



COMMERCIAL ADVANTAGE

# Transmission Profile Set Up Quick Reference Guide

Published 06/12/2025

Member FDIC



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## Overview

Transmission Profile is an extension of the Scheduled Export feature which allows clients to schedule custom reports/files to be made available for delivery on a recurring basis. Learn more about Scheduled Export [here](#).

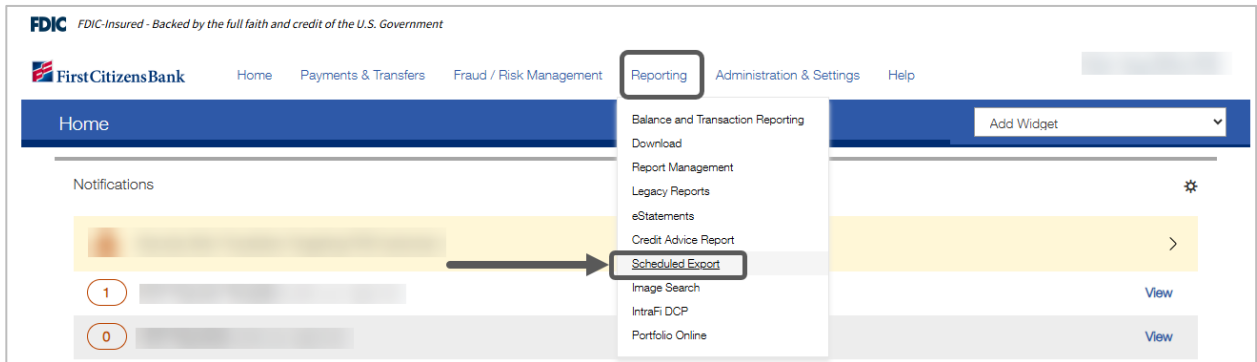
**Note:** You must set up the Transmission Profile prior to Scheduled Export.

Transmission Profiles allows you to:

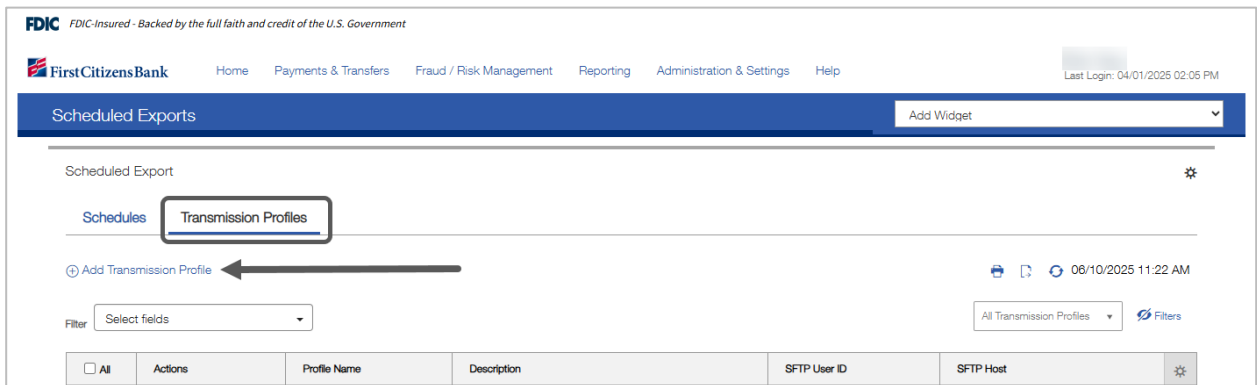
1. Set-up a profile that connects Commercial Advantage to your internal file transfer tool.
2. Send the scheduled reports/files directly from CA to your file transfer tool via Secure File Transfer Protocol (SFTP).

