

## Assign a Designated Contact for an Assessment Reporting Review

<https://www.fdicconnect.gov>

Sign-in

Press Continue

Select "Coordinator Functions" from the *FDICconnect* Business Center Menu

Select "Manage Transactions"

Click the radio button next to "Examination File Exchange"

Click the "Manage Transaction Users" at the bottom of the page

Find the user name that you wish to make the Designated Contact

Change the Privileges of that user from "None" to "Execute"

Click the "Update Privileges" button