


The Change Password Confirmation page appears.


3. Read the information that explains the impact of changing your password and then click **I Understand** if you want to proceed.



4. On the Change Password page, type the new password. The password must be at least eight characters long, including at least two letters and two numbers. The maximum length for passwords is twenty characters. No special characters are allowed. Once you've typed your password in both boxes, enter comments (optional), and click **Save**.



A message states that you have successfully changed the password.

 You have successfully changed the password for System ID: SYSTE125

Manage system IDs

Your system ID expires every two years (720 days), and you need to replace it prior to that time. If you fail to replace the system ID, the system ID and corresponding digital certificate will expire, and transactions sent to TransUnion will fail.

If an existing system ID is near the expiration date, use the Replace System ID feature to ensure that all of the settings configured for the current system ID are carried over to the new replacement system ID. The configuration settings include the IP address filtering, subscriber code linking, and XML Wrapper security setup. To avoid any service disruptions, we highly recommend replacing the system ID instead of creating a new system ID.

If you create a new system ID by clicking the Create System ID button, the new system ID will have the configuration settings that were defined at the organization level, not the system ID level.









REPLACE A SYSTEM ID

1. Click the **Replace System ID** icon in the row of the system ID that is close to expiration.

This does not disable the previous system ID; it provides you with a new one. Once you replace a system ID, you also need to download a new digital certificate for the new system ID.













Note

If you let the system ID expire, the **Replace System ID** feature will be disabled, and you will have to create a new system ID.

BANK NAME							CREATE SYSTEM ID	
System ID Count: 2 Page 1 of 1 << First < Previous Next > Last >>								
System ID ▲	Created ▲	Replaced ▲	Expires ▲	Last Download ▲	Downloaded By ▲	Status ▲	Comments	Options
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active		   
SYSTE125	10/20/2015		10/20/2017	10/20/2015	Colby, Sally	Active		   
System ID Count: 2 Page 1 of 1 << First < Previous Next > Last >>								

Download a digital certificate

1. Click the **Download Digital Certificate** icon from the Options column next to your new system ID.

BANK NAME							CREATE SYSTEM ID	
System ID Count: 2 Page 1 of 1 << First < Previous Next > Last >>								
System ID ▲	Created ▲	Replaced ▲	Expires ▲	Last Download ▲	Downloaded By ▲	Status ▲	Comments	Options
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active		     
SYSTE125	10/20/2015		10/20/2017	10/20/2015	Colby, Sally	Active		     
System ID Count: 2 Page 1 of 1 << First < Previous Next > Last >>								


2. A pop-up window appears with instructions. Type your system ID password and click **Continue** to proceed.

Download Digital Certificate

To begin the process of downloading a Digital Certificate, please enter the created, then click the **Continue** button.

User Security Information

System ID SYSTE124

* System ID Password 

After you click **Continue**, the Download Digital Certificate page displays. Click **download a .pdf version** to view a copy of the digital download instructions on your computer.

Download Digital Certificate

Before you begin, we recommend that you [download a .pdf version](#) of our User Guide for reference.

3. Click **Download Certificate SHA2** to continue.

Note

Because many industry-wide systems will no longer support the SHA-1 TUNA digital certificate starting January 1, 2017, TransUnion upgraded to the SHA-2 digital certificate on June 2, 2016.

Download Digital Certificate

Before you begin, we recommend that you [download a .pdf version](#) of our User Guide for reference.

STEP 1: Click the Download Certificate button below.
Wait for the Download Manager window to appear then click "Save" when the dialog box appears. Do not select the "Open" option.

DOWNLOAD CERTIFICATE SHA2

STEP 2: Confirm that you have completed the download process
When you have successfully completed downloading the Digital Certificate, check the checkbox below. The Continue button will be enabled and you will be able to complete this setup step.

I have completed the download of my digital certificate

CONTINUE

After clicking the link, another pop-up appears asking if you would like to open or save the file. Depending on what browser you are using, you will follow different steps for the download. See the sections that follow for additional information.

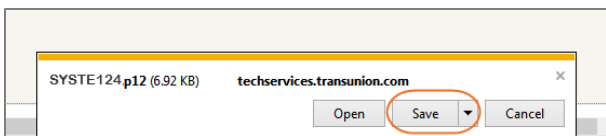
4. After you complete the download process, be sure to check the box next to “I have completed the download of my digital certificate.” Failure to do so will result in an “orphaned” digital certificate. Refer to [Completing the Download](#) later in this document.

DOWNLOAD WITH INTERNET EXPLORER

1. Click **Save** to save the digital certificate file.

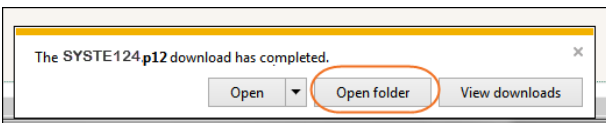
Important

Do not click Open.



A Download Complete message indicates when the digital certificate has been downloaded and saved to the specified location.

2. Click **Open folder** to open the location on your computer where the digital certificate file was saved.



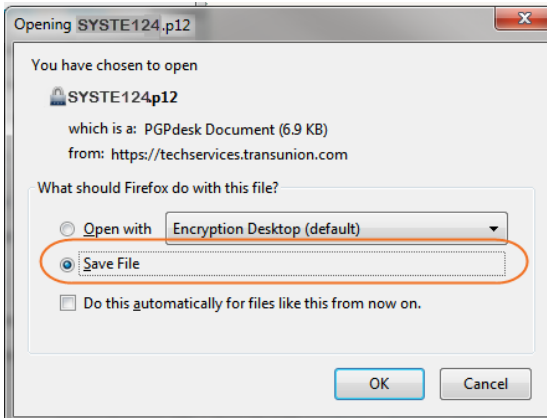
3. Move the file to the location where your company determined you should save the digital certificate. Click **Save**.
4. Record the location where you saved the digital certificate in a safe place for future reference.

