

# **BANKER ENGAGEMENT SITE**

**User Guide**

## **Banker Engagement Site (BES) Support**

### **Contact Information**

If you are experiencing issues connecting to the FDICconnect website while accessing BES, please contact:

- Email: [FDICconnect@fdic.gov](mailto:FDICconnect@fdic.gov)
- Phone: 877-275-3342, Option 4

If you are experiencing issues within BES, please contact:

- Email: [servicedesk@fdic.gov](mailto:servicedesk@fdic.gov)
- Phone: 877-334-2999, Option 1



**FDIC Training Team**

**March 15, 2024**

## Table of Contents

Introduction .....	7
BES Application Roles and Permissions.....	7
FDIC Staff Roles.....	8
BES Home Page.....	8
People Page Tab .....	9
Summary Tab - User Profile .....	10
Permissions Tab.....	10
Function: Manage User Permissions (Bank Administrator) .....	11
Summary Tab - Exam Activity .....	12
Correspondence Tab .....	14
Pre-Exam Questionnaire Tab .....	15
Function: View and Generate PEQ Documents .....	16
Function: Enter BES PEQ Election .....	17
Function: Download PEQ Responses .....	18
Function: Complete and Submit PEQ.....	18
Function: Download PEQ Responses .....	20
Toggle Views.....	21
Function: Request to Unlock Submitted PEQ .....	22
Function: View PEQ Audit History .....	22
Messages Option Tab .....	23
Function: Add New or Reply to Message.....	24
Function: Edit Message .....	26
Function: Delete Message.....	27
Function: View, Add New, and Manage Messages .....	27
Compliance Information Document Request Tab .....	28
Function: View and Generate CIDR Documents.....	29
Function: Enter CIDR BES Election .....	30
Function: Download CIDR Responses Entered by the Exam Team (Opt-Out Only).....	30
Function: Complete and Submit CIDR .....	30
Multiple Users Working on a Single Section.....	33
Function: Upload Documents in Questionnaires (Less than 250 MB) .....	34

---

<b>Function: Associate Existing Documents to Request Items</b> .....	37
<b>Function: Upload Large Files in Questionnaires (Greater than 250 MB)</b> .....	38
<b>Function: Download CIDR Responses</b> .....	40
<b>Function: Request to Unlock Submitted CIDR</b> .....	40
<b>Function: View CIDR Audit History</b> .....	41
<b>Transaction Testing Request Tab</b> .....	41
<b>Function: View and Generate TTR Documents</b> .....	42
<b>Function: Enter TTR BES Election</b> .....	43
<b>Function: Download TTR Responses Entered by the Exam Team (Opt-Out Only)</b> .....	43
<b>Function: Complete and Submit TTR</b> .....	44
<b>Function: Download TTR Responses</b> .....	46
<b>Function: Request to Unlock Submitted TTR</b> .....	46
<b>Function: View TTR Audit History</b> .....	47
<b>Notifications Page Tab</b> .....	47
<b>Function: Send New Notification</b> .....	49
<b>Function: Manage Notification Preferences</b> .....	51
<b>Ad Hoc Documents Activity Tab</b> .....	51
<b>Ad Hoc Documents Page Tab</b> .....	52
<b>Function: Upload Ad Hoc Documents</b> .....	54
<b>Function: Upload Large Ad Hoc Documents (Greater than 250 MB)</b> .....	55
<b>Function: Edit Ad Hoc Document</b> .....	57
<b>Resources Page Tab</b> .....	58
<b>Announcements Page Tab</b> .....	59
<b>Manage User Settings</b> .....	59

## Version History

Version #	Date	Description	Author(s)
1.0	9/5/2023	Initial Version	FDIC BES Training Team
1.1	9/22/2023	Updated to temporarily exclude the large file upload functionality	FDIC BES Training Team
1.2	10/6/2023	<p>Updated:</p> <ul style="list-style-type: none"> <li>- PEQ Tab and Complete and Submit PEQ Sections: Figs 9, 13 and associated Notes to include comments feature</li> <li>- Complete and Submit CIDR/TTR: Figs 25, 39</li> </ul> <p>Added:</p> <ul style="list-style-type: none"> <li>- Toggle Views: Show/Hide Comments column in table and content</li> </ul>	FDIC BES Training Team
1.3	11/17/2023	<p>Updated:</p> <ul style="list-style-type: none"> <li>- Correspondence Tab: Note on updated IP Letter version after it has been published</li> <li>- Complete and Submit PEQ: Note on exchanging documents during PEQ phase</li> <li>- Complete and Submit (CIDR / TTR): Updated both sections, including screenshots, to include large file upload and ability to attach documents attached to each request item</li> <li>- Upload Documents (Less than 250 MB): updated screenshots and notes (upload adjacent to each question, associate multiple items, add filename length limitation)</li> </ul> <p>Added:</p> <ul style="list-style-type: none"> <li>- Messages Option Tab, including the ability to download/export messages</li> <li>- Associate Existing Documents to Request Items</li> <li>- Upload Large Files: (re-added)</li> <li>- Upload Large Ad Hoc Documents (re-added section): the new large file size threshold is over 250 MB</li> </ul>	FDIC BES Training Team

Version #	Date	Description	Author(s)
1.4	12/1/2023	Added: <ul style="list-style-type: none"> <li>- Send New Notification: Note for email sent to BES users along with any notification from the exam team</li> </ul>	FDIC BES Training Team
1.5	1/5/2024	Updated: <ul style="list-style-type: none"> <li>- Exam Summary and Ongoing Activity Figs 6-7 to reflect updated layouts</li> <li>- Other minor clarifications and edits</li> </ul>	FDIC BES Training Team
1.6	1/19/2024	Updated: <ul style="list-style-type: none"> <li>- Figs 1-2, 51-52, 66-68 and Note 1 for Protecting Data Statements Notice</li> <li>- PEQ Tab: Note 3</li> <li>- View and Generate PEQ Documents: Generate draft document with responses and Fig 10</li> <li>- View an Generate CIDR Documents: Generate draft document with responses and Figs 29-30</li> <li>- View and Generate TTR Documents: Generate draft document with responses and Fig 50</li> </ul>	FDIC BES Training Team
1.7	3/15/2024	Updated: <ul style="list-style-type: none"> <li>- BES Contributor permissions and added Note on Submit permissions</li> <li>- BES Home Page: Fig 1</li> <li>- Summary Tab - Exam Activity: Fig 6-7 and Note on Applicable Personnel</li> <li>- Correspondence Tab: Fig 8</li> <li>- Clarified business rules around BES elections and submission of questionnaires</li> <li>- Notifications Page Tab: Fig 52, 55 and Notes 6, 8</li> </ul>	FDIC BES Training Team

## Introduction

The Banker Engagement Site (BES) is a secure portal for FDIC-insured institutions to exchange pre-examination planning information, documentation, and notifications with Division of Depositor and Consumer Protection examination team (FDIC or examination team). In addition, ad hoc materials can be exchanged between the bank and the FDIC during or outside an examination activity. BES replaces FDICconnect - Examination File Exchange (EFX), as the primary tool for pre-examination planning (PEP) for consumer compliance and Community Reinvestment Act activities. This user guide describes BES features and functionality available to BES users at a financial institution.

*Notes:*

- *The screenshots used in this guide are from a testing environment and are representative of the BES production environment.*
- *Division of Risk Management and Supervision (RMS) activities will continue to use EFX.*
- *Hyperlinks in this guide will navigate users to other sections within this User Guide or to other available resources.*

## BES Application Roles and Permissions

BES users are assigned one of the following roles: Administrator or Contributor. The table below summarizes the permissions available to each role.

BES Roles	Permissions
BES Administrator	<ul style="list-style-type: none"> <li>• Manage BES Contributors permissions</li> <li>• All available functions in this document</li> </ul>
BES Contributor	<ul style="list-style-type: none"> <li>• Functions in this document vary, based on permissions granted by the BES Administrator:                             <ul style="list-style-type: none"> <li>• Information Package Letter                                     <ul style="list-style-type: none"> <li>▪ Download Documents</li> </ul> </li> <li>• Pre-Exam Questionnaire (PEQ)                                     <ul style="list-style-type: none"> <li>▪ Respond to Questions</li> <li>▪ Enter BES Election*</li> <li>▪ Submit Final Version</li> <li>▪ Download Documents</li> </ul> </li> <li>• Compliance Information and Document Request (CIDR)                                     <ul style="list-style-type: none"> <li>▪ Respond to Questions and Upload Documents</li> <li>▪ Enter BES Election*</li> <li>▪ Submit Final Version</li> <li>▪ Download Documents</li> </ul> </li> <li>• Transactional Testing Request (TTR)                                     <ul style="list-style-type: none"> <li>▪ Respond to Questions and Upload Documents</li> <li>▪ Enter BES Election*</li> <li>▪ Submit Final Version</li> <li>▪ Download Documents</li> </ul> </li> <li>• Ad Hoc Documents                                     <ul style="list-style-type: none"> <li>▪ Upload Documents</li> <li>▪ Download Documents</li> </ul> </li> </ul> </li> </ul>

Permissions	
BES Contributor	<i>*Note: A Bank Contributor must have the Submit permission in order to have the permission to enter the BES election for the corresponding component (PEQ, CIDR, or TTR).</i>

## FDIC Staff Roles

FDIC Staff Role	Description
Exam Team	<ul style="list-style-type: none"> <li>Includes Examiner-in-Charge (EIC), Acting EIC (AEIC) and exam team members;</li> <li>Communicates with the Bank through BES during the examination process.</li> </ul>
Field Supervisor Supervisory Examiner (Field Management)	<ul style="list-style-type: none"> <li>Oversees the exam activity process and works with the exam team during the process;</li> <li>Ongoing supervision and oversight of the institution.</li> </ul>
FDIC Staff	<ul style="list-style-type: none"> <li>All FDIC users that have access to the bank's record or activity.</li> </ul>

## BES Home Page

Upon successful login through FDICconnect, users are brought to the Home page tab, which is the landing page for all BES users. This tab displays records applicable to the logged-in user's institution and includes Unread Notifications, On-Going Activities, Announcements and People.

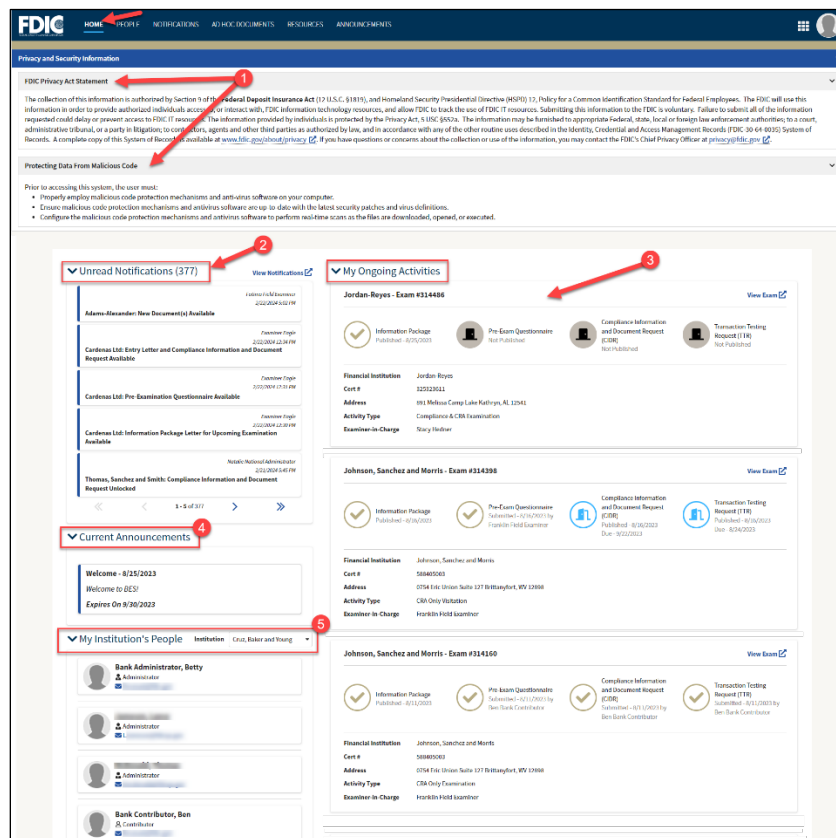


Figure 1. BES Home Page



- 1. FDIC Privacy Act and Protecting Data Statements:** BES is a government system. The Privacy Act and Protecting Data statements display across all tabs and can be collapsed by clicking on the corresponding caret (∨) link.
- 2. Unread Notifications:** This card displays unread notices. Click within each notification card to view recipients, notification content, and the option to mark the item read. To navigate to the Notifications module, click **View Notifications**.
- 3. My On-Going Activities:** This card displays any current examination activities for the institution(s) that are associated with the user. It also displays the milestone banner and activity timelines for each listed compliance activity, including applicable PEP components along with applicable statuses and dates. Click the View Exams activity card to navigate to the [Summary tab](#) for the associated activity.
- 4. Current Announcements:** BES announcements are posted in this section. Navigate to the [Announcements page tab](#) for additional details and historical announcements.
- 5. My Institution’s People:** This section details all BES users for the selected institution. If the user is associated with multiple institutions, an Institution drop-down displays. Select a desired value in the list to view the users for the selected institution.

## People Page Tab

The People page tab is used to view BES user information and to manage permissions. It can be accessed from the page tab menu at the top.

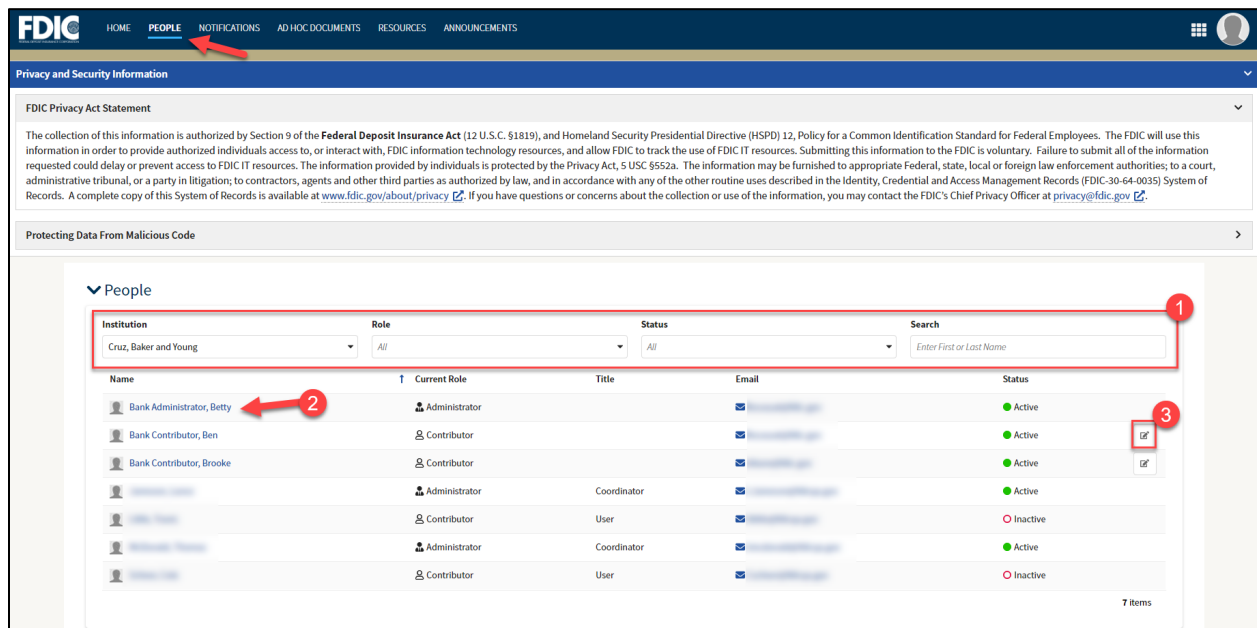



Figure 2. People Page Tab

- Filters and Search:** The user list can be filtered by Institution, Role or Status. A search option is also available to locate the applicable record(s) by First or Last Name.
- Name:** Click the link in the Name column to navigate to the Summary tab to view the selected user record.
- Manage Permissions:** Bank Administrators [manage user permissions](#). Click the Edit icon  to display the Manage Permissions overlay.

