

Texas Department of Banking's Data Exchange (DEX)



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1. Introduction

The Department of Banking’s Data Exchange program allows our regulated entities to send and receive data files. The files have to be less than 100 MB, but entities can upload as many files as desired.

To use the system click the **Entity Log in** button at the top of our website. <http://www.dob.texas.gov>.



You will be directed to the Entity Login Portal. To enter the Data Exchange program, click the **DEX Data Exchange** button.

Entity Login

Welcome to the Texas Department of Banking's Web Portal.

The Entity Login Portal allows regulated entities and their agents to report and exchange data quickly. All systems require a valid username and password. If you have any questions about anything here feel free to contact us.

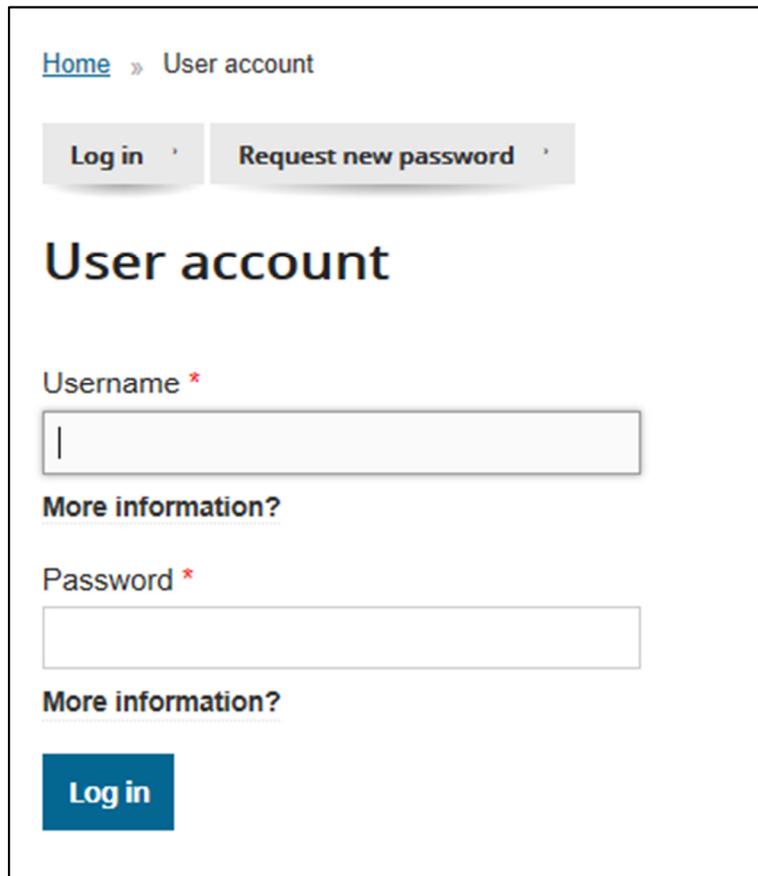
This portal is available to the Department of Banking's regulated entities and their agents, all other use is prohibited.



2. Logging in

After you clicked the **DEX Data Exchange** button, you will be directed to the login screen. Enter your username, password and click the Login button. Banks can register for DEX through the Department's ACES program. (See section 6. Registering through ACES.) Banks needing help registering should contact the Department at 512-475-1326. Prepaid Funeral Contract Sellers and Perpetual Care Cemeteries can obtain a username and password by contacting the Department of Banking at 512-475-1285. Money Service Businesses needs to call 512-475-1291.

There are two kinds of users, Full access and Restricted users. Restricted users will be able to upload documents and view/change/delete documents they uploaded. Full users will be able to upload documents and view/change/delete all documents for the entity.



The screenshot shows a web interface for a user account. At the top, there is a breadcrumb trail: [Home](#) » [User account](#). Below this are two buttons: **Log in** and **Request new password**. The main heading is **User account**. There are two input fields: one for **Username *** and one for **Password ***. Each field has a **More information?** link below it. At the bottom, there is a blue **Log in** button.

