

1. Finalize Technical Specifications and Costs

FundSERV can confirm your technical requirements or any hardware, software, and related services that are required.

Action: You must contact [Technical Support](#) as soon as you are ready to proceed.

Time Frame: ASAP after FundSERV approval.

2. Establish Timetable

Once your technical requirements are established and agreed upon, FundSERV confirms the expected delivery/installation dates with relevant suppliers. When FundSERV has these confirmation dates, you will be contacted to establish an overall implementation timetable.

Action: FundSERV contacts you.

Time Frame: As soon as equipment delivery dates are confirmed.

3. Order Lines

FundSERV orders the lines to connect your head office with the nearest FundSERV hub. The type of connection will have been confirmed from step one above. One of FundSERV's network specialists will contact you to inform you of the installation date once the telephone company has issued the line.

Action: FundSERV orders lines and confirms installation.

Time Frame: ASAP. The lead-time for line installation is typically 4 to 6 weeks.

4. Install Equipment and Configure

Once you have taken delivery of the necessary hardware and software FundSERV installs the equipment, configures the routers, and performs various other installation tasks. This typically takes 1 day.

Action: You must contact FundSERV when you have taken delivery of your equipment.

Time Frame: ASAP. The lead-time for equipment may be up to 6 months.

5. Setup Test and Production Directories

You must supply FundSERV with the fund details via a ZD (test) and FD (prod) file:

FundSERV loads this data into both its test and production machines. You are required to set up the test and production directories on your equipment.

Action: You must supply FundSERV with fund details.

Time Frame: ASAP after installation.

Manufacturer Direct Connection Implementation Checklist

6. Perform Systems Tests

FundSERV maintains 8 accounts on each of the manufacturer's production and test systems:

- a. One account is used by the application to connect to the manufacturer's in-house system for interactive EDI order placement.
- b. Two accounts are used by the Order Batch transfer system to send and receive batch order files to/from the manufacturer's system. The system uses a standard TCP/IP application called ftp.
- c. Two accounts are used by FundSERV to send and receive settlement information files.
- d. Two accounts are used by FundSERV to send and receive settlement information files.
- e. One account is used by FundSERV to collect industry standard files that are distributed to the dealers.

Before testing can proceed, the manufacturer must fax the information for the above 18 accounts (9 test and 9 production) and their respective passwords.

Action: You must supply FundSERV with the account information.

Time Frame: ASAP after installation.

7. Establish Live Date

After successful testing, you must provide FundSERV with written notice indicating the date you wish to go live.

Action: You must notify FundSERV in writing of your desired live date.

Time Frame: ASAP after successful testing.

8. Notify Distributors of Live Date

You must also inform your distributor base of the date you will be live with FundSERV.

Action: You must notify your distributors of your live date.

Time Frame: ASAP after notifying FundSERV.