Important

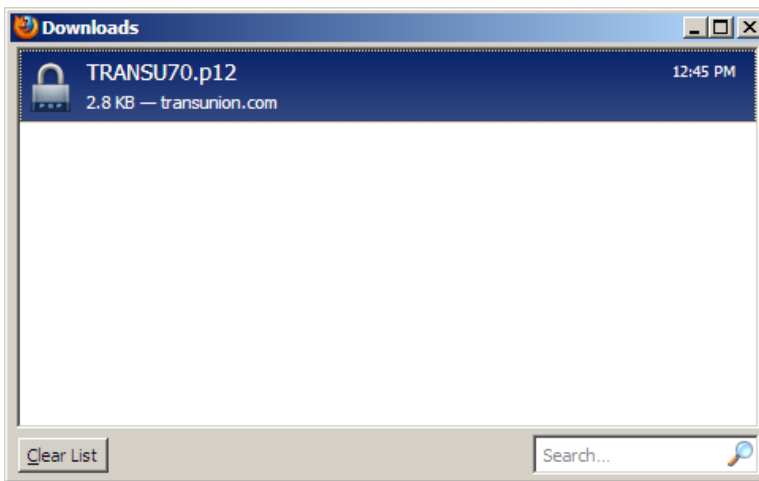
Do not rename the digital certificate. Renaming the digital certificate may make troubleshooting more difficult later.

DOWNLOAD WITH MOZILLA FIREFOX

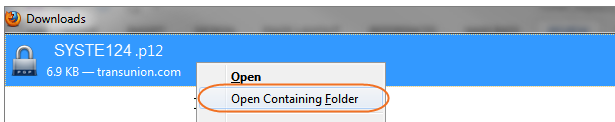
1. Select **Save File** and then click **OK** to save the digital certificate file.



A pop-up window appears when the file has downloaded.



2. Right-click the digital certificate file in the Downloads window and select **Open Containing Folder** to view the location where the digital certificate is saved. Or click **X** to close the window. Your digital certificate download is now complete.



Note

There are additional options in Firefox to change the default download location under the Tools menu on your browser. Click **Tools**, then **Options**. From this area you can change the default download location.

Important

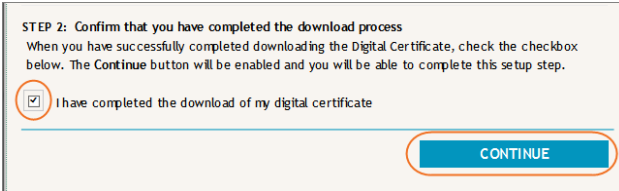
Do not rename the digital certificate. Renaming the digital certificate may make troubleshooting more difficult later.

COMPLETE THE DOWNLOAD

1. After you download the certificate, reopen the Download Digital Certificate window, click the checkbox to confirm that you’ve downloaded the digital certificate, and click **Continue**.

Note

Failure to perform this step will result in an unassigned, or “orphaned,” digital certificate.



After you have successfully downloaded your digital certificate, the following note appears:













2. Follow the steps outlined in this section any time you need to download a new digital certificate for a new system ID or a copy of the digital certificate.
3. After you download the digital certificate, provide the system ID, system ID password, and a copy of the digital certificate to your technical team. They provide these credentials for TUNA transactions.

Manage digital certificates

If you lose your digital certificate, you will need to download another one. To download a second digital certificate, click **Download Digital Certificate** next to the applicable system ID. You can perform this step a total of eleven times (including the first time).

A digital certificate expires every two years (720 days), and you need to replace it prior to that time. To replace a digital certificate, you must first replace the system ID associated with that digital certificate.

BANK NAME							CREATE SYSTEM ID	
System ID Count: 2 Page 1 of 1 << First < Previous Next > Last >>								
System ID ▲	Created ▲	Replaced ▲	Expires ▲	Last Download ▲	Downloaded By ▲	Status ▲	Comments	Options
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active		    
SYSTE125	10/20/2015		10/20/2017	10/20/2015	Colby, Sally	Active		    
System ID Count: 2 Page 1 of 1 << First < Previous Next > Last >>								

Follow the procedures outlined earlier in this guide to complete the download.

Note

You will need the password for the system ID to download a new digital certificate.

Manage IP addresses

An IP Address Whitelist is a list of IP addresses that will be granted Internet access to a target web page or application. All other IP addresses will be blocked from accessing the target web page or application.

1. You can manage IP addresses from the IP Addresses Whitelist page. To open this page, click **Manage IP Addresses** at the top of the CTS Portal page.

The screenshot shows the TransUnion Net Access portal. At the top, there are two tabs: 'MANAGE SYSTEM IDS AND DIGITAL CERTIFICATES' and 'MANAGE IP ADDRESSES', with the latter being selected and circled in orange. Below the tabs is a header 'Manage System IDs and Digital Certificates - BANK Name' and a 'CREATE SYSTEM ID' button. A table below shows one system ID entry for 'SYSTEM124'.

System ID	Created	Replaced	Expires	Last Download	Downloaded By	Status	Comments	Options
SYSTEM124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active		[Icons]

Add IP addresses to the Whitelist

You can add individual IP addresses or ranges of IP addresses to the IP Address Whitelist.

Note

- Single-certificate software/system providers are limited to 24 IP addresses.
- IP addresses or ranges beginning with 10, 172, and 192 cannot be added. These IP addresses are reserved and will produce an error message.

1. Click **Manage IP Addresses** to display the IP Address Whitelist page.
2. To add IP addresses to the IP Address Whitelist, click **Add New IP Address**.

