

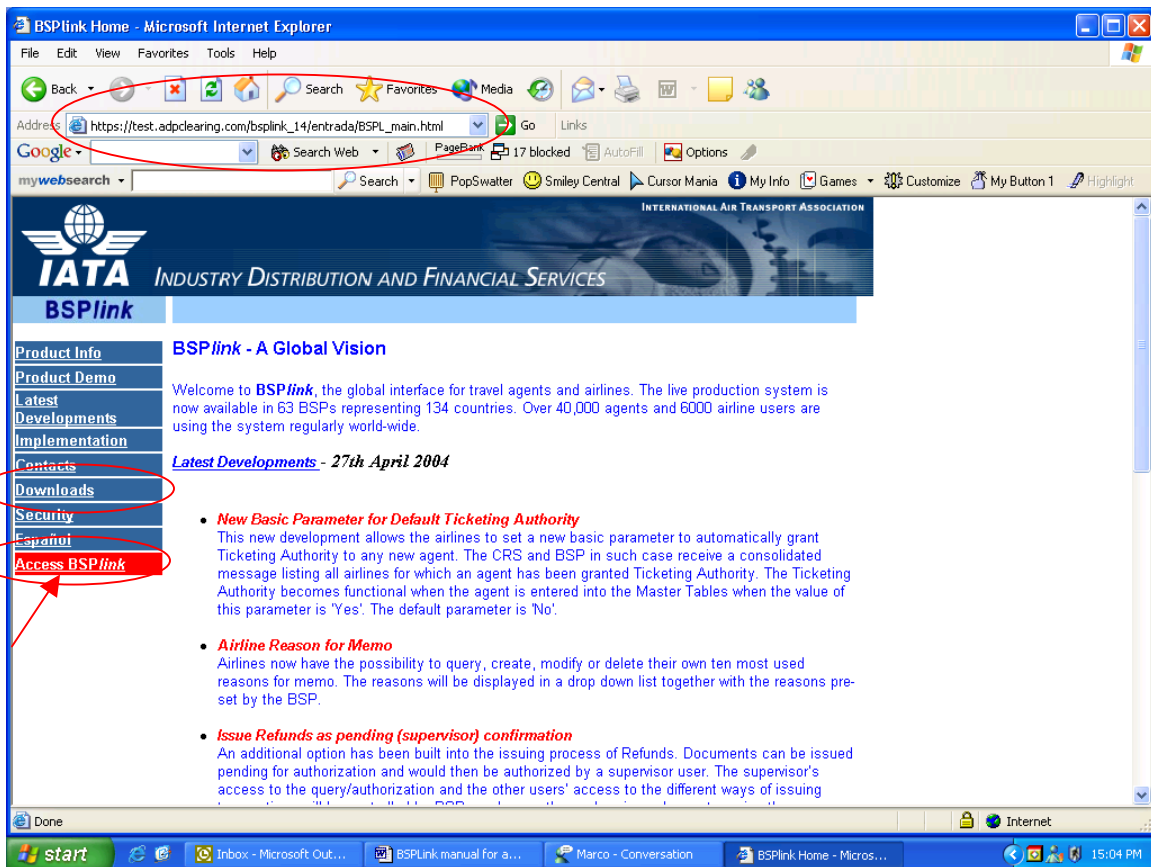


## BSPLink Familiarization Guide

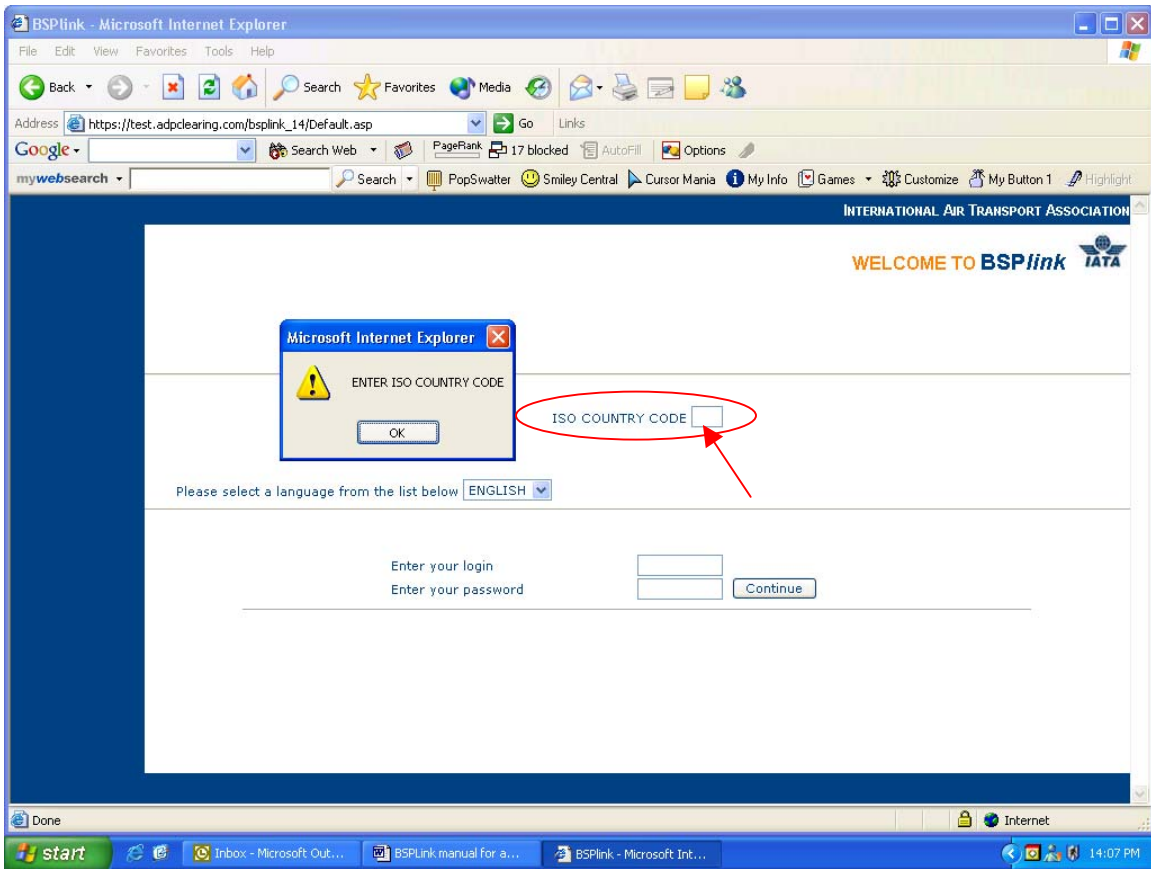
This brief guide has been designed to help familiarize the user with some of the Basic commands in BSPLink.

