

J.P. Morgan Access®

The Complete Access Guide for J.P. Morgan Host-to-Host Users

Find the information you need to monitor and manage file transmissions and key statuses—in one all-inclusive guide.

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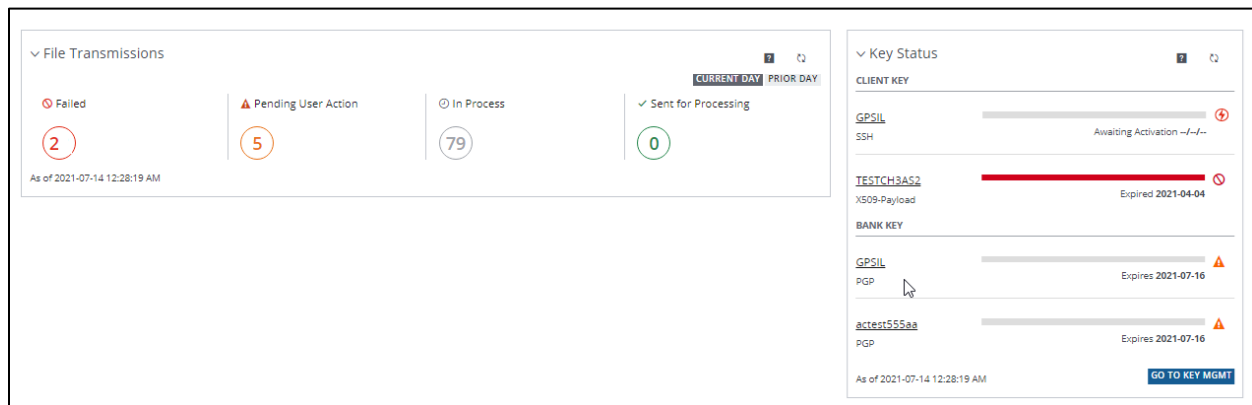
Master your dashboard

Manage current-day file transmissions and monitor the status of Host-to-Host security keys.

Manage your cash position, online payment activity and loans. Plus, view reports and statements—depending on your entitlements.

Monitor your file transmissions

Identify the number and status of transmitted files—for either the current or prior day.



Click one of these options below to display a list of file transmissions and related data:

- **Failed**—to view transmission that failed to complete.
- **Pending User Action**—to view transmissions that require further action to complete. (This action is available only to Host-to-Host Online subscribers.)
- **In Process**—to view transmissions being processed.
- **Sent for Processing**—to view transmissions in a queue awaiting processing.

Current Day refers to the calendar day in your selected time zone.

Refer to [Manage file transmission details](#) to learn more.

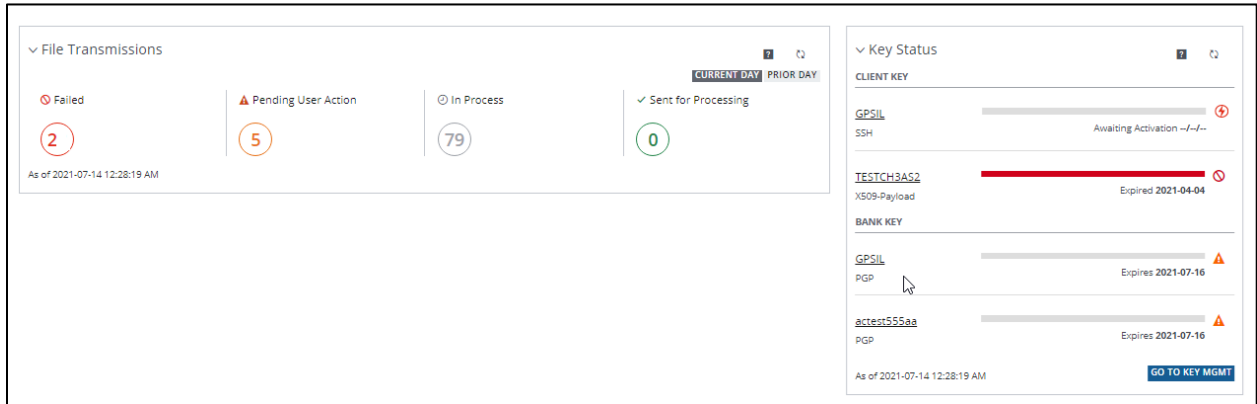
Search for file transmissions using filters

Find specific file transmissions—in process or completed—to review their status details.