## Summary Tab - User Profile

After navigating to the user record, the Site displays the Summary tab with detailed user information, including contact information and the status of the account. If a user is associated with multiple financial institutions, that information is also shown.

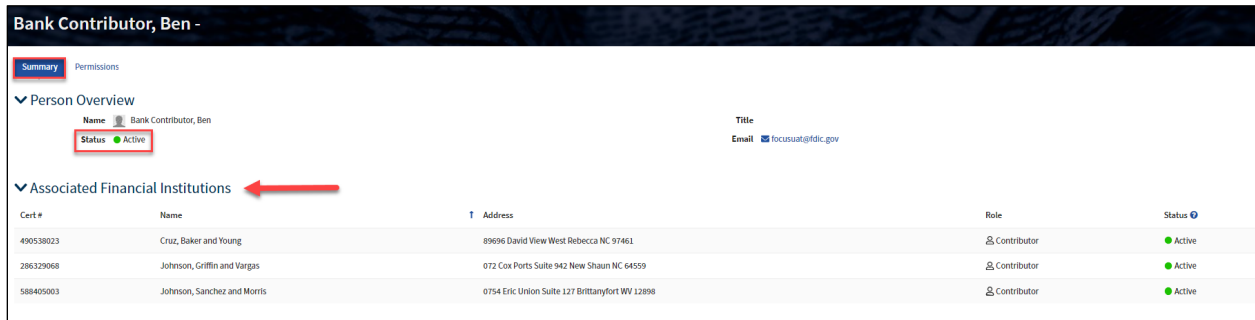


Figure 3. User Profile – Summary

## Permissions Tab

The Permissions tab is viewable by Bank users and displays permissions granted to each user at an institution. If a Bank Contributor is associated to more than one financial institution, BES maintains a separate set of permissions for each institution.

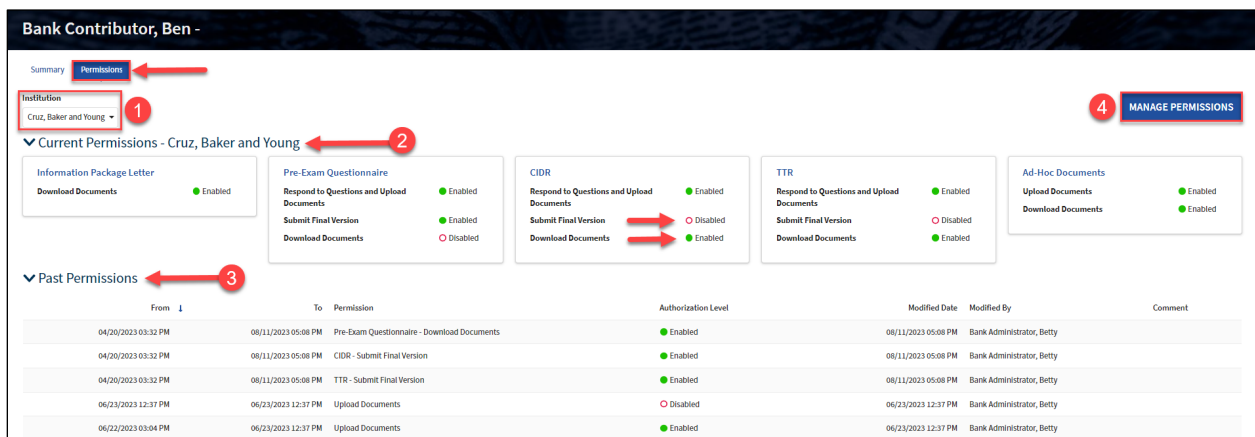


Figure 4. User Profile – Permissions

- Institution:** The name of the institution displays.  
*Note: If the user is associated with multiple institutions, the Institution drop-down is enabled*

and contains applicable institutions to select.

2. **Current Permissions:** This section lists Bank Contributor permissions and configured values. An ‘Enabled’ status next to a particular permission indicates the user has the ability to perform the corresponding action. If a ‘Disabled’ status displays, the user does not have the ability to perform that action.
3. **Past Permissions:** The system records all changes to a user’s permissions and displays them in this section along with date/time/modified by information.
4. **Manage Permissions:** This button only displays for Bank Administrators when they are viewing the user profile for a Bank Coordinator. Click the button to update user permissions.

### Function: Manage User Permissions (Bank Administrator)

From the People page tab or the user record Permissions tab, click Manage Permissions to display the Manage Permissions overlay. Here, select ‘enable’ or ‘disable’ to adjust permissions, and optionally enter comments.

For managing user permissions, refer to the BES Access Management Job Aid.

*Note: By default, new Bank Contributors have all permissions disabled (i.e. activated in BES as read-only users). Designated Bank Administrators must enable of new Bank Coordinators to give them the ability to perform relevant actions.*

The screenshot shows the 'Manage Permissions for Ben Bank Contributor' overlay. At the top, there is an 'Institution' dropdown menu with 'Cruz, Baker and Young' selected, marked with a red circle and the number 1. Below it are 'Select All' and 'Deselect All' buttons, marked with a red circle and the number 2. The main area contains five permission cards: 'Information Package Letter', 'Pre-Exam Questionnaire', 'CIDR', 'TTR', and 'Ad-Hoc Documents'. Each card has a 'Download Documents' button and radio buttons for 'Enable' and 'Disable'. The 'Download Documents' button for 'Information Package Letter' is marked with a red circle and the number 3. Below the cards is a 'Comment' text area with a placeholder 'Enter Comments...' and a character count '0/250', marked with a red circle and the number 4. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

Figure 5. Manage Permissions Overlay

1. **Institution:** Permissions are configured at the institution level. If a user record is associated with multiple institutions, select a desired value in the Institution drop-down to view the

applicable set of permissions.

2. **Select All/Deselect All:** Select either link to enable or disable all permissions with one click.
3. **Enable/Disable:** Use the corresponding radio buttons to set individual permissions.
4. **Comments:** Enter comments as applicable.

Click **Save** in the bottom right to retain the updates, or click **Cancel** to exit without saving and to close the overlay. The Permissions tab displays with any updated information, including an audit trail in the Past Permissions grid.


### Summary Tab - Exam Activity

The activity Summary tab is the entry point for bank personnel to work with the examination team on an examination activity. To access, select the Home page tab and click anywhere on the View Exam Activity card in the My Ongoing Activities section.


✓ My Ongoing Activities

**Thomas, Sanchez and Smith - Exam #314596** [View Exam](#)


---




Information Package  
Published - 12/10/2023



Pre-Exam Questionnaire  
Submitted - 12/10/2023 by  
Betty Bank Administrator



Compliance Information  
and Document Request  
(CIDR)  
Submitted - 12/10/2023 by  
Betty Bank Administrator



Transaction Testing  
Request (TTR)  
Submitted - 12/10/2023 by  
Betty Bank Administrator

---

<b>Financial Institution</b>	Thomas, Sanchez and Smith
<b>Cert #</b>	445811248
<b>Address</b>	12623 Martin Glens West Michael, NY 90723
<b>Activity Type</b>	Compliance & CRA Examination
<b>Examiner-in-Charge</b>	Franklin Field Examiner

**Figure 6. View Exam Activity Card**

The Summary tab displays activity details including a timeline, availability and status of requested documentation, in addition to bank and examination team members.

*Note: The corresponding activity tabs will not display until the particular component is published.*

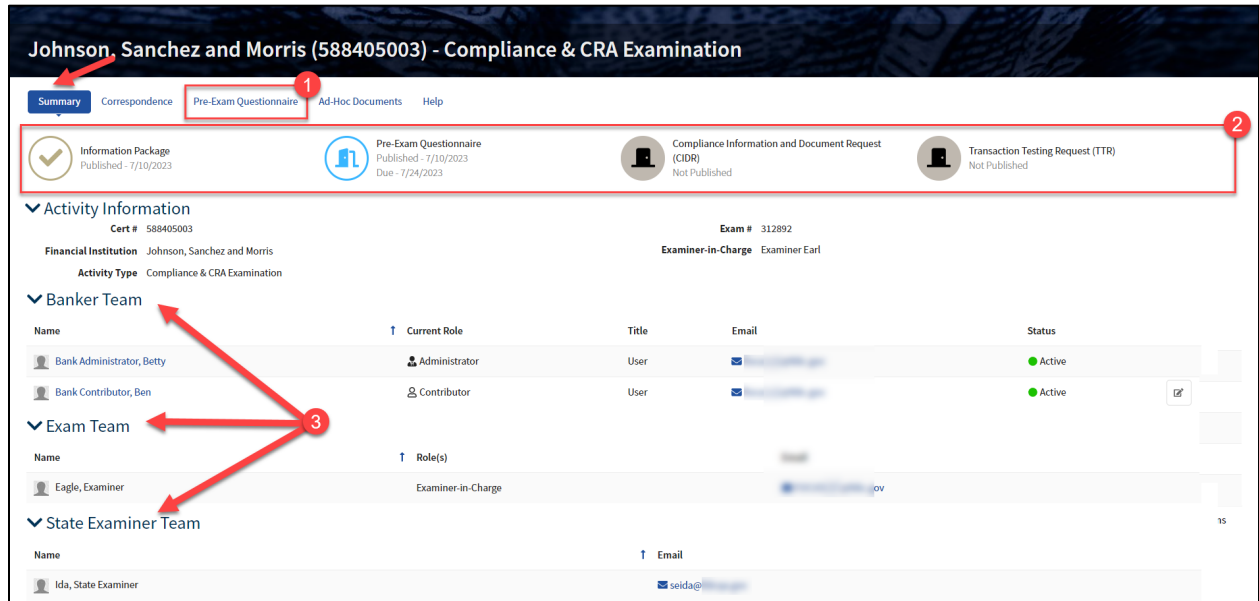





Figure 7. Exam Activity – Summary Tab

1. **Exam Activity Tabs:** Tabs displayed are dependent on where users are in the PEP process; whether a document has been published or made available to the bank by the exam team.
2. **BES PEP Timeline:** This section provides a graphical overview of the applicable examination (PEP) components along with the relevant status, date, and completed by information, if applicable.

- a.  - A gold checkmark indicates that an item has been completed, either ‘Submitted’ or ‘Published’ and no further action is required.
- b.  - An open blue door indicates that an item has been ‘Published’ and there is a pending due date. Published indicates the component is available to the BES users.
- c.  - A closed black door indicates that an item has not been ‘Published’ by the FDIC.

3. **Applicable Personnel:** Members of the Banker, Exam and, if applicable, State Examiner teams along with their contact information are listed.

## Correspondence Tab

The Correspondence tab contains notifications and documents published for the institution by the exam team during the PEP process. Documents displayed here include the Information Package (IP) Letter and the Entry Letter.

Thomas, Sanchez and Smith (445811248) - Compliance & CRA Examination

Summary **Correspondence** Pre-Exam Questionnaire CIDR Ad Hoc Documents

▼ Notifications (2) **1**

+ Send New Preferences

Inbox (2) Sent Deleted

Mark All Read Mark All Unread

Filter by Tag

Additional Filters

Sort By Ascending | Descending

**CIDR** FS Fynn  
1/31/2024 3:28 PM GMT-05:00  
Thomas, Sanchez and Smith: Entry Letter and Compliance Information and Document Request Available

**PEQ** FS Fynn  
1/29/2024 1:15 PM GMT-05:00  
Thomas, Sanchez and Smith: Pre-Examination Pre-Examination Questionnaire Available

**IP** FS Fynn  
1/29/2024 1:13 PM GMT-05:00  
Thomas, Sanchez and Smith: Information Package Letter for Upcoming Examination Available

▼ Correspondence Documents **2**

Name	Type	Created By & Date	Modified By & Date
<a href="#">Information Package Letter_315539.pdf</a> <b>3</b>	Information Package Letter	FS Fynn 1/29/2024 1:13 PM	FS Fynn 1/29/2024 1:13 PM
<a href="#">Entry Letter_315539.pdf</a>	Entry Letter	FS Fynn 1/31/2024 3:28 PM	FS Fynn 1/31/2024 3:28 PM

**Figure 8. Correspondence Tab**

- Notifications:** Click the caret (▼) next to the heading to expand the section and view the notifications inbox (see additional details in Notifications section). The count of unread notifications displays in parenthesis. Note that the notifications here pertain to the specific exam activity only.
- Correspondence Documents:** This section contains any documents made available as part of the correspondence process between the institution and the examination team

*Note: If updates are required to the Information Package Letter after it has been published, the regenerated and republished document will appear in the Ad Hoc Documents tab in BES at the examination level.*

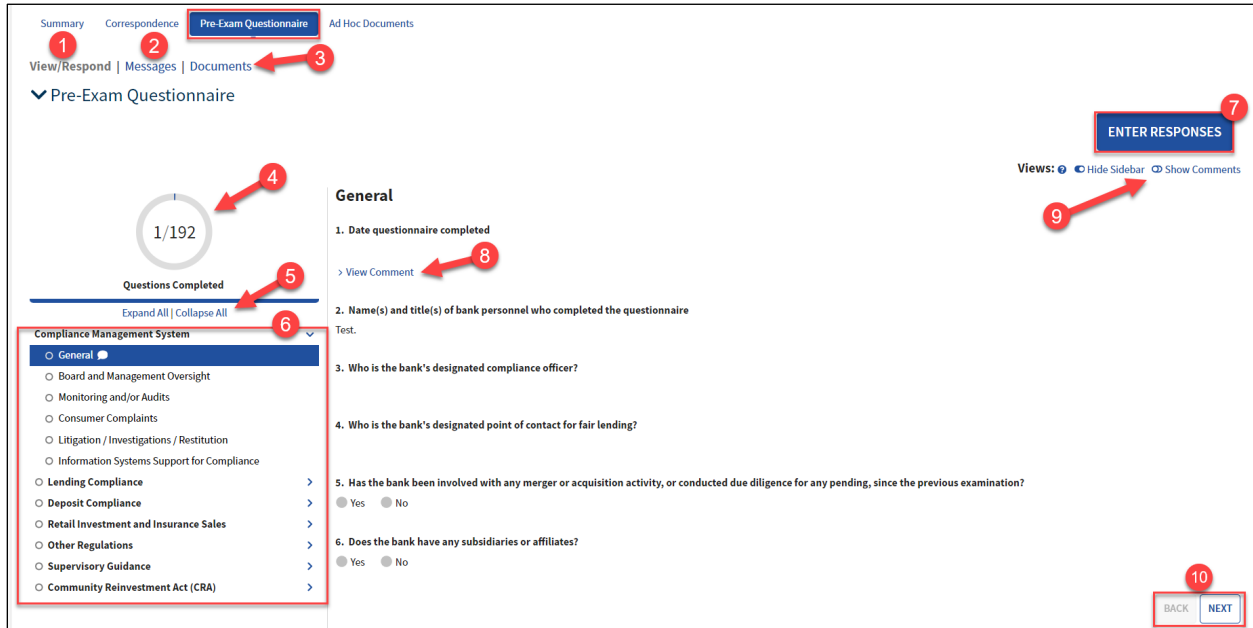
- Published Documents:** If the IP Letter or Entry Letter is published, and the user has permissions to download the documents, the Site displays the enabled link in the Name column. Click the available link(s) to download and view the documents.