### *Important Note:*

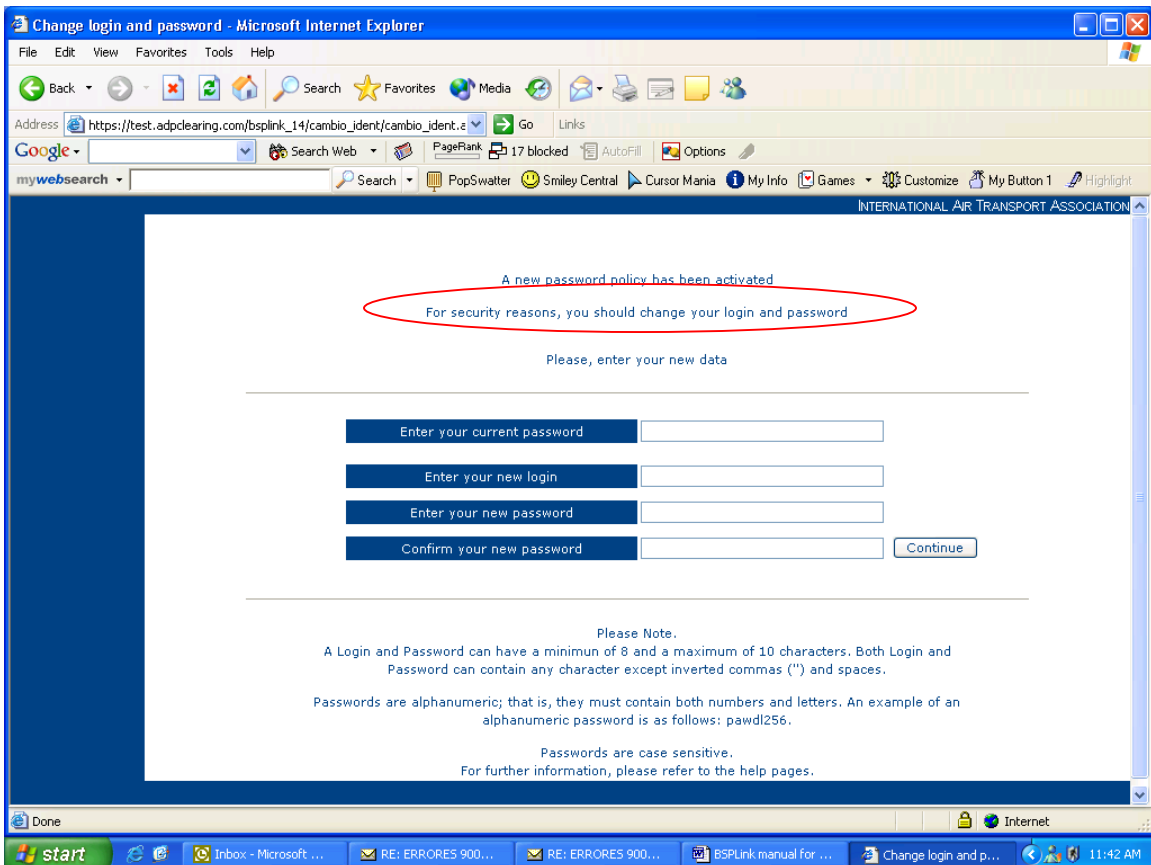
BSPLink currently supports Microsoft Internet Explorer Version 5.5 and above, and Netscape Navigator Version 6.0 and above. The Downloads feature from the left hand side menu will provide