The screenshot shows the 'IP Address Whitelist - BANK Name' page. It features a header 'IP ADDRESS WHITELIST' and a yellow 'ADD NEW IP ADDRESS' button circled in orange. Below the header, it states 'IP Address Filtering is active for this company.' and shows a table with columns for 'IP Address / Range' and 'IP Count'. The current count is 0.

IP Address / Range	IP Count	Options
		[Edit / Remove]

ADD A SINGLE IP ADDRESS

1. To add a single IP address, select **Address**, type the address in the space provided, and click **Continue**.

Add IP Address or Range of Addresses

Enter an IP Address or a Range of IP Addresses and click the Continue button. When entering an IP Address Range, the end of the range will be limited to just those numbers in the fourth position. An example of an acceptable range is 123.100.100.001 to 123.100.100.255.

Note: Adding this IP address will take place immediately and will impact all future transactions.

* Orange star indicates required field.

ADD IP ADDRESS OR RANGE

* IP Type Address Range

* IP Address . . .

2. Confirm the information on the page and click **Save**.

Confirm IP Address or Range of Addresses

If the IP Address or Range below is correct, click the Save button. You may also edit your entry by clicking the Edit button.

Note: This IP Address addition will take place immediately and will impact all future transactions.

CONFIRM IP ADDRESS OR RANGE

* IP Address(es) 212.212.212.212

A confirmation message appears.

 You have successfully added 212.212.212.212 to the IP Address Whitelist

ADD A RANGE OF IP ADDRESSES

1. Click **Manage IP Addresses** to display the IP Address Whitelist page.
2. To add a range of IP addresses, select **Range**. Type the IP address in the **Start of IP Address Range** box.

Note

The first three End of IP Address Range boxes automatically populate. The first three boxes must match.

3. Type the end range in the last box of the **End of IP Address Range** box. Click **Continue**.

Add IP Address or Range of Addresses

Enter an IP Address or a Range of IP Addresses and click the Continue button. When entering an IP Address Range, the end of the range will be limited to just those numbers in the fourth position. An example of an acceptable range is 123.100.100.001 to 123.100.100.255.

Note: Adding this IP address will take place immediately and will impact all future transactions.

* Orange star indicates required field.

ADD IP ADDRESS OR RANGE

* IP Type Address Range

* Start of IP Address Range 212 . 212 . 212 . 212

* End of IP Address Range 212 . 212 . 212 . 213

CONTINUE **CANCEL**

4. Confirm the information on the page and click **Save**.

If the IP Address or Range below is correct, click the Save button. You may also edit your entry by clicking the Edit button.


Note: This IP Address addition will take place immediately and will impact all future transactions.

CONFIRM IP ADDRESS OR RANGE

* IP Address(es) 212.212.212.212 to 212.212.212.213

SAVE **EDIT** **CANCEL**

A confirmation message appears.

 You have successfully added IP Address Range 212.212.212.212 to 212.212.212.213 to the IP Address Whitelist

Edit an IP address

1. Click **Manage IP Addresses** to display the IP Address Whitelist page.
2. To edit the IP address or range, click the IP address or IP address range you want to edit, or click **Edit / Remove** next to the IP address.

MANAGE SYSTEM IDS AND DIGITAL CERTIFICATES | MANAGE IP ADDRESSES | HOME

IP Address Whitelist - BANK Name

IP Address Filtering is active for this company.

IP ADDRESS WHITELIST ADD NEW IP ADDRESS

IP Address Count: 2 | Page 1 of 1 | < First < Previous Next > Last >

IP Address / Range ▲	IP Count ▲	Options
212.212.212.212 to 212.212.212.213	2	Edit / Remove

IP Address Count: 2 | Page 1 of 1 | < First < Previous Next > Last >

3. Type the updated information into the boxes and click **Save IP**.

Edit / Remove IP Address - 212.212.212.212 to 212.212.212.213

Edit the IP Address and click the Save IP button or click the Remove IP button to delete this IP Address from the Whitelist.
 Note: Update or Removal of this IP address will take place immediately and will effect all future transactions.

IP ADDRESS

* Start of IP Address Range: 212 . 212 . 212 . 212

* End of IP Address Range: 212 . 212 . 212 . 214

SAVE IP REMOVE IP CANCEL

4. Confirm the information on the page and click **Save**.

Confirm IP Address or Range of Addresses

If the IP Address or Range below is correct, click the Save button. You may also edit your entry by clicking the Edit button.
 Note: This IP Address addition will take place immediately and will impact all future transactions.

CONFIRM IP ADDRESS OR RANGE

* IP Address(es) 212.212.212.212 to 212.212.212.214

SAVE EDIT CANCEL

A confirmation message appears.

Remove addresses from the IP Address Whitelist

1. Click **Manage IP Addresses** to display the IP Address Whitelist page.
2. To remove the IP address or range, click the IP address or IP address range you want to edit, or click **Edit / Remove** next to the IP address.
3. Click **Remove IP**.

Edit / Remove IP Address - 212.212.212.212 to 212.212.212.214

Edit the IP Address and click the Save IP button or click the Remove IP button to delete this IP Address from the Whitelist.
Note: Update or Removal of this IP address will take place immediately and will effect all future transactions.

IP ADDRESS

* Start of IP Address Range: . . .

* End of IP Address Range: . . .

SAVE IP REMOVE IP CANCEL

4. Confirm the information on the page and click **Remove**.

Confirm IP Address or Range of Addresses Removal

If the IP Address or Range below is correct, click the Remove button to complete removal from the IP Address Whitelist.
Note: This IP Address removal will take place immediately and will impact all future transactions.