*Note: When the IP Letter is published by the exam team, the system generates the applicable notifications and emails to BES users.*

## Pre-Exam Questionnaire Tab

The Pre-Exam Questionnaire (PEQ) tab displays once the examination team publishes the questionnaire to the Site. This tab facilitates the exchange of information pertaining to the PEQ and is the tab that BES users have to complete it. The BES users can collaborate on the responses to the PEQ.

*Note: FDIC staff cannot view bank answers until the PEQ is submitted by the bank.*



**Figure 9. PEQ Tab**

1. **View/Respond:** The default tab when entering this tab allows users to view and respond to questions.
2. **Messages:** Select this tab to view any messages entered by BES users or the exam team or to add a new message.
3. **Documents:** The section contains links to any existing PEQ documents. Click the link to download the desired document.
4. **Questions Completed:** The graphic displays the number of both answered and total questions.
5. **Expand All/Collapse All:** Click the links to expand and collapse the PEQ sections listed in the navigation menu.
6. **Navigation Menu:** Expand and click the desired section to display the corresponding questions and responses, if any, in the read-only section on the right.

Note: Green checkmarks next to each heading indicate completed sections. White circles indicate incomplete sections.

7. **Enter Responses:** This option displays for users with the applicable permissions. Click the button to enter responses to the PEQ.
8. **View Comment:** If displayed, click link to display the entered comments entry for a corresponding question.
9. **Toggle Views:** To hide the navigation menu on the left select **Hide Sidebar**, or if the sidebar is hidden, click the link now displaying 'Show Sidebar' to view the navigation menu.
10. **Navigation Options:** Click **Next**, or if enabled **Back**, to navigate between the sections.

### Function: View and Generate PEQ Documents

When the PEQ is published by the exam team, applicable notifications and emails generate and are sent to BES users. A read-only version also generates in PDF format and is posted to the Documents menu option tab in this module.

The read-only file displays below the Documents section and can be downloaded by users with applicable permissions. 'Unanswered' is appended to the document name. Click the link to download the document.

The application also provides authorized users the ability to create a draft PEQ document with responses included. Click **Generate Draft Response** to generate a draft copy of the PEQ with the most current responses included. The link to the generated file displays in the Pre-Exam Questionnaire Documents grid.

Notes:

- This option is available until the questionnaire submission.
- The Generate action overrides any previously generated copies.

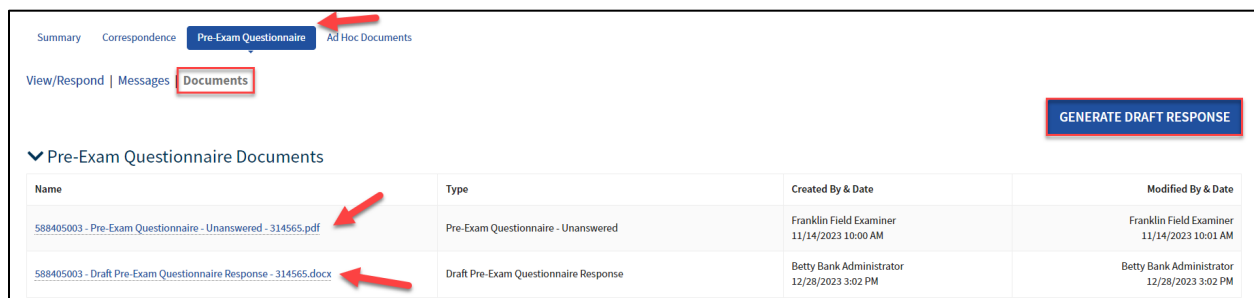


Figure 10. Documents Tab – Unanswered and Draft Answers Documents



## Function: Enter BES PEQ Election

Once the examination team publishes the PEQ, the bank must indicate whether users will complete it within BES.

To enter the BES selection, navigate to the Pre-Exam Questionnaire tab, and click **BES Election** to display the BES Election overlay. In the overlay, indicate whether the institution will complete the component in the system (i.e. opt in) or will work with the exam team outside of BES to complete the component (i.e. opt out). Enter all required information and click **Submit**. This saves the selection, closes the overlay, and displays the applicable PEP tab. To exit the overlay without making a selection, click **Cancel**.

*Note: If the user opts out from entering responses, the Description field displays and is required. If the bank opts-out of the PEQ component, the exam team will schedule an interview with the applicable bank staff.*

**BES Election**

The use of the Banker Engagement Site (BES) is optional. Authorized bankers may complete, review, and submit the response to the Pre-Exam Questionnaire. Note, saved responses are not viewable by the FDIC until after the Pre-Exam Questionnaire is "Submitted" by an authorized banker. If the bank does not want to enter their responses in BES, the exam team will conduct an interview with applicable bank personnel and enter responses on their behalf. Please indicate your preference for the Pre-Exam Questionnaire (select one).

**BES Election \***

Bank elects to complete the Pre-Exam Questionnaire in the Banker Engagement Site.

Bank requests the exam team to conduct a Pre-Exam Interview with applicable personnel.

**Description \***

Enter reasoning...

0/10000

**CANCEL** **SUBMIT**

**Figure 11. BES Election Overlay**

On Submit,

- If the bank opts in, the system enables the user to enter responses to the corresponding component in BES, or
- If the bank opts out, the option to provide responses is not available, although the list of questions remains visible. On Save, the system displays a banner in the corresponding PEP tab and sends the notification to the examination team members that the bank opted out of using BES for that particular component.

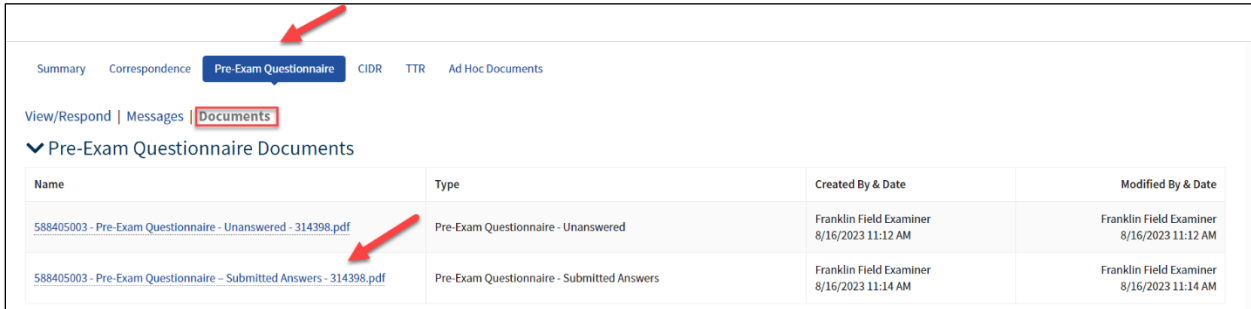
*Notes:*

- *An examination team member will be in contact with the bank to discuss an alternative collection process for the materials.*
- *Once the bank has opted out from using BES component, it cannot change that selection.*

## Function: Download PEQ Responses

When the PEQ response has been submitted, the application generates a response document. The document includes all applicable questions and responses entered either by the bank or by the examination team on behalf of the institution. 'Submitted Answers' is appended in the document name.

Navigate to the applicable PEP component and click on the Documents tab to view the read-only response document in PDF format, which can be downloaded by users with applicable permissions. If enabled, click the link to download the document.



Name	Type	Created By & Date	Modified By & Date
<a href="#">588405003 - Pre-Exam Questionnaire - Unanswered - 314398.pdf</a>	Pre-Exam Questionnaire - Unanswered	Franklin Field Examiner 8/16/2023 11:12 AM	Franklin Field Examiner 8/16/2023 11:12 AM
<a href="#">588405003 - Pre-Exam Questionnaire - Submitted Answers - 314398.pdf</a>	Pre-Exam Questionnaire - Submitted Answers	Franklin Field Examiner 8/16/2023 11:14 AM	Franklin Field Examiner 8/16/2023 11:14 AM

**Figure 12. PEQ Submitted Answers Document**

## Function: Complete and Submit PEQ

*Note: This section applies both to the initial submission and any re-submission if the exam team unlocks a previously submitted PEQ.*

**IMPORTANT: PEP responses are not viewable by the examination team until submitted by the institution.**

To enter or update the responses to the PEQ, click **Enter Responses** (see Figure 9) on the Pre-Exam Questionnaire tab to display the editable overlay. Navigate through the PEQ and enter responses. To save the answers and close the overlay, click **Save and Exit**.

*Note: BES automatically saves the entered response in the background once the user moves the cursor away from the updated field (radio button, drop-down, text, etc.) that contains the response. This behavior applies to all PEP components when entering responses.*

If any documents need to be exchanged with the exam team during the PEQ phase, use the ad hoc document upload process (see the [Upload Ad Hoc Documents](#) section below).

The screenshot displays the 'Enter Responses' page. On the left is a navigation menu with 'Questions Completed' (2/192) and a 'Compliance Management System' dropdown. The main content area is titled 'General' and shows 'Incomplete Questions (4)'. The first question is '1. Date questionnaire completed\*', which has a text input field with a date 'mm/dd/yyyy' and a 'Collapse Comment' link. Below it are questions 2 through 6, each with a text input field and an 'Enter Comment' link. Question 5 has radio buttons for 'Yes' and 'No'. At the bottom right are buttons for 'BACK', 'NEXT', 'SAVE AND EXIT', and 'SUBMIT'. Red callouts 1 through 9 point to these various elements.

Figure 13. PEQ Overlay – Enter Responses

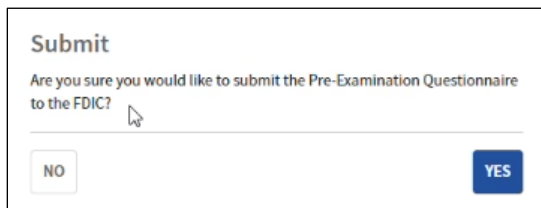
1. **Navigation Menu:** Use the links in the navigation menu to access the desired sections.
2. **Editable PEQ:** Enter institution responses. Questions requiring a response are marked with an asterisk (\*).
3. **Toggle Views:** Click on the toggles to change the content displayed and functions available. A tool tip provides users guidance.
4. **Incomplete Questions:** If the corresponding toggle is turned on and the section contains any un-answered questions, the section displays the count and the list of corresponding questions.
5. **Enter Comment:** Click the link to enter a comment for a corresponding question in the expanded text box. Comments can be used to provide additional context to questionnaire responses. The entered comments become visible to the exam team when the questionnaire is submitted.
6. **Clear Answer:** If the corresponding toggle is turned on and the radio button contains a response, an option to clear the answer is displayed. Click the icon to remove the previously entered response.
7. **Back/Next:** Navigate sections by clicking **Back** and **Next**, as applicable.
8. **Save and Exit:** At any point while responding to questions, users may save responses and exit the process to return at a later time to continue.

- 9. Submit:** Users must provide responses to all questions and have the permission to submit prior to submitting the PEQ. If any of these conditions are not met, the **Submit** button is disabled.

Users must provide responses to all questions and have the permission to submit prior to submitting the PEQ. If any of these conditions are not met, the **Submit** button is disabled.

*Note: Review any messages prior to submission.*

To submit the completed PEQ to the examination team, click **Submit**, which displays the Submit confirmation message. To proceed with the submission, click **Yes**. To close the message and return to the Enter Responses overlay, click **No**.



**Figure 14. Submit PEQ Confirmation Message**

Upon submission, the overlay closes, and the system takes the following actions:

- Makes the submitted PEQ un-editable;
- Displays the Pre-Exam Questionnaire tab with the submission confirmation banner;
- Generates a PDF of the PEQ with submitted responses, and enables the link to download in the Documents section;  
*Note: There may be a brief lag before the link displays. If the updated document does not display in the grid, users should refresh the page.*
- Updates the PEQ status milestone to 'Submitted' saving the Submitted / Received Dates and Submitter name;
- Sends an email and a notification to BES users; and
- Sends a notification to field management and the exam team.

## Function: Download PEQ Responses

When the PEQ response has been submitted, the application generates a response document. The document includes all applicable questions and responses entered either by the bank or by the examination team on behalf of the institution. The document name has 'Submitted Answers' appended in its title.

Navigate to the applicable PEP component and click on the Documents tab to view the read-only response document in PDF format, which can be downloaded by users with applicable permissions. If enabled, click the link to download the document.

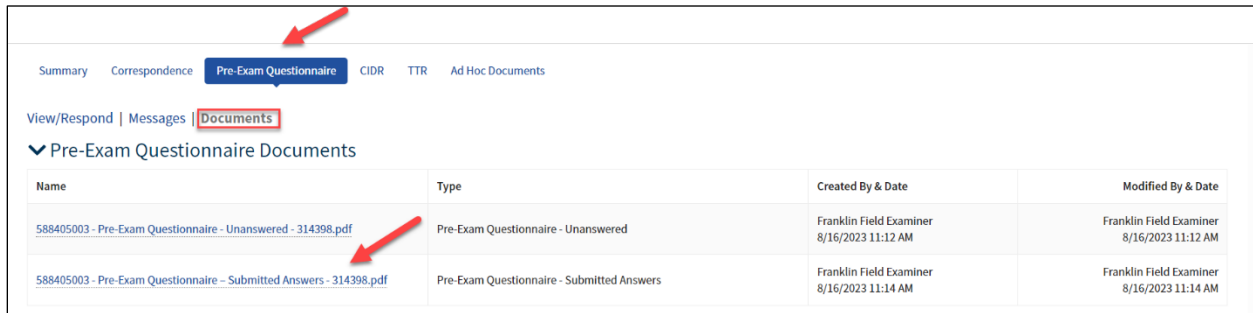


Figure 15. PEQ Submitted Answers Document

### Toggle Views

To assist users with managing BES information, users can toggle between various display modes.

The applicable toggle options display on the corresponding BES tabs or within the editable overlays.

The table below lists the toggle options across the various components.

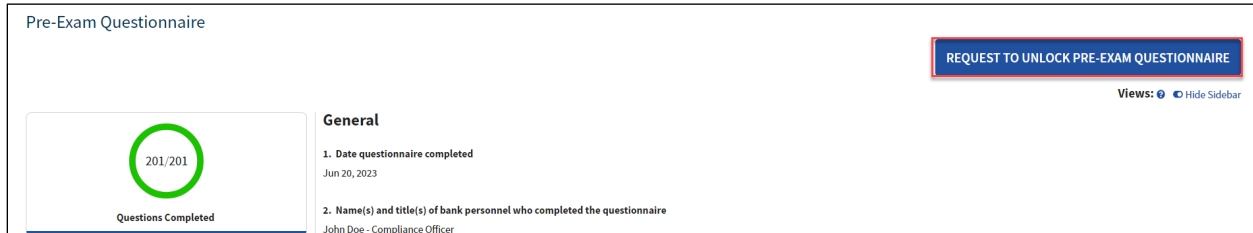
BES Component	Show/Hide Sidebar	Show Clear Option	Add/View –Hide Messages	Show/Hide Incomplete Questions	Show/Hide Comments
PEQ Tab	X				X
PEQ – Enter Responses Overlay	X	X	X	X	X
CIDR Tab	X				
CIDR – Enter Responses Overlay	X		X	X	
TTR Tab	X				
TTR – Enter Responses Overlay	X		X	X	

Click the toggles to change the content displayed and functions available. A tool tip provides users guidance:

- ‘Show/Hide Sidebar’ displays or hides the navigation menu;
- ‘Show/Hide Clear Option’ displays or hides the functionality to clear responses for radio-button questions;
- ‘Add/View-Hide Messages’ displays or hides messages for the displayed section of the PEP component and provides users the ability to add a message; and  
*Note: Users must either chose to display the navigation menu or the messages as both cannot be viewed simultaneously.*
- ‘Show Incomplete Questions’ displays or hides an “Incomplete Questions” header with the count and the list of unanswered questions.
- ‘Show/Hide Comments’ displays or hides comments entered for the displayed section of the PEP components and provides users the ability to add new or update existing comments when entering responses.

