V6.5 Guide – Submitters
I. INTRODUCTION

This guide, which is intended for submitters, presents the new version of the ONEGATE portal (V6.5).

I.1. About ONEGATE

The ONEGATE portal provides a “new organisation for exchanges via a window for uploading data and transferring data outwards” (in French, Organisation Nouvelle des Échanges via un Guichet d’Alimentation et de Transferts vers l’Extérieur).

ONEGATE allows the use of suitable formats and data collection methods for each declarant and for the information required while also reducing the overall workload, thereby benefiting the declarants as well as the Banque de France.

I.2. Summary of ONEGATE terms

**Declarant/Reporting company:** Company invited to send a set of predefined information.

**Submitter:** Stakeholder (Banking, Insurance or Corporate organisation) allowed to input or integrate data via the ONEGATE UI for itself or for others.

**Submission:** Expected data sent by a declarant to the Banque de France.

**Submission channel:** Transmission method:
- UI access (user-to-application, or U2A) for making a submission or accessing information.
- Application-to-application (A2A) remote data transmission for making a submission without logging in to the UI.
II. Submission channels

II.1. Channel for logging in to a UI (U2A)

Two types of authentication are proposed, depending on the type of submissions involved:
- “Weak” access: entering a username + password.
- “Strong” access: using an authentication certificate.

**Access URL:**

<table>
<thead>
<tr>
<th>Type</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weak Production</td>
<td><a href="https://onegate.banque-france.fr/onegate">https://onegate.banque-france.fr/onegate</a></td>
</tr>
<tr>
<td>Strong Production</td>
<td><a href="https://onegate-strong.banque-france.fr/onegate">https://onegate-strong.banque-france.fr/onegate</a></td>
</tr>
<tr>
<td>Weak Approval</td>
<td><a href="https://onegate-test.banque-france.fr/onegate/">https://onegate-test.banque-france.fr/onegate/</a></td>
</tr>
<tr>
<td>Strong Approval</td>
<td><a href="https://onegate-strong-test.banque-france.fr/onegate/">https://onegate-strong-test.banque-france.fr/onegate/</a></td>
</tr>
</tbody>
</table>

To obtain a username and password or access via a certificate, please request a user account via the ONEGATE login page (see §V).

The documents needed in order to request a certificate or the renewal of your existing one are provided by your business mentor or via ONEGATE Support.

II.2. Remote data transmission submission channel (A2A)

Data can be transmitted remotely to ONEGATE using either of the following transmission protocols:
- Via an EAI connection, requiring the creation of an EAI connection between the Banque de France system and the customer’s system;
- Via a web service, requiring a machine connection certificate and a call to a dedicated URL.

Details of each remote data transmission are available in French on the Banque de France website (https://www.banque-france.fr/statistiques/portail-onegate in the “Notice technique modalité de remise par télétransmission” (Technical procedure for making submissions via remote data transmission) section). For further information, please contact your business mentors or ONEGATE Support.

ONEGATE support is available from 8 a.m. to 7 p.m. by telephoning +33 (0)1 42 92 63 34 or sending an e-mail to onegate-support@banque-france.fr
III. ONEGATE login page

The login page of the ONEGATE application has been redesigned.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Username input field</td>
</tr>
<tr>
<td></td>
<td>Enter your e-mail address as your username.</td>
</tr>
<tr>
<td>2</td>
<td>Password input field</td>
</tr>
<tr>
<td>3</td>
<td>Access request link</td>
</tr>
<tr>
<td></td>
<td>This link is used to request the creation of a ONEGATE account (see § V).</td>
</tr>
<tr>
<td>4</td>
<td>Password reset link</td>
</tr>
<tr>
<td></td>
<td>This link can be used to reset your password (see § VI).</td>
</tr>
</tbody>
</table>
IV. Page for requesting new access details in V6.5

IV.1. Requesting access with a username and password
IV.2. Requesting access with a certificate

Certain ONEGATE investigations (OSCAMPS, DATAGAPS and DATABRI) require you to request portal access with an authentication certificate (see § II.1). In this case, as the submitter you will be asked to import your authentication certificate. This is a file in CER format encoded in base 64 (see Appendix for the certificate export procedure).

