**Upload ID File to Vault – Process to Take Prior to L3 Contact**

**IBM & Ocean/Kyndryl**

1. **NCOUAR DB –** Check for the user by short name in the active user section. Once found there verify that the user’s ID file is in fact in the document **(## Check w/ KRM can L2 see this section)**
2. **Internet Address –** Check to make sure the user’s internet address is in the field labeled ‘User Internet Address’ – If it is not copy it from their NAB Entry (## See addendum below for opening NAB), put NCOUAR Document in Edit Mode and paste it in then Save (CTRL-S) and close Edit Mode (CTRL-E). **(## Check w/ KRM – Can L2 Edit NCOUAR Person Doc’s)**
3. **Upload Flag –** If the ID File & Internet Address are in the record. Put the NCOUAR Document back into Edit Mode (CTRL-E) and change the Upload Flag from 1 to 0. Click Save, then close the document.

This process will set the ID File to be uploaded on the following schedule: (All House USA CST)

* IBM – 0200, 0800, 1400, 2000
* Ocean/Kyndryl – 0200, 0600, 1000, 1400, 1800, 2000

02.18.22 – Currently Ocean/Kyndryl ID Uploads are not working.

**Copying Internet Address from NAB**