After logging into the system you will be directed to the Entity Home page. The Entity Home page will list all the documents that were uploaded for you by the Department of Banking and all documents uploaded by the entity.

3. Uploading files

To upload documents click the **Add a new document** button.

Texas State Bank

Current Documents

These documents are accessible to everyone in your institution and selected Department of Banking staff.

Documents uploaded by Texas Department of Banking Employees

There are no files available for download at this time.

Documents uploaded by Employees

There are no files available for download at this time.



You will be directed to the Create Entity Upload screen. Give your document a title that describes the data file. In the comment box enter any special instructions for the examiner.

Create Entity Upload

Title *

Comments

Add introductory content that will be appear at the top of this document listing. Can be used to describe the set of documents that you have uploaded.

Scroll down to the File Upload section. Click the **Browse** button

File Upload

Add a new file *

Upload

Browse...

More information?

Revision information

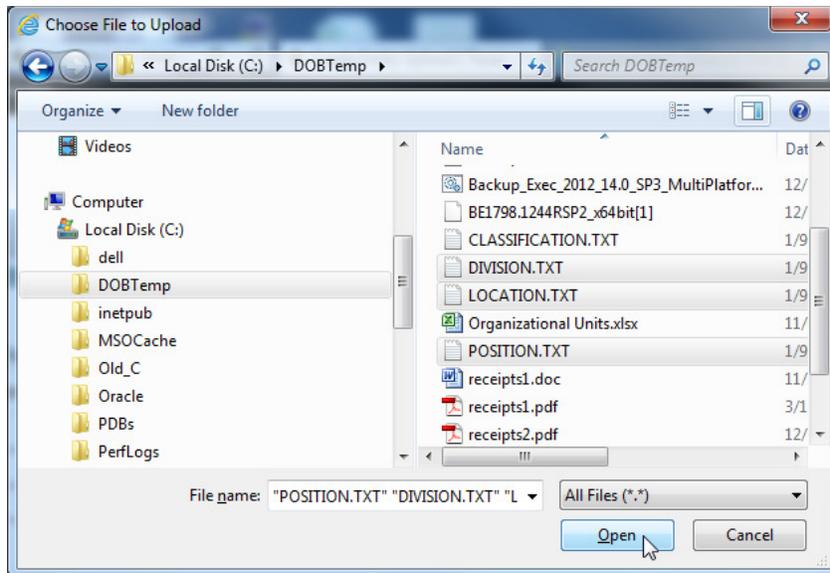
New revision

Revision log message

More information?

Save

A Choose File to Upload window, will open. Scroll to the appropriate folder and select the file(s) to upload. If you wish to upload multiple files, click the first file, hold down the Ctrl key and click additional files. Click the Open button to return to the upload screen.



Click the **Upload** button. The files will be uploaded to the Department's Data Exchange program.

File Upload

Add a new file *

C:\DOBTemp\DIVISION.TXT, C:\DOBTemp\LOCATION.TXT, C:\DOBTemp\POSITION.TXT

Upload

[More information?](#)

Revision information

[New revision](#)

Revision log message

[More information?](#)

The files will be listed as shown below. You will be able to upload additional files, by clicking the **Browse** button, selecting additional files and clicking the **Upload** button, or you can remove any file by clicking the **Remove** button next to the file. When all the files are selected, click the **Save** button.

File Upload

File information	Operations
*  DIVISION.TXT (423 bytes)	
*  LOCATION.TXT (506 bytes)	
*  POSITION.TXT (1.07 KB)	

Add a new file

[More information?](#)

Revision information

[New revision](#)

Revision log message



4. Downloading files

The Department's Data Exchange allows regulated entities to download files from the Department of Banking. If the Department needs to send an entity a file, the Department will upload the file to the Entities data exchange portal. When the Entity logs in, they will see the document in the **Documents uploaded by Texas Department of Banking Employees** section. To download the file, click the file name or right click the name and select **Save target as...**

Texas State Bank

Current Documents

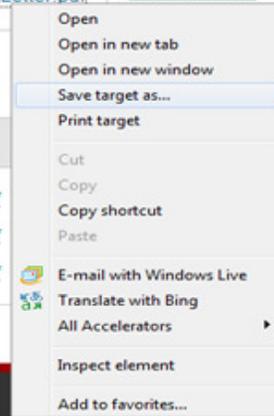
These documents are accessible to everyone in your institution and selected Department of Banking staff.

