

STS ID Registration and Usage Steps

Frequently Asked Questions

Access to Experian platform to submit data is provided to Bureau Members of Experian. Submission of data involves creation of a user ID.

Validation before raising request:

- \cdot We create only one user ID against 1 email address
- Email address should be of:
 - A company domain
 - Not a generic without the identification of an individual who is to use the user ID
 - Yahoo/Live/Gmail/Outlook and other such domains



Once the STS ID is created by Experian, 3 automated emails are sent to the email address from Expadmin@experian.com

New Account User ID for SA Expadmin@experian.com To Retention Policy 6 Months Delete - All (6 months) Orange Category		New Account User ID for	New Account access for	New Product Assigned.msg
Hello there,				
Welcome to Experian and thank you for creating a new account with us.				
Here is your new and unique user ID:				
iinp3333				
To complete the registration please access the link you will receive in a separate email.				
If you do not receive this link, please call us.				
Thank you for using Experian. Kind regards, Experian Service Support Desk +44 (0)333 000 3030				
Email reference - new user Please do not reply to this message as this email address isnt monitored.				



Once the STS ID is created by Experian, 3 automated emails are sent to the email address from Expadmin@experian.com



User needs to open the resgitration link. This accesible only once in a browser.



The user is directed to this page wherein the user needs to set up new password and security question's answers.

User ID	iinp3333	
New Password		
New Password	······	New password - must be a minimum of 8 characters - must contain combination of upper and lowercase letters - must contain a numeric character
Commit asserte		- do not use &, æ, ø, å, Æ, Ø, Å
n case you forget	your credentials	
Question 1	What is the first name of your oldest nephew?	 Image: A start of the start of
Answer		
Question 2	In what city was your father born? (Enter full name of city	only) 🗸
Answer		
Question 3	What is your mother's middle name?	v
Answer	••••••	
Question 4	What is the name of your first stuffed animal?	▼
Answer		
Question 5	What did you earn your first medal or award for?	▼
Answer		
Ferms and conditi	ons	
a) I Agree NOT to disclo	ose my password or shared secret to any other person.	
) I Agree NOT to order	credit reports or other data from Experian's site except in	the performance of your official duties for your company.
c) I agree that I will only organisation and Exper	use this website, and information obtained from this webs ian.	ite,in accordance with the terms and conditions of the contract between my
I Agree NOT to atten of my specific job functi	npt to test the limits of access to the Experian information p on.	rovided, or execute or use any function which is not directly related to the performant
e) I Agree to inform my	security designate when my job function no longer requires	s access to Experian's systems.
) I Understand that I ar	n responsible for transactions which take place under the u	ser id I am issued and understand that accounts may be monitored by Experian.
g) I have read, and und	erstood the cookies information link and understand that th	is site and other Experian sites use cookies.



Post that user needs to agree on terms and conditoions mentioned by clicking on the checkbox. In order to complete the registration, the user needs needs to click on the Complete Registration tab.

Post completeion of registration, the user sees this.

experian.	Language : Select-One 🗸
Request has been processed successfully.	
You have successfully completed your registration. Please <u>click here</u> to login.	

Post successful registration user can access <u>https://data.experian.in</u> to login in STS portal.



Post accessing the above mentioned link user will be able to directed to a login page. The user needs to enter the given user and newly set up password.

	experian.
	Sign In
User ID	
iinp3333	
Password	
•••••	••••
Remembe	r me
	Sign In

After clicking on Sign in, user will be asked to enter the answer to one of the security questions which was set up at the time of registration.





Once the correct answer is provIDed, the user is directed to a screen where the data can be uploaded or downloaded from.

There are 2 folders:

- From_xpn Will be used for receiving data from Experian.
 To_xpn Will be used for Sharing data to Experian.

对 ST Web Client	Your Files Mailbox			
▼ 🗁 Your Files	Your Files > adrian_test_010420			
adrian_test_010420	Loload Ω Share Actions γ			
laisotest				
amruthatest				
amruthatest1				
anandtest)		
axwaytest2	from_xpn to_xpn			
boontest1				



Data Upload:

- $\cdot\,$ Select the correct transfer Mode Below based on format of data.
- \cdot Select the dropdown under your user ID at the top right corner then select preferences.
- Select the dropdown under Transfer Mode and select one of the 2 options.
- ASCII Mode for uploading Text, ASC, PRN, and CSV files.
- Binary Mode for uploading ZIP, PGP, GPG, Excel, MDB, DBF and TRS files.

II Welcome iinp3333 ~	Preferences ×
	Language:
② Preferences	English 🗸
S Password	Transfer mode
Accessibility	
(i) About	Binary (Recommended) Binary (Recommended) ASCII Text
[]→ Logout	Save Close



Post Successful upload – Upload monitor look like below screenshot.

Uploads monitor						
II Pause 🕨 Resume 🔳 Cancel 🛱 Remove 🔿 Refresh status					All statuses 🗸	
Name	Folder	Status	Size	Started 🤳	Speed	
Consumer_excel_format.xlsx	/to_xpn	Completed	19.49 KB	1/15/2022, 2:05:28 PM		

In order to download the files, click on the "from_xpn" folder and download the same onto your system and save it.



Please note that the user ID needs to be accessed frequently to avoid getting locked/ de-activated as per the Information Security Policy of Experian.

The user ID gets locked if you haven't used it even once in 90 days

- \cdot The forgot password link does not function if the user ID is locked
- · Experian Customer Support can unlock the user ID and reset your password in this instance

The user ID gets de-activated if you haven't used it even once in 180 days

- \cdot The forgot password link does not function if the user ID is locked
- \cdot The record of this user ID gets deleted from our records

Experian Customer Support team can create a new user ID in this instance. Please write to: <u>Customer.Support@in.experian.com</u> or call 022 – 6641 9010 for us to be able assist you with this.