## Function: Request to Unlock Submitted PEQ

Users with Submit permission may request that the FDIC unlock the Questionnaire for further editing, if necessary. To send the unlock request, navigate to the Pre-Exam Questionnaire tab and click **Request to Unlock Pre-Exam Questionnaire** which displays the Unlock Pre-Exam Questionnaire pop-up message.



**Figure 16. PEQ Tab: Unlock Available**

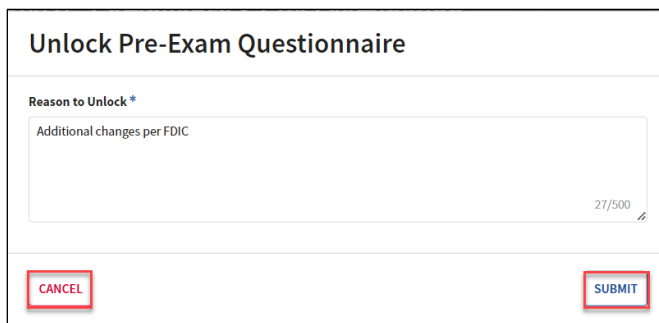
In the overlay, enter the required Reason to Unlock and click **Submit** to proceed with the unlock request. To exit without sending the request click **Cancel**.

Upon submission, the overlay closes and the system takes the following actions:

- Sends a 'Request to Unlock' notification to field management and the exam team;
- Sends an email and a notification to all BES users.

Notes:

- *The PEQ remains locked until the FDIC approves the request.*
- *A notification is sent to bank staff once the FDIC responds to the unlock request.*



**Figure 17. Unlock PEQ Overlay**

## Function: View PEQ Audit History

The system records the history of changes that occur after the initial submission and prior to any resubmission of the PEQ to the FDIC.

To display the sortable audit history, expand the Audit History section on the Pre-Exam Questionnaire tab, which displays once the PEQ has been edited. An Audit Type and Date Range drop-downs are available to filter the list of records.

Each entry includes details regarding the request item updated, specifics regarding old and new values for the section and subsection, as well as the date/time and user name.

Pre-Exam Questionnaire Audit History				
Audit Type	Start Date	End Date		
All Audit Types	mm/dd/yyyy	mm/dd/yyyy		
Pre-Exam Question	Subsection	Action	Details	Changed By & Date
2. Name(s) and title(s) of bank personnel who completed the questionnaire	General	Question Updated	Old Value: Lazaro Rosales - Compliance Officer  New Value: John Doe - Compliance Officer	Lazaro Rosales 6/20/2023 3:07 PM GMT-05:00

Figure 18. PEQ Tab – Audit History

### Messages Option Tab

Users can view, add new, and reply to messages within each PEP component. To view and manage messages, click the Messages menu option tab within that PEP component. Messages listed in the option tab are visible to both bank staff and the examination team.

The screenshot shows the 'Pre-Exam Questionnaire' tab with a list of messages. Callout 1 points to 'Associated Questions: 3, 4'. Callout 2 points to the 'Reply' link. Callout 3 points to 'Hide 1 Replies'. Callout 4 points to the '+ Add New Message' button. Callout 5 points to the download options: 'Prepare Pre-Exam Questionnaire Messages for Download' and 'Prepare All Messages for Download'.



Figure 19. Messages Option Tab

- 1. Associated Questions/Items:** FOCUS displays question/item numbers if a message is linked to any specific questionnaire components.
- 2. Reply to Message:** Click the link to display the Reply to Message form to respond to a message. Note that the Message Subject or question/item associations, if any, are not editable on the form.

3. **View/Hide Replies:** If a message contains any replies, click the View... Replies link to display any message replies.
4. **Add New Message:** Click the link to display the New Message form and add a new message.
5. **Download Messages:** All active BES users have the ability to download and export existing messages. Messages can be downloaded either separately by questionnaire (i.e. Pre-Exam, CIDR or TTR) or within a combined export file containing all messages across all questionnaires.

To download a read-only document (in the PDF format) that contains all non-deleted messages that have been exchanged either for the specific questionnaire or for the entire activity, click either the Prepare [Questionnaire] Messages for Download or the Prepare All Messages for Download respectively.

When the download is ready, the link label changes to 'Download...Messages'. Click it the second time to save the generated file to the computer's Downloads folder.

6. **Edit Message:** A message can be edited by the same user who added it as long as there is no reply to that message. If displayed, click the Edit (  ) icon to display the Edit Message form with the editable message Subject and Text.
7. **Delete Message:** A message can be deleted by the same user who added it as long as there is no reply to that message. If displayed, click the Delete (  ) icon to display the Delete Message confirmation message and confirm the action.

## Function: Add New or Reply to Message

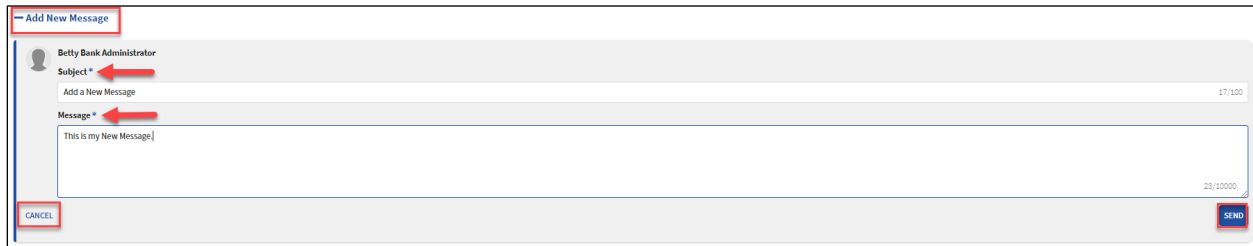
Users can add new or reply to existing messages within each PEP component on the Messages option tab or while completing the corresponding questionnaires within the Enter Responses overlay.

To add a new message, click the **Add New Message** link which expands the Add New Message form. Subject and Message are required as denoted by the asterisk (\*).

Enter the required subject and message information to enable the Save button. To proceed, click **Send** or to exit the new message form without adding the message, click **Cancel**.

On **Send**, the system saves the message, closes the form, and displays it in the Messages tab of the corresponding component.

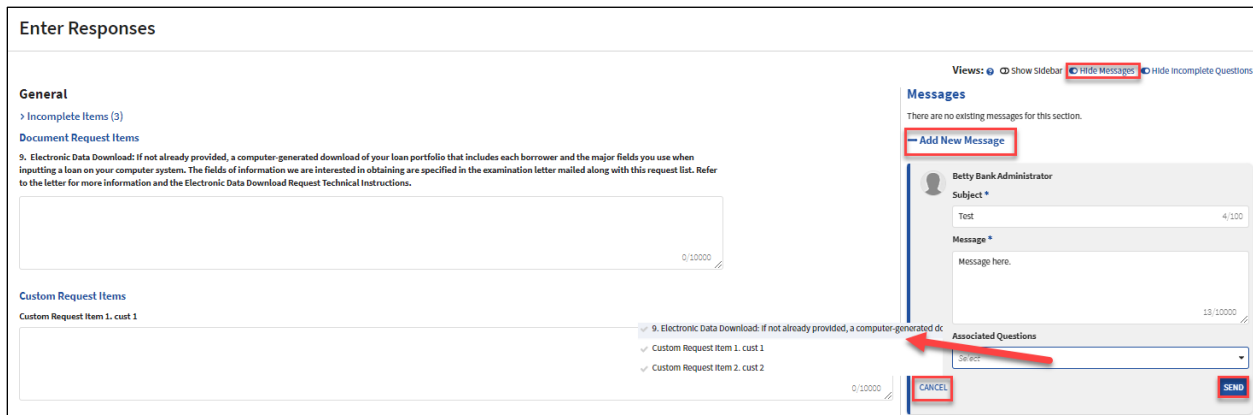




**Figure 20. Messages – Add New Message Form Within Messages Menu Option Tab**

To add a message from the Enter Responses overlay, ensure the Add/View Messages toggle is turned on.

*Note: Users can associate one or more questions (PEQ) or request items (CIDR or TTR) from the drop-down list to the message while in the “Enter Reponses” section of the application.*



**Figure 21. Add New Message Within the Enter Reponses Overlay**

To reply to an existing message click **Reply**. This displays the Reply to Message form. Enter the reply in the Message field and click the enabled **Send** button. Note the Message Subject or Associated Questions/Items are not editable on the reply form.

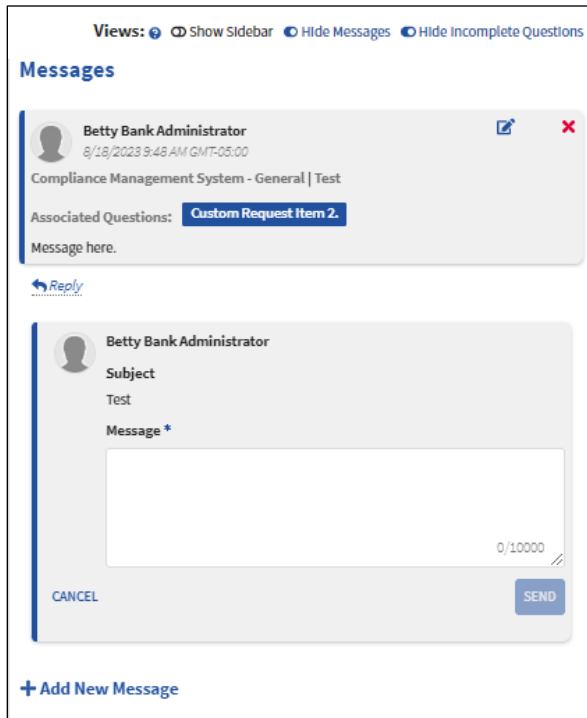


Figure 22. Reply to Existing Message (Enter Responses Overlay)

### Function: Edit Message

To update the contents of the message, click the Edit (✎) icon. This displays the editable Message Subject and Text. Make the changes and click **Save** to retain the updates. To exit without making the edits, click **Cancel**.

*Note: A message can be edited by the user who added it, only if there are no replies to the message.*

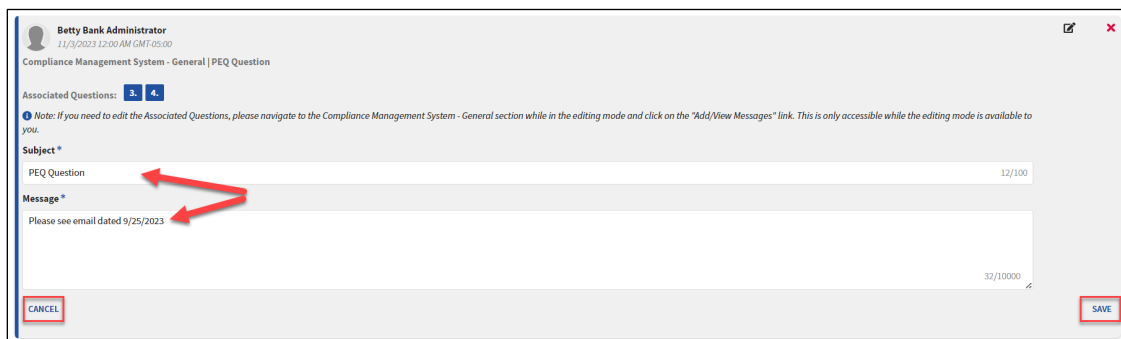


Figure 23. Edit Message Form

## Function: Delete Message

To remove a message, click the Delete (✖) icon. This displays the delete confirmation message. To proceed, click **Yes** to complete the deletion. To exit without taking the action, click **No**.

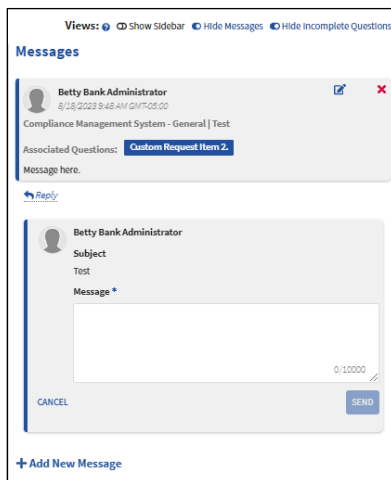
*Note: A message can be deleted only by the same user who added that message, as long as there are no replies to the message.*



**Figure 24. Delete Message Confirmation Box**

## Function: View, Add New, and Manage Messages

Users can view, add new, and reply to messages entered by the FDIC within each PEP component. To view existing messages or to add a new generic message, click the Messages menu option tab within that PEP component. To associate a message with a particular component question, users must access the messages module while entering responses using the Add/Show-Hide Message toggle.



**Figure 25. Messages – View and Reply to Existing Within “Enter Responses”**

Users can view existing messages and replies here, or reply to an existing message by selecting the blue hyperlink below a message block.

To add a new message, click the **Add New Message** link which expands the Add New Message form. Subject and Message are required as denoted by the asterisk (\*).

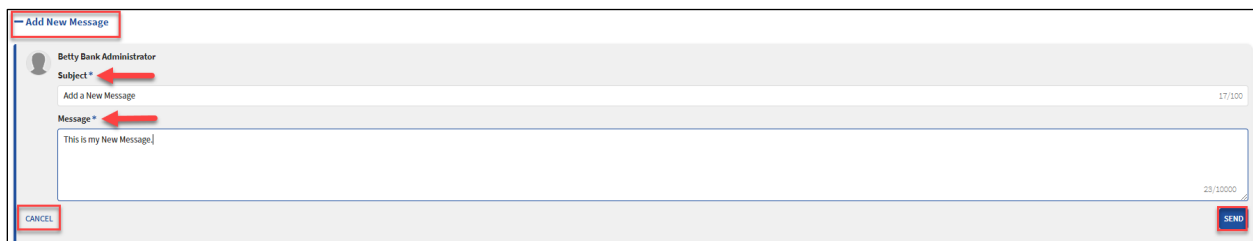


Figure 26. Messages – Add New Message Form Within Messages Menu Option Tab

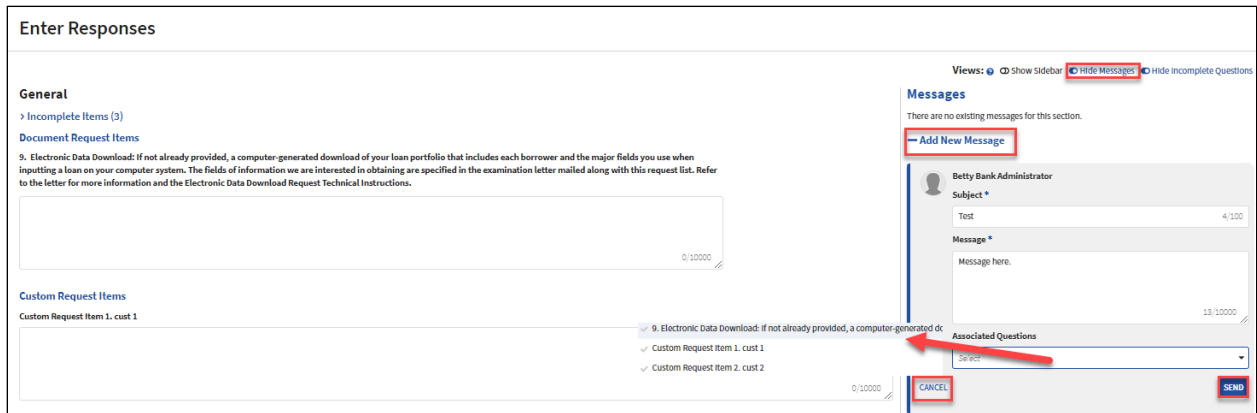




Figure 27. Add New Message Within the Enter Responses Overlay

Note: Users can associate one or more questions (PEQ) or request items (CIDR or TTR) from the drop-down list to the message while in the “Enter Responses” section of the application.