Documents uploaded by Texas Department of Banking Employees

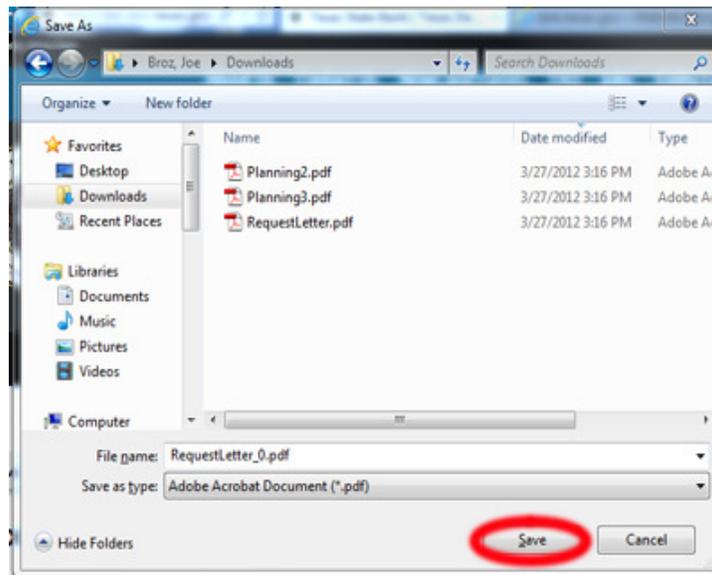
Title	Uploaded By	Date Uploaded	File Name(s)	Add Comment	Edit
Request for Informaton package	Jimmy StaffMember	03/20/2014	 RequestLetter.pdf	Add Comment	

Documents uploaded by Employees

Title	Uploaded By	Date Uploaded	File Name(s)	Edit
Planning and Control	Jane Tester	03/20/2014	 Planning1.pdf  Planning2.pdf  Planning3.pdf	edit



If you right clicked the name and selected **Save target as...**, a Save As box opens, select the appropriate folder and click **Save**. If you clicked the file name the file will open in the appropriate application.



5. Deleting/Change/Add file(s)

To delete/change/add an uploaded document, from the main screen, click the **edit** button, next to the document you wish to alter.

Texas State Bank

Current Documents

These documents are accessible to everyone in your institution and selected Department of Banking staff.

Documents uploaded by Texas Department of Banking Employees

Title	Uploaded By	Date Uploaded	File Name(s)	Add Comment	Edit
Pre-Exam Package	Jimmy StaffMember	03/24/2014	 RequestLetter.pdf	Add Comment	

Documents uploaded by Employees

[Add a new document](#) >

Title	Uploaded By	Date Uploaded	File Name(s)	Add Comment	Edit
Examination Data	Jimmy TestAdmin	03/24/2014	 DIVISION.TXT  LOCATION.TXT  POSITION.TXT	Add Comment	edit

The edit screen will open. Scroll down to the bottom of the screen. To delete the document, which will delete all the uploaded files, click the **Delete** button at the bottom of the screen. To delete an individual file on a multiple upload, click the **Remove** button next to the file you wish to delete. If a new file is desired, click the **Upload** button and upload a new file, click the **Save** button when completed. See Uploading file section.

Edit Entity Upload Examination Data

Title *

Comments

File Upload

[Show row weights](#)

File information	Operations
*  DIVISION.TXT (423 bytes)	
*  LOCATION.TXT (506 bytes)	
*  POSITION.TXT (1.07 KB)	

Add a new file



More information?

Revision information

[New revision](#)

Revision log message

More information?

