

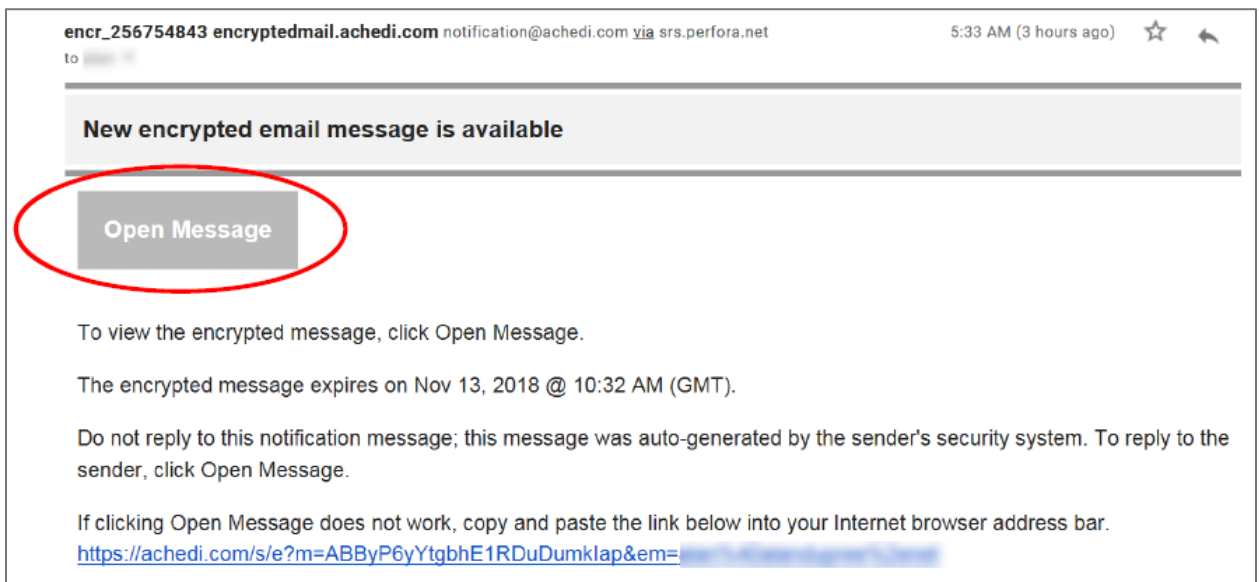
How to Set up Fed Reporting Access

Fed Payments Reporter is a secure message center used to provide return or NOC notices for originated ACH transactions. Please use the below steps to register your e-mail for access:

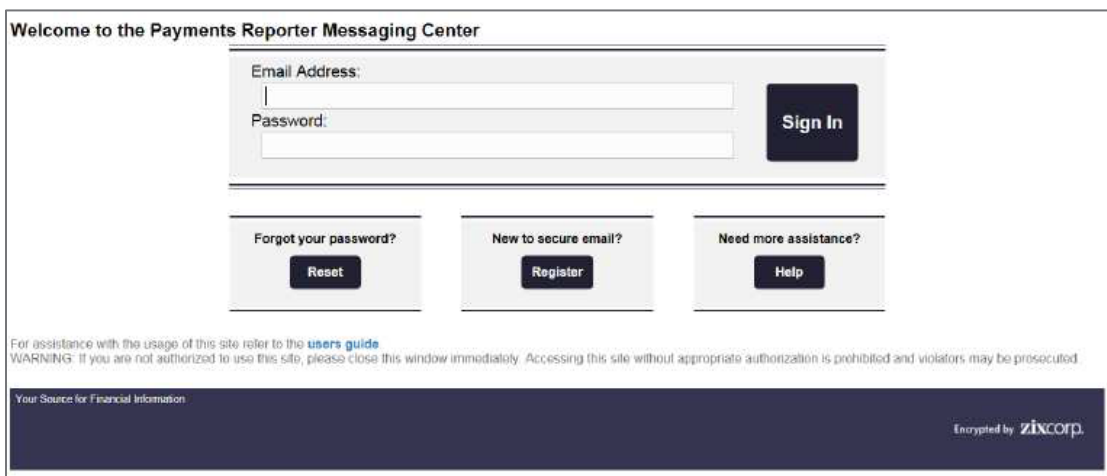
1. When you receive your first Return or Notification of Change Notice for an originated ACH transaction, you will receive an automated e-mail alert to the business email address you had provided to Needham Bank.

The email domain name will be the following: **encryptedmail.achedi.com**

SAMPLE IMAGE:



2. Use the link in the email alert or the direct website provided below to access the Federal Reserve's secure ZixMail portal: <https://achedi.com/>.



Payments Reporter

Your Source for Financial Information

Register Account

Register below for your mailbox to receive encrypted messages.

Email Address:

Password:

Re-enter Password:

Password Rules


Passwords must be at least 8 characters in length, and meet all of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#\$%^&
- Passwords will expire every 31 days

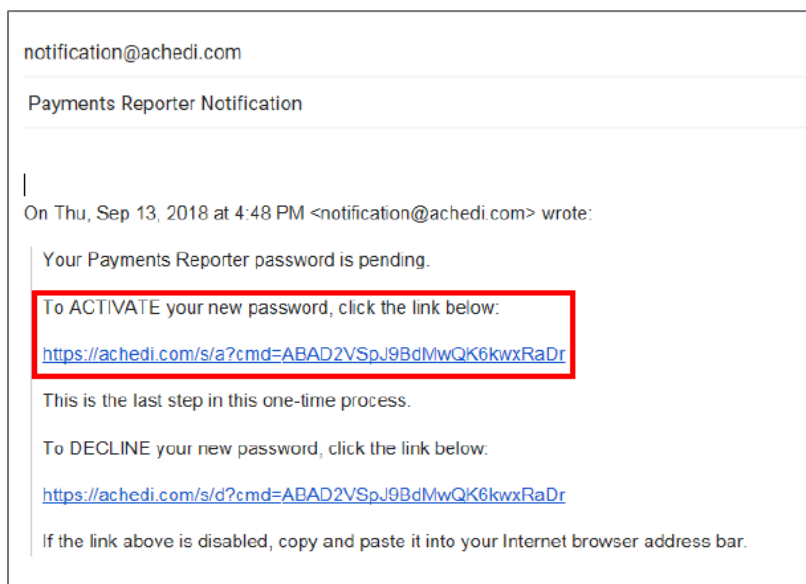
Passwords cannot match email address.

For assistance with the usage of this site refer to the [users guide](#).

Your Source for Financial Information

Encrypted by 

5. You will then receive a confirmation screen and an activation email will be sent to you.
6. Go to your email and open the activation email.
7. Click the **ACTIVATE** link in the body of the e-mail to activate your new password



8. You will be brought to an Activation Successful screen and you are now set up for the Service.