Launch a basic search

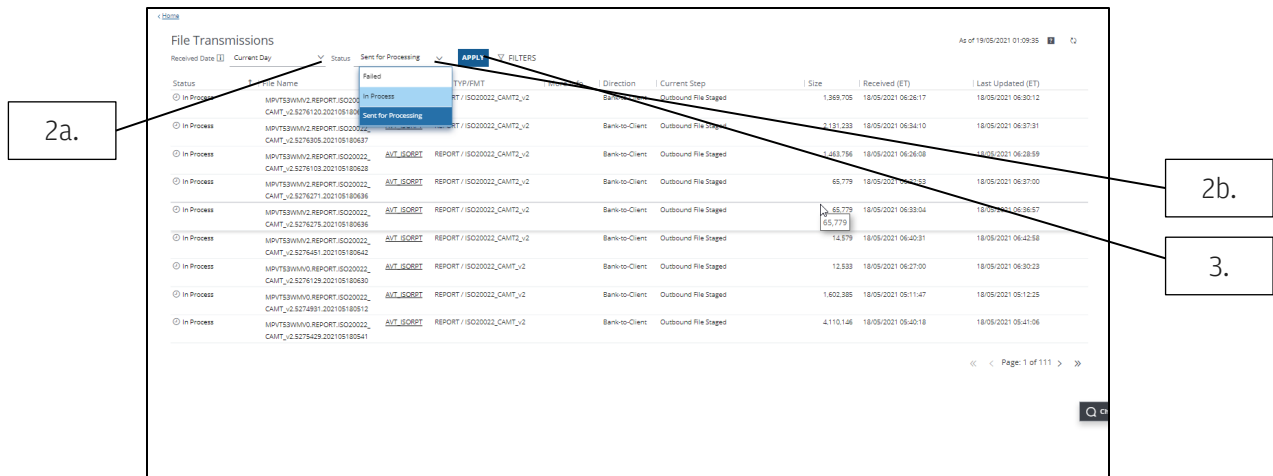
Search to find more of your file transmissions—by their received date and transmission processing status.

Follow these steps below:



1. Click any of the following transmission status links on the File Transmission Dashboard:

- Failed.
- In Process.
- Sent for Processing.



2. Click any of the following dropdown arrows:

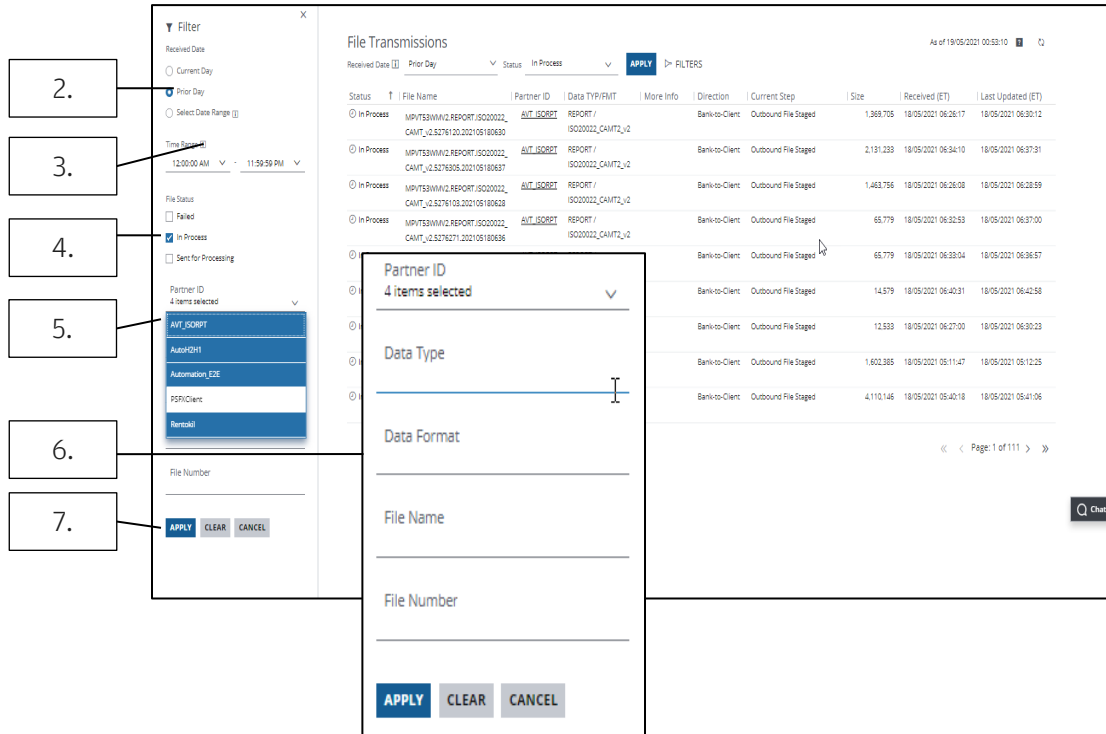
- a. Received Date—to display the date and time (in military format) the file transmission was received by the bank. Then choose from:
 - **Current Day**—to search for file transmissions received during the current business day.
 - **Prior Day**—to search for file transmissions received during the prior business day.
 - **Date Range**—to set a specific date range.
- b. Status—to display the status of the file transmission received.
 - **In Process.**
 - **Failed.**
 - **Sent for Processing.**