**E-mail address input field**

- This personal, business e-mail address will be used as your unique username.
- A generic e-mail address or shared mailbox cannot be used as a username.

**Identity input field**

- Title, first name and surname

**Have you received an accreditation code?**

- If you select “Oui” (Yes), you are asked to enter the code provided by a business mentor. Certain data can only be collected using a code.
- If you select “Non” (No), you are asked to select the data collections and declarants for which you are requesting access.
4 **Captcha check**
For security reasons, you must enter a security code (captcha).

5 **Confirmation button**
After you click the confirmation button, a delivery receipt e-mail summarising your request will be sent to the valid e-mail address you specified.

6 **Certificate**
Import the certificate already saved in CER format in base 64.

If your request has been approved by a business manager:
- You receive an initial e-mail containing a temporary password sent to the valid e-mail address specified.
- You receive an approval confirmation e-mail for each Collection/Declarant pair.

If your request has been rejected by a business manager:
- You receive an e-mail containing the reason for the request being rejected for the Collection/Declarant pair concerned.

Renewing your certificate:
- Whenever you renew your certificate, you should send your new certificate to ONEGATE Support for your account to be updated with this new certificate.

### V. Changing your password

Every 63 calendar days, you will be asked to change your user password. Depending on the sensitivity of the data collected, the passwords concerned may not expire.

If your password will expire soon, a warning message will be displayed when you log in.
You can change your password at any time by clicking the “J’ai oublié mon mot de passe” (I have forgotten my password) link displayed on the login page. An e-mail will then be sent to the e-mail address that you specified when you requested access.

The link allowing you enter your new password is valid for an hour, after which time a message saying that the link is no longer valid is displayed. If this happens, you must click the “J’ai oublié mon mot de passe” (I have forgotten my password) link again.

The guidelines for creating a new password are shown (in mauve) on the input screen.

After your new password has been entered and validated, a confirmation message is displayed.
Clicking the link it contains sends you to the ONEGATE login page.
VI. General ergonomics

The application’s general ergonomics have been improved in order to provide a better user experience. Navigation using the browser arrows is now fully integrated. Online help has been set up and will be supplemented over time.

1. **ONEGATE logo**
   To return to the homepage, click the ONEGATE logo (see § VIII).

2. **Accessing your profile**
   To access your profile, click the gearwheel displayed next to your name (see § IX).

3. **Online help**
   To consult a popup window containing help information on the page, click the question mark icon.

4. **FAQs**
   To consult Frequently Asked Questions on the application, click the “FAQ” link displayed at the bottom of the page.

5. **Documentation**
   To consult the application’s full user guide, click the “Documentation” link.

6. **Support contact details**
   The contact details of ONEGATE Support are displayed at the bottom of the page.

7. **Logout**
   To display the logout link, click the arrow icon in the top right-hand corner of the page.
VII. Homepage

1. Configuration toolbar
   You can:
   - Change the page setup and the position of topics
   - Add or delete topics

2. Default topics
   The following topics are displayed by default:
   - Fil d’actualité (News Feed): displays information related to the Domain/Declarant pair for the scope that you are authorised to access
   - Notes informatives (Information Bulletins): displays one-off information related to the ONEGATE application (maintenance, etc.)
   - Chargement de fichiers (Upload Files): for uploading one or more files
   - Suivi des remises (Track Submissions): for tracking the processing of the five most recent files

3. Customising topics
   You can customise the topics according to their use, by:
   - Changing the title
   - Changing the events displayed
   - Filtering to display a specific declarant
   You can display the same topic several times with different filters
VII.1. “Suivi des remises” (Track Submissions) – Homepage topic

The “Suivi des remises” (Track Submissions) topic provides a summary of the status of the five most recent submissions. You can change the name of the Track Submissions topic.

You can select a submission in order to consult its details. To consult the details of a submission, click the related line (see § X.II).

