
Federal Deposit Insurance Corporation

Office of the Comptroller of the Currency

Board of Governors of the Federal Reserve System

August 3, 2005

Transcript- CDR Enrollment Tutorial

**Slide 1: FFIEC Central Data Repository, Bank Enrollment
July 11 - September 2, 2005**

Thank you for joining us as we briefly introduce the Call Report Modernization Project, and then walk you through the enrollment process step by step.

Slide 2: Call Report Modernization Project

The FDIC, Federal Reserve Board, and the OCC have developed a new Central Data Repository to receive, edit, store and distribute Call Report Data. The implementation of this system is scheduled for use with the 3rd Quarter 2005 Call Report.

All banks that file the FFIEC 031 or 041 will need to enroll with the CDR prior to filing their first report. Specific enrollment instructions were released in a Financial Institution Letter which you may access by clicking on this link.

Slide 3: Enrollment Schedule

To ensure a smooth transition to reporting through the CDR, the enrollment process will be conducted in stages. Financial institutions are assigned to specific enrollment windows according to the alphabetical order of the cities where their institution is headquartered. For example, an institution in Denver, Colorado would enroll during the week of July 25-29.

A - B	July 11 - July 15
C	July 18 - July 22
D - F	July 25 - July 29
G - J	August 1 - 5
K - M	August 8 - 12
N - Q	August 15 - 19
R - S	August 22 - 26
T - Z	August 29 - September 2

If you are unable to enroll during your assigned window, we encourage you to enroll early. If you cannot enroll before the last day of your enrollment window, please contact the Help Desk at the number provided at the end of this presentation.

Slide 4: Who should enroll?

For security purposes, the Authorized Officer serves an important role. They will receive email notifications at the address provided on the March 31, 2005, Call Report. If this contact has changed or will be out of the office during your institution's enrollment window, please contact the Help Desk for assistance.

Slide 5: Overview – First Steps

Now we will go through the specific steps to enroll the initial Delegated Site Administrator. The first step is to access the CDR web-site at CDR.FFIEC.GOV/CDR. If you have problems with this link, please copy the text and paste it into your internet browser's window: CDR.FFIEC.GOV/CDR. Once you reach the Internet site for the CDR, please click the Login button.

Slide 6: Request an Account

The next step is to click on "Request an Account" for those who are not already a member.

Slide 7: Delegated Site Administrator

Next you would click on the "Enroll Here" button next to the Initial Delegated Site Administrator (DSA).

Slide 8: Delegated Site Administrator

The initial enrollment of a financial institution must be completed by that institution's Delegated Site Administrator. The DSA is responsible for determining access rights and entitlements for all subsequent users in the institution. The DSA will be required to verify specific confidential information from their institution's Call Report in order to enroll.

Slide 9: Enrollment Overview - DSA

After clicking "Enroll Here" next to Initial DSA, the next screen will provide an overview of the enrollment process. The steps to validate your identity are explained at the top of the page. You may wish to print this page for future reference.

Next you will need to scroll down and enter your institution's ID RSSD. This is a unique identifier, and a lookup feature is provided. Please write this number down as it will be needed later in the process.

Next you will enter the following confidential information from the March 31, 2005, Call Report in the required fields. This information may be found on page 3 of the Call Report. First enter the Primary Contact Name for the USA PATRIOT Act, next enter the Primary Contact Title for the USA PATRIOT Act, and finally enter the Primary Contact Fax Number for the USA PATRIOT Act.

Slide 10: Enrollment Validation

The CDR will then validate the information provided and send an email to the Authorized Officer Signing the Report, containing a Personal Identification Number and a URL link to the next enrollment screen in the CDR. If you experience problems receiving this email, it may be due to server volume on either end. If the email has not been received in a reasonable amount of time, we encourage you to check your bulk email or spam folder and check with your Internet service provider before contacting the CDR Help Desk.

Slide 11: Completing Enrollment

Upon receipt of the email, the Authorized Officer may forward the email to another individual to serve as DSA or complete the enrollment process themselves as DSA. Some institutions have asked if their vendor should serve as their DSA, however, the agencies recommend that the DSA be a bank or bank holding company employee as important notifications will be sent to the DSA. An opportunity to affiliate with Software Vendors will be provided later in the process.

To complete the enrollment process, the DSA clicks on a link included in the message, and enters the following information: the institution's ID RSSD (as mentioned earlier), the Primary Contact Fax Number for the USA PATRIOT Act, and the system generated PIN. It is important that you copy the PIN from the email and paste it into the required field to ensure accuracy. The system will then provide fields to collect user information for the first DSA account.

Slide 12: Post Enrollment

At this point, the DSA will be required to complete a brief online Security Awareness Training program to access the CDR. Once the account is created, the Authorized Officer and the DSA will receive e-mails with Username and First and Last name of the user that created the account.

Slide 13: Online Help Documents

The following help materials will be available via the Help button in the top right corner of each page of the CDR: Global Enrollment procedures, New User Account Request procedures (which are for subsequent users), Reset Password Guidelines, FAQs and a Glossary.

Slide 14: Additional Information

Additional information on the FFIEC Call Report Modernization project and the CDR are available at: www.FFIEC.gov/FIND

Slide 15: Additional Information

Finally, Call Report Software Vendors are prepared to provide help to institutions while enrolling and also the FFIEC has opened a toll-free Help Desk. This Help Desk will be available Monday-Friday, 9am-6pm Eastern at the following contact information on this

slide.

Phone: 1-888-CDR-3111

Fax: 1-301-435-7864

E-mail: CDR.Help@FFIEC.gov

Thank you for your interest and we look forward to successfully enrolling you in the near future.