## How to Set Up a Transmission Profile

1. From the home page, select the **Scheduled Export** option under **Reporting**.



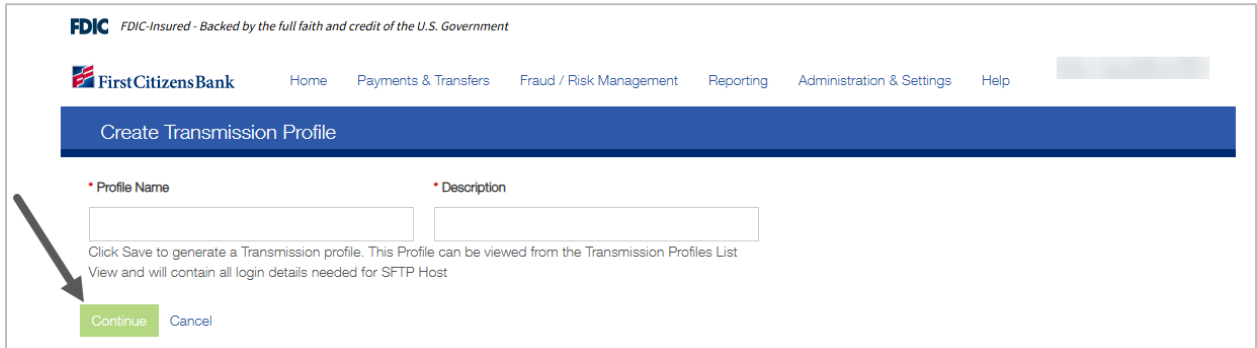
2. Select **Transmission Profiles** tab, then click on **+Add Transmission Profile**.



3. Complete the required fields, then select **Continue**.

**Notes:**

- Both fields (**Profile Name** and **Description**) are for identification purposes only and do not affect the actual feature functionality. Use these fields for your own reference.
- Click outside of the field box if the **Continue** button is not active.



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Create Transmission Profile

\* Profile Name \* Description

Click Save to generate a Transmission profile. This Profile can be viewed from the Transmission Profiles List View and will contain all login details needed for SFTP Host

Continue Cancel

4. A success message will display.

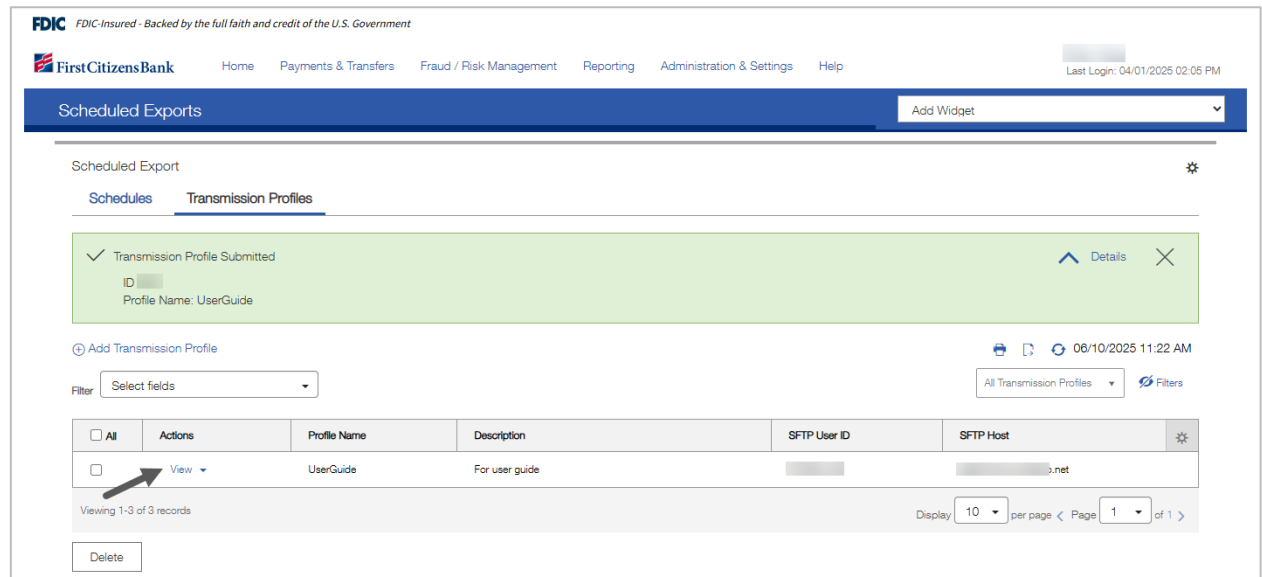


✓ Transmission Profile Submitted Details X

ID 5

Profile Name: <redacted>,TST

5. Select **View** to review the Transmission Profile you created which will appear under the success message.



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Scheduled Exports Add Widget