VII.2. “Chargement de fichiers” (Upload Files) – Homepage topic

The “Chargement de fichiers” (Upload Files) topic displayed on the homepage can be used to upload signed or unsigned .xml/.xbrl files. You can upload files via either of the following methods:
- Select, drag and drop one or more files into the topic.
- Use the “Sélectionner un fichier” (Select a File) button to retrieve a file stored on the workstation or in a shared folder.

Once the file(s) has/have been placed in the box, the “Envoyer” (Send) button is enabled. After you click this button, the file(s) enter(s) the integration process and a ticket number is displayed:
You can change the title of the "Chargement de fichiers" (Upload Files) topic.

**VII.3. “Fil d'actualité” (News Feed) topic**

A news feed is provided to display information on account- and activity-related events.
Depending on your selection, the following events may be displayed in the news feed:

- Réception d’un nouveau document DCD avec PJ
- Réception d’un nouveau document DCD
- Réception d’un nouveau document FDT avec PJ
- Réception d’un nouveau document FDT
- Réception d’un nouveau document SUB
- Réception d’un nouveau document SUB avec PJ
- Nouvelle remise
- Remise identifiée
- Traitement remise terminé
- Nouvelle demande d’autorisation
- Nouvelle autorisation de type "role-domaine-déclarant"
- Validation d’autorisation : acceptation
- Validation d’autorisation : refus
- Création d’une nouvelle période pour rapport visible
- Création d’une nouvelle période pour rapport invisible
- Fermeture d’une période

You can customise the “Fil d’actualité” (News Feed) topic by doing the following:
- Changing the title
- Filtering by the declarant type
- Changing the number of lines per page
- Changing the table refresh time
- Selecting the type of news to be displayed

Glossary of abbreviations:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCD</td>
<td>DeclarantDomain</td>
</tr>
<tr>
<td>FDT</td>
<td>Formdata</td>
</tr>
<tr>
<td>SUB</td>
<td>Submission</td>
</tr>
</tbody>
</table>

VII.4. “Notes informatives” (Information Bulletins) topic

A topic containing information bulletins is available. These bulletins provide information on various application events or events related specifically to your data collections.
Bienvenue sur OneGate

Intitulé de la Note - Note d’information
fournie pour exemple
VIII. “Profil” (User Profile) page

You can display your “Profil” (Profile) page by clicking the gearwheel in the top right-hand corner of the ONEGATE page.

1. Informations personnelles (Personal Information)
   You can change your personal information (title, first name, surname, postal address, telephone number and e-mail address)

2. Préférences (Preferences)
   You can select the language in which the application is displayed

3. Contact (Contact Details)
   The “Contact” (Contact Details) box is provided to enable you to manage the notification e-mail recipients.
   You can edit the configuration information in this box.
   You can assign one or more notification types to each e-mail.
   Three notification types are available:
   - Notification de remise (Notification of Submissions): receive messages related to a submission and file processing.
   - Notification de retard (Notification of Delays): receive messages related to delay follow-ups.
   - Notification métier (Notification of Business): receive messages relating to business data collection feedback.

   For example: The submitter has chosen to tick the Notification of Submissions and Notification of Delays boxes for the e-mail address “Martin.Smith@XXX.co.uk”. Martin Smith will be notified of all submissions by the submitter and all messages sent by the collection manager.
<table>
<thead>
<tr>
<th></th>
<th><strong>Extension de droits (Rights Extension Request)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This box is used to request rights for a new Declarant/Domain pair. It functions similarly to the access request (see § V).</td>
</tr>
<tr>
<td></td>
<td><strong>Habilitations (Access Rights)</strong></td>
</tr>
<tr>
<td></td>
<td>This box summarises all validated accreditations (Declarants and Reports) and related Roles.</td>
</tr>
</tbody>
</table>
IX. “Rapport” (Report) tab

The online input fields have been modified to provide simpler and quicker access to the forms. Accessing the forms is a three-step process:

1) Select the report

Click the desired report to advance to the next step.

2) Select the declarant

Click the desired declarant to advance to the next step.

