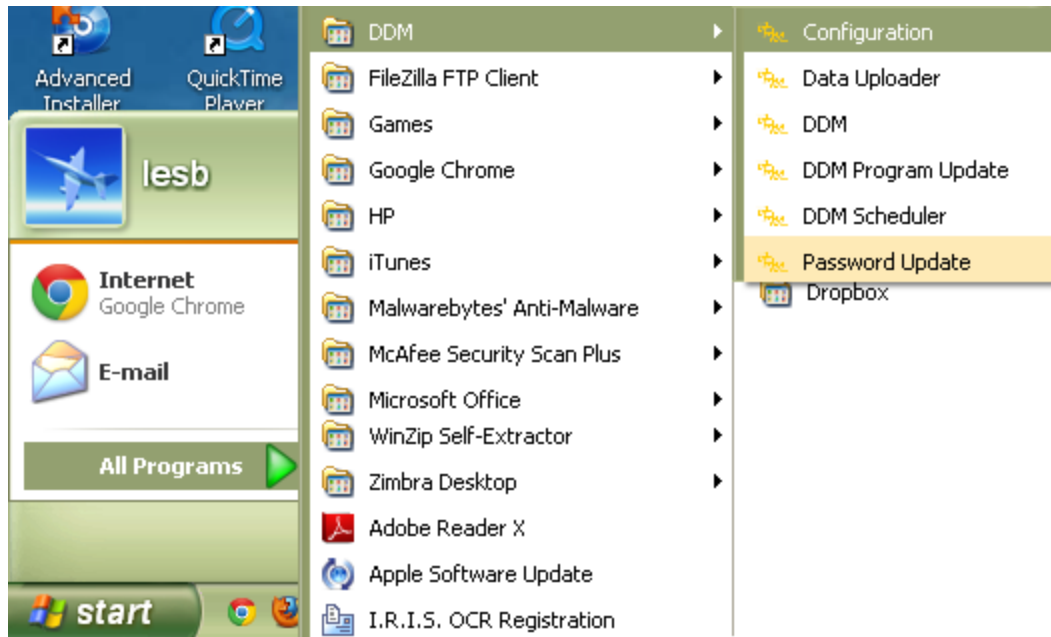


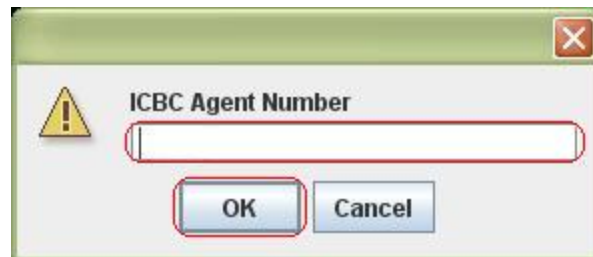
October 10, 2014

## How to Configure Data Download Manager

Go to Start, Programs (all Programs) DDM → Configuration.



Step1) Enter your ICBC Agent number and click on the "OK" button.



Step 2) In the Upload drop-down select "**Automatic**". Automatic will Data Download ICBC data every morning between 4 am - 6 am. (Requires your computer and Windows Scheduler to be on) Click the "**OK**" button.



Step 3) The Internet connection to ICBC has passed screen should appear. Click on the "OK" button.



Step 4) The Program Licencing has passed screen should appear. Click on the "OK" button.



Step 5) The AMS connection has been verified screen should appear. Click on the "OK" button.



Step 6) Enter your ICBC User Name and click on the "OK" button.



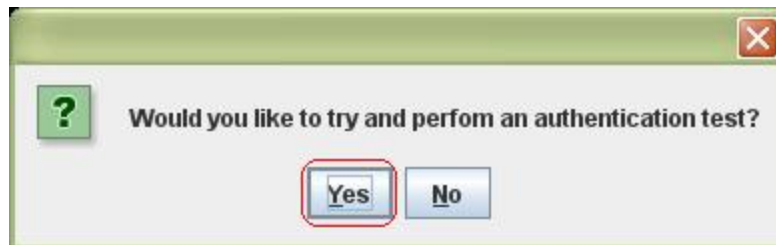
Step 7) Enter your Extranet Password for the above ICBC User Name and click on the "OK" button.



Step 8) Enter your Session Manager Password associated with the ICBC User Name (Mentioned above) and click on the "OK" button.



Step 9) The Checking ICBC Connection screen should appear, Click on the "Yes" button.



Step 10) If there is an error in the information you have entered, you will see the following screen and be prompted to re-enter the above information again. Click on the "OK" button. You will be taken back to the "ICBC User Name" screen. (Step 6)



Step 11) If there is no error in the authentication test, the Setup is Complete. Click on the "OK" button.



Now DDM is all configured. If the computer DDM is configured on is left on overnight a scheduler should be setup to allow automatic downloads overnight.