Scheduled Export Schedules Transmission Profiles

✓ Transmission Profile Submitted Details X

ID Profile Name: UserGuide

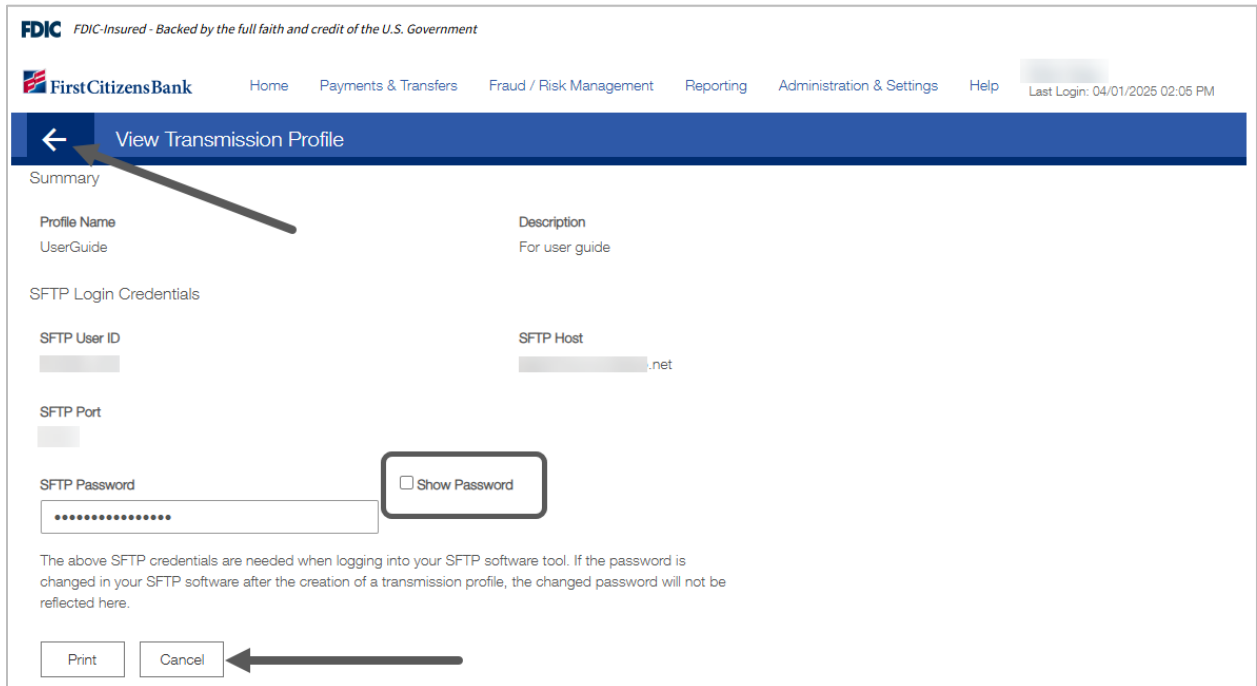
06/10/2025 11:22 AM All Transmission Profiles Filters

All	Actions	Profile Name	Description	SFTP User ID	SFTP Host
<input type="checkbox"/>	View	UserGuide	For user guide		.net

Viewing 1-3 of 3 records Display 10 per page Page 1 of 1

Delete

- The **Summary** page will display as below. Select the checkbox next to **Show Password** to view the SFTP password. Select the back arrow button on the top left corner of the page or the **Cancel** button to return to the Transmission Profile page.