CONFIRM IP ADDRESS OR RANGE


IP Address(es) 212.212.212.212 to 212.212.212.214

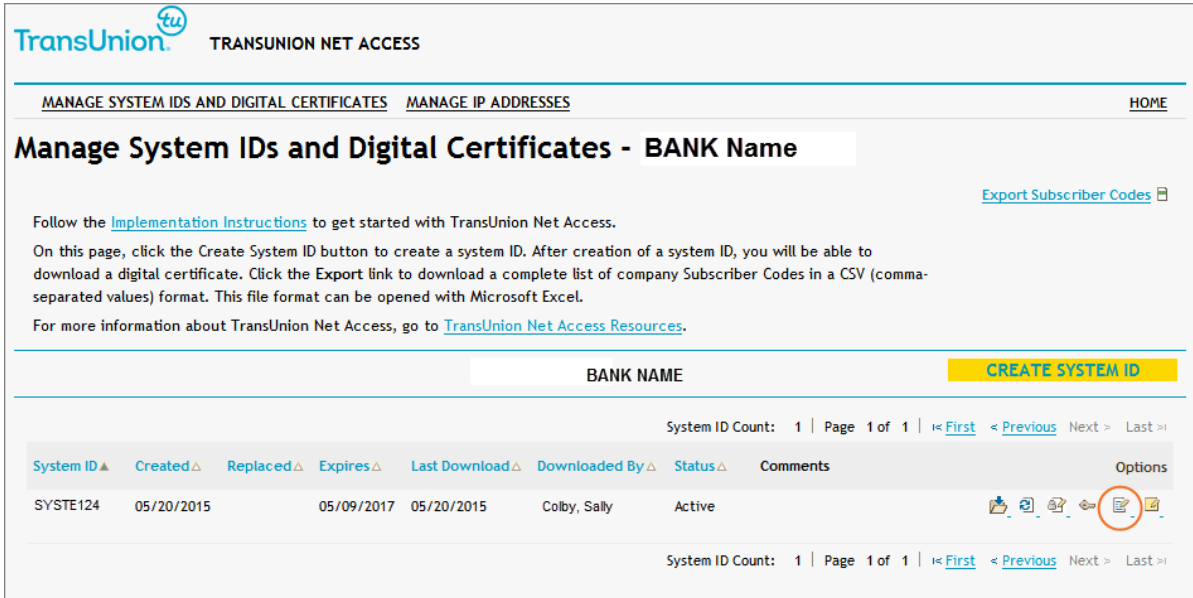
Date of Last Transaction No IP address in the range has been used in production in the last 3 months.

REMOVE CANCEL

A confirmation message appears.

Assign and unassign subscriber codes to system IDs

1. On the CTS Portal home page, select **Services** from the **Access Accounts** list and click . The Manage System IDs and Digital Certificates page appears. Click the **Manage Subscriber Codes** icon under Options on the same line as the system ID.



TransUnion^{tu} TRANSUNION NET ACCESS

MANAGE SYSTEM IDS AND DIGITAL CERTIFICATES | MANAGE IP ADDRESSES | HOME


Manage System IDs and Digital Certificates - BANK Name

[Export Subscriber Codes](#)

Follow the [Implementation Instructions](#) to get started with TransUnion Net Access.

On this page, click the Create System ID button to create a system ID. After creation of a system ID, you will be able to download a digital certificate. Click the Export link to download a complete list of company Subscriber Codes in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

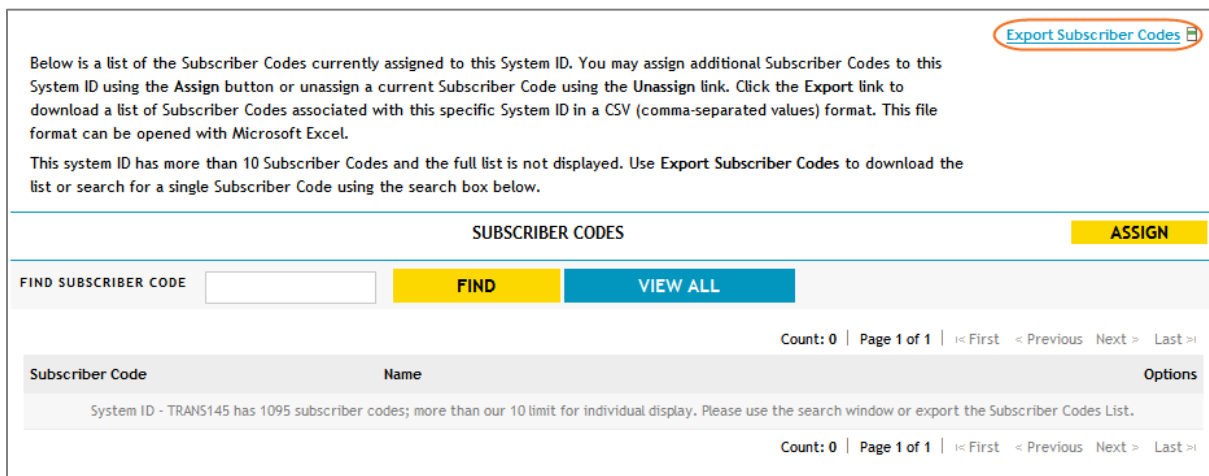
For more information about TransUnion Net Access, go to [TransUnion Net Access Resources](#).

BANK NAME							CREATE SYSTEM ID	
System ID Count: 1 Page 1 of 1 < First < Previous Next > Last >								
System ID ▲	Created ▲	Replaced ▲	Expires ▲	Last Download ▲	Downloaded By ▲	Status ▲	Comments	Options
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active		
System ID Count: 1 Page 1 of 1 < First < Previous Next > Last >								

After clicking on the **Manage Subscriber Codes** link, the specific Manage Subscriber Codes page will display the subscriber codes for that system ID.