3. Click Apply.

Launch a detailed search

Search using extensive filter options to find more of your file transmissions.

Follow these steps below:



1. Click the filter icon on the File Transmission page.

A Filter panel displays.

2. Select one of the following options in the Received Date section:

- Current Day.
- Prior Day.
- Select Date Range. (Click the calendar icon—then select a date range.)

3. Click the Time Range dropdown arrows—then select a start and end time.

You can also type a specific time in each of the fields.

4. In the File Status section, choose one or more of the following options to include in your search:

- Failed.
- In Process.
- Sent for Processing.

5. Select one or more Partner ID(s) from the dropdown list.

6. Enter search text in the following sections:

- Data Type (e.g. Payments or Reporting).
- Data Format (e.g. ISO or CSV).
- File Name.
- File Number.

7. Click one of the following:

- Apply—to begin a search using the above terms.
- Clear—to reset fields you haven't yet applied to the search.
- Cancel.

Keep track of security key expiration dates

Identify which of your Host-to-Host security keys—and bank keys—are set to expire and need renewal.

The screenshot displays the 'Key Status' section, which is organized into two main categories: 'CLIENT KEY' and 'BANK KEY'. Each category lists individual keys with their respective expiration dates and progress bars indicating their status.

Key Name	Algorithm	Status	Expiration Date
<u>GPSIL</u>	SSH	Awaiting Activation	--/--
<u>TESTCH3AS2</u>	X509-Payload	Expired	2021-04-04
<u>GPSIL</u>	PGP	Expires	2021-07-16
<u>actest555aa</u>	PGP	Expires	2021-07-16

As of 2021-07-14 12:28:19 AM

[GO TO KEY MGMT](#)

The Key Status section identifies the following:

- Your Host-to-Host security keys (Client Keys) and their expiration dates.
- Bank keys and their expiration dates.

Progress bars indicate how close security keys are to expiring.

Click **Go to Key Mgmt** to view more details and to renew all keys.

For more info, go to [Manage your Host-to-Host security keys](#).

Manage file transmission details

Follow these steps to easily view details of your file transmissions.

