# ELECTRONIC MAILING MANUAL

Instructions for the electronic submission of the DI 800 series of returns to the South African Reserve Bank via electronic mail

Prerequisite: Internet Explorer 4.0 or higher OR
Netscape 4.0 or higher

Open Internet Explorer or Netscape by double clicking on the relevant icon on your desktop.

The address https://gwweb.resbank.co.za has to be entered in the address field.
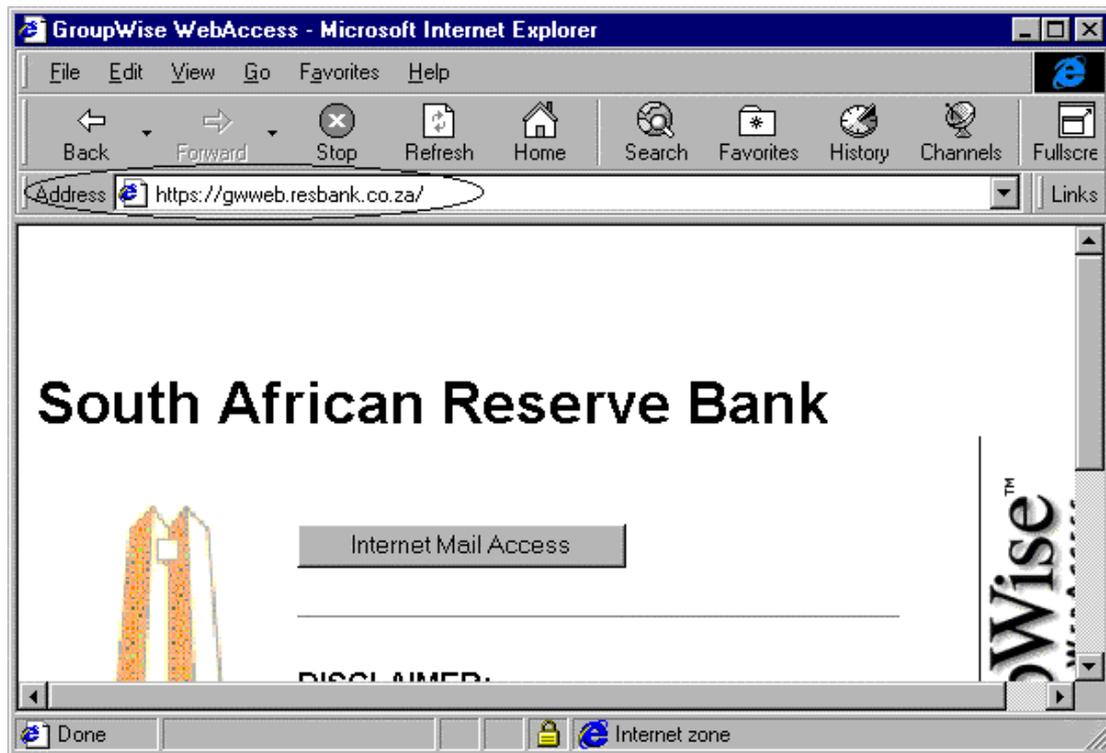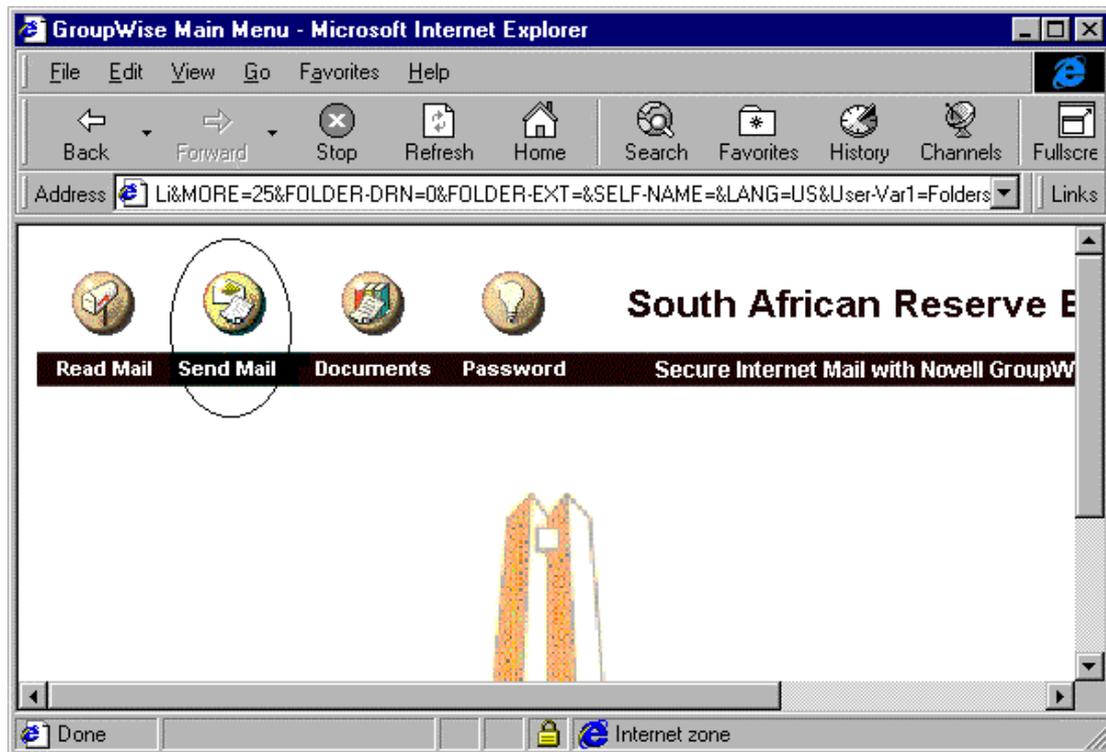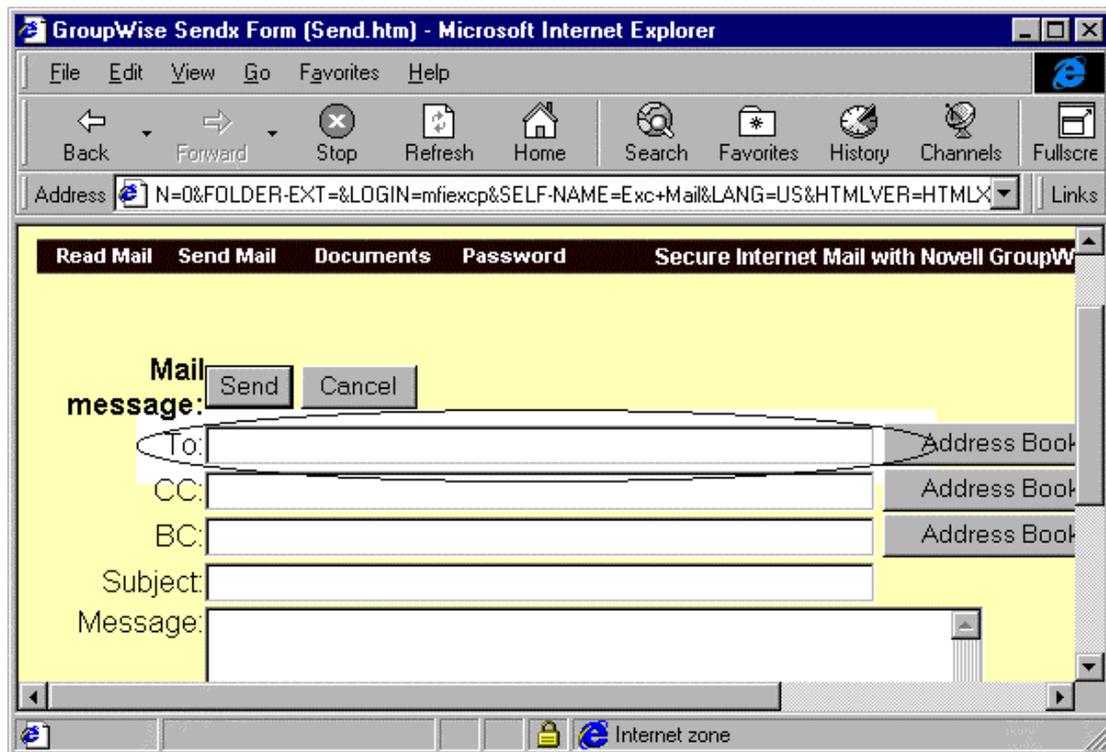
Click on the **Internet Mail Access** button.