you with these and other recommended software used with BSPLink.



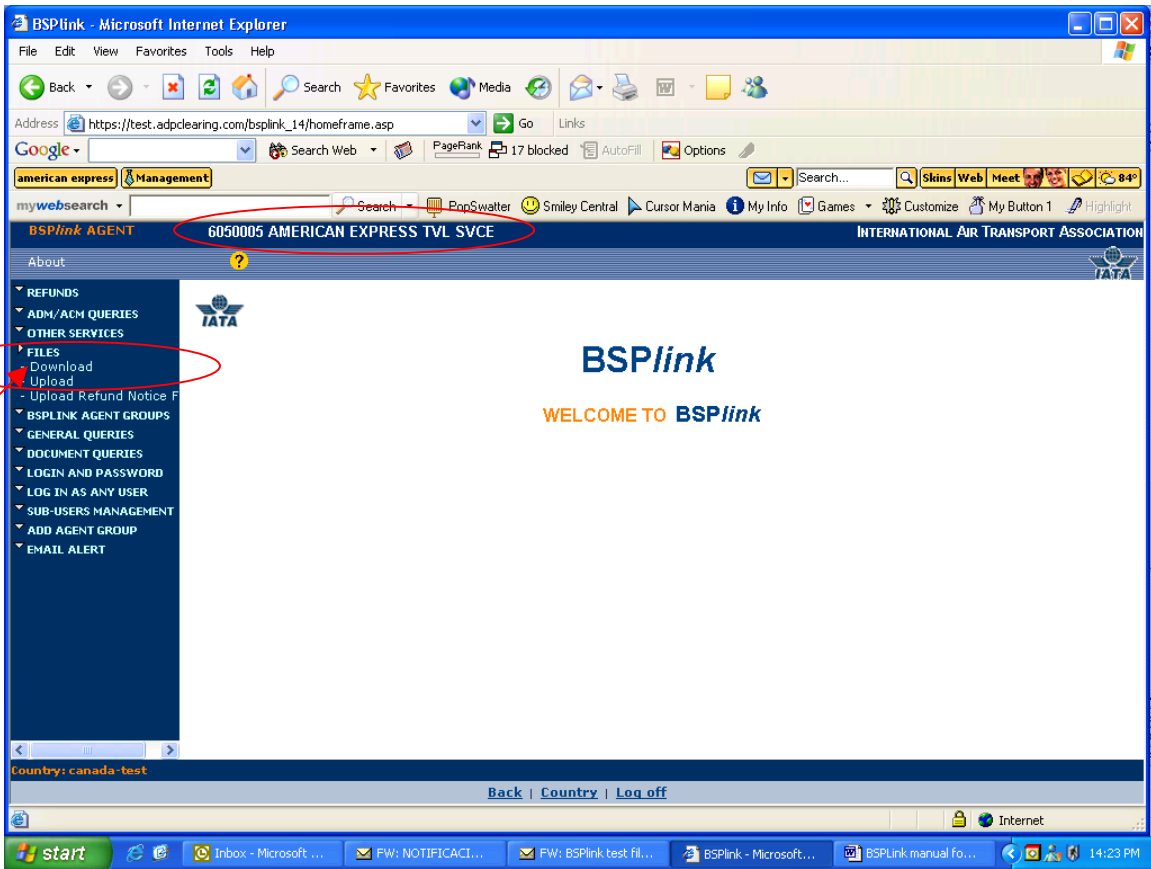
- Please enter the Web page marked – (<https://test.adpclearing.com>)
- Click on “Access BSPLink”



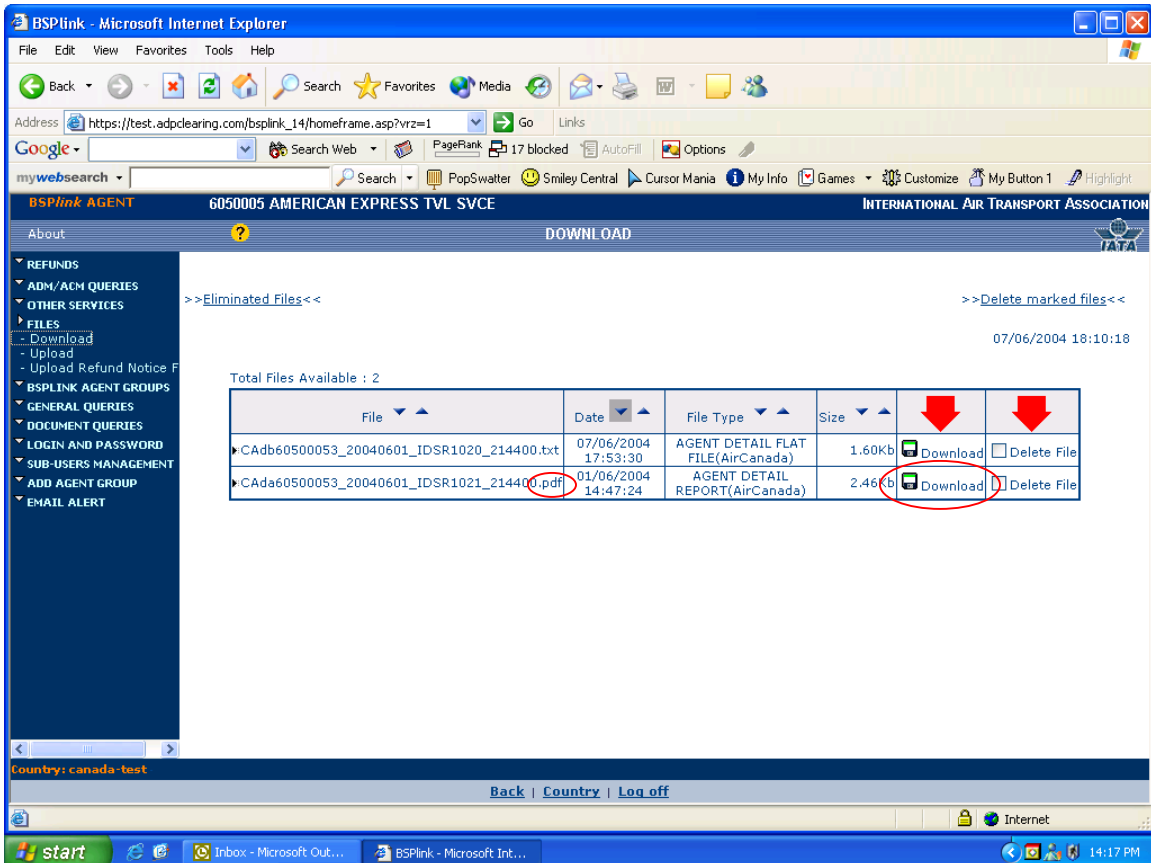
