

Overview of Web Interface to CenturyLink B2B Gateway

Access and Password Policy for the Web Interface

Like all Internet sites, the CenturyLink B2B web site requires an account containing both an identity and password. The identity and password are compliant with CenturyLink Corporate Information Security policies. CenturyLink maintains **NO** responsibility for your identity and password. It is your responsibility to properly secure, protect, and maintain your personal password and account for access to the CenturyLink B2B web site. Any violations of usage or accounts will result in immediate removal.

How to Change the Initial or Expired Password – 3 Steps

1. Use a standard web browser to access a web site. Go to the following URL **<https://sfgcprod.centurylink.com/myfilegateway/>** and then login with the user ID and temporary password provided. If you enter them correctly you will see this prompt:

CenturyLink B2B File Gateway



2. Select the "OK" button and you will then be presented with a sign in dialogue box. Enter the old and new passwords (**remember**: the new password must contain a minimum of 8 characters and one special character). Select the "Sign In" button.



A dialog box for signing in. It contains four input fields: "User ID" with the text "companyxyz", "Password" with seven dots, "New Password" with seven dots, and "Retype Password" with seven dots. Below the fields is a "Sign In" button.

3. A password change confirmation dialogue box will be presented where you will then select the "OK" button. You will now be at the home page (menu bar, multiple context tabs across the top). You can now navigate the site with both the menu bar and tabs presented within the page.

Search for file activities

To search for all activities simply leave all fields blank and select Find

Times shown in local time zone  [Change to server time zone](#)

Search Criteria

Find

Clear

Basic Search

Enter search criteria below and select Find
To display all activity leave query fields

Producer :

Consumer :

Original File Name :

Status :

Protocol :

password successfully changed

OK

How to Download Files – 2 Steps

1. Click on the Download Files tab near the top of the box. If there are files available for download, you will be presented a list with the Received date, File Name, Mailbox name, and File Size parameters of your files. To download a particular file simply click on the listing and a Confirm dialogue box will be presented, select the "OK" button to begin download.

The screenshot shows the CenturyLink B2B File Gateway interface. At the top, there is a navigation bar with the CenturyLink logo and the text "Welcome companyxyz". Below this is a menu with "Home", "Profile", "Help", and "Sign Out". The main content area has tabs for "File Activity", "Upload Files", "Download Files", and "Reports". The "Download Files" tab is active, showing a section titled "Download a file" with the instruction "Filter your mailbox by using the column input fields". Below this is a table with columns: "Received", "File Name", "Mailbox", and "File Size". A single row is visible with the following data: "03/05/2018 15:46:21", "list.txt", and "4920 bytes". A confirmation dialog box is overlaid on the table, asking "Are you sure that you want to download this file?" with "File: list.txt" and "From: /". The dialog has "OK" and "Cancel" buttons. At the bottom right of the interface are "Delete" and "Refresh" buttons. A footer bar contains the text "Visit CenturyLink @ www.centurylink.com".

2. You may be presented a dialogue box like the following allowing you to either save as named to a default location on your machine, change the filename prior to downloading, or saving and then opening the file in your default application. Once the file has been downloaded, it will disappear from the list above and is no longer available through the myFileGateway (**NOTE:** The file can be restaged but will require contacting the CenturyLink file transfer team).

The screenshot shows a file dialog box with the text "Do you want to open or save list.txt from sfgcprod.centurylink.com?". The dialog has "Open", "Save", and "Cancel" buttons. A dropdown menu is open under the "Save" button, showing options: "Save", "Save as", and "Save and open".

How to Upload Files – 3 Steps

1. Click on the Upload Files tab near the top of the box. Select the **Mailbox Path**. Use the default of “/” unless you have been told differently by your CenturyLink administrator.
2. Select the **File** to upload by clicking the **Browse...** button. Then find the file in the dialog box that pops up.
3. If you want to upload with a different name, enter it on the Rename File to box. Then click the **“Send”** button to complete the upload.