Type in your bank's mailbox name and password as allocated to you. Click on the
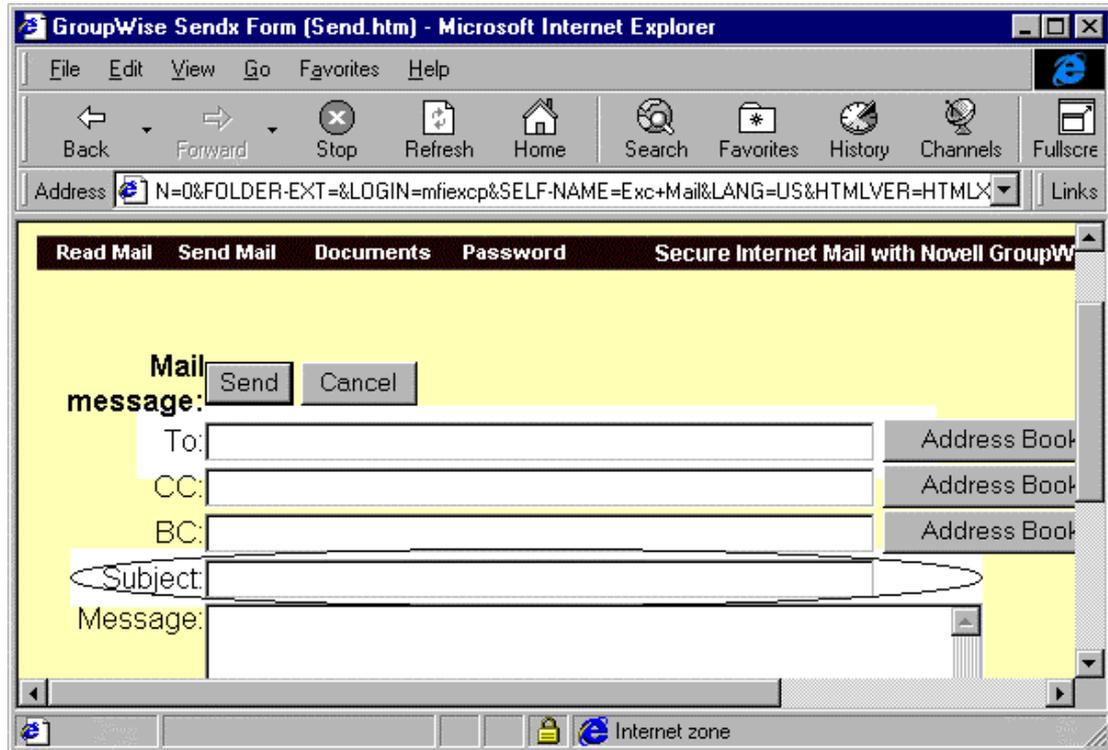**Login** button.

Click on the **Send Mail** button.

Type **MFMETS.BSDMAIL** in the TO field and **SARBDI** in the CC field.