3) Select the period

Click the desired period to advance to the form selection screen.

The period is defined by its life cycle: “Ouvert” (Open), “Fermé” (Closed) or “Initial”), and its status: “OK”, “Alerte” (Warning) or “Erreur” (Error).

If only one option is available, you automatically advance to the next step.
IX.1. Possible actions

Three icons are displayed in the toolbar:

![Toolbar Icons]

To display a tooltip containing information on an icon, position the mouse over the icon concerned.

IX.2. “Rapport” (Report) tab – Importing CSV files

You can only perform this action for certain investigations.

Tick the desired form and then click the “Import au format CSV” (Import CSV) button.

The page displayed imports the file in CSV format.
IX.3. “Rapport” (Report) tab – Accessing the form

Click the “Formulaire” (Form) link displayed to access the form.

IX.4. “Rapport” (Report) tab – Closing and sending the form

Click the checkbox in the first column and then click the padlock icon (green button) to close and send the form.
IX.5. “Rapport” (Report) tab – Consulting the import history

The online input fields have been supplemented by a new screen that lists the CSV files imported: “Historique des imports” (Import History).

After you have imported a CSV file, you can consult the history by clicking the icon on the toolbar.

The “Historique des imports” (Import History) screen is displayed, listing the files imported:

The “Etat” (Status) column displays different icons depending on the processing status of the files imported. To display feedback on the XML file import, click the icon.
To download the contents of the report in XML format, click the icon in the “Compte rendu” (Feedback) column.

```xml
<xml version="1.0" encoding="UTF-8">
  <From>BDF</From>
  <To>rodriguez@sourceforge.net</To>
  <Domain>EC</Domain>
  <Response>
    <Emails>jean-baptiste.MACQUET.extern@banque-france.fr</Emails>
  </Response>
</Administration>

<Report code="ECO" date="2014-12-09">
  <Data form="FORMULAIRE">
    <Item/>
    <Notes/>
      <Note code="EC0002" level="WARNING">PAYS_A | Le code pays est incorrect.</Note>
    <Dim prop="MONNAIE_A">EUR</Dim>
    <Dim prop="SEQ">1</Dim>
    <Dim prop="PAYS_A">FR</Dim>
    <Dim prop="CREA_AF">1222</Dim>
    <Dim prop="CREA_NON_AF">111</Dim>
    <Dim prop="SECT_ID">A</Dim>
    <Item/>
    <Notes/>
      <Note code="EC0008" level="WARNING">PAYS_B | Le code pays est incorrect.</Note>
    <Dim prop="MONNAIE_B">EUR</Dim>
    <Dim prop="SEQ">2</Dim>
    <Dim prop="PAYS_B">FR</Dim>
    <Dim prop="DET_AF">123</Dim>
    <Dim prop="DET_NON_AF">124</Dim>
    <Dim prop="SECT_ID">B</Dim>
    <Item/>
    <Notes/>
      <Note code="EC0007" level="WARNING">MONNAIE_B | Le code monnaie est incorrect.</Note>
    <Dim prop="MONNAIE_B">EUR</Dim>
    <Dim prop="SEQ">3</Dim>
    <Dim prop="PAYS_B">FR</Dim>
    <Dim prop="DET_AF">32</Dim>
    <Dim prop="DET_NON_AF">1234</Dim>
    <Dim prop="SECT_ID">B</Dim>
    <Item/>
  </Notes>
</Report>
</FeedbackReport>
```
X. “Suivi remises” (Track Submissions) tab – Files exchanged

X.1. “Suivi remises” (Track Submissions) tab – Page layout

![Image of the Track Submissions tab]

1. **Search input field**
   
   You can perform a search by entering the desired term in the column header.

2. **Declarant selection drop-down list**
   
   You can perform a search by selecting the desired declarant type.

3. **Submission date selection box**
   
   You can perform a search by selecting the desired date in the column header.

4. **Step date selection box**
   
   You can perform a search by selecting the desired step date.

5. **Status selection box**
   
   You can perform a search by selecting the desired file processing status.

