



Axway Secure Transfer Quick Start Guide



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I. Introduction

As a Federal Home Loan Bank of Des Moines (FHLB Des Moines or the Bank) member, you use the SecureTransport (ST) system to safely and securely transfer and receive sensitive business files relating to your institution's collateral and pledging process.

The Bank has updated the ST user interface to improve the user experience. This includes improved logging and visibility to help prevent duplicate file transfers reported by some members. To help you navigate the new interface, we have provided instructions below; however, please contact our Collateral Department at 800.544.3452, ext. 2500 for additional assistance or if you have any questions.

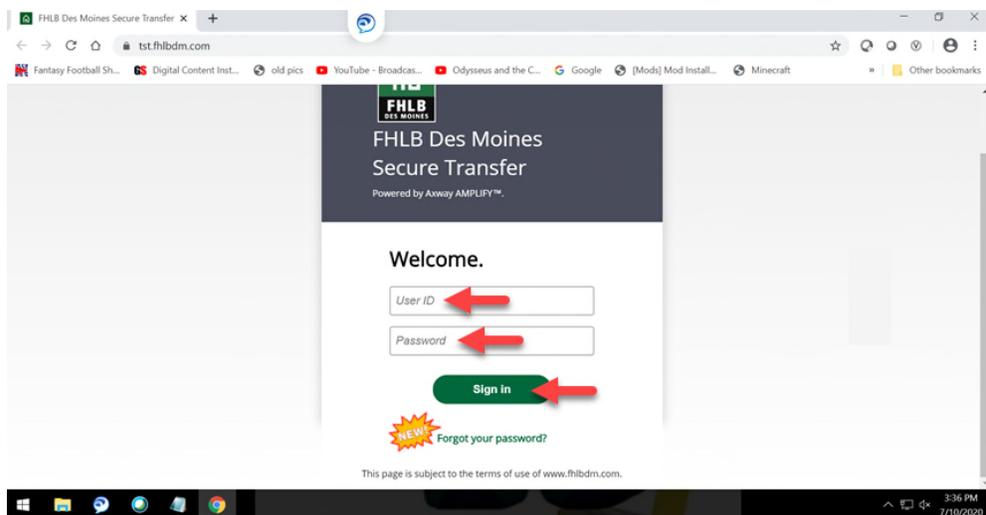
II. Procedures

To access the ST Web Client, enter <https://st.fhlbdm.com> into your Web browser.

A. Logging In

i. Credentials

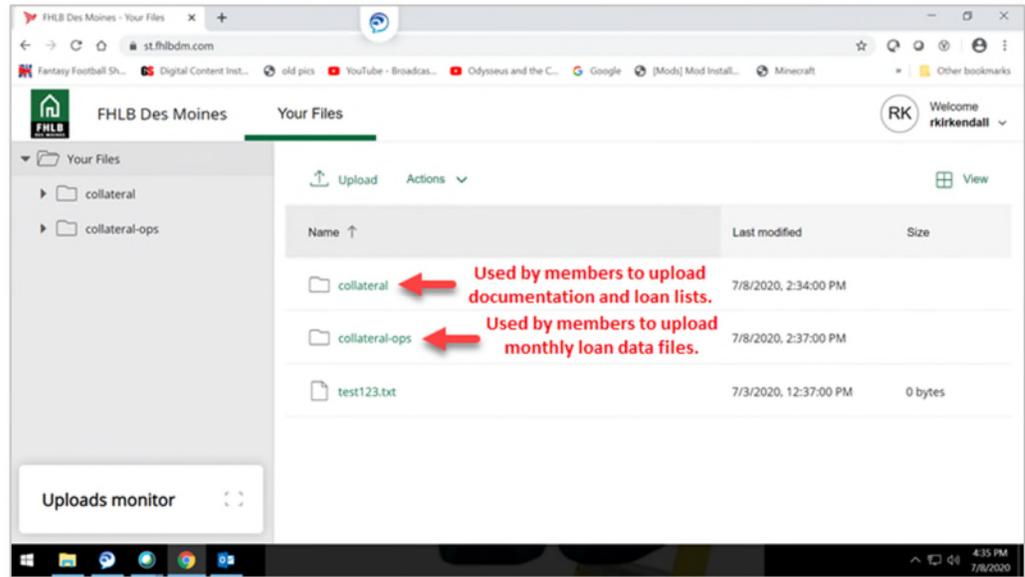
- a. Enter the same User ID and Password used for signing in to your current ST account. This is the same User ID used to sign into eAdvantage.
- b. Click Sign In.