Type the name of the bank, which set of returns is being sent and the period for which the set is being sent, in the subject field eg. Bank1 M1 1999/02.
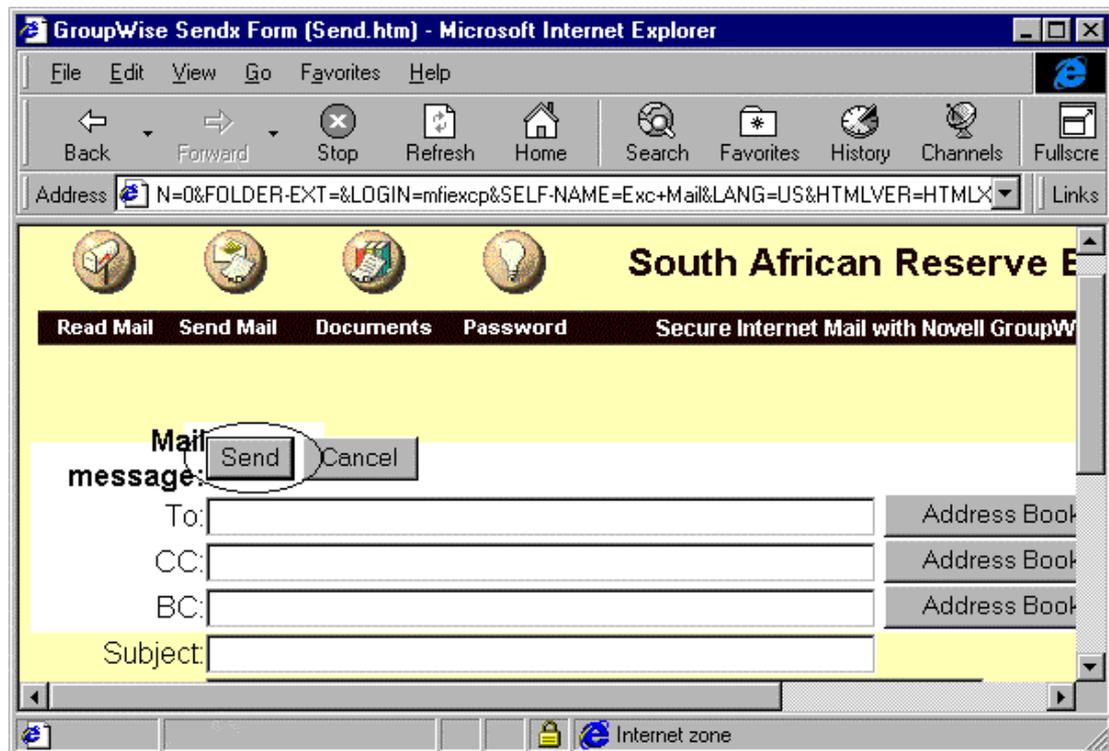