CenturyLink B2B File Gateway Welcome companyxyz

Home Profile Help

File Activity Upload Files Download Files Reports

Upload a file
Specify mailbox file and renaming pattern

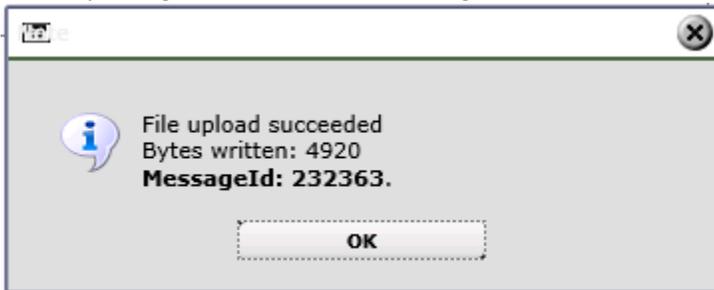
Mailbox Path : /

File : C:\list.txt Browse...

Rename File As :

Send

You may also get a confirmation message for the download like this.



How to Change an Existing Password

1. Use a standard web browser to access a web site. Go to this URL **https://sfgcprod.centurylink.com/myfilegateway/** and login with the user ID and existing password provided



User ID : companyxyz
Password : ●●●●●●●●
Sign In

Visit CenturyLink @ www.centurylink.com

2. Click the **“Profile”** link in the menu bar at the top of the page (upper right corner). Once the screen refreshes, select the **“Password”** tab at the top of the page box. Enter your current password and your new password (**remember**: the new password must contain a minimum of 8 characters and one special character)



CenturyLink B2B File Gateway Welcome  CenturyLink®

Home **Profile** Help Sign Out

Notifications **Password**

 **Password**
Modify your password here.

Current Password :
New Password :
Confirm New Password :

Clear Save

3. A password change confirmation dialogue box will be presented where you will then select the "OK" button. You can now navigate the site with both the menu bar and tabs presented within the page.

CenturyLink B2B File Gateway

Welcome companyxyz **CenturyLink**

Home Profile Help Sign Out

Notifications Password

Password
Modify your password here.

Current Password : [masked]
New Password : [masked]
Confirm New Password : [masked]

Clear Save

password successfully changed

OK

Visit CenturyLink @ www.centurylink.com

Email Notifications:

Click on "Profile" on the top of any page, then select the "Notification" tab. You can then subscribe to any number of events. If you want a email notification when a file is posted to your mailbox, you can select the FG_0411 event. Drag that option from the left-hand side to the right. You can remove by clicking on the event in the right-hand side and then hit the Delete button below. You can log in at any time to change the notifications. If you need to change the email address they go to, please contact us using the information below.

Notifications

Password



Subscribe to Event Notifications

Available Event Notifications

Code	Name
FG_0050	Mailbox Authorization Failure
FG_0250	Business Process Failure
FG_0408	Arrived File Started
FG_0411	Arrived File Routed
FG_0415	Route Complete
FG_0419	Delivery Complete
FG_0420	Arrived File Replayed
FG_0422	Redeliver
FG_0424	Arrived File Ignored

Subscribed Notifications

Code	Name
FG_0411	Arrived File Routed

 Delete

Your account is set to receive notifications in English.
 Your browser's preferred language is detected to be English.
 To change the language setting for notifications, select from the list below.

Language for notifications :

Save Language

Visit CenturyLink @ www.centurylink.com

Below is an example of what the email message will contain.

Title will be something like: **CenturyLink File Routing E-mail Notification [Event Code = FG_0411]**

Body will look something like this:

You are receiving this notification because you have subscribed to this event code and you are the consumer on this route.

The following File Gateway routing event occurred:

Route Event Details:

```

=====
Event Code:           FG_0411
Event Message:       Arrived File is now Routed.
Producer:            Testing-src
Consumer:             Company
Consumer Filename:   List.txt
Timestamp:           02/08/2018 12:30:48
=====
    
```

Use the link below to sign into your myFileGateway Suite instance:

<https://sfgcprod.centurylink.com/myfilegateway/>

Contact Information:

The file transfer team can be reached via our team email DataTransferServices@CenturyLink.com.