6. Registering through ACES

Your bank's designated ACES user will register all DEX users. To register a DEX user, log into ACES, <https://www.dob.texas.gov/aces>, and either update the DEX Access level for existing users, located in the far right column, or click the **Add Contact** button at the bottom of the list. There are three access levels. No access gives **No Access** to DEX, **Full** access will allow users to add documents and view/delete all documents. **Restricted** access will allow users to add documents and view/delete documents the user uploaded. Restricted users will not be able to see any documents uploaded by other users.



TEXAS DEPARTMENT OF BANKING
Commissioner Charles G. Cooper

Dedicated to Excellence in Texas Banking Since 1905

Charter No: 149-06
Name: State Bank
Address: 101 First Street
Austin, TX 78700
Mailing Address: P.O. Box

Principle Executive Officer: Joe Smith
Main Phone:

If the above information is not correct, contact aces@dob.texas.gov

Deleted	Last Name	First Name	Title	Email	Phone	Ext	Primary Contact	Confidential Information	General Correspondence	Assessment/Fee Notice	Emergency Contact	DEX Access
<input type="checkbox"/>	Doe	Sue	Sr VP/CFO	sdoe@statebank.com	361		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Access
<input type="checkbox"/>	Jones	Mary	Vice President	mjones@statebank.com	36	25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Access
<input type="checkbox"/>	Smith	Joe	President & Chief Executive	jsmith@statebank.com	91	07-4782	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Access

Only one person may be selected as the primary contact. If no other box is checked, the Primary contact will receive all available correspondence. Confidential information can be the report of examination, non-public information and other supervisor related correspondence from the Department. At least one person must be selected to receive the quarterly assessment notices.

The contact information has been reviewed and/or updated.

Last Updated: 11/02/2011

If adding a new user, enter user name, email address and DEX Access level, at a minimum. Click the **The contact information has been reviewed and/or updated** and click **Save**. Then close the application, by clicking **Logout**.



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Charter No: 149-06
Name: State Bank
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Austin, TX 78700
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Principle Executive Officer: Joe Smith
Main Phone:

If the above information is not correct, contact aces@dob.texas.gov

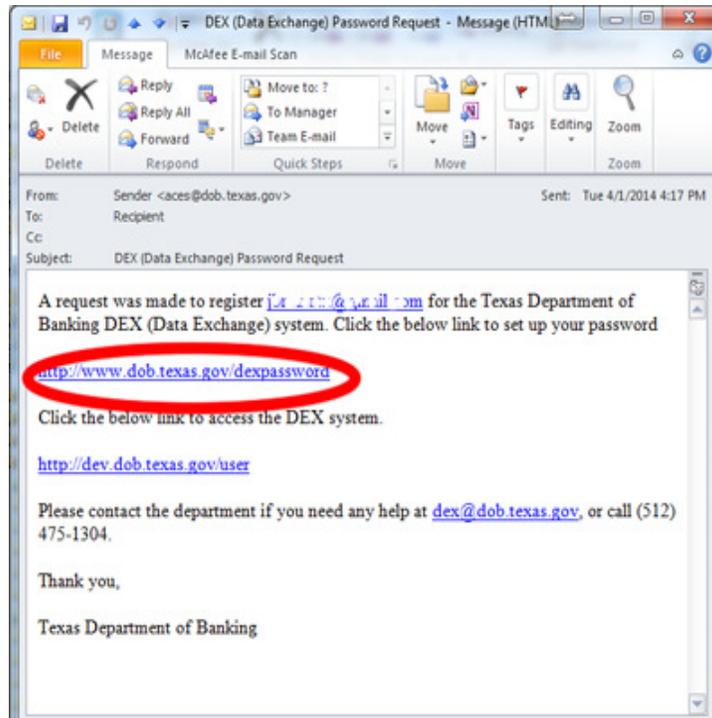
Deleted	Last Name	First Name	Title	Email	Phone	Ext	Primary Contact	Confidential Information	General Correspondence	Assessment/Fee Notice	Emergency Contact	DEX Access
<input type="checkbox"/>	Doe	Sue	Sr VP/CFO	sdoe@statebank.com	361		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Access
<input type="checkbox"/>	Jones	Mary	Vice President	mjones@statebank.com	36	25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Access
<input type="checkbox"/>	Smith	Joe	President & Chief Executive	jsmith@statebank.com	91	07-4782	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Access
<input type="checkbox"/>	Juser	J	DEX User	juser@statebank.com			<input type="checkbox"/>	No Access				

