

WHAT SHOULD BE DONE WHEN A USER NO LONGER NEEDS ACCESS TO THE CDR?

The DSA should go to the CDR and use the Administration area to disable the user's account. This process will prohibit access to the CDR and eliminate future notifications from the CDR to the user's e-mail address.

WHAT ARE THE MINIMUM TECHNICAL REQUIREMENTS FOR ENROLLMENT?

Financial institutions will need reliable Internet access and use of a web browser (Microsoft Internet Explorer version 5.5 or higher) that supports U.S. domestic encryption standards (128 bit or higher). Meeting these technical requirements is necessary for enrollment and the transmission of Call Report data.

Users who access the CDR will be required to have a unique e-mail account that can receive e-mail notifications from the CDR. E-mail addresses that are shared by several individuals will not meet these requirements.

Institutions that restrict incoming e-mail communication should adjust their system e-mail address book or contact their Internet service provider to allow receipt of pertinent information from the CDR. CDR enrollment e-mails and notifications will come from one of the following addresses:

- CDR@FDIC.gov
- CDR@FFIEC.gov
- CDR.Help@FFIEC.gov
- CDRHelpDesk@V-TechSolutions.net

WHAT IF QUESTIONS ARISE DURING THE ENROLLMENT PROCESS?

The CDR Help Desk will be available to provide technical and functional support for users during the global enrollment process.

How to contact the CDR Help Desk:

Phone: 1-888-CDR-3111

Fax: 1-301-495-7864

E-mail: CDR.Help@FFIEC.gov

Additional help is available online from the "Help" link at the top of each screen in the CDR and includes:

- Global Enrollment procedures
- New User Account Request procedures
- Reset Password Guidelines
- FAQs
- Glossary

Additional information on FFIEC Call Report Modernization and the CDR are available at:

www.FFIEC.gov/FIND



FFIEC CALL REPORT MODERNIZATION

Central Data Repository *Global Enrollment* *Process*

CDR.FFIEC.GOV/CDR

THE CENTRAL DATA REPOSITORY

The Federal Financial Institutions Examination Council (FFIEC) Call Report Agencies (FDIC, FRB, and OCC) have developed a new secure, shared database for collecting and managing quarterly Call Report data. The Central Data Repository (CDR) will be implemented in October 2005 for use with the third quarter Call Report submissions. Prior to implementation, all financial institutions that file FFIEC 031 or 041 will be required to complete the enrollment process to gain access to the system and to submit their third quarter Call Report data.

WHEN SHOULD YOU ENROLL?

Financial institutions will be invited to enroll over a three-month period between July and September, based on the alphabetical order of their headquarters' city. *For example, an institution based in a city that begins with the letter 'A' would enroll between July 11th and July 15th.*

Organizations with multiple financial institutions have the option to enroll each of the financial institutions consecutively at one time, rather than waiting for the respective enrollment periods. However, each financial institution user must have a unique user name.

Enrollment Schedule

City Name	Enrollment Period	City Name	Enrollment Period
A - B	Jul 11 - 15	L - M	Aug 8 - 12
C	Jul 18 - 22	N - Q	Aug 15 - 19
D - F	Jul 25 - 29	R - S	Aug 22 - 26
G - K	Aug 1 - 5	T - Z	Aug 29 - Sep 2

Note: New financial institutions that did not file a March 2005 Call Report will be contacted separately to complete their enrollment.

WHAT INFORMATION WILL BE REQUIRED TO ENROLL?

Financial institutions will be required to enter their Federal Reserve RSSD ID number (a lookup feature will be provided) and asked to confirm confidential Primary Contact Information from the USA Patriot Act Section 314(a) Anti-Money Laundering section on page three of their March 31, 2005 Call Report.

The Authorized Officer Signing the Reports contact information for the March 31, 2005 Call Report must be current and the individual names must be able to receive e-mail notifications from the CDR system. If either the USA Patriot Act or Authorized Officer contact information has changed after May 31, the system will not recognize those changes. Please contact the Help Desk for assistance enrolling (see back center section for details).

Authorized Officer Signing the Reports

Name (TEXT C490)

Title (TEXT C491)

E-mail Address (TEXT C492)

Telephone: Area code/phone number/extension (TEXT C493)

FAX: Area code/phone number (TEXT C494)

WHO SHOULD ENROLL?

The Authorized Officer Signing the Call Report is responsible for the enrollment of your financial institution. He or she may delegate the enrollment process to another individual. One individual from each financial institution will be required to enroll in the CDR.

This first user who enrolls will serve as the initial **Delegated Site Administrator (DSA)** and will be responsible for managing access rights and entitlements for all subsequent users in

his or her institution. Institutions are encouraged to identify and register at least one back-up DSA that can serve in the event of an emergency.

The back-up DSA(s) and all subsequent financial institution users may request an account through the CDR log-in screen. The initial DSA will be notified via e-mail that a new account has been requested. The DSA will go to the CDR and approve or deny the account and, if approved, assign CDR system access rights.

Financial Institution Enrollment

Initial enrollment of a Financial Institution must be completed by the institution's Delegated Site Administrator (DSA). Each institution's DSA will be required to verify specific confidential information from their institution's Call Report in order to enroll. The DSA will also be responsible for determining access rights and entitlements for all subsequent users in their institution.

Initial Delegated Site Administrator (DSA)	Enroll Here
Subsequent Financial Institution Users	Enroll Here

Software Vendors	Enroll Here
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FFIEC Agency Employees	Enroll Here
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WHAT ARE THE STEPS FOR ENROLLING?

After accessing CDR.FFIEC.GOV/CDR and entering the requested confidential information from the March 31, 2005 Call Report, the Authorized Officer will receive a Personal Identification Number (PIN) via e-mail and a link to the CDR. The PIN will be needed for the DSA to verify his or her identity and complete a user profile. A notification will be sent to the Authorized Officer and the DSA once the initial account is created. After receiving confirmation of enrollment, DSAs can log in to set up additional user accounts.

- A notification will be sent to the initial DSA and back-up DSAs when subsequent users request accounts for your institution.
- A notification will be sent to users requesting accounts once their accounts have been created.