If the system ID has more than 10 subscriber codes, the application will not display the full list. You can either export the full list of subscriber codes, or search for a single subscriber code.

2. To export the full list of subscriber codes for the selected system ID, click **Export Subscriber Codes**.



[Export Subscriber Codes](#)

Below is a list of the Subscriber Codes currently assigned to this System ID. You may assign additional Subscriber Codes to this System ID using the Assign button or unassign a current Subscriber Code using the Unassign link. Click the Export link to download a list of Subscriber Codes associated with this specific System ID in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

This system ID has more than 10 Subscriber Codes and the full list is not displayed. Use Export Subscriber Codes to download the list or search for a single Subscriber Code using the search box below.

SUBSCRIBER CODES		ASSIGN
FIND SUBSCRIBER CODE	<input type="text"/>	FIND VIEW ALL
Count: 0 Page 1 of 1 < First < Previous Next > Last >		
Subscriber Code	Name	Options
System ID - TRANS145 has 1095 subscriber codes; more than our 10 limit for individual display. Please use the search window or export the Subscriber Codes List.		
Count: 0 Page 1 of 1 < First < Previous Next > Last >		

The application will open a Microsoft Excel worksheet containing the full list of subscriber codes.

- To search for a single subscriber code, enter the complete subscriber code in the **Find Subscriber Code** box and click **Find**.

[Export Subscriber Codes](#)

Below is a list of the Subscriber Codes currently assigned to this System ID. You may assign additional Subscriber Codes to this System ID using the Assign button or unassign a current Subscriber Code using the Unassign link. Click the Export link to download a list of Subscriber Codes associated with this specific System ID in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

This system ID has more than 10 Subscriber Codes and the full list is not displayed. Use Export Subscriber Codes to download the list or search for a single Subscriber Code using the search box below.

SUBSCRIBER CODES **ASSIGN**

FIND SUBSCRIBER CODE **FIND** **VIEW ALL**

Count: 0 | Page 1 of 1 | << First < Previous Next > Last >>

Subscriber Code	Name	Options
System ID - TRANS145 has 1095 subscriber codes; more than our 10 limit for individual display. Please use the search window or export the Subscriber Codes List.		

Count: 0 | Page 1 of 1 | << First < Previous Next > Last >>

The subscriber code information will be displayed.

[Export Subscriber Codes](#)

Below is a list of the Subscriber Codes currently assigned to this System ID. You may assign additional Subscriber Codes to this System ID using the Assign button or unassign a current Subscriber Code using the Unassign link. Click the Export link to download a list of Subscriber Codes associated with this specific System ID in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

SUBSCRIBER CODES **ASSIGN**

FIND SUBSCRIBER CODE **FIND** **VIEW ALL**

Count: 1 | Page 1 of 1 | << First < Previous Next > Last >>

Subscriber Code ▲	Name ▲	Options
0622 Z0005294	CODE	Unassign

Count: 1 | Page 1 of 1 | << First < Previous Next > Last >>

Note

If the subscriber code you entered is incomplete or incorrect, a message indicating there were no subscriber codes found in the system will be returned.

- Click **Assign**.

[Export Subscriber Codes](#)

Below is a list of the Subscriber Codes currently assigned to this System ID. You may assign additional Subscriber Codes to this System ID using the Assign button or unassign a current Subscriber Code using the Unassign link. Click the Export link to download a list of Subscriber Codes associated with this specific System ID in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

SUBSCRIBER CODES **ASSIGN**

FIND SUBSCRIBER CODE **FIND** **VIEW ALL**

Count: 1 | Page 1 of 1 | << First < Previous Next > Last >>

Subscriber Code ▲	Name ▲	Options
0622 Z0005294	CODE	Unassign

Count: 1 | Page 1 of 1 | << First < Previous Next > Last >>

5. Check next to any subscriber codes you want to assign and click **Save**.

Assign Subscriber Codes - [Export Subscriber Codes](#)

Check the box next to a Subscriber Code to assign that Subscriber Code to the System ID. Click the Save button when editing is complete.

SUBSCRIBER CODES

FIND SUBSCRIBER CODE FIND VIEW ALL

Count: 3 | Page 1 of 1 | < First < Previous Next > Last >

<input type="checkbox"/>	Subscriber Code ▲	Subscriber Name ▲	Associated Company Name ▲
<input type="checkbox"/>	0605 D0001218	Subscriber name	Company name
<input checked="" type="checkbox"/>	0622 M6275204	Subscriber name	Company name
<input type="checkbox"/>	0622 Z0005294	Subscriber name	Company name

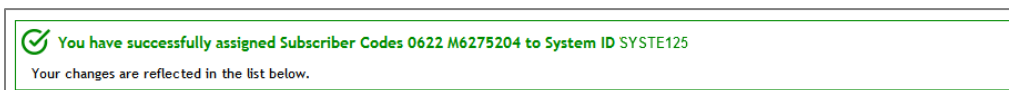
Count: 3 | Page 1 of 1 | < First < Previous Next > Last >

SAVE
CANCEL

Notes

- If all subscriber codes are assigned, the **Save** button is hidden, and only the “Unassign” option is available. In that case, you first need to unassign subscriber codes to make them available for assignment.
- If you have more than one digital certificate, this page also displays an Associated Company Name column. This column does not appear for single-certificate software providers.

A message indicates that you have successfully assigned the subscriber codes. The subscriber codes are now assigned to that system ID. Any transactions with this combination will be processed successfully.



Add and remove subscriber codes

(Single-Certificate Software Providers Only)

If you are a single-certificate software provider, you can add and remove subscriber codes at a company level. You begin the process from the Manage System IDs and Digital Certificates page of the CTS Portal.