Only one person may be selected as the primary contact. If no other box is checked, the Primary contact will receive all available correspondence. Confidential information can be the report of examination, non-public information and other supervisor related correspondence from the Department. At least one person must be selected to receive the quarterly assessment notices.

The contact information has been reviewed and/or updated.

Last Updated: 11/02/2011

The user added or given access to the DEX system will receive an email. Click the password link to setup a password.



After you click the password link, you will be directed to the DEX Password Reset application. Enter a new password, re-enter the new password and click Reset. Make sure your password conforms to the password rules displayed on the bottom of the screen.



DEX (Data Exchange) Password Reset

Email Address:

New Password:

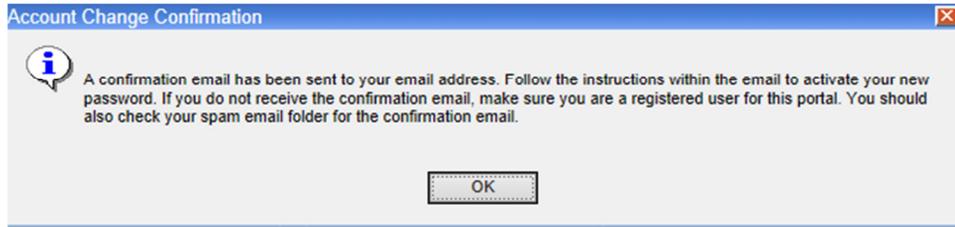
Re-enter New Password:

Password Rules

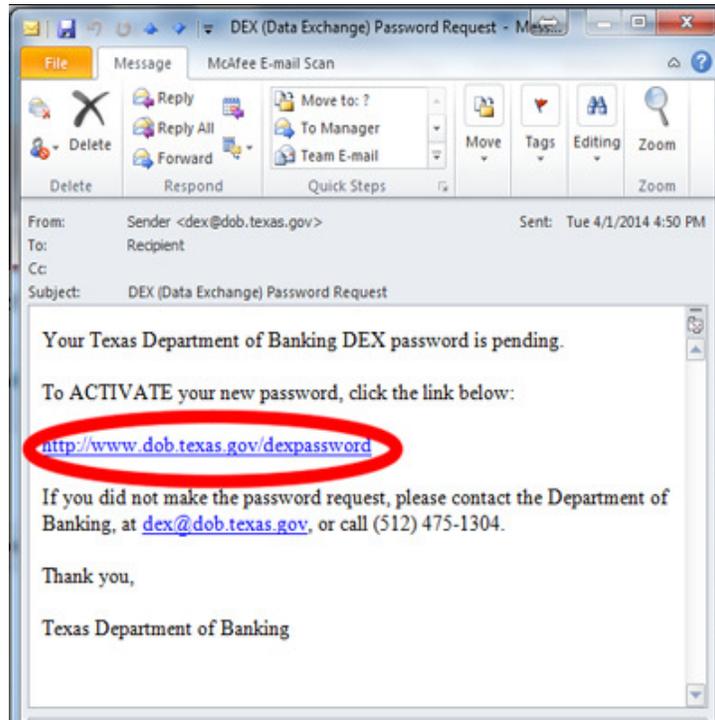
Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
 - Contain both uppercase and lowercase characters
 - Contain at least one special character, such as: ~!@#\$\$%^
- Passwords cannot match email address