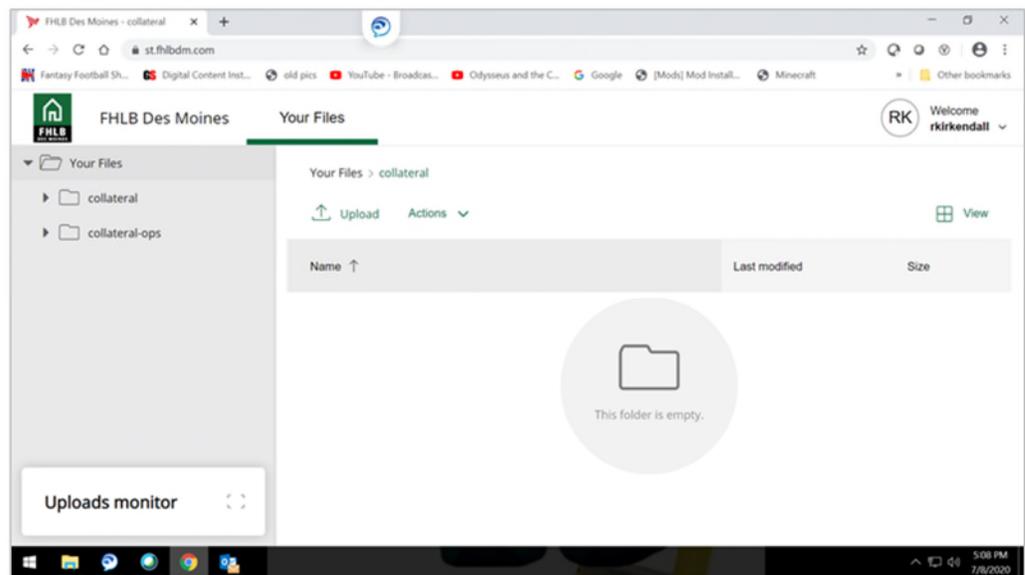
B. Navigating Folders

i. Collateral Folders

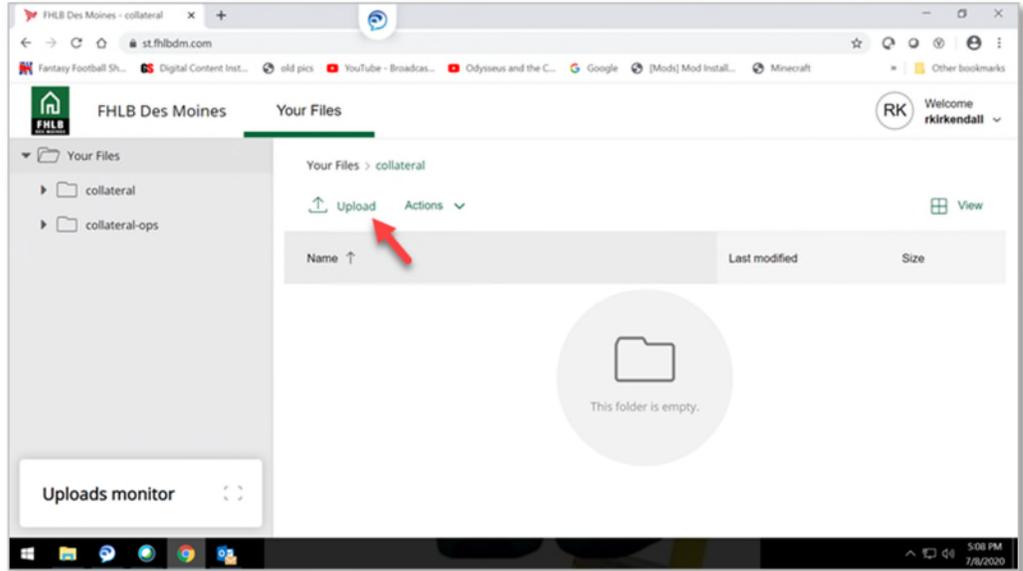
- After signing in, a screen with collateral folders appears. Choose a Collateral folder based on the descriptions below.