Add a subscriber code to a system ID

1. To add a subscriber code, from the Home page select **Services** from the **Access Accounts** list and click **»** to display the Manage System IDs and Digital Certificates page. Click the **Manage Company Subscriber Codes** link at the top of the page.

TransUnion^{tu} TRANSUNION NET ACCESS

MANAGE SYSTEM IDS AND DIGITAL CERTIFICATES | MANAGE IP ADDRESSES | **MANAGE COMPANY SUBSCRIBER CODES** | HOME

Manage System IDs and Digital Certificates - Bank Name

[ExportSubscriber Codes](#)

Follow the [implementation instructions](#) to get started with TransUnion Net Access.

On this page, click the Create System ID button to create a system ID. After creation of a system ID, you will be able to download a digital certificate. Click the Export link to download a complete list of company Subscriber Codes in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

For more information about TransUnion Net Access, go to [TransUnion Net Access Resources](#).

TEST WAN ACCOUNT **CREATE SYSTEM ID**

SystemId Count: 0 | Page 1 of 1 | << First < Previous Next > Last >>

System ID	Created	Replaced	Expires	Last Download	Downloaded By	Status	Comments	Options
-----------	---------	----------	---------	---------------	---------------	--------	----------	---------

2. On the Company Subscriber Code List page, click **Add**.

TransUnion^{tu} TRANSUNION NET ACCESS

MANAGE SYSTEM IDS AND DIGITAL CERTIFICATES | MANAGE IP ADDRESSES | MANAGE COMPANY SUBSCRIBER CODES | HOME

Company Subscriber Code List - Bank Name

[ExportSubscriber Codes](#)

Below is a list of the Subscriber Codes for this company. Click the Add button if you need to add additional Subscriber Codes or click the Remove link to remove the Subscriber Code in that row.

SUBSCRIBER CODES **ADD**

FIND SUBSCRIBER CODE **FIND** **VIEW ALL**

Subscriber Codes Count: 3 | Page 1 of 1 | << First < Previous Next > Last >>

3. Type the **Market/Sub-Market Code** and **Subscriber Code** into the boxes and click **Continue**. A confirmation message appears.

Add Subscriber Code - Bank Name

STEP 1 OF 2: [Enter Subscriber Code Details](#)

Enter the information below and click Continue to move to the next step.

* Orange star indicates required field.

SUBSCRIBER CODE

* Market/Sub-Market Code

* Subscriber Code X

CONTINUE
CANCEL

Note

If you are a single-cert provider and the subscriber code you assign is in use by five additional single-cert providers, you will receive this error message: "Please contact the customer. This subscriber code is already in use by the maximum number of providers and cannot be entered at this time. Please contact your customer to resolve the issue."

Note

If you enter a subscriber code that has already been added in the past, you will receive this error message: "Subscriber Code has already been added. Please try again."

Remove a subscriber code

1. From the Home page, select **Services** from the **Access Accounts** list and click to display the Manage System IDs and Digital Certificates page. Click the **Manage Company Subscriber Codes** link at the top of the page.

TRANSUNION NET ACCESS

[MANAGE SYSTEM IDS AND DIGITAL CERTIFICATES](#)
[MANAGE IP ADDRESSES](#)
[MANAGE COMPANY SUBSCRIBER CODES](#)
[HOME](#)

Manage System IDs and Digital Certificates - Bank Name

[Export Subscriber Codes](#)

Follow the [Implementation Instructions](#) to get started with TransUnion Net Access.

On this page, click the Create System ID button to create a system ID. After creation of a system ID, you will be able to download a digital certificate. Click the Export link to download a complete list of company Subscriber Codes in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

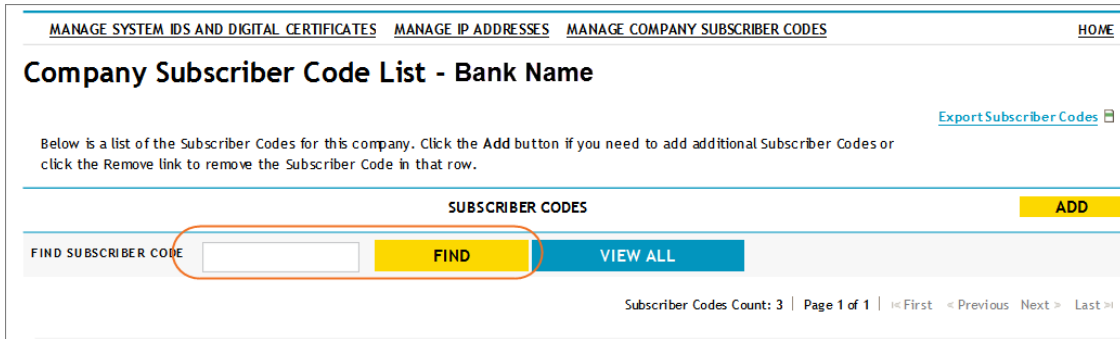
For more information about TransUnion Net Access, go to [TransUnion Net Access Resources](#).