File Transmissions - Current Day As of 10-Feb-21 09:48:00

In Process

Status	File Name	Partner ID	Data TYP/FMT	More Info	Direction	Current Step	Size	Received (ET)	Last Updated (ET)
In Process	MPVTS3WV2.REPORT.ISO20022_CAMT_v2.4825487.2021021001151	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	2,131,233	02-Oct-21 01:13:18	02-Oct-21 01:15:17
In Process	MPVTS3WV2.REPORT.ISO20022_CAMT_v2.4825477.2021021001145	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	65,779	02-Oct-21 01:12:46	02-Oct-21 01:14:56
In Process	MPVTS3WV2.REPORT.ISO20022_CAMT_v2.4825337.2021021001139	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	65,779	02-Oct-21 01:12:44	02-Oct-21 01:14:56
In Process	MPVTS3WV2.REPORT.ISO20022_CAMT_v2.4825337.2021021001139	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	1,369,705	02-Oct-21 01:08:02	02-Oct-21 01:10:34
In Process	MPVTS3WV2.REPORT.ISO20022_CAMT_v2.4825337.2021021001101	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	1,463,756	02-Oct-21 01:08:02	02-Oct-21 01:10:16
In Process	MPVTS3WV0.REPORT.ISO20022_CAMT_v2.4825611.2021021001190	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	8,157	02-Oct-21 01:17:12	02-Oct-21 01:19:05
In Process	MPVTS3WV0.REPORT.ISO20022_CAMT_v2.4825609.2021021001185	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	7,347	02-Oct-21 01:17:09	02-Oct-21 01:18:53
In Process	MPVTS3WV0.REPORT.ISO20022_CAMT_v2.4825533.2021021001162	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	61,879	02-Oct-21 01:14:51	02-Oct-21 01:16:25
In Process	MPVTS3WV0.REPORT.ISO20022_CAMT_v2.4825519.2021021001161	AVT_ISORPT	REPORT / ISO20022_CAMT2_v2		Bank-to-Client	Outbound File Staged	61,879	02-Oct-21 01:14:18	02-Oct-21 01:16:11

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1. Click a file name to display the full, unique name of the file—then click Copy (if you wish to paste in another document).

File Definition ✕

Partner ID AVT_ISORPT	Communications Protocol SFTP	Inbound Security Bypass	Outbound Transmission Method Manual
--------------------------	---------------------------------	----------------------------	--

Seq ID	Data Type	Data Format	Direction	Last Used Date
48480	REPORT	ISO53_Ver2_CP	Bank-to-Client	10-Feb-21
46971	REPORT	ISO53_Ver2	Bank-to-Client	10-Feb-21
48484	REPORT	ISO53_Ver2_MultiVersion	Bank-to-Client	10-Feb-21
48479	REPORT	ISO54_Ver2_CHIP	Bank-to-Client	10-Feb-21
46102	REPORT	ISO54_Ver2	Bank-to-Client	10-Feb-21
48485	REPORT	ISO54_Ver2_MultiVersion	Bank-to-Client	10-Feb-21
47271	REPORT	ISO54_Ver2_V2	Bank-to-Client	10-Feb-21

CLOSE

2. Click a partner ID to show a variety of File Definition information used on Host-to-Host.

Always refer to the Partner ID when communicating with the support team.

3. Click Close to return to the File Transmissions screen.

Other file transmission information includes the following:

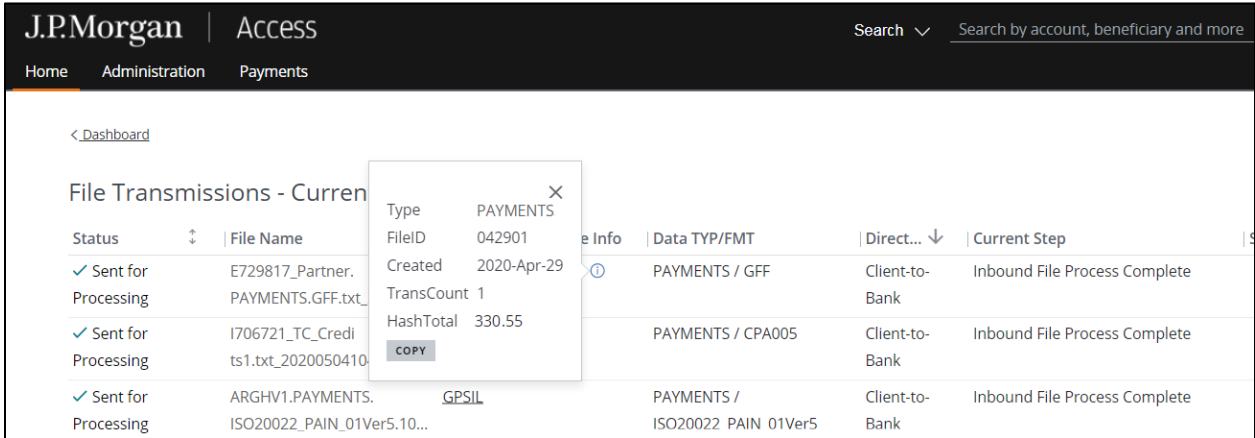
- More Info—Displays a summary of contents for eligible files.
Go to [Know your transmission files' contents](#) for a description of the information in the summary.
- Data Type/Format—Displays information about the file contents and format (in general, but not always).
This information cannot be changed without changing the Host-to-Host setup on both the client system and J.P. Morgan system.
- Direction—Indicates file flow from either Bank-to-Client or Client-to-Bank.
- Current Step—Indicates a file’s stage in the transmission process.
A Failed status may note a reason in this column.
- Size—Displays the original file size in bytes.