- Once a folder has been selected, the following screen will appear (Example: After selecting the collateral folder).

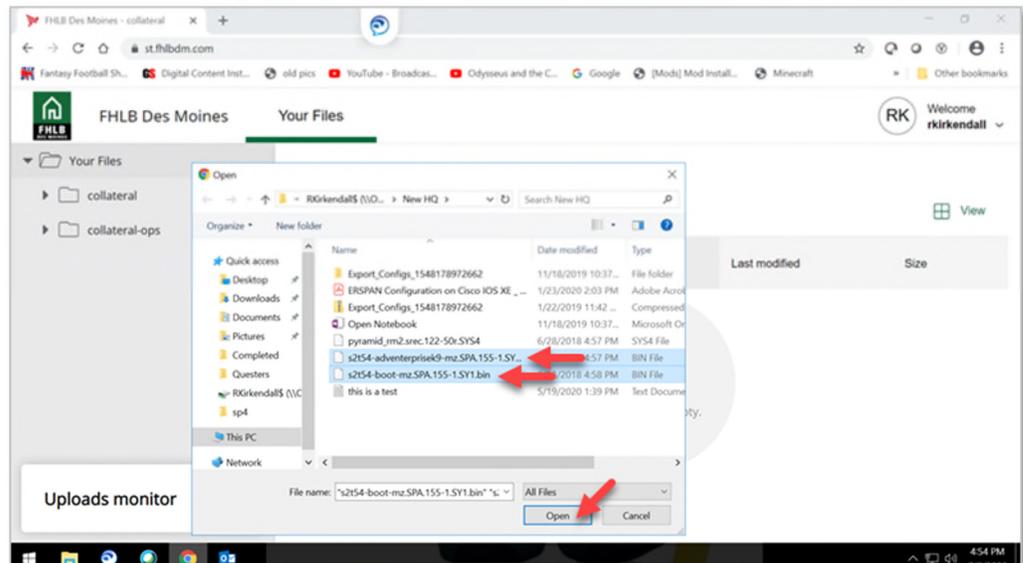


c. Click Upload.