- The ISO Country Code for Canada is CA.
- Then enter the login and password provided.



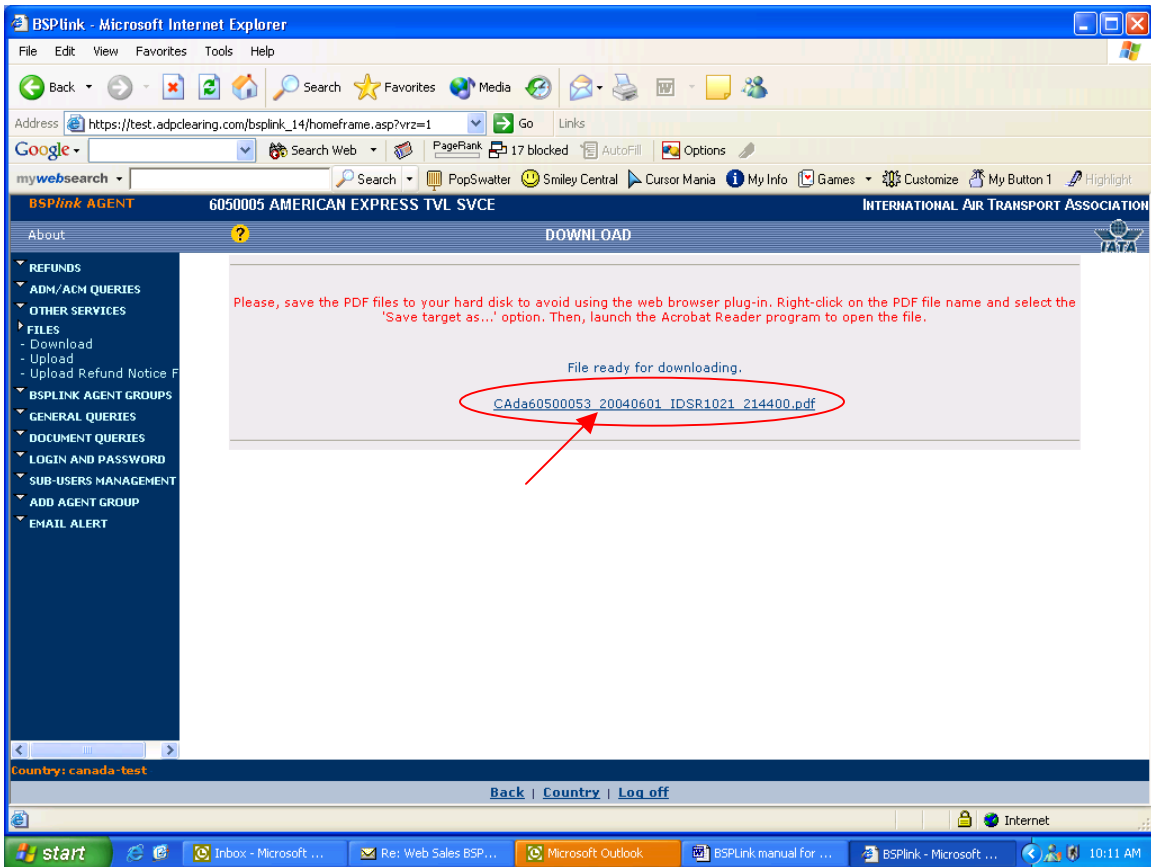
- The system will ask you to change the login and password, and to login again using your new login and password.