Enter the required subject and message information to enable the Save button. To proceed, click **Send** or to exit the new message form without adding the message, click **Cancel**.

On **Send**, the system saves the message, closes the form, and displays it in the Messages tab of the corresponding component.

Users can edit or delete a message they have entered as long as there is no reply to that message. The edit (  ) or delete (  ) options display, if available. Sent messages are visible to both bank staff and the examination team.

## Compliance Information Document Request Tab

The Compliance Information Document Request (CIDR) Tab displays once the examination team publishes the CIDR to the Site. This tab facilitates the exchange of information pertaining to the information and document requests items and is the tab that bankers use to complete the CIDR.

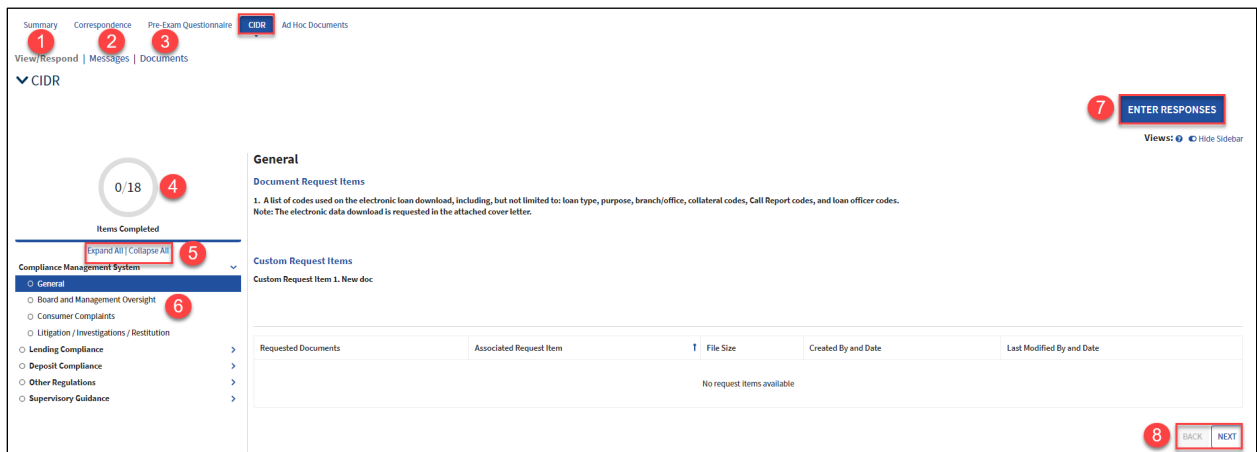


Figure 28. CIDR Tab

1. **View/Respond:** The default tab when entering this tab allows users to view items and enter responses.
2. **Messages:** Select this tab to view any messages entered by bank staff or the exam team, and to add a new message.
3. **Documents:** The section contains any existing CIDR documents. The files in this section automatically generate and are downloadable by users with the applicable permission. If enabled, click the link to [download the desired document](#).
4. **Items Completed:** The graphic displays the number of both answered and total items.
5. **Expand All/Collapse All:** Click the links to expand and collapse the CIDR sections listed in the navigation menu.
6. **Navigation Menu:** Expand and click the desired CIDR section to display the corresponding request items and responses, if any, in the read-only CIDR section on the right.  
*Note: Green checkmarks next to each heading indicate completed sections. White circles indicate incomplete sections.*
7. **Enter Responses:** This option displays for users with the applicable permissions. Click the button to enter responses to the CIDR.
8. **Toggle Views:** To hide the navigation menu on the left select **Hide Sidebar**, or if the sidebar is hidden, click the link now displaying 'Show Sidebar'.
9. **Navigation Options:** Click **Next**, or if enabled **Back**, to navigate between the CIDR sections.

## Function: View and Generate CIDR Documents

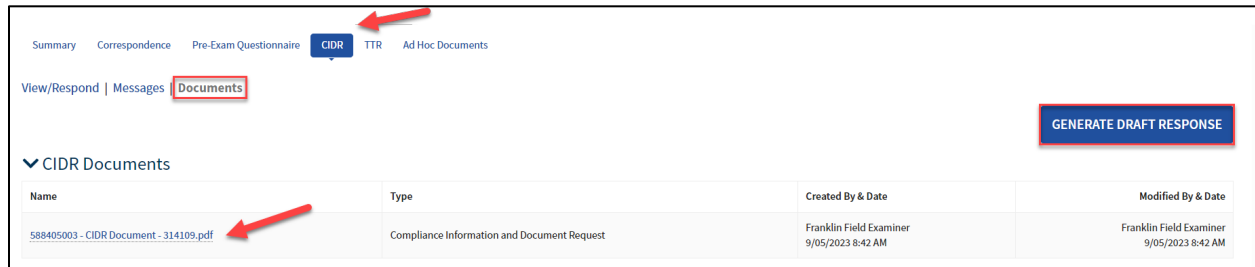
When the CIDR is published by the exam team, applicable notifications and emails generate and are sent to bank staff and the FDIC. A read-only version also generates in PDF format and displays the Documents menu option tab in this module.

The read-only file is displayed below in the Documents section and can be downloaded by users with applicable permissions. Click the link to download the document.

The application also provides authorized users the ability to create a draft CIDR document with responses included. Click **Generate Draft Response** to generate a draft copy of the CIDR with the most current responses included. The link to the generated file displays in the CIDR Documents grid.

*Notes:*

- *This option is available until the questionnaire is submitted.*
- *The Generate action overrides any previously generated copies.*



**Figure 29. CIDR Documents Tab**

## Function: Enter CIDR BES Election

Once the examination team publishes the PEP component, the bank must indicate whether users will complete that component within BES.

To enter the BES selection, navigate to the component tab, and click **BES Election** to display the BES Election overlay. In the overlay, indicate whether the institution will complete the component in the system (i.e. opt in) or will work with the exam team outside of BES to complete it (i.e. opt out). Enter all required information and click **Submit**. This saves the selection, closes the overlay, and displays the component tab. To exit the overlay without making a selection, click **Cancel**.

*Note: If the user opts out from entering responses, the Description field displays and is required.*

See the [Enter BES Election \(PEQ\)](#) section for additional details.

## Function: Download CIDR Responses Entered by the Exam Team (Opt-Out Only)

If the bank opts out of a PEP component, when the response has been submitted on its behalf, BES generates a response document. The document includes all applicable questions or request items, and responses entered on behalf of the institution by the exam team.

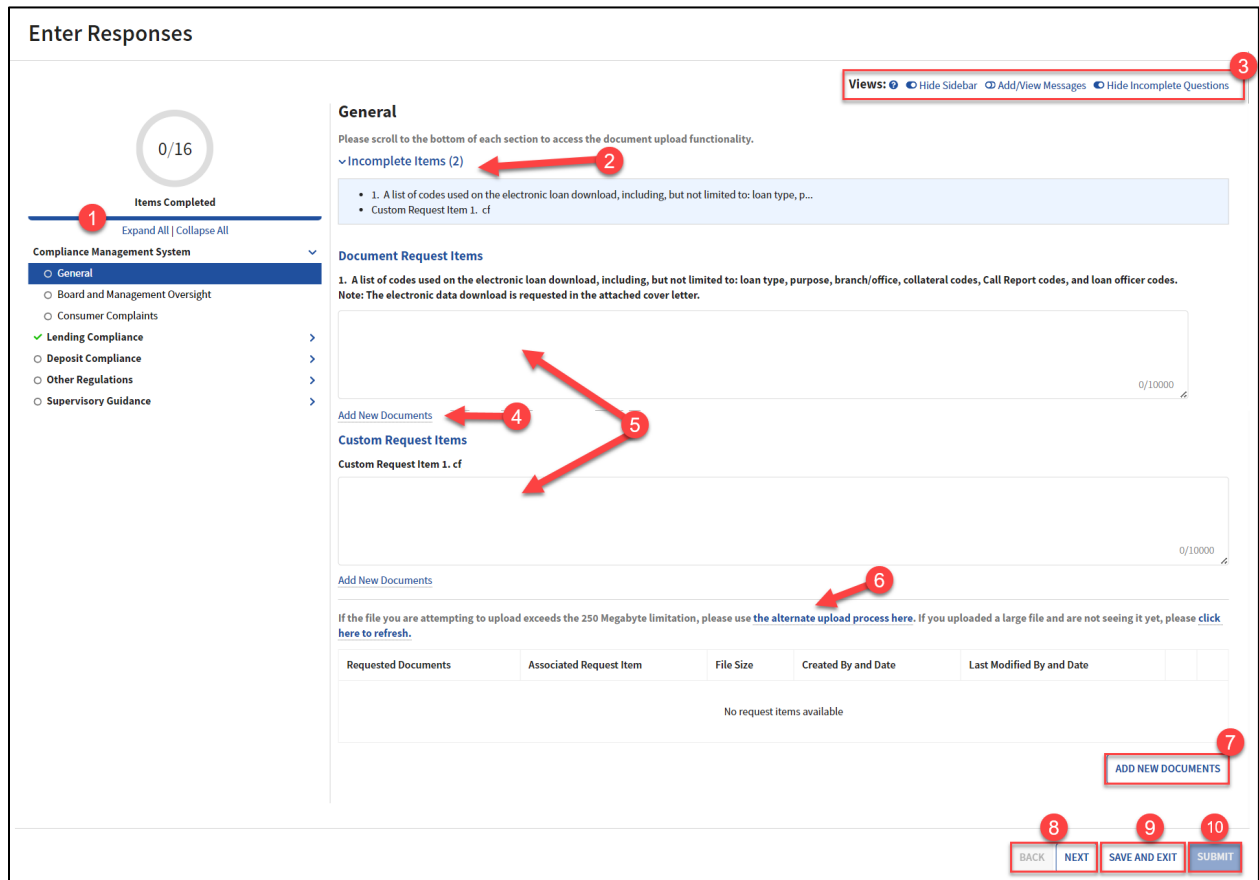
Navigate to the applicable PEP component and click on the Documents tab to view the read-only response document in PDF format, which can be downloaded by users with applicable permissions. If enabled, click the link to download the document.

## Function: Complete and Submit CIDR

*Note: This section applies both to the initial submission and any re-submission if the exam team unlocks a previously submitted CIDR.*

To enter or update the responses to the CIDR, click **Enter Responses** (see Figure 23) on the CIDR tab to display the editable overlay. Navigate through the CIDR and enter responses. To save the answers and close the overlay, click **Save and Exit**.

**IMPORTANT: PEP responses are not viewable by the examination team until submitted by the institution.**



**Figure 30. CIDR Overlay – Enter Responses**

1. **Navigation Menu:** Use the links in the navigation menu to access the desired CIDR sections.
2. **Incomplete Items:** Select the “Show/Hide Incomplete Questions’ to display the Incomplete Items header and section and expand the section to view the list of items that are missing responses within the viewable CIDR section. By default this section is collapsed.
3. **Toggle Views:** Click on the toggles to change the content displayed and functions available. A tool tip provides guidance.
4. **Add New Documents (Adjacent to Request Item):** Click the link next to a specific request item to upload files less than 250 MB, which automatically associates the uploaded file(s) to the corresponding request item. When this option is utilized, the ability to *manually* select the associated item(s) to a document upload is disabled.
5. **Editable CIDR:** Enter institution responses to the request items. Three types of items can be requested: Information Request Items, Document Request Items, and Custom Request Items. Custom request items can be information or document request items, but are unique to each

institution/examination activity. Each item can be answered as free-form text or by uploading an attached document.

*Note: Each item requires a text response or an attached document.*

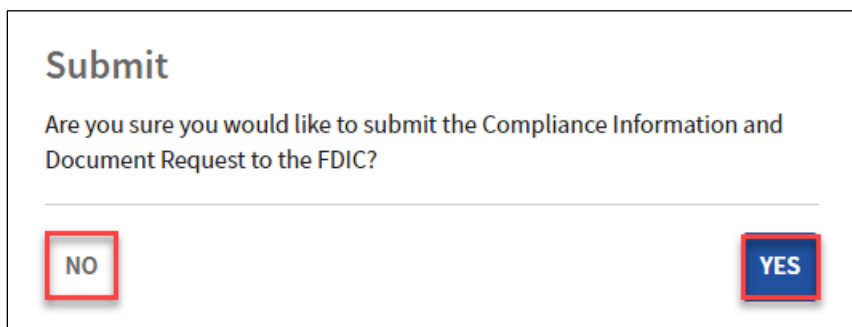
6. **Alternate (Document) Upload Process**: Click the link to upload files larger than 250 MB.
7. **Add New Documents (General)**: To add documents less than 250 MB in size without pre-selecting a specific request item, click the **Add New Documents** button. Using this option provides the ability to associate one or more of the displayed request items (including custom ones) to the upload.
8. **Back/Next**: Navigate CIDR sections by clicking **Back** and **Next**, as applicable.
9. **Save and Exit**: At any point while responding to questions, users may save responses and exit the process to return at a later time to continue.
10. **Submit**: To submit the CIDR, all published items must be answered either by entering written responses or uploading documents. In addition, the user must have the permission to submit the CIDR. If any of these conditions are not met, the **Submit** button is disabled.

*Notes:*

- *Review any messages prior to submission.*
- *Files less than 250 MB in size will be the large majority of files uploaded by the bank.*

To submit the completed CIDR to the examination team, click **Submit**, which displays the Submit confirmation message. To proceed with the submission, click **Yes**. To close the message and return to the CIDR overlay, click **No**.

*Note: The text of the confirmation message may contain an additional warning, if the user clicks the Submit action, but does not complete the document upload process.*



**Figure 31. Submit CIDR Confirmation**

Upon submission, the overlay closes and the system takes the following actions:

- Makes the submitted CIDR un-editable;
- Displays the CIDR tab with the submission confirmation banner;

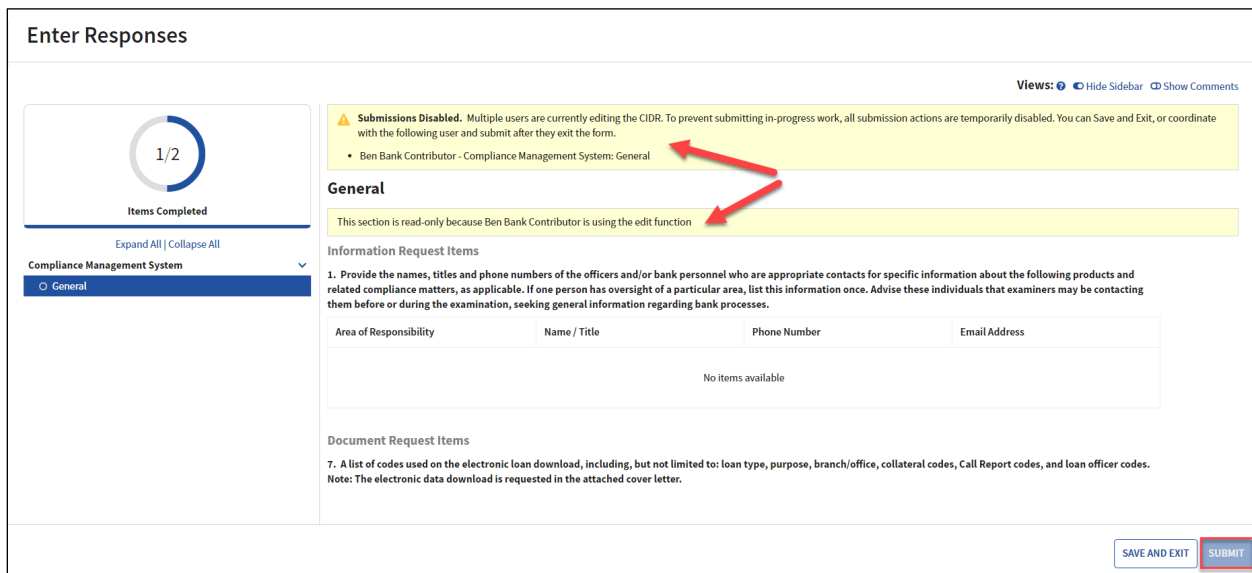


- Generates a PDF of the CIDR with submitted responses, and enables the link to download in the Documents section;  
*Note: There may be a brief lag before the link displays. If the updated document does not display in the grid, manually refresh the page.*
- Updates the CIDR status milestone to ‘Submitted’ saving the submitted date and submitter name;
- Sends an email and a notification to all BES users; and
- Sends a notification to field management and the exam team.