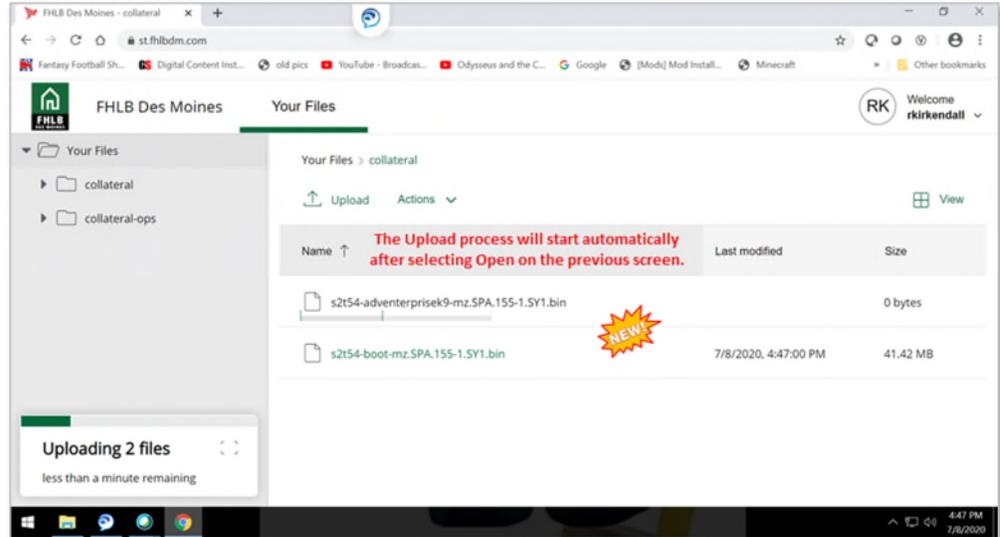


ii. **Uploading**

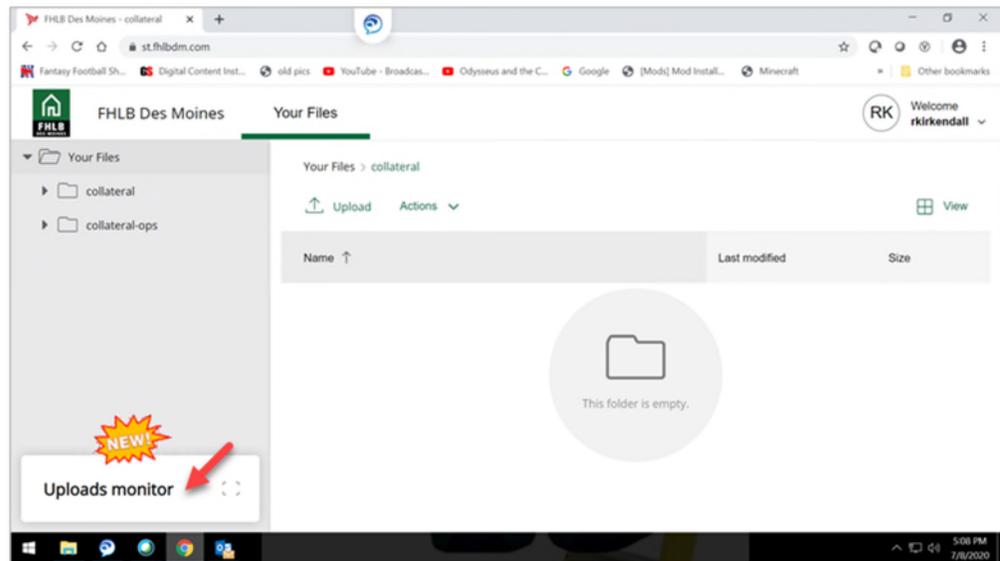
a. Select the files you would like to transfer and click Open.



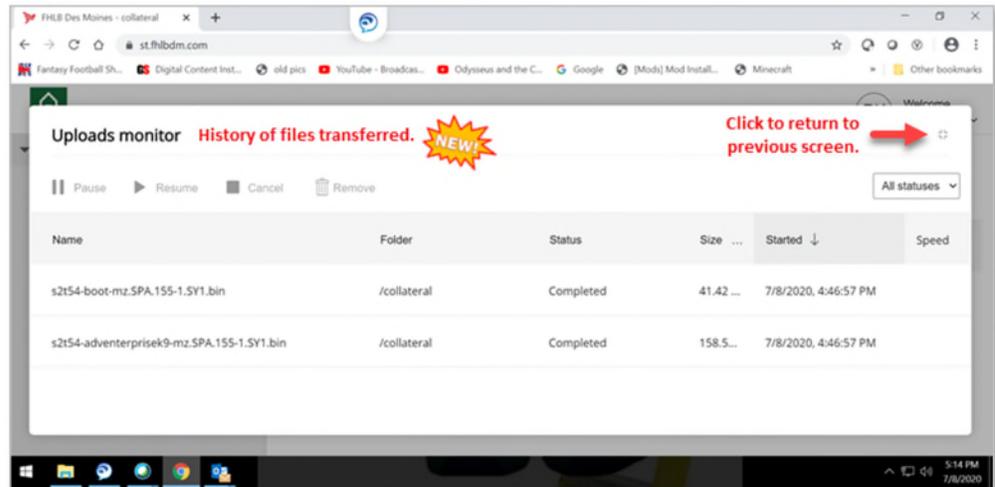
- b. This screen displays the actual file transfer progress.