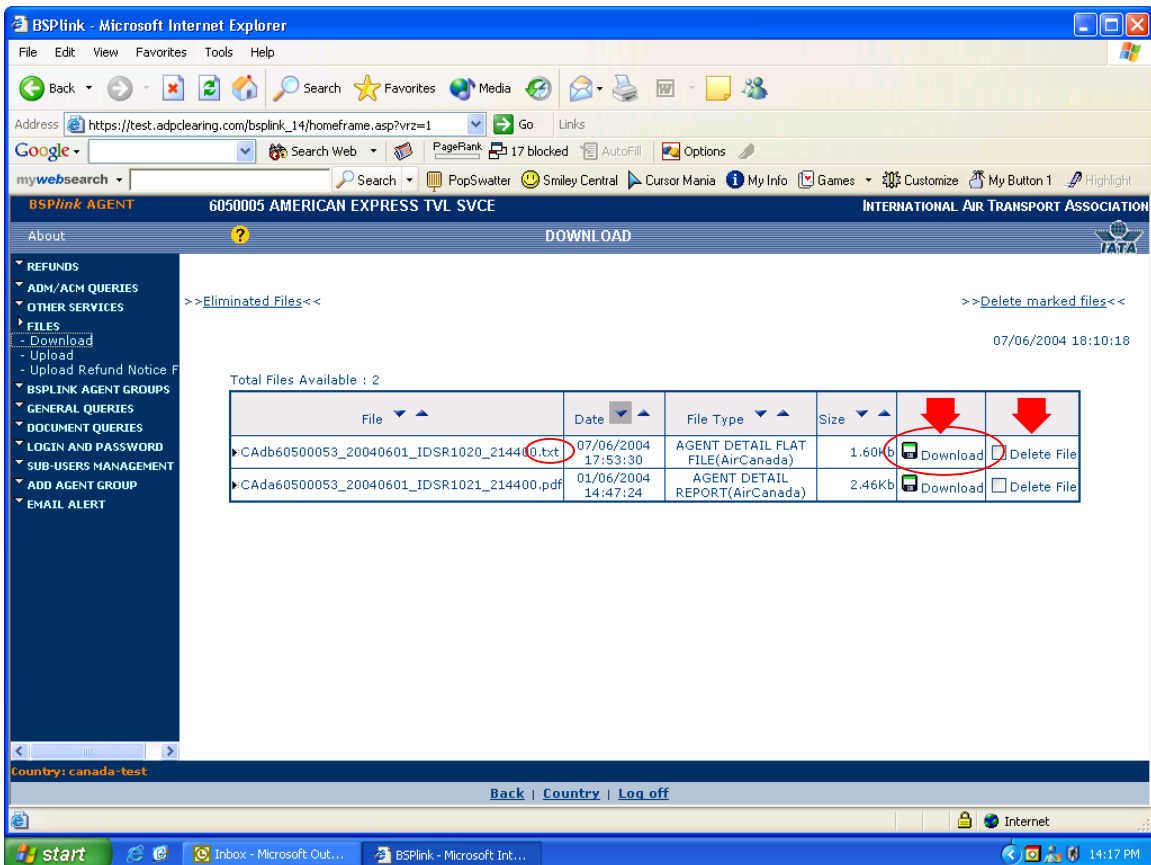
- The BSPlink Agent screen will be displayed,
- Click on “Files” - “Download”