- Received—Shows when the Host-to-Host application received the file.
The timestamp refers to the date and time on the Host-to-Host server—which is based on U.S. Eastern Time.
- Last Updated—Shows when the file was last updated by Host-to-Host.
The timestamp refers to the date and time on the Host-to-Host server—which is based on U.S. Eastern Time.

Know your transmission files’ contents

Get summary information about the contents of certain files.

The File Content Summary is available for most Host-to-Host payment files, ACH files and check-issuance files.



Click the information icon (ⓘ) in the More Info column for an eligible file to see a summary of the file contents.

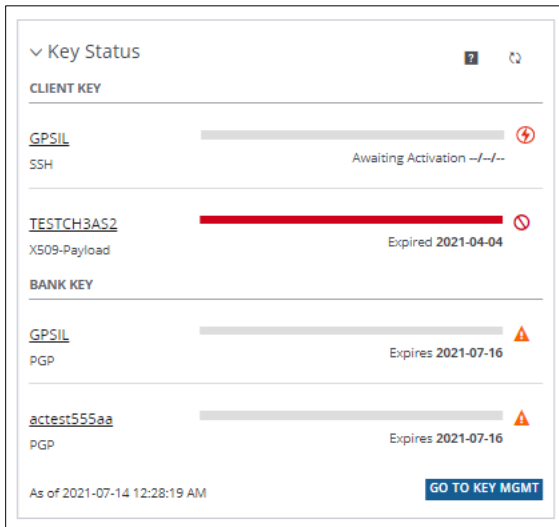
Some or all of the information below may display, depending on the file format.

- Type—Indicates whether the file contains payments, collections, ACH transactions or checks
- Origin—Indicates the Immediate Origin for ACH files in the U.S. Nacha standard format. If more than one origin is contained within a single file, “Multiple” will display.
- Created—Displays the date the file was created, if available.
- TransCount—Shows the total number of transactions in the file.
- Credit Total—Shows the total amount of credits in the ACH file.
- Debit Total—Shows the total amount of debits in the ACH file.
- File ID—Displays the unique File ID for payment or collection files.
- Hash Total—Shows the sum of amount fields in payment, collection or check files
- FirstAcct—Shows the account number on the first record of the check file.
- FirstChk—Shows the check number on the first record of the check file.
- LastAcct—Shows the account number on the last record of the check file.

- LastChk—Shows the check number on the last record of the check file.

Manage your Host-to-Host security keys

Monitor and renew your Host-to-Host security keys to reduce service interruptions. Follow these steps:



Click **Go To Key Mgmt** on your dashboard to display all your Partner ID keys and bank keys.

The screenshot shows a 'Key Management' table with the following columns: Status, Owner, Partner ID, Key Type, Protocol, Serial Number, Common Name, Days To Expiration, Expiration Date, More Info, and Action. The table contains three rows of data:

Status	Owner	Partner ID	Key Type	Protocol	Serial Number	Common Name	Days To Expiration	Expiration Date	More Info	Action
Awaiting Activation	Bank	GPSIL	SSH	SFTP	1164	id_ssh_trans-ftp...	0	NA	[More Info]	DOWNLOAD
Awaiting Activation	Client	GPSIL	SSH		2383		0	NA	[More Info]	[Action]
Expired	Client	TESTCH3AS2	X509-Payload	AS2	27B9B6C22D7247000000...	N/A	(117)	2021-04-04	[More Info]	UPLOAD

