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*Secretary*

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DEAR COUNTY CHILD SUPPORT MANAGERS

Reference: URL Change for Secure Connection to ACTS

Effective July 18, 2016, a new URL for Host on Demand must be utilized for our ongoing efforts to keep the Automated Collection and Tracking System (ACTS) access secure. The new URL will provide additional protection to the federal tax data. If you are a county that accesses ACTS through Host on Demand, you must use the new URL connection. If you are a county that utilizes Reflections to access ACTS, you can use this new URL if Reflections goes down. Instructions for accessing the new URL connection to Host on Demand are attached.

Going forward, it is **CRITICAL** for counties to keep Child Support Services abreast of any changes to the Internet Service Provider (ISP) or any networking change that may result in a new county IP address or addresses. Failure to do so may result in not being able to access ACTS for a long period of time. Please contact the Child Support Security Team via email at [css.security@dhhs.nc.gov](mailto:css.security@dhhs.nc.gov) with future IP address changes.

Should you have any questions regarding this process and set up for the Host on Demand, please contact the ACTS Help Desk at 1.800.405.9053.

Sincerely,

Judy McArn  
Chief

CSS-07-2016

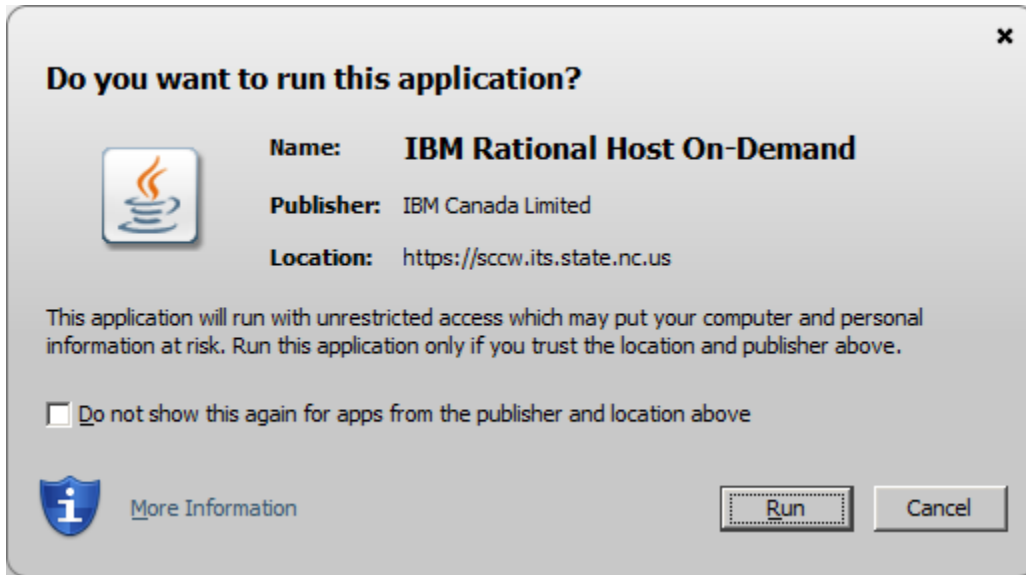
cc: Astra Wilson-Kirksey



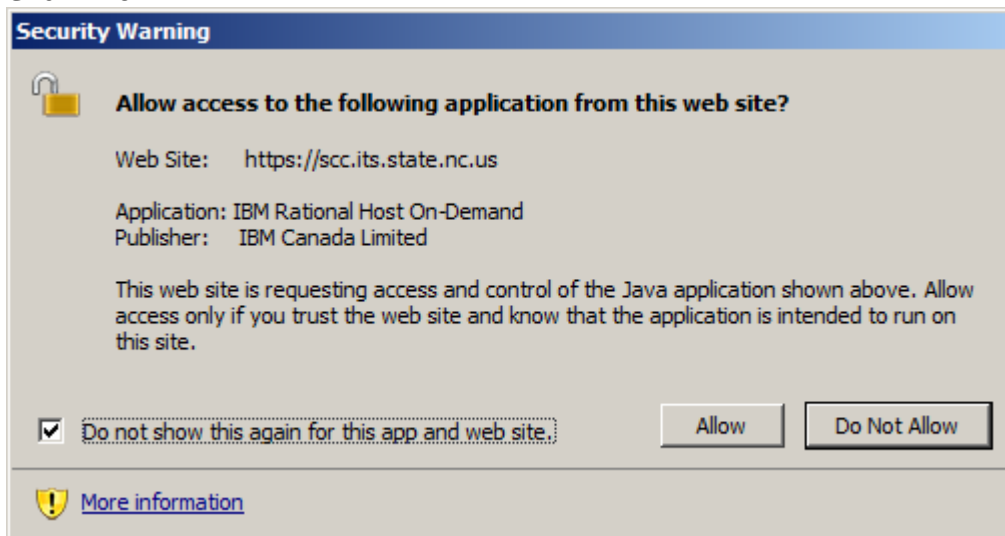
## Secure Host on Demand Connection Instructions