6. **File progress step**
   
   To consult a line’s file processing steps, click the desired line:

   For XML submissions:
   ![XML Submission Progress Steps]

   For XBRL submissions:
   ![XBRL Submission Progress Steps]

   To open or save the feedback on the submission, click the link in the “Intégration de la remise” (Integrate the Submission) box. This link is also available in the submission details form’s “Résultat de l’étape” (Step Results) column.

   To access the submission details page, click the “Plus de détails” (More Details) button.
X.2. “Suivi remises” (Track Submissions) tab – Submission details

The Détail de la remise (Submission Details) page displays a set of technical and application information on the selected submission. To display a submission’s details page, click its ticket number.

| 1 | “Étape” (File progress step) column | Displays the details of each submission step. If a value other than “0” is displayed in the “Messages” column, you can obtain the details of a message by clicking the corresponding line |
| 2 | “Résultat de l’étape” (Step Results) column | For certain steps, you can download the related processing feedback |
| 3 | “Informations” (Information) box | Displays a summary of the submission file information |
| 4 | “Relations de la remise” (Submission Relationships) box | Every XBRL submission has a related ticket number. This can be used to easily check the status of every such submission |
| 5 | “Détail du fichier” (File Details) box | Displays the details of the submission file. To download the submission file, click its name |
X.3. “Suivi remises” (Track Submissions) tab – Toolbar

- To refresh the list provided, click the “Recharger” (Reload) button.
- To export a list, click the “Export CSV” button.
  - You will be asked to select the number of lines to be exported. To export the entire table, the total number of lines is indicated at the end of the table.
  - Once you have specified the desired number of lines, click the “Télécharger” (Download) button and wait while the file is generated.
  - Depending on the browser, a window may be displayed to enable you to open or save the file.

The file generated summarises the information displayed on the screen.
XI. “Gestion documentaire” (Document Management) tab

The ONEGATE messaging system has been replaced by a document management system listing all documents received by domain and by declarant. Access to this information is governed by your user rights for the Declarant/Domain pairs concerned. All documents that previously appeared in the ONEGATE messaging system have been migrated to this screen. To consult the details of a submission and download the submission file, click its line.
XII. Glossary

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2A</td>
<td>Application to Application</td>
</tr>
<tr>
<td>U2A</td>
<td>User to Application</td>
</tr>
<tr>
<td>UI</td>
<td>User Interface</td>
</tr>
<tr>
<td>URL</td>
<td>Uniform Resource Locator</td>
</tr>
<tr>
<td>Captcha code</td>
<td>Code used to distinguish between humans and computers</td>
</tr>
</tbody>
</table>

XIII. Appendices

XIII.1. Appendix 1: Procedure for exporting the electronic certificate in base 64 format (certificat.cer)

**Exporting the electronic certificate in base 64 format (certificat.cer)**

1- Run the certification manager by typing `certmgr.msc` as follows in the Start menu (in the “Search programs and files” box), and then press the **Enter** key.

Alternatively, press the **Windows + R** keys:

2- Go to “Personnel/Certificates” (Personal/Certificates) and check that your electronic certificate is present.
3- Extract your public key as follows:
   a. Right-click your personal certificate. In the contextual menu, select “Toutes les taches” (All tasks) then “Exporter…” (Export…)
      ![Image of certificate export process]
   b. Click “Suivant” (Next)
      ![Image of certificate export next step]
   c. Select the “Non, ne pas exporter la clé privée” (No, do not export the private key) option, and then click “Suivant” (Next)
      ![Image of certificate export non-private key]
   d. Select the “X.509 encodé en base 64 (.cer)” (X.509 encoded in base 64 (.cer)) format option, and then click “Suivant” (Next)
e. Fill in the name of the file — for example, Public_Key_Surname_Forename — and then click “Suivant” (Next). Check the location of the file by clicking “Parcourir…” (Browse…) so that you can find it again.

f. Click “Terminer” (Finish)

4- The Public_Key_Surname_Forename.cer file is created in base 64 format