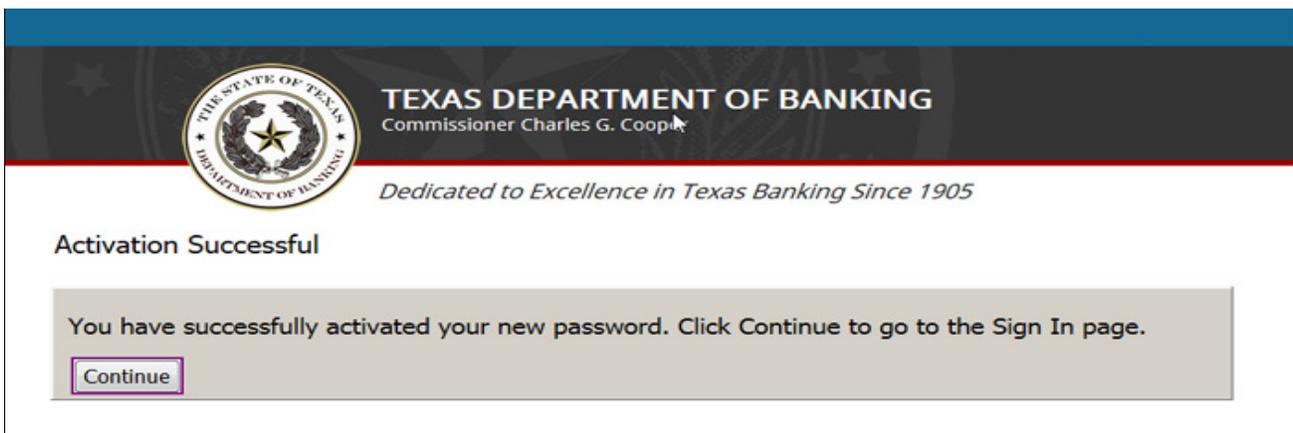
A confirmation popup box will open, click OK and the DEX password reset program will close.



An email will be sent to the email address of the user, click the activate link, to activate the account.

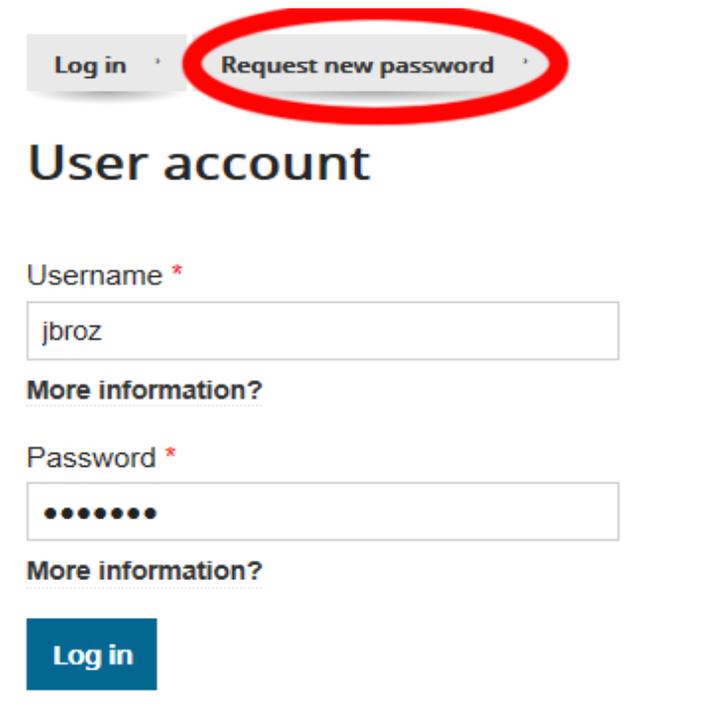


After you click the activate link, your account will be ready to use.