TEST WAN ACCOUNT
CREATE SYSTEM ID

SystemId Count: 0 | Page 1 of 1 | [« First](#) [« Previous](#) [Next »](#) [Last »](#)

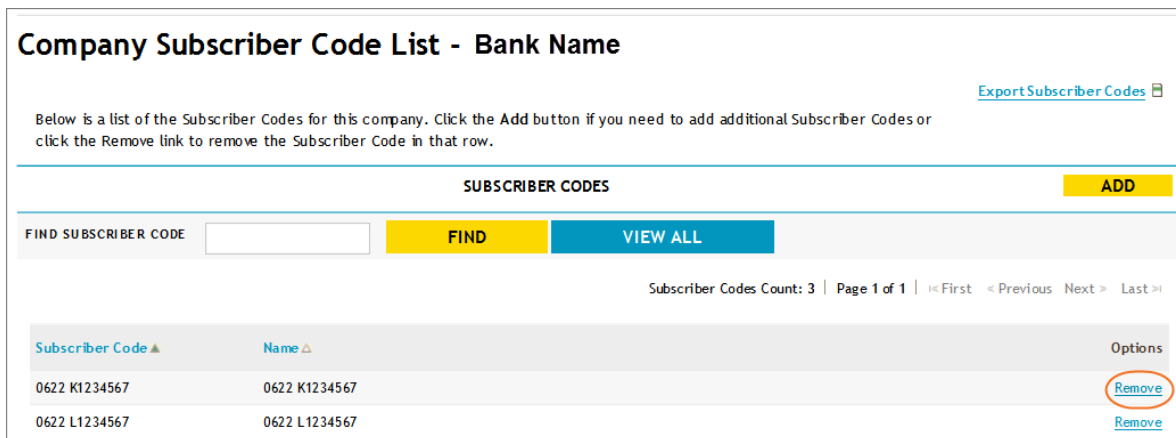
System ID	Created	Replaced	Expires	Last Download	Downloaded By	Status	Comments	Options

2. Click the system ID for the subscriber code you need to remove.
 - If the system ID has more than 10 subscriber codes, the full list will not be displayed. You can either export the full list of subscriber codes, or search for a single subscriber code. For detailed instructions on exporting subscriber codes, see [Exporting Subscriber Codes](#).
 - To search for a single subscriber code, enter the complete subscriber code in the **Find Subscriber Code** box, and click **Find**.



The subscriber code information will be displayed.

3. Click **Remove** next to the subscriber code that needs to be removed.




4. Click **Remove** again to confirm and complete the removal of the subscriber code from the system ID.

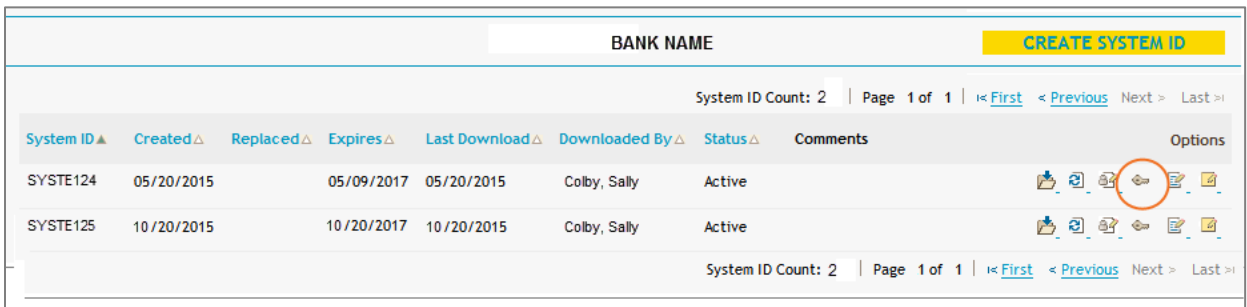
Switch the XML Wrapper to Active (On) or Inactive (Off)











If your organization uses a dynamic IP address or cannot implement the IP Filtering security type, the XML Wrapper can be used instead. When your company switches the XML Wrapper to Active, TransUnion will validate the XML Wrapper for TUNA transactions.

Note

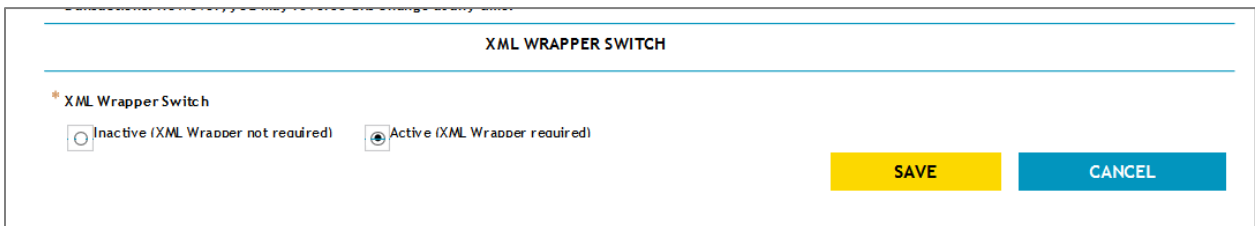
Be sure you have implemented the XML Wrapper before you switch it on as an active setting will cause transaction failures if the wrapper is not included in all transactions.

1. From the CTS Portal, select **Services** from the **Access Accounts** list, then click . The Manage System IDs and Digital Certificates page will appear. Click the **Edit XML Wrapper Switch** icon under Options on the same line as the system ID.



BANK NAME								CREATE SYSTEM ID
System ID	Created	Replaced	Expires	Last Download	Downloaded By	Status	Comments	Options
SYSTE124	05/20/2015		05/09/2017	05/20/2015	Colby, Sally	Active		    
SYSTE125	10/20/2015		10/20/2017	10/20/2015	Colby, Sally	Active		    

The specific XML Wrapper Switch page will display the Active (on) or Inactive (off) options for the corresponding system ID.



XML WRAPPER SWITCH

* XML Wrapper Switch

Inactive (XML Wrapper not required) Active (XML Wrapper required)

SAVE **CANCEL**

If the switch is set to Active, TUNA will validate the XML Wrapper submitted with transactions. If the switch is set to Inactive, the XML Wrapper will not be validated.