Access the new URL using Internet Explorer  
<https://scc.its.state.nc.us/hod/CICSNC22.html>

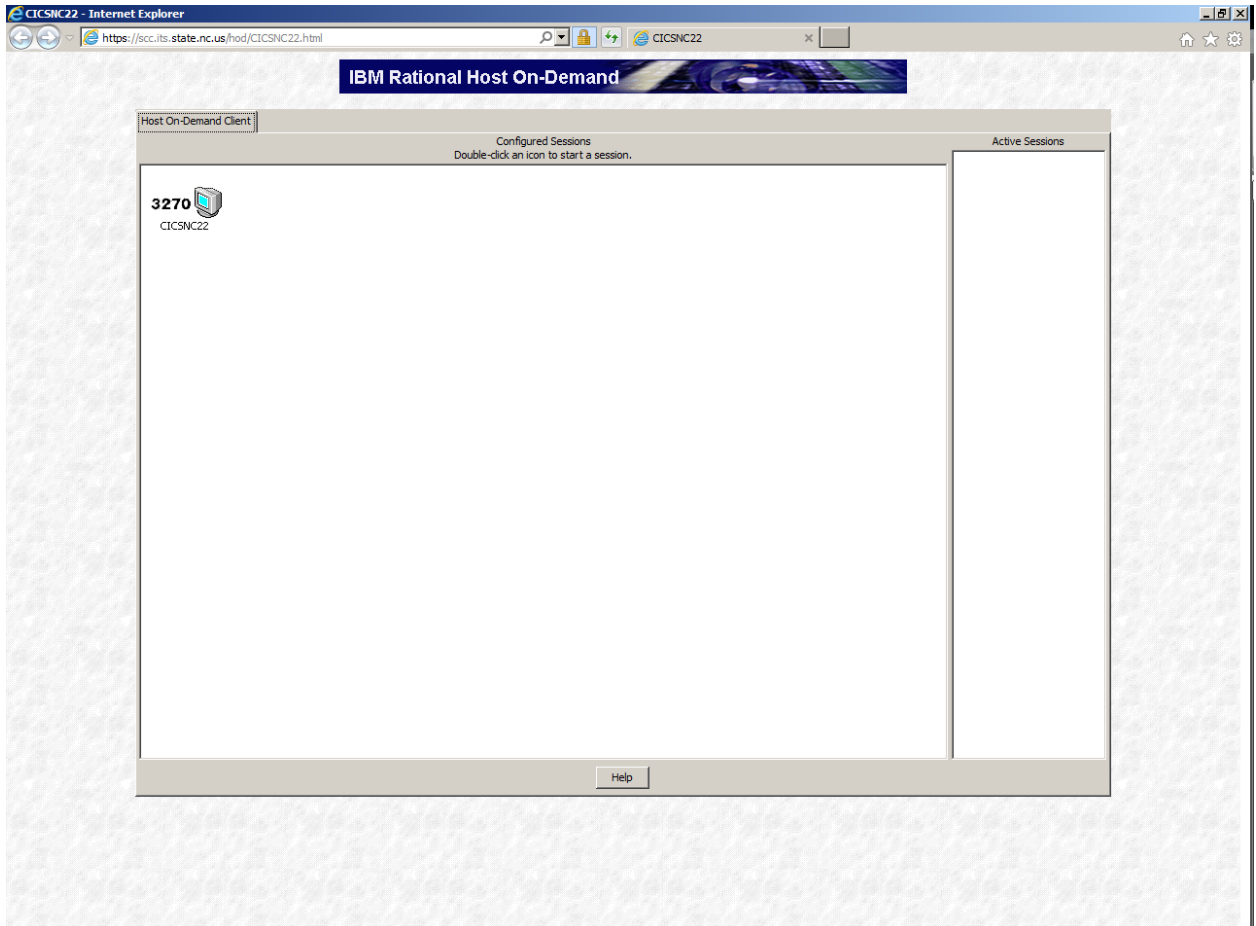
The following screen will display.  
Click Run.