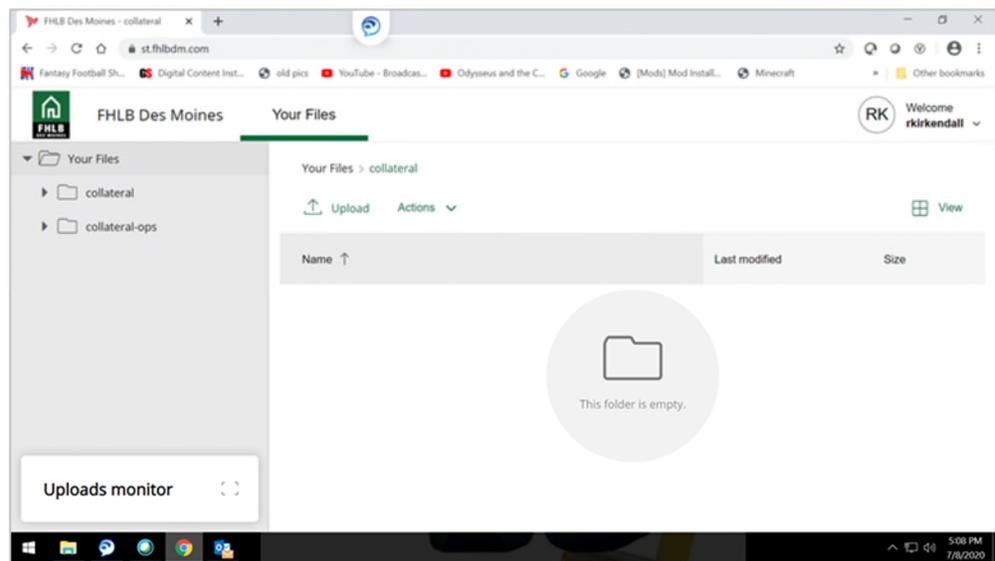
- c. When the following screen appears, the upload is complete. Optional: To monitor the files just sent, click the Uploads monitor box as shown below.



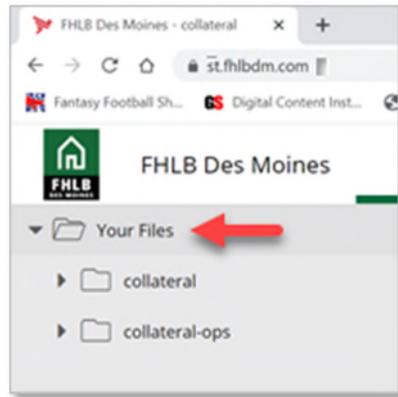
- d. The following screen displays. Click the return icon in the upper right corner of the Uploads monitor box to return to the previous screen.



- e. The previous screen is now available.



- f. When finished uploading, click the Your Files folder in the upper left corner of the screen to return to the Home screen.