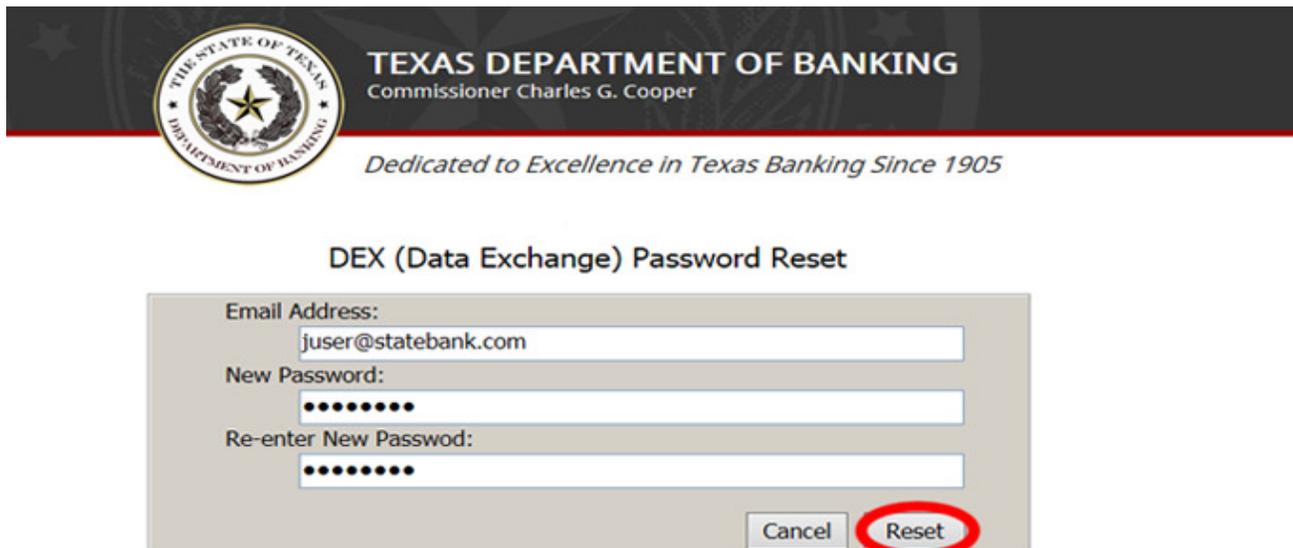
7. Resetting Password

If you have an account on the DEX system and you cannot remember your password, click the **Request new password** button on the login page.



The screenshot shows a login interface with two buttons at the top: "Log in" and "Request new password". The "Request new password" button is circled in red. Below the buttons is the heading "User account". There are two input fields: "Username *" with the text "jbroz" and "Password *" with seven dots. Each field has a "More information?" link below it. At the bottom is a blue "Log in" button.

You will be directed to the DEX Password Reset program. Enter a new password, re-enter the new password and click Reset. Make sure your password conforms to the password rules displayed on the bottom of the screen.



The screenshot shows the header for the Texas Department of Banking, including the state seal and the text "TEXAS DEPARTMENT OF BANKING" and "Commissioner Charles G. Cooper". Below the header is the slogan "Dedicated to Excellence in Texas Banking Since 1905". The main heading is "DEX (Data Exchange) Password Reset". The form contains three input fields: "Email Address:" with "juser@statebank.com", "New Password:" with seven dots, and "Re-enter New Password:" with seven dots. At the bottom right are "Cancel" and "Reset" buttons, with the "Reset" button circled in red.