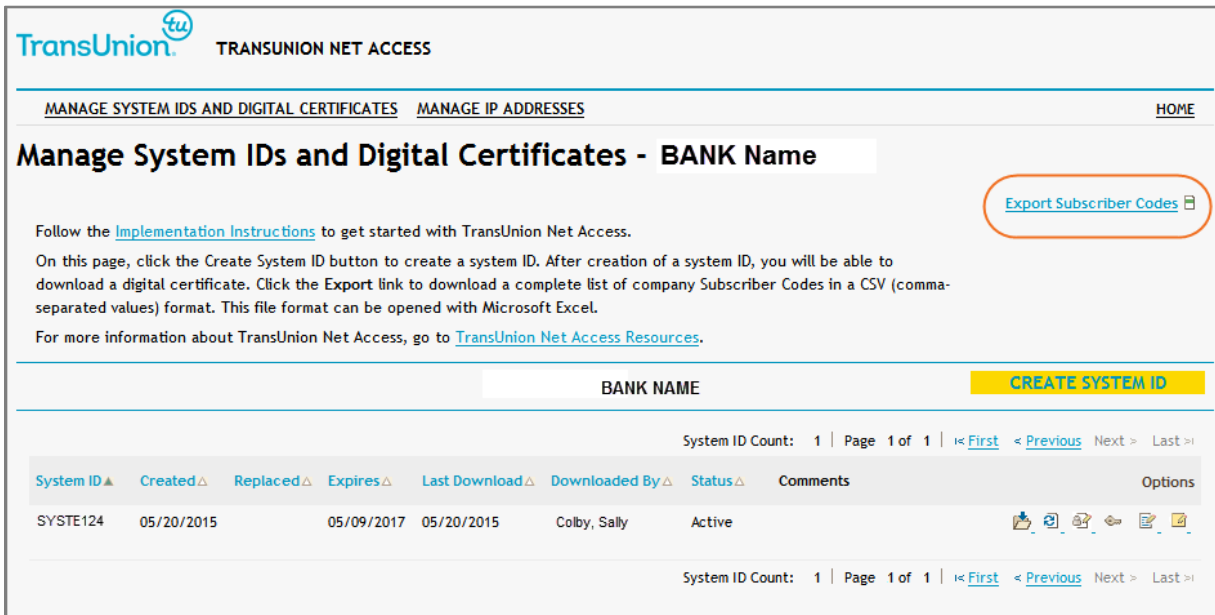
2. Select the appropriate option to set the XML Wrapper Switch for your organization. Click **Save**.

Export subscriber codes

You can export a complete list of your subscriber codes associated with your account or for a particular system ID.

Download all subscriber codes associated with your account

1. On the Manage System IDs and Digital Certificates page, click the **Export Subscriber Codes** link to download all your subscriber codes, whether assigned or unassigned.



Your Internet browser’s download dialog box opens. Follow the dialog box prompts to open or save the .csv formatted file.

Download subscriber codes assigned to a specific system ID

1. On the Manage System IDs and Digital Certificate page, click the **Manage Subscriber Codes** icon under Options on the same line as the system ID to access the list of subscriber codes.
2. On the Manage Subscriber Codes page, click **Export Subscriber Codes**.

Export Subscriber Codes

Below is a list of the Subscriber Codes currently assigned to this System ID. You may assign additional Subscriber Codes to this System ID using the Assign button or unassign a current Subscriber Code using the Unassign link. Click the Export link to download a list of Subscriber Codes associated with this specific System ID in a CSV (comma-separated values) format. This file format can be opened with Microsoft Excel.

This system ID has more than 10 Subscriber Codes and the full list is not displayed. Use Export Subscriber Codes to download the list or search for a single Subscriber Code using the search box below.

SUBSCRIBER CODES		ASSIGN
FIND SUBSCRIBER CODE	0622 Z0005294	FIND VIEW ALL
Count: 1 Page 1 of 1 << First < Previous Next > Last >>		
Subscriber Code ▲	Name ▲	Options
0622 Z0005294	CODE	Unassign
Count: 1 Page 1 of 1 << First < Previous Next > Last >>		

Your Internet browser’s download dialog box opens. Follow the dialog box prompts to open or save the .csv formatted file.

Review the file

Your .csv file opens in Excel. It provides a list of all your subscriber codes.

	Subscriber Code	Name	Associated Company Name
1	X00110079Ag8IAE		
2			
3	1120 A0000104	AUTO EQUITY INC	Auto Equity Inc.
4	0600 A0000225	BEN FRANKLIN MOTORS	BEN FRANKLIN MOTORS
5	0810 A0000413	J & S MOTORS LLC	J & S MOTORS LLC
6	0600 A0000479	CAR CREDIT CENTER	CAR CREDIT CENTER
7	0600 A0000809	THE BROWN TIRE CORP	THE BROWN TIRE CORP
8	0600 A0000868	BERNS AUTO SALES	BERNS AUTO SALES
9	1120 A0001000	GRATIOT&HOLCOMB AUTOSALES	GRATIOT & HOLCOMB AUTO SALES
10	0600 A0001002	PAULY HONDA	PAULY HONDA
11	1740 A0001022	BOBB EAST	BOBB EAST
12	0600 A0001082	CURRIE MOTORS INC	CURRIE MOTORS INC
13	0810 A0001102	VIC HUNTSMAN AUTO SALES	VIC HUNTSMAN AUTO SALES
14	1120 A0001110	AUTO EQUITY INC	Auto Equity Inc.
15	0600 A0001165	ARNIE BAUER CADILLAC	ARNIE BAUER CADILLAC

The first column lists the subscriber codes.

The second column lists the subscriber code names.

Available to software/system providers **only**: The third column lists the associated company name.

Log out

1. When you are done using the CTS Portal, return to the CTS Portal home page and click **Log Out** at the top of the page.