The Key Management list identifies the following information for each Host-to-Host key:

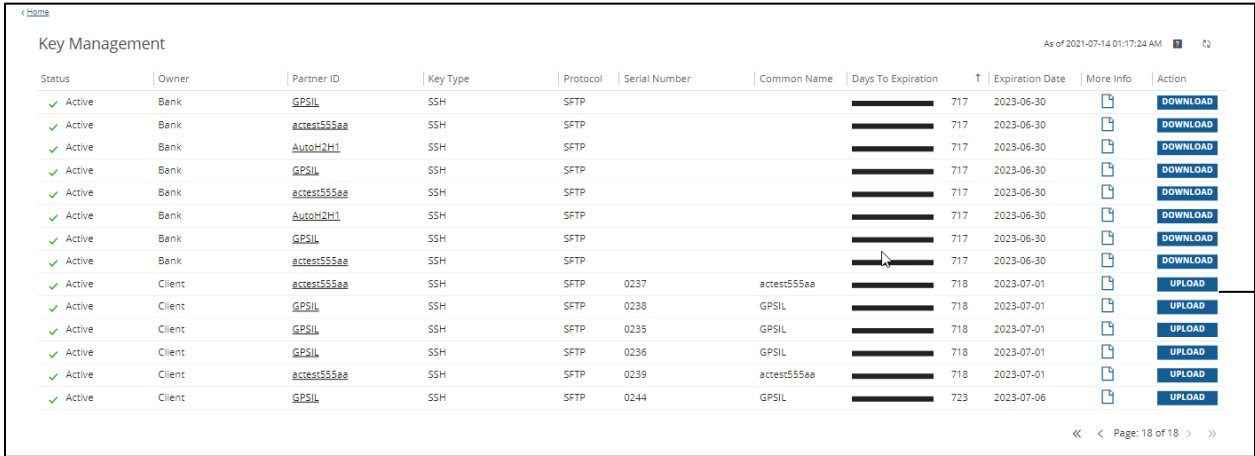
- Status—Indicates whether a key is Active, Awaiting Activation or Expired. (New client or bank keys that need to be activated will appear here.)
- Owner—Indicates whether the security key is yours (client) or a bank key.
- Partner ID—Shows the account identifier used on Host-to-Host.
- Key Type—Shows the key type.

Different algorithms are used to create keys based on their intended usage:

- Keys of type SSH or SSL are used for encryption of the file transmission communications session (transport keys).
- Keys of type PGP or X509-Payload are used to digitally sign and/or encrypt the file itself (payload keys).
- Protocol—Identifies the secure method of communication between your system and Host-to-Host for a given Partner ID.
- Serial Number—Displays the identifying number of the key.
This number may be established at the time of creation of the key or may be assigned when the key is installed.
Click the icon in the More Info column for the key’s fingerprint—if the serial number doesn’t fully identify your key.
- Common Name—Displays the name given to the key when created or installed.
- Days to Expiration—Shows the number of days until expiration—along with a progress bar that indicates the remaining key life.
- Expiration Date—Shows the date the key will expire.
- More Info— Provides additional information about the key.
Click to open Key Details, including its fingerprint and certificate chain details for SSL keys.
You may also see the address of the Host-to-Host server where the key is installed.
- Action—Indicates the following actions to take.
 - **Upload**—to replace an expiring client key.
 - **Activate**—to promote an uploaded client key to production.
 - **Download**—to download a new bank key.

Upload a new client key

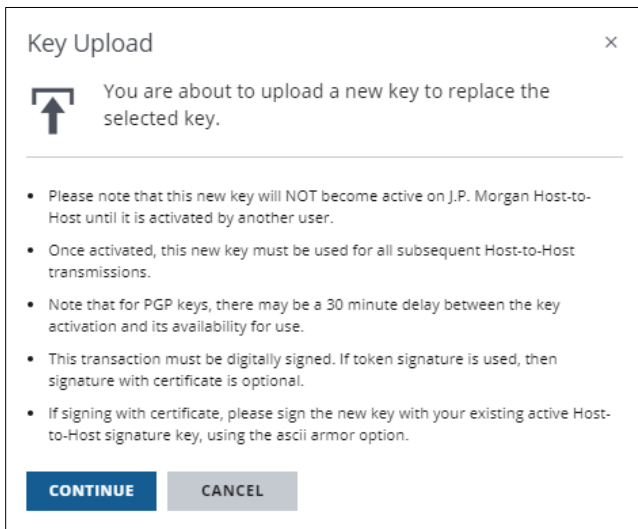
Follow these steps to upload a new client security key to replace soon-to-expire or expired keys.