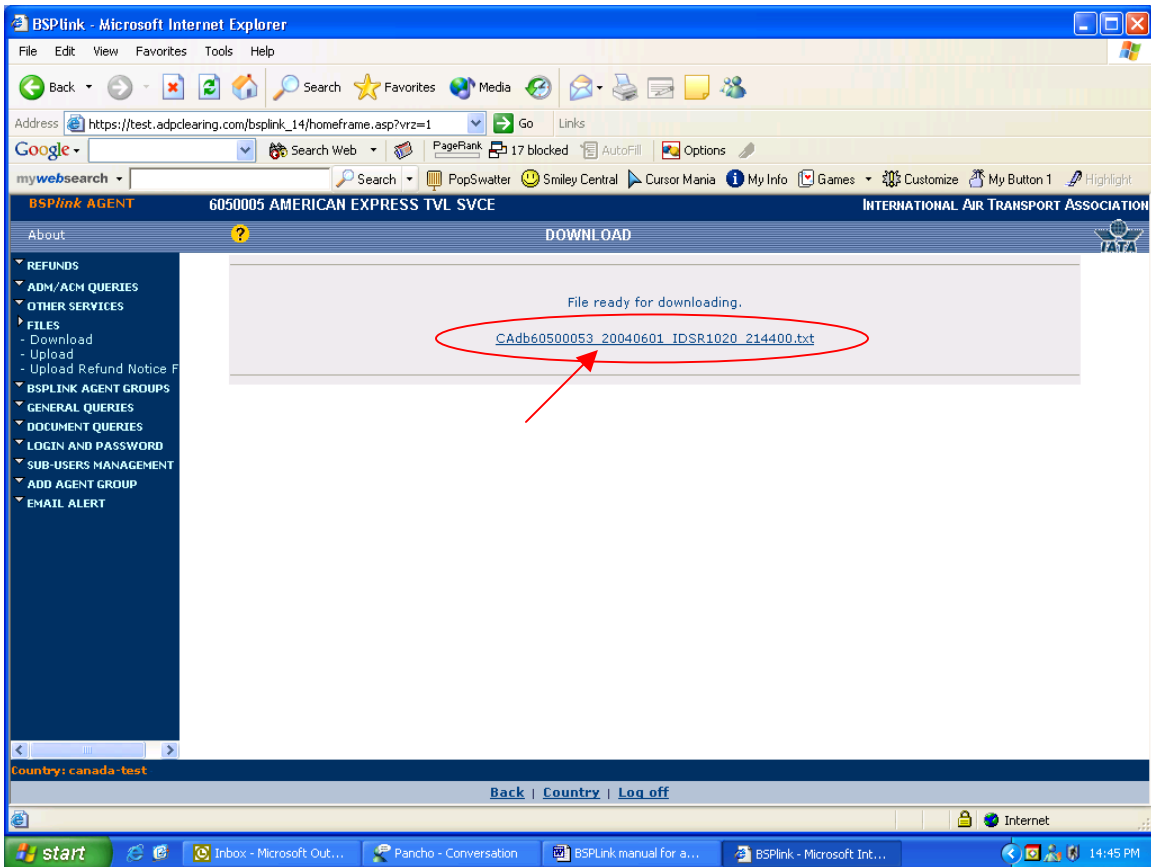
- Click on the “Download” prompt for the .pdf file.