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**View Transmission Profile**

Summary

Profile Name	Description
UserGuide	For user guide

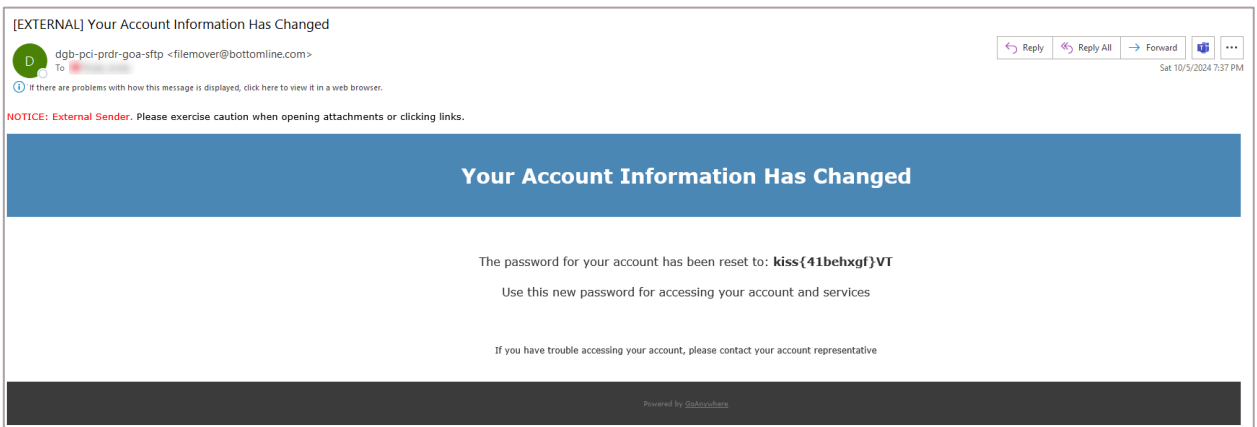
SFTP Login Credentials

SFTP User ID	SFTP Host
[Redacted]	[Redacted].net
SFTP Port	
[Redacted]	
SFTP Password	<input type="checkbox"/> Show Password
[Redacted]	


The above SFTP credentials are needed when logging into your SFTP software tool. If the password is changed in your SFTP software after the creation of a transmission profile, the changed password will not be reflected here.

Print Cancel

**Note:** When a Transmission Profile is created, an email will be sent to the user being set up. The user profile email address will be used to send this notification.



[EXTERNAL] Your Account Information Has Changed

 [dgb-pci-prdr-go-a-sftp <filemover@bottomline.com>](mailto:dgb-pci-prdr-go-a-sftp <filemover@bottomline.com>)  
To: [Redacted]

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.

**NOTICE: External Sender.** Please exercise caution when opening attachments or clicking links.

**Your Account Information Has Changed**

The password for your account has been reset to: **kiss{41behxgf}VT**  
Use this new password for accessing your account and services

If you have trouble accessing your account, please contact your account representative

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- Please refer to the [Scheduled Export guide](#) to link to the Transmission Profile.

## Compatibility Requirements

Currently, Transmission Profiles are not compatible with Oracle® Fusion.

## Credentials

The below table provides the necessary credentials required for setup in your FTP tool for accessing the server where the files are located.

<b>SFTP Host</b>	URL needed for connecting to the server.
<b>SFTP Port</b>	Port needed for connecting to the server. <b>*Note:</b> The port number you will see in the <b>Profile Details</b> is a non-standard port number and cannot be changed.
<b>SFTP User ID</b>	Client's user id for logging into the server.
<b>SFTP Password</b>	Client's user id for logging into the server. <b>*Note:</b> The password cannot be changed within Commercial Advantage. If the client changes passwords outside of Commercial Advantage, the bank support team cannot assist with password retrieval.

## Questions?

We're here to help. Contact Business Engagement Center with questions at 866-322-4249. Our team is happy to assist you. For more information, visit our [Commercial Advantage Learning Center](#).