The screenshot shows the 'Key Management' interface. At the top right, it says 'As of 2021-07-14 01:17:24 AM'. Below is a table with columns: Status, Owner, Partner ID, Key Type, Protocol, Serial Number, Common Name, Days To Expiration, Expiration Date, More Info, and Action. The 'Action' column contains 'DOWNLOAD' or 'UPLOAD' buttons. A box labeled '1.' points to the 'UPLOAD' button in the row where the 'Owner' is 'Client'.

Status	Owner	Partner ID	Key Type	Protocol	Serial Number	Common Name	Days To Expiration	Expiration Date	More Info	Action
Active	Bank	GPSIL	SSH	SFTP			717	2023-06-30		DOWNLOAD
Active	Bank	acctest555aa	SSH	SFTP			717	2023-06-30		DOWNLOAD
Active	Bank	AutoH2H1	SSH	SFTP			717	2023-06-30		DOWNLOAD
Active	Bank	GPSIL	SSH	SFTP			717	2023-06-30		DOWNLOAD
Active	Bank	acctest555aa	SSH	SFTP			717	2023-06-30		DOWNLOAD
Active	Bank	AutoH2H1	SSH	SFTP			717	2023-06-30		DOWNLOAD
Active	Bank	GPSIL	SSH	SFTP			717	2023-06-30		DOWNLOAD
Active	Bank	acctest555aa	SSH	SFTP			717	2023-06-30		DOWNLOAD
Active	Client	acctest555aa	SSH	SFTP	0237	acctest555aa	718	2023-07-01		UPLOAD
Active	Client	GPSIL	SSH	SFTP	0238	GPSIL	718	2023-07-01		UPLOAD
Active	Client	GPSIL	SSH	SFTP	0235	GPSIL	718	2023-07-01		UPLOAD
Active	Client	GPSIL	SSH	SFTP	0236	GPSIL	718	2023-07-01		UPLOAD
Active	Client	acctest555aa	SSH	SFTP	0239	acctest555aa	718	2023-07-01		UPLOAD
Active	Client	GPSIL	SSH	SFTP	0244	GPSIL	723	2023-07-06		UPLOAD

1. Click Upload to replace a key.



Key Upload [X]

You are about to upload a new key to replace the selected key.

- Please note that this new key will NOT become active on J.P. Morgan Host-to-Host until it is activated by another user.
- Once activated, this new key must be used for all subsequent Host-to-Host transmissions.
- Note that for PGP keys, there may be a 30 minute delay between the key activation and its availability for use.
- This transaction must be digitally signed. If token signature is used, then signature with certificate is optional.
- If signing with certificate, please sign the new key with your existing active Host-to-Host signature key, using the ascii armor option.

CONTINUE **CANCEL**

2. Click Continue.

Be sure to note the important information in the message box that displays.

3. Select at least one Digital Signature option.

You must digitally sign the upload transaction.

If you choose Certificate, ensure the new key is digitally signed with your existing, active signature (PGP) key.

The ascii armor option must be used when applying the signature to the file.

4. Click Browse to find and select the replacement key file.

Select an appropriate file type, based on the key type.

Valid key file extensions are:

- SSH: *.txt *.pub
- PGP: *.txt *.acs
- X509-Payload: *.txt *.p7b

5. Click Upload.

If prompted, enter your password and token code.