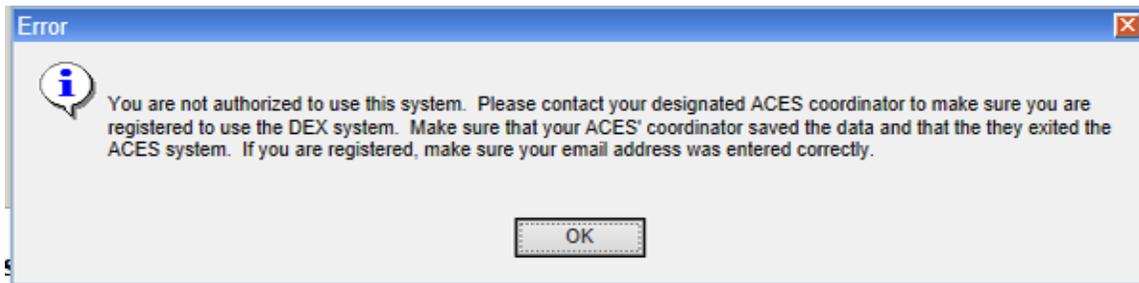
Password Rules

Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

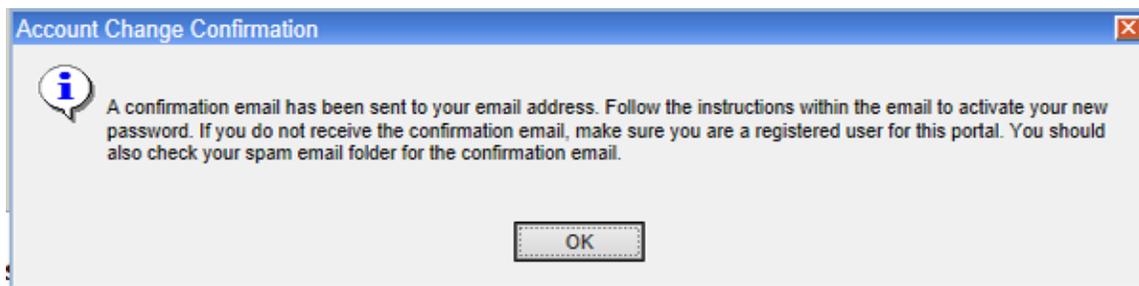
- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#\$\$%^

Passwords cannot match email address

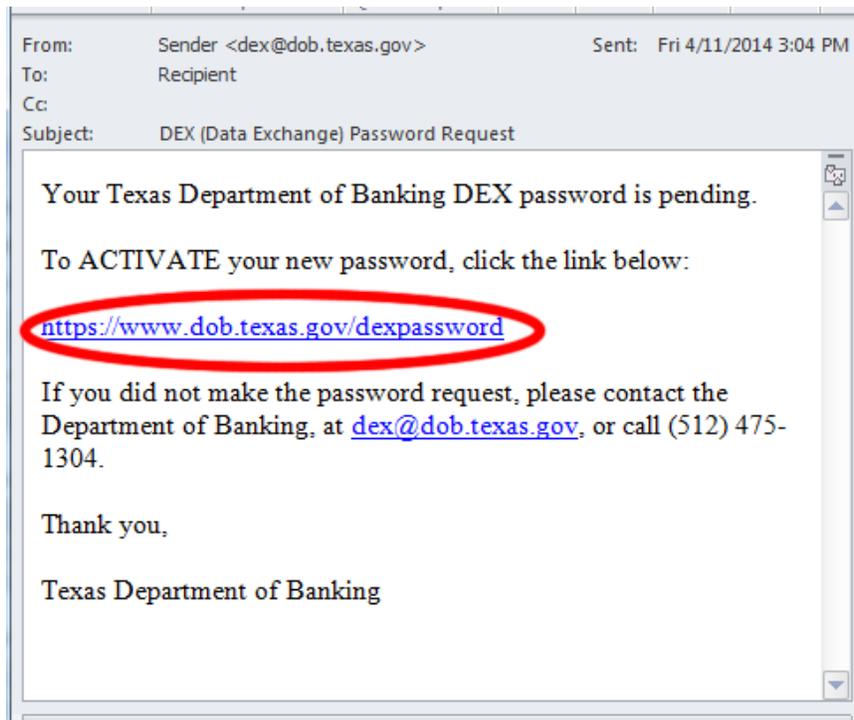
If you entered an email address that is not in our system you will get the below box. Contact your ACES contact for the bank, or the Department of Banking if you are a Money Service Business, Preneed Funeral Home, or a Perpetual Care Cemetery and ask them to verify you are registered for the DEX system.



If you entered a valid email address and password a confirmation popup box will open, click OK and an activate email will be sent to the email address.



An email will be sent to the email address of the user, open the email and click the activate link, to activate the account.



You will be directed back to the DEX Password program, your password will be activated and you are ready to use the DEX program.



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Activation Successful

You have successfully activated your new password. Click Continue to go to the Sign In page.

[Continue](#)