### Multiple Users Working on a Single Section

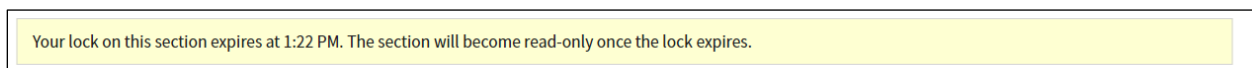
BES provides the ability for multiple users to work on a PEQ, CIDR or TTR questionnaires. The system prevents accidental data loss and avoids data integrity issues by restricting editing in the same section. When multiple users have entered the same section only the first user to enter that section will have edit capabilities. If a second user selects to edit the same section, a warning message displays for the locked out user displaying the other user’s name.

Additionally, if more ore than one user is editing a questionnaire or a memo at the same time, no user can submit the questionnaire.



**Figure 32. Enter Responses – Editing & Submission Locked**

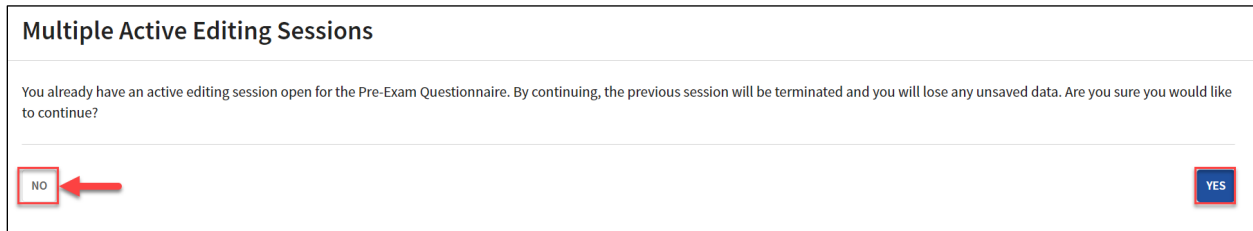
Section locks automatically expire after a pre-configured period of inactivity, and an informational message displays for the user.



**Figure 33. Section Lock Expiration Warning**

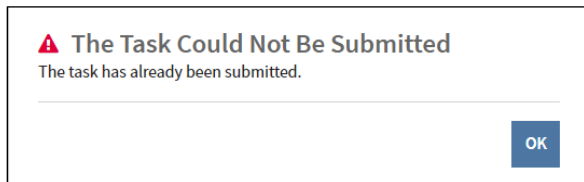
To prevent accidental overriding of inputs by the same user, if that user opens the Enter Responses overlay and navigates to the section that is already open in another browser window, BES displays a

warning message. Click **No** to avoid any data loss or **Yes** to proceed and override any unsaved changes.



**Figure 34. Multiple Active Editing Sessions Warning**

If Yes is selected, upon returning to the original session, BES displays a warning that the task could not be submitted (because the user has explicitly chosen to terminate the earlier session). Click **OK** to close the message and then close the browser window or tab to exit.

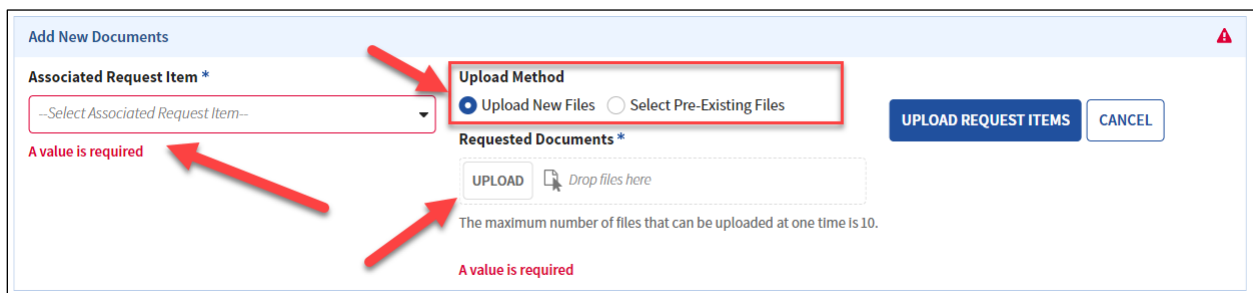


**Figure 35. The Task Could Not Be Submitted Warning**

### Function: Upload Documents in Questionnaires (Less than 250 MB)

Users can upload documents when responding to requests in the CIDR or TTR questionnaires. See [BES Allowed File Types Job Aid](#) for additional details.

To upload document(s), click **Add New Documents** to display the Add New Documents editable form. Here, the Upload Method defaults to 'Upload New Files'. Complete the required fields marked with an asterisk (\*).

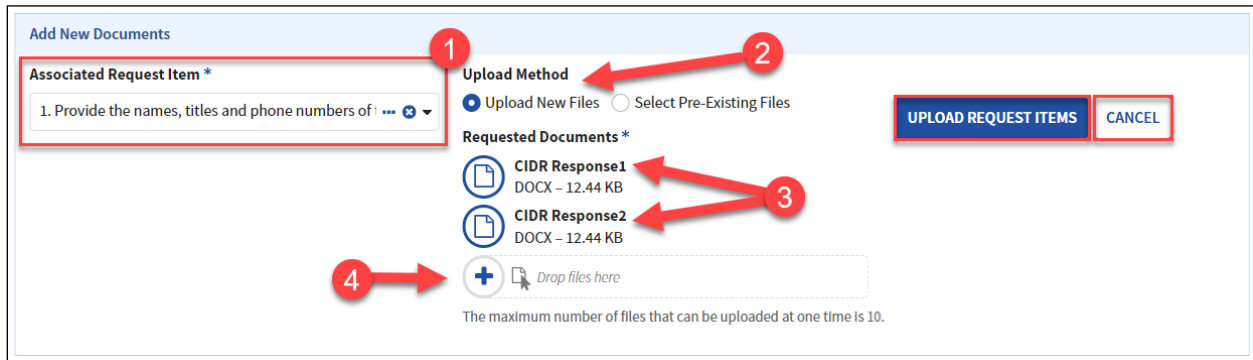


**Figure 36. Add New Documents**

To continue, click **Upload** to display the computer Open File/Finder pop-up. Alternatively, locate the file in the previously opened File Explorer/Finder and drag-and-drop it in the area marked 'Drop files here'. The application displays the selection in the Requested Documents column (see below). Repeat the steps for any additional files, as needed.

Once the file is uploaded, select the applicable request item(s) in the Associated Request Item drop-down to link the file. Each uploaded document must be associated with at least one request item.

To complete the upload, click **Upload Request Items**, or to exit without completing the upload click **Cancel**.



**Figure 37. Add New Documents – Files Selected**

- 1. Associated Request Item:** Select one or more applicable request items in the drop-down to link the file to the specific item.

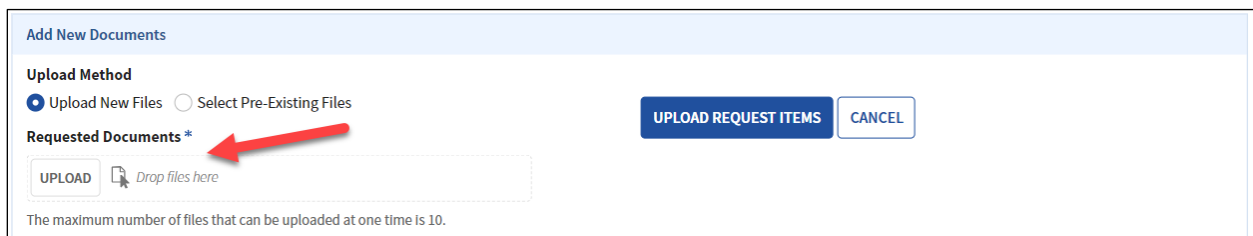
*Note: Documents uploaded to the CIDR or TTR are saved as workpapers in the application. For each uploaded document, the workpaper number is set as the minimum valid associated number.*

- 2. Upload Method:** Ensure ‘Upload New Files’ is selected in the field while adding new files to the response. The other option – ‘Select Pre-Existing Files’ – can be used to associate the previously-uploaded files to other request items (see [below](#)).

- 3. Add File:** Click the Plus (+) icon to select additional files to upload.





- 4. Selected File(s):** The selections display in the Requested Documents column.

As noted above, the option to associate request items to the upload is not available, if the ‘Add New Documents’ link adjacent to a request item has been used for the upload.



**Figure 38. Add New Documents – Adjacent to Request Item**

On **Upload**, the uploaded files display in a grid format.


Requested Documents	Associated Request Item	File Size	Created By and Date	Last Modified By and Date	
CIDR Response1.docx	1. 2.	12.73 kb	Betty Bank Administrator 10/23/2023 1:36 PM	Betty Bank Administrator 10/23/2023 1:37 PM	 
CIDR Response2.docx	1. 2.	12.73 kb	Betty Bank Administrator 10/23/2023 1:36 PM	Betty Bank Administrator 10/23/2023 1:37 PM	 

[ADD NEW DOCUMENTS](#)

Figure 39. Enter Responses Overlay – Documents Grid

- Documents Grid:** The grid contains uploaded documents, associated items, size and other information.

*Note: Documents listed in the grid cannot be downloaded.*

- Edit Document:** Click the Edit icon (  ) to upload a new version of an uploaded file. On Edit, the Site displays the Modify Document section. Select the desired file and click **Replace Requested Document**. To exit without taking the action, click **Cancel**.

Modify Document - CIDR Responses1.docx

Associated Request Item \* Replacement Document \*



1. Provide the names, titles and phone numbers of the offi... 
  Drop file here

Figure 40. Modify Document Section

- Delete Document:** To delete a document, click the Trashcan icon (  ) to display the confirmation message pop-up. Click **Delete** to complete the action and remove the corresponding record from the grid, or click **Cancel** to exit without taking any action.

Are you sure you want to delete CIDR Response1? This action cannot be undone.

Figure 41. Delete Document Confirmation

**IMPORTANT items to remember when managing documents:**

- When uploading documents:
  - File names must be unique:
    - at the examination level, if the upload is linked to a specific exam activity; or
    - at the institution level, if the upload is not associated with a specific exam activity.
  - The allowed length of an uploaded document name is restricted to a specific number of characters, which varies and is dependent on where the file is uploaded; however, file names of up to 100 characters are supported in most cases.
  - The maximum number of files that can be uploaded at one time is 10.
  - If any of the above conditions are not met, the system displays a corresponding error message.

The screenshot shows the 'Add New Documents' form. The 'Associated Request Item' field contains the text '1. Provide the names, titles and phone numbers of...'. The 'Upload Method' section has 'Upload New Files' selected. The 'Requested Documents' section shows a file named 'CIDR Response1 DOCX - 12.44 KB'. A red arrow points to this file. Below the file list, a red box highlights an error message: 'The filename of the document(s) you are attempting to upload already exists. Please retry the upload process using a unique filename for: CIDR Response1'. The 'UPLOAD REQUEST ITEMS' and 'CANCEL' buttons are visible on the right.

**Figure 42. Add New Documents – Error Message**

2. When uploading documents that address multiple request items:
  - Do not upload the same document multiple times
    - Use the multi-select feature in the Associated Request Item drop-down to link multiple request items to the uploaded document(s)
3. When editing documents:
  - The extension must be identical to the original;
  - If the new file has a different name than the original document, it is automatically renamed to the original document name; and
  - Uploading a new version overrides the previously uploaded version

### Function: Associate Existing Documents to Request Items

Authorized users have the ability to link previously uploaded files to other CIDR or TTR questionnaire request items while entering responses. In the Add New Documents form, chose ‘Select Pre-Existing Files’ in the Upload Method field and begin typing the name of the existing file.

BES automatically displays the available file names based on the entered text. Click the Enter to select the desired file. Repeat the step above to select more than one file, if needed. To finish entering the information, select one or more values, in the Associated Request Item field.

Click **Upload Request Items** to complete the action or click **Cancel** to exit the form without performing the action.

The screenshot shows the 'Add New Documents' form. The 'Associated Request Item' field contains the text '1. Provide the names, titles and phone numbers of...'. The 'Upload Method' section has 'Select Pre-Existing Files' selected. The 'Requested Documents' section shows a search input with the text 'C' and a dropdown list containing 'CIDR Response1.docx' and 'CIDR Response2.docx'. Red arrows point to the 'Select Pre-Existing Files' radio button and the search input field. The 'UPLOAD REQUEST ITEMS' and 'CANCEL' buttons are visible on the right.

**Figure 43. Add New Documents – Select Pre-Existing Files**

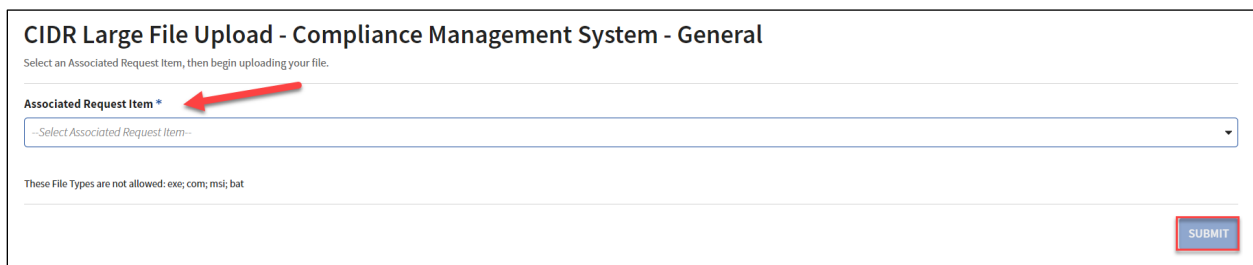
## Function: Upload Large Files in Questionnaires (Greater than 250 MB)

To upload files greater than 250 MB when responding to items in CIDR or TTR, the system requires a separate upload process. When entering responses, click the **alternate upload process** link to display the Large File Upload overlay **in a separate tab of the browser**.

For business rules related to document uploads, refer to the [Upload Documents \(Less than 250 MB\)](#) section above.

In the overlay, select a desired value in the required Associated Request Items drop-down list. The list includes all published request items for the corresponding PEP component, including custom ones, where applicable.