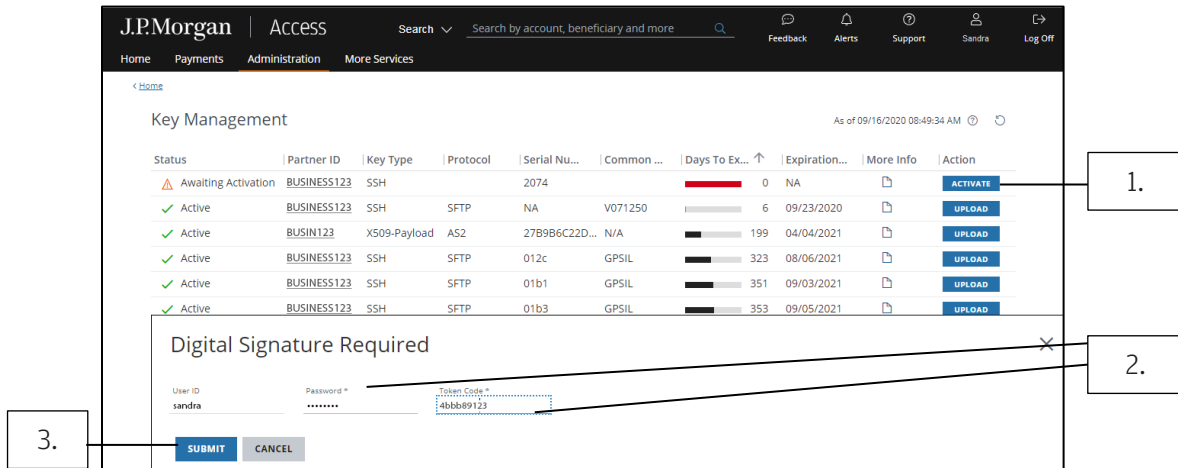
Another user must activate the new uploaded key.

Activate a key

Learn how to activate a newly uploaded key.

When you upload a new key, another user must activate it.

Use the new key once it's activated—for all of your Host-to-Host transmissions. (The old key will no longer function.)



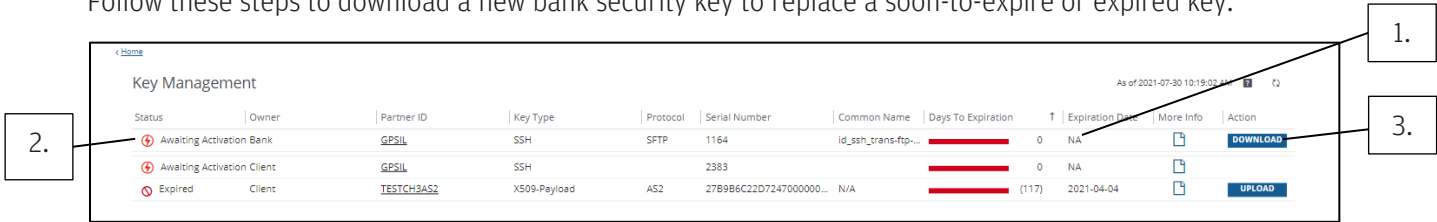
Follow these steps to activate new keys:

1. **Click Activate.**
2. **When prompted, enter your Access password and token code.**
3. **Click Submit.**

There may be a 30-minute delay before a new PGP key is available for use.

Download a new bank key

Follow these steps to download a new bank security key to replace a soon-to-expire or expired key.



1. Identify the bank key—and its approaching expiration date. Then, confirm whether the bank key is needed for file transmissions with your file transmission application’s tech administrator.

2. Next, identify the replacement bank key. (The replacement must be the same Key Type as the expiring key—and have the same Partner ID.)

The bank key is displayed in the following ways:

- Bank—in the Owner column.
- Awaiting Activation—in the Status column.
- Active—in the Status column (if the expired or expiring key has already been retired).

3. Click Download for a new bank key.

```

2048 37
225828694225086642648684232111983616434999660226929399458282131709032055813884678924532571646889769477253134522429894753114510317
349808106399973203713107083461917899660016579197008680112278857620698070347957663040111587778223236542559303888964657190283452788
063743302718495063239889328051597192340611928197806589391326250042893122547020414213353074903135086961152443151840246672204616476
608208964764521615717099935728027435027132459028237900818173020496994568371341210220521967896920900204171439307881909352876004936
49520061773012970990254973967489374458069853777427692700484979250205048310265633695483111073667262573 rsa-key-20210603
    
```

A text file will be downloaded—according to your browser settings.

4. Contact your tech administrator to install the downloaded bank key in your transmission application, as needed.

The bank key cannot be used until this step is completed.