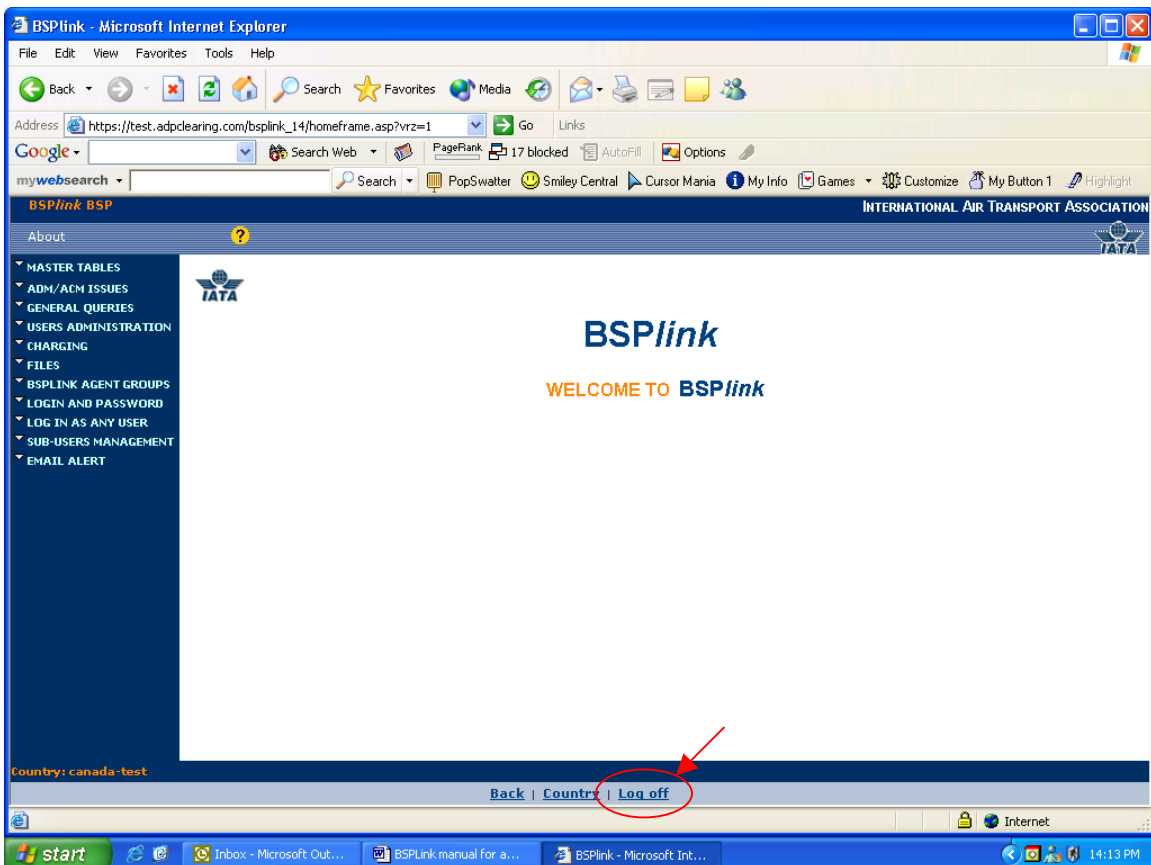
- The system has prepared the selected .pdf file for downloading. Right click on the file listed as indicated on the screen and follow the instructions.



- For the .txt file, follow the instructions below.



- To save this text (.txt) file to your hard disk, right click on the file name, select the "save target as..." option and save to preferred directory. Then, launch the LAYOUT READER TOOL program to open the file, manipulate your data and save in Excel format.



- When you finish using BSPLink and for security reasons, PLEASE log-off the system using the prompt indicated.