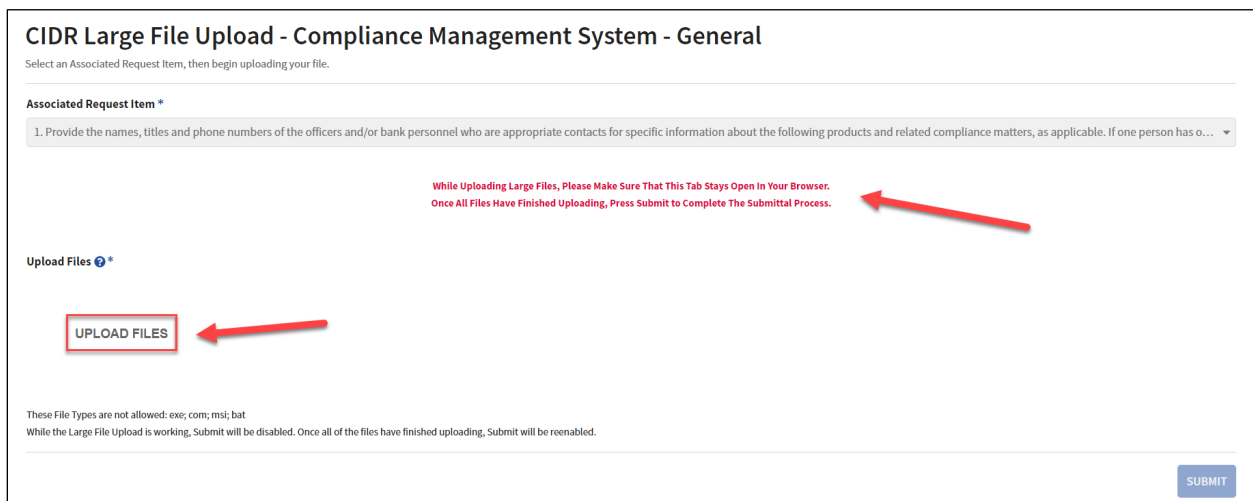
*Note: The option to **Submit** is disabled at this point.*



The screenshot shows the 'CIDR Large File Upload - Compliance Management System - General' overlay. At the top, it says 'Select an Associated Request Item, then begin uploading your file.' Below this is a dropdown menu labeled 'Associated Request Item \*' with a red arrow pointing to it. The dropdown menu is currently empty, showing '--Select Associated Request Item--'. Below the dropdown, there is a message: 'These File Types are not allowed: exe, com; msi; bat'. At the bottom right, there is a 'SUBMIT' button which is disabled (greyed out).

**Figure 44. Large File Upload Overlay**

Once a value is selected in the Associated Request Item, the system disables the drop-down, displays the corresponding message(s), and enables the option to upload. Proceed by clicking **Upload** to open the browser pop-up window and select one or more desired files.

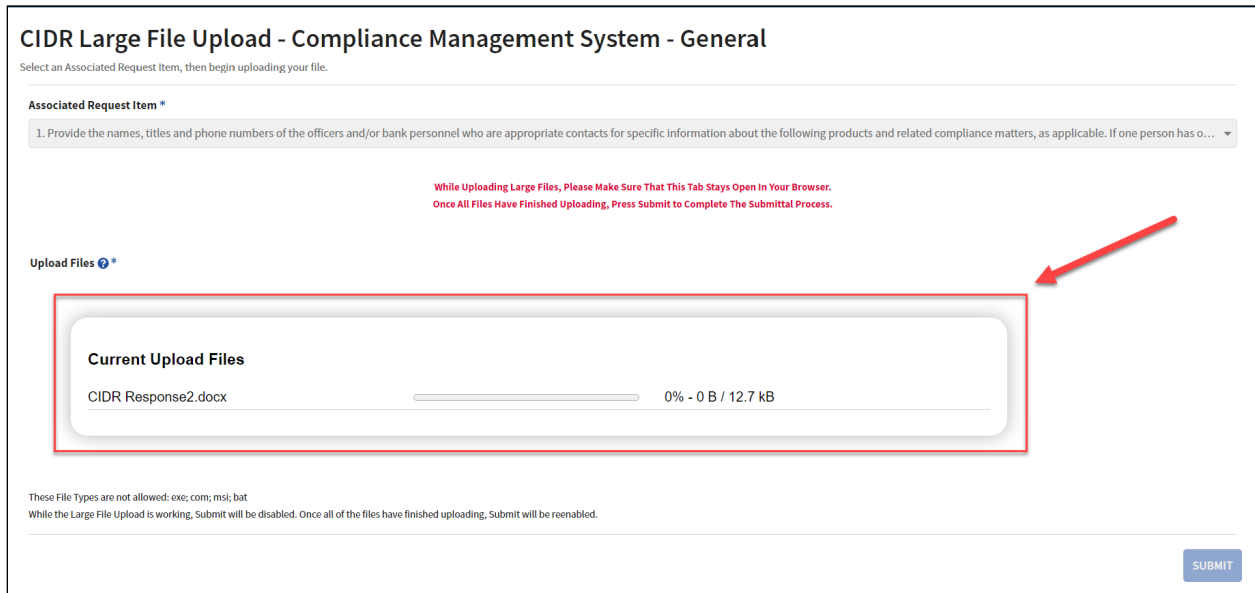


The screenshot shows the 'CIDR Large File Upload - Compliance Management System - General' overlay. The 'Associated Request Item \*' dropdown menu is now populated with a single item: '1. Provide the names, titles and phone numbers of the officers and/or bank personnel who are appropriate contacts for specific information about the following products and related compliance matters, as applicable. If one person has o...'. Below the dropdown, there is a red message: 'While Uploading Large Files, Please Make Sure That This Tab Stays Open In Your Browser. Once All Files Have Finished Uploading, Press Submit to Complete The Submittal Process.' with a red arrow pointing to it. Below the message, there is a section labeled 'Upload Files' with a red arrow pointing to the 'UPLOAD FILES' button. Below the 'Upload Files' section, there is a message: 'These File Types are not allowed: exe; com; msi; bat. While the Large File Upload is working, Submit will be disabled. Once all of the files have finished uploading, Submit will be reenabled.' At the bottom right, there is a 'SUBMIT' button which is now enabled (blue).

**Figure 45. Large File Upload: Associated Request Item Selected (CIDR/TTR)**

Select the file(s) to close the file selection pop-up and begin the upload process which displays the **Current Upload Files** section with the upload status bar.

*Note: Do not close the Large File Upload page tab while the upload is in progress.*

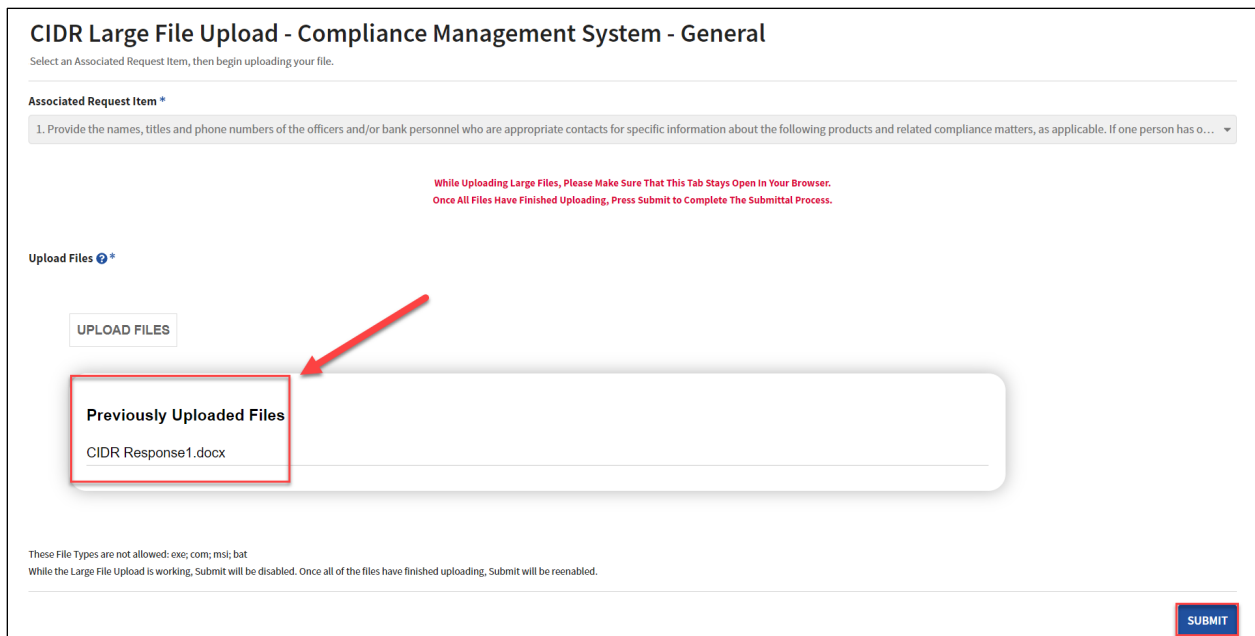


**Figure 46. Large File Upload – File(s) Selected**

Once the upload for the selected file(s) has successfully completed, the display message changes to ‘Previously Uploaded Files’ and lists the selected document(s) and the **Submit** button enables.

Click **Submit** to complete the upload and close the overlay.

*Note: Files are not attached to the questionnaire until the user clicks **Submit**.*



**Figure 47. Large File Upload – Previously Uploaded Files**

Navigate to the original page or tab (CIDR or TTR) to view the uploaded file(s). The uploaded documents display in the separate large file documents grid towards the bottom of the overlay.

Note: Files may not appear in the grid immediately. The application performs a grid refresh process in 30 second intervals. To display the uploaded file(s) wait for the automatic refresh to complete or manually refresh the browser window.

### Enter Responses

If the file you are attempting to upload exceeds the 1 Gigabyte limitation, please use [the alternate upload process here](#). If you uploaded a large file and are not seeing it yet, please [click here to refresh](#).

Requested Documents (Large File Upload)	Associated Request Item	File Size	Created By and Date	Last Modified By and Date
CIDR Response2.docx	1.	N/A	Betty Bank Administrator 7/19/2023 11:41 AM	Betty Bank Administrator 7/19/2023 11:41 AM
LARGE TEST DOC.csv	Custom Request Item 1.	N/A	Betty Bank Administrator 6/30/2023 12:48 PM	Betty Bank Administrator 6/30/2023 12:48 PM

Requested Documents	Associated Request Item	File Size	Created By and Date	Last Modified By and Date		
CIDR Response1.docx	2.	12.73 kb	Betty Bank Administrator 6/29/2023 2:31 PM	Betty Bank Administrator 6/30/2023 7:40 PM		

**Figure 48. Enter Responses CIDR Overlay – Large File Documents Grid**

### Function: Download CIDR Responses

When the CIDR response has been submitted, the application generates a response document. The document includes all applicable items and responses entered either by the bank or by the examination team on behalf of the institution. The document name has ‘Submitted Answers’ appended in its title.

Navigate to the applicable PEP component and click on the Documents tab to view the read-only response document in PDF format, which can be downloaded by users with applicable permissions. If enabled, click the link to download the document. See [Figure 15](#) above.

### Function: Request to Unlock Submitted CIDR

Once the CIDR is submitted to the exam team, it is no longer editable by BES users. However, users with Submit permissions may request that the FDIC unlock the CIDR for further editing, if necessary.

To send the unlock request, navigate to the CIDR tab and click **Request to Unlock CIDR** which displays the Unlock CIDR overlay (pop-up message).

In the overlay, enter the required Reason to Unlock and click **Submit** to proceed with the unlock request. To exit without sending the request click **Cancel**.

Upon submission, the overlay closes and the system takes the following actions:

- Sends a ‘Request to Unlock’ notification to field management and the exam team; and
- Sends an email and notification to all BES users.

Notes:

- The CIDR remains locked until the FDIC approves the request.
- A notification is sent to bank staff once the FDIC responds to the unlock request.



## Notes:

- If the unlock request is approved, the CIDR should be updated and resubmitted by the bank.
- The ability to request the CIDR unlock is available until the activity is completed by the exam team and the report has been issued.

## Function: View CIDR Audit History

The system records the history of changes to any responses or document uploads to any request items which occur after the initial submission and prior to any resubmission of the CIDR to the FDIC.

To display the sortable audit history, expand the Audit History section on the CIDR tab, which displays once the CIDR has been edited. An Audit Type and Date Range drop-downs are available to filter the list of records.

Each entry includes details regarding the request item updated, specifics regarding old and new values for the section and subsection, as well as the date/time and user name. See [Figure 18](#) above.

## Transaction Testing Request Tab

The Transaction Testing Request (TTR) Tab displays once the examination team publishes the TTR to the Site. This tab facilitates the exchange of information pertaining to transactional testing requests and is the tab that bankers use to complete the TTR.

Requested Documents	Associated Request Item	File Size	Created by and Date	Last Modified by and Date
CIDR-Response1.docx	<a href="#">Custom Request Item 1</a>	N/A	Betty Bank Administrator 6/30/2023 10:29 AM	Betty Bank Administrator 6/30/2023 10:29 AM

**Figure 49. TTR Tab**

1. **View/Respond:** The default tab when entering this tab allows users to view items and enter responses.
2. **Messages:** Select this tab to view any messages entered by bank staff or the exam team, or to add a new message.

3. **Documents:** The section contains any existing TTR documents. The files in this section automatically generate and are downloadable by users with the applicable permission. If enabled, click the link to download the desired document.
4. **Items Completed:** The graphic displays the number of both completed items and total items.
5. **Expand All/Collapse All:** Click the links to expand and collapse the TTR sections listed in the navigation menu.
6. **Navigation Menu:** Expand and click the desired TTR section to display the corresponding request items and responses, if any, in the read-only TTR section on the right.  
*Note: Green checkmarks next to each heading indicate completed sections. White circles indicate incomplete sections.*
7. **Enter Responses:** This option is displayed for users with the applicable permissions. Click the button to enter responses to the TTR.
8. **Toggle Views:** To hide the navigation menu on the left select **Hide Sidebar**, or if the sidebar is hidden, click the link now displaying 'Show Sidebar'.
9. **Navigation Options:** Click **Next**, or if enabled **Back**, to navigate between the TTR sections.

### Function: View and Generate TTR Documents

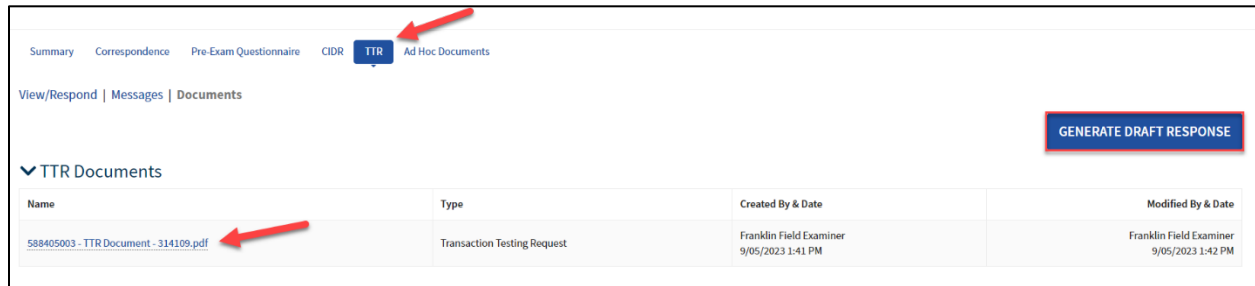
When the TTR is published by the exam team, applicable notifications and emails generate and are sent to bank staff and the FDIC. A read-only version also generates in PDF format and displays in the Documents menu option tab in this module.

The read-only file is displayed below in the Documents section and can be downloaded by users with applicable permissions. 'Unanswered' is appended to the document name. If enabled, click the link to download the document.

The application also provides authorized users the ability to create a draft TTR document with responses included. Click **Generate Draft Response** to generate a draft copy of the TTR with the most current responses included. The link to the generated file displays in the TTR Documents grid.