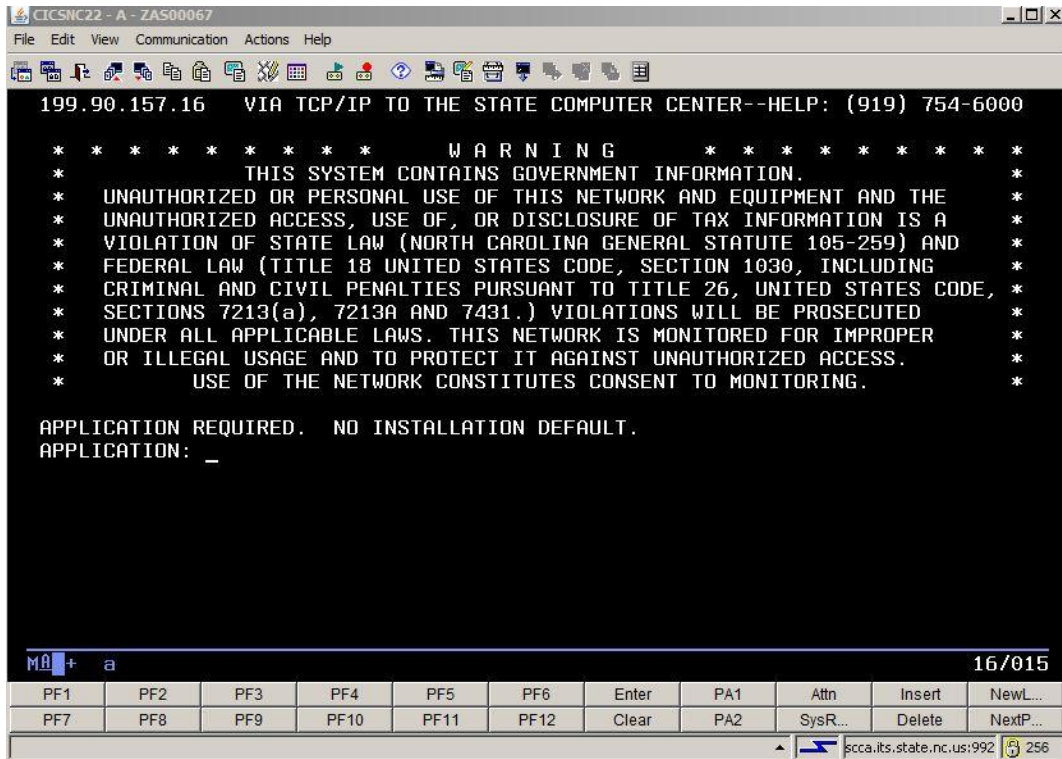
The following screen will display.  
Check the box "Do not show this again for this app and web site."  
Click Allow



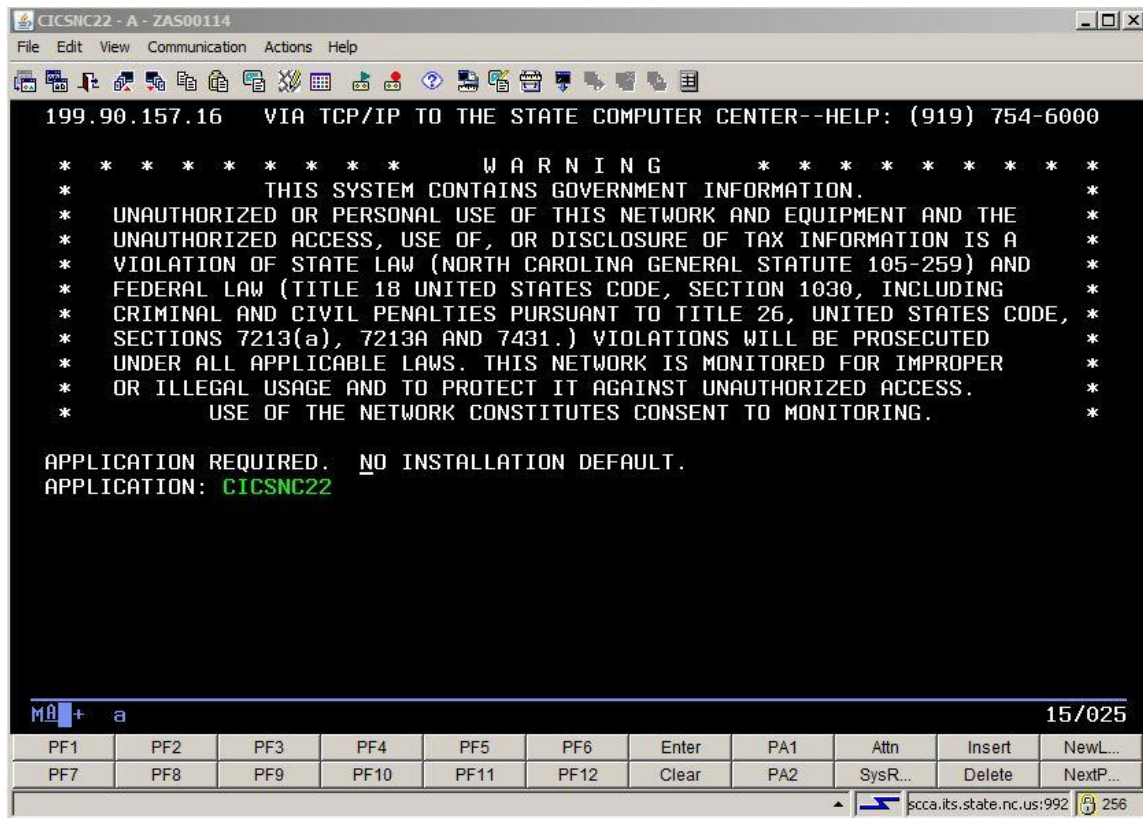
The following screen will display:  
Double Click on 3270 CICSN22 icon.



A new mainframe session will appear.



Type in CICSNC22.



Attachment CSS-07-2016