Click on Browse next to Attachment 1. Please note that **only one attachment is allowed**. The other two attachments will be removed from this page in due course.
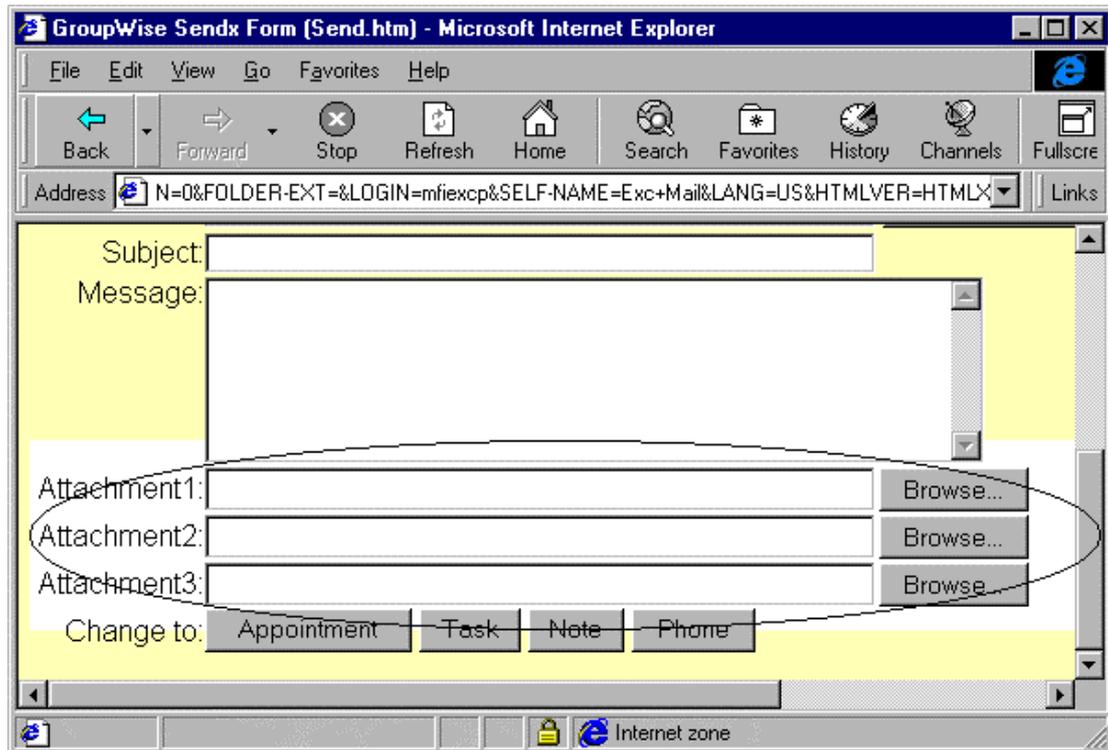
Select the file created and saved using DiX or whichever package you use to create the flatfile of data in the format prescribed by SARB.
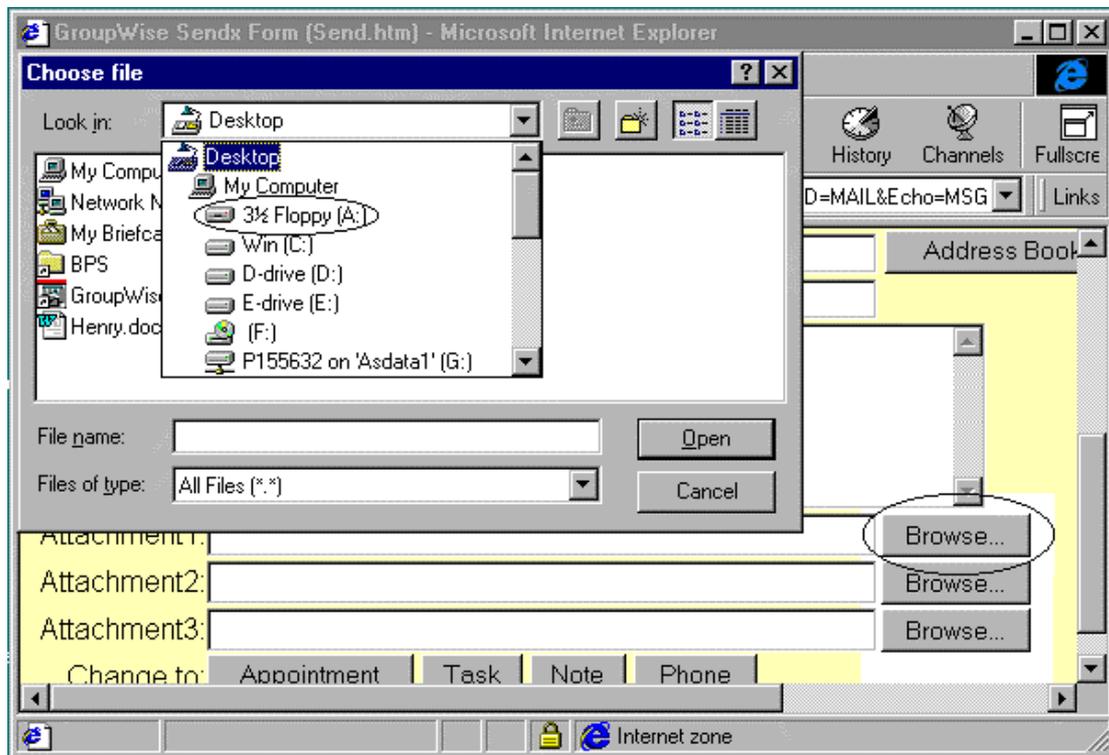
Click on **Send**.

A message will appear to confirm successful transfer.