



## Checklist

### Initial Use of Direct Deposit and Withdrawal Data Transmission Service

Before transmitting files to be processed for the first time, tests are required to ensure that your information is valid and that the file format meets Standard 005 of the Canadian Payments Association (CPA). **To learn more, see the User Guide at the top of your AccèsD Affaires screen.**

To run tests, you must first create and transmit a file to the Desjardins Computer Headquarters. The file must be created with your accounting software and contain real data. Desjardins will contact you within 5 days of receiving your file to let you know that your account will be activated or to ask you for another test file containing patches.

**Important:** The processing centre number to enter in your software for Desjardins is 81510, and the organization number corresponds to the 10-digit number you received from your caisse.

### Transmission procedure

1. Use your accounting software to create a CPA file (take note of where you save the file).
2. Open your Internet browser (Internet Explorer) and go to <https://accesd.affaires.desjardins.com>.
3. Enter your user code and password and click the **Validate** button.
4. Click the **Transmission** tab.
5. Click the **Browse** button and select the CPA file (created in step 1) to be sent.
6. Click the **Transmit** button.
7. Wait about **30 minutes** for your file to be processed.

### Transmission or verification results

After you send the file, click **DRD File Status** to check the results of your transmission. **To learn more, see the User Guide at the top of your AccèsD Affaires screen.**

**Note that a very useful FAQ is available on AccèsD Affaires, in the left-hand menu under the Transmission tab. It lists payment recall and file cancellation procedures, processing times, processing times on holidays, etc.**