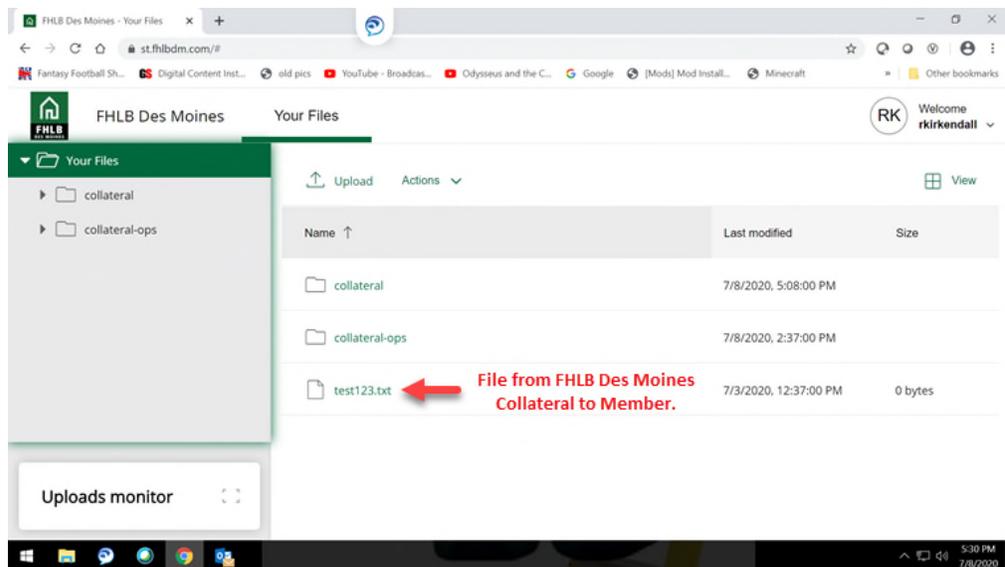


C. Downloading Files

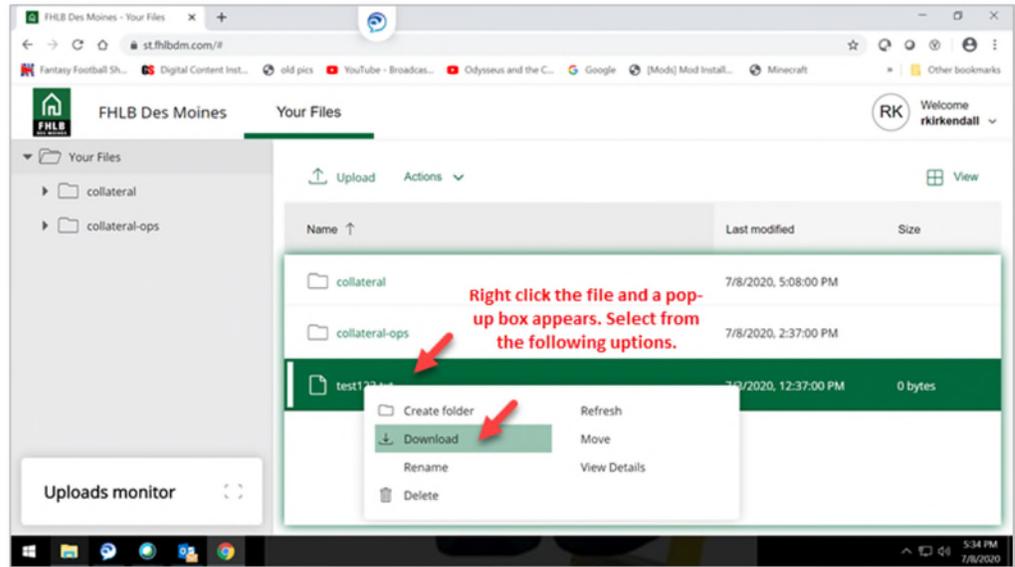
The download process is the same as the current procedure. Downloads appear when the member logs in.

i. Downloading Example

- a. Example of file from Collateral to Member.



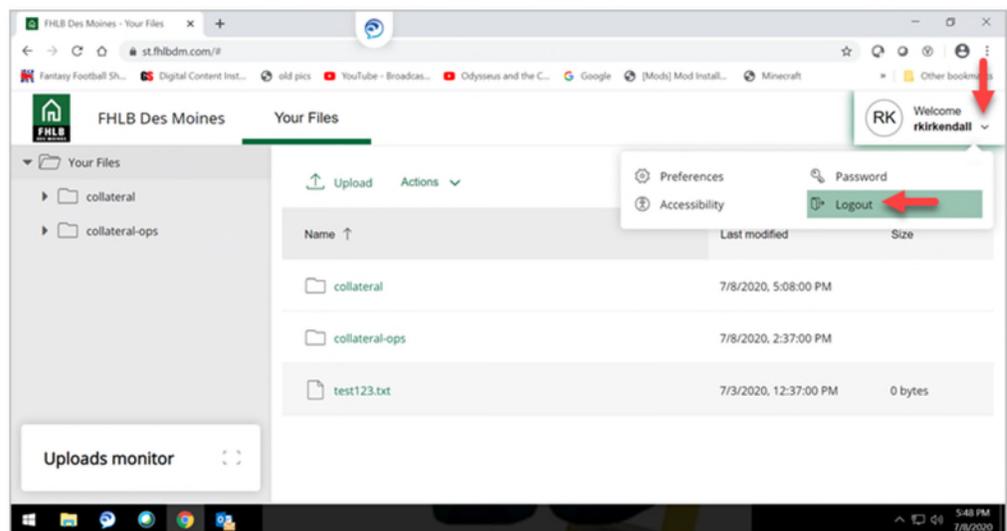
- b. Right click the file for more options.



D. Logging Out of the System

i. Logout

- a. Click the down arrow ▼ below your name in the upper right corner of the screen. When the pop-up box appears, select Logout.





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- b. You have successfully logged out of the system.