*Notes:*

- *This option is available until the questionnaire is submitted.*
- *The Generate action overrides any previously generated copies.*



**Figure 50. TTR Documents Tab**

## Function: Enter TTR BES Election

Once the examination team publishes the component, the bank must indicate whether users will complete it within BES.

To enter the BES selection, navigate to the corresponding component tab, and click **BES Election** to display the BES Election overlay. In the overlay, indicate whether the institution will complete the component in the system (i.e. opt in) or will work with the exam team outside of BES to complete it (i.e. opt out). Enter all required information and click **Submit**. This saves the selection, closes the overlay, and displays the applicable component tab. To exit the overlay without making a selection, click **Cancel**.

Notes:

- The ability to enter the TTR BES election is available up until the activity is completed by the exam team and the report has been issued.
- If the user opts out from entering responses, the Description field displays and is required.

See the [Enter BES Election \(PEQ\)](#) section for additional details.

## Function: Download TTR Responses Entered by the Exam Team (Opt-Out Only)

If the bank opts out of a PEP component, when the response has been submitted on its behalf, BES generates a response document. The document includes all applicable questions or request items, and responses entered on behalf of the institution by the exam team.

Navigate to the applicable PEP component and click on the Documents tab to view the read-only response document in PDF format, which can be downloaded by users with applicable permissions. If enabled, click the link to download the desired document.

## Function: Complete and Submit TTR

### Notes:

- This section applies both to the initial submission and re-submission if the previously submitted TTR is unlocked.
- The ability to enter the TTR responses is available up until the activity is completed by the exam team and the report has been issued.

To enter or update the responses to the request items, click **Enter Responses** (see Figure 42) on the TTR tab to display the editable overlay. Navigate through the TTR and enter text responses, upload documents, or both. To save the responses and close the overlay, click **Save and Exit**.

**IMPORTANT: PEP responses are not viewable by the examination team until submitted by the institution.**

The screenshot shows the 'Enter Responses' interface with several numbered callouts (1-10) indicating key features:

- 1:** Navigation menu on the left side.
- 2:** 'Incomplete Items (1)' header and expand/collapse controls.
- 3:** 'Views' toggle bar at the top right.
- 4:** 'Add New Documents' link.
- 5:** 'Custom Request Items' section.
- 6:** 'Add New Documents' link below the custom request items.
- 7:** 'ADD NEW DOCUMENTS' button at the bottom right.
- 8:** 'BACK' button.
- 9:** 'NEXT' button.
- 10:** 'SAVE AND EXIT' button.

The main content area includes a 'General' section with a scrollable list of 'Document Request Items'. The first item is '9. Electronic Data Download: If not already provided, a computer-generated download of your loan portfolio that includes each borrower and the major fields you use when inputting a loan on your computer system. The fields of information we are interested in obtaining are specified in the examination letter mailed along with this request list. Refer to the letter for more information and the Electronic Data Download Request Technical Instructions.' Below this is a text input field with a character count of 0/10000. A second 'Custom Request Item' is also visible with a similar input field.

A table titled 'Requested Documents (Large File Upload)' is shown below the input fields:

Requested Documents (Large File Upload)	Associated Request Item	File Size	Created By and Date	Last Modified By and Date
Response1.docx	Custom Request Item 1	N/A	Betty Bank Administrator 6/30/2023 10:29 AM	Betty Bank Administrator 6/30/2023 10:29 AM

Below the table is another section for 'Requested Documents' with a 'No request items available' message.

Figure 51. TTR Overlay – Enter Responses

- 1. Navigation Menu:** Use the links in the navigation menu to access the desired TTR sections.
- 2. Incomplete Items:** Select the “Show/Hide Incomplete Questions’ to display the Incomplete Items header and section and expand the section to view the list of items that are missing responses within the viewable TTR section. By default this section is collapsed.
- 3. Toggle Views:** Click on the toggles to change the content displayed and functions available. A tool tip provides users guidance.

4. **Editable TTR:** Enter institution responses to the request items. Two types of items can be requested: Document Request Items and Custom Request Items. Custom request items are document request items, but are unique to each institution/examination activity. Each item can be answered as free-form text or by uploading an attached document.
5. **Add New Documents (Adjacent to Request Item):** Click the link next to a specific request item to upload files less than 250 MB, which automatically associates the uploaded file(s) to the corresponding request item. When this option is utilized, the ability to *manually* select the associated item(s) to a document upload is disabled.
6. **Alternate (Document) Upload Process:** Click the link to upload files larger than 250 MB.
7. **Add New Documents (General):** To add documents less than 250 MB in size without pre-selecting a specific request item, click the **Add New Documents** button. Using this option provides the ability to associate one or more of the displayed request items (including custom ones) to the upload.
8. **Back/Next:** Navigate TTR sections by clicking **Back** and **Next**, as applicable.
9. **Save and Exit:** At any point while responding to questions, users may save responses and exit the process to return at a later time to continue.
10. **Submit:** Users must provide responses to all questions and have the system permission in order to submit. If any of these conditions are not met, the **Submit** button is disabled.

To submit the TTR, all published items must be answered either by entering written responses or uploading documents. In addition, the user must have the permission to submit. If any of these conditions are not met, the **Submit** button is disabled.

*Note: Review any messages prior to submission.*

To send the completed TTR to the examination team, click the **Submit** from the overlay which displays the confirmation message. To proceed with the submission, click **Yes**. To close the message and return to the TTR overlay, click **No**.

Upon submission, the overlay closes and the system takes the following actions:

- Makes the submitted TTR un-editable;
- Displays the TTR tab with the submission confirmation banner;
- Generates a PDF of the TTR with submitted responses, and enables the link to download in the Documents section;  
*Note: There may be a brief lag before the link displays. If the updated document does not display in the grid, manually refresh the page.*
- Updates the TTR status milestone to 'Submitted' saving the submitted date and submitter name;

- Sends an email and a notification to BES users; and
- Sends a notification to field management and the exam team.

### Function: Download TTR Responses

When the TTR response has been submitted, the application generates a response document. The document includes all applicable items and responses entered either by the bank or by the examination team on behalf of the institution. The document name has 'Submitted Answers' appended in its title.

Navigate to the applicable PEP component and click on the Documents tab to view the read-only response document in PDF format, which can be downloaded by users with applicable permissions. If enabled, click the link to download the document. See [Figure 15](#) above.

### Function: Request to Unlock Submitted TTR

Once the TTR is submitted to the exam team, it is no longer editable by BES users. However, users with Submit permissions may request that the FDIC unlock for further editing, if necessary.

To send the unlock request, navigate to the TTR tab and click **Request to Unlock TTR** which displays the Unlock TTR overlay (pop-up message). In the overlay enter the required Reason to Unlock and click **Submit** to proceed with the unlock request.

In the overlay, enter the required Reason to Unlock and click **Submit** to proceed with the unlock request. To exit without sending the request click **Cancel**.

Upon submission, the overlay closes and the system takes the following actions:

- Sends a 'Request to Unlock' notification to field management and the exam team;
- Sends an email and a notification to all BES users.

#### Notes:

- *The TTR remains locked until the FDIC approves the request.*
- *If the unlock request is approved, the TTR should be updated and resubmitted by the bank.*
- *A notification is sent to bank staff once the FDIC responds to the unlock request.*
- *The ability to request the TTR unlock is available up until the activity is completed by the exam team and the report has been issued.*

## Function: View TTR Audit History

The system records the history of changes to any responses or document uploads to any request items which occur after the initial submission and prior to any resubmission of the TTR to the FDIC.


To display the sortable audit history, expand the Audit History section on the TTR tab, which displays once the TTR has been edited. An Audit Type and Date Range drop-downs are available to filter the list of records.

Each entry includes details regarding the request item updated, specifics regarding old and new values for the section and subsection, as well as the date/time and user name. See [Figure 18](#) above.

## Notifications Page Tab

The Notifications page tab allows users to send notifications as well as view sent and received items. This includes system-generated items and messages sent manually by FDIC and bank users. To access the module, click **Notifications**.

Notes:

- *Notifications in this module are separate and distinct from any emails that are automatically sent by the system.*
- *Any manual notification sent by the exam team to BES users is accompanied by a separate email to the same users with the reminder to access the Notifications module in order to view the sent notification.*
- *To display the most up-to-date list of notifications, users should manually refresh the screen by clicking the browser Refresh icon (  ) or navigate to a different page within the Site.*

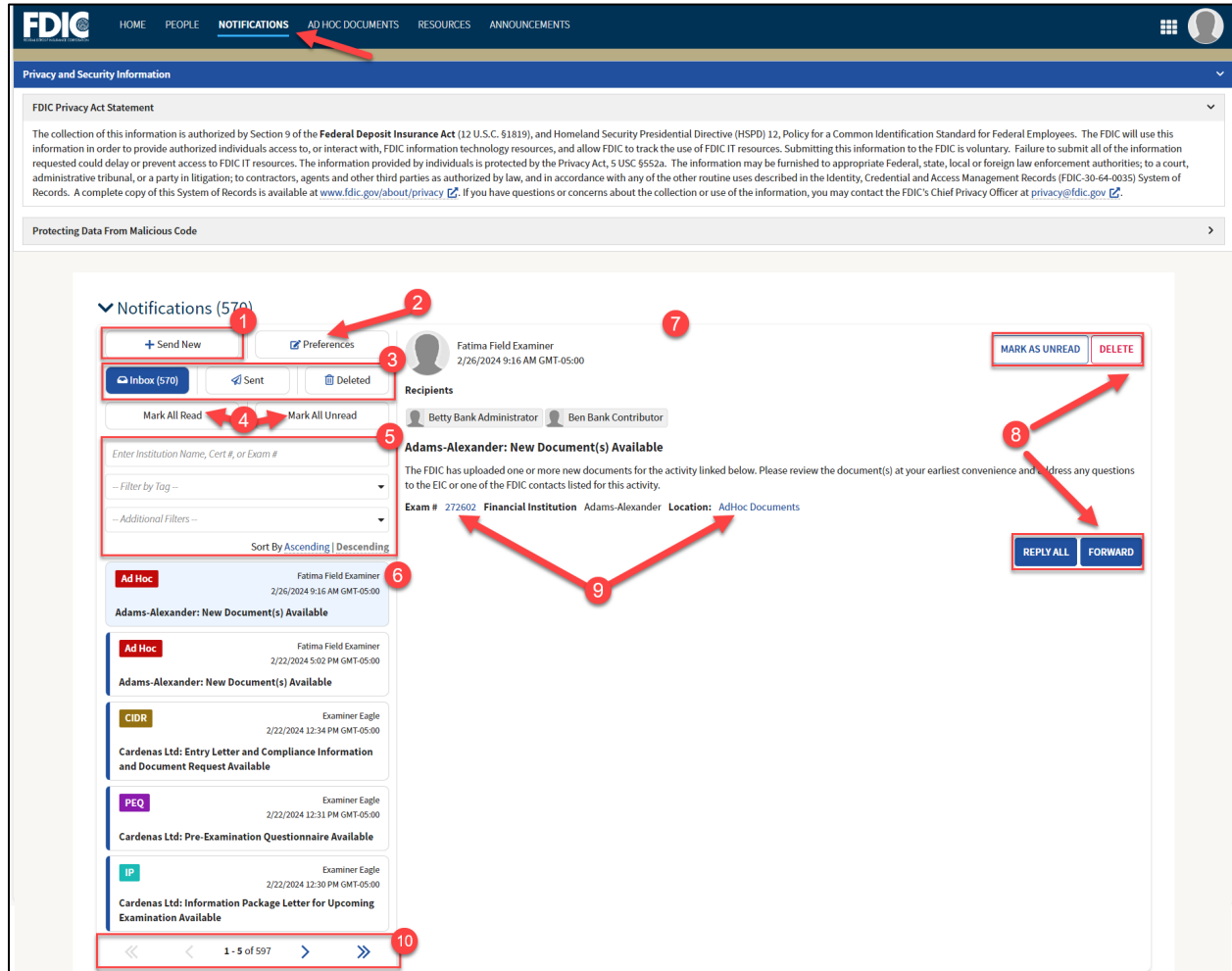


Figure 52. Notifications Page Tab

1. **Send New:** Click the button to display the Send New Notification overlay to send a new notification. See the [Send New Notification](#) section for additional details.
2. **Preferences:** Click the button to display the Notifications Preferences overlay to manage individual notification preferences. See the [Manage Notification Preferences](#) section for additional details.
3. **Notification Folders:** Notifications in this module are grouped into Inbox, Sent, and Deleted folders. To view notifications in any of these folders, click the corresponding button. The viewed folder is highlighted in blue.
4. **Mark All Read/Mark All Unread:** Notifications in the Inbox or Sent folders can be marked as 'Read' and 'Unread' at once.

*Note: Unread notifications are marked by a blue vertical bar on the left side of a notification ( ).*



5. **Search/Filter/Sort:** Use the search or filter options to refine the list of displayed items. Notifications can be searched by Cert #, Institution Name, or Exam #, and filtered by Tags or by other properties, such as Important, Time Sensitive or Unread. Finally, users can sort notifications in ascending or descending order.
6. **Notification Entries:** Available notifications within the selected folder as well as any search or filtering options display in the left column, and may be paginated depending on the number of notifications and the user's selected preferences.

*Note: To assist with identifying relevant notifications, institution name is prefixed to the titles of applicable entries.*

7. **Notification Details:** The selected notification is highlighted in the left column, and details display in the right column. Each item displays the sender, recipients, subject, content of the message, and exam number, if applicable. Directly beneath the selected notification, the system displays a thread of any related notifications, such as original entries, replies, or forwards.

*Note: An unread notification is automatically marked 'Read' after the details are displayed.*

8. **Individual Notification Actions:** Available actions vary by folder and notification. The actions may include options to reply all, forward, mark as read/unread, delete or restore (a deleted) notification.
9. **Notification Links:** Some notifications include hyperlinks to navigate to the corresponding exam activity records in BES.
10. **Pagination Options:** To navigate records, use the available controls by clicking Next (>), Last (>>), Back (<), and First (<<), as applicable.

## Function: Send New Notification

Users can send an ad hoc notification to the examination team, field management, or other bank users. Click **Send New** to open the Send New Notification overlay.

In the overlay, enter the required information (\*). Once the institution and activity fields are complete, the Site enables the Recipients field. Here, select one or more recipients from the list of names which populate based on the institution and exam activity selections.

*Note: If a BES user is linked to more than one bank, the user must select a bank in the Financial Institution drop-down. If any on-going activities exist for the selected bank, the Activity drop-down enables and the new notification can optionally be linked to an activity by selecting a value in the Activity field.*

**Figure 53. Send New Notification Overlay**

Users may optionally specify whether the notification is ‘time sensitive’ or ‘important’ by selecting the applicable checkboxes below the Body text field.

Click **Send** to complete the process, which displays the item to the selected recipient(s) through the notifications module. To exit and close the overlay without sending the notification, click **Cancel**.

To *forward* a received notification, select the desired record, click **Forward**, enter Recipients, and click **Forward Notification**. To exit and close the overlay without forwarding the notification, click **Cancel**.

To *reply to* a received notification, select the desired record, click **Reply All** enter desired text, and click **Send Reply** to complete the action. The action sends a reply to all recipients of the replied-to notification. To exit and close the overlay without taking the action, click **Cancel**.

Replying to a notification also sends a separate email to the recipients of the reply notification.

**Figure 54. Forward Notification**

Fatima Field Examiner  
2/26/2024 9:16 AM GMT-05:00

**Recipients**  
Betty Bank Administrator Ben Bank Contributor

**Adams-Alexander: New Document(s) Available**  
The FDIC has uploaded one or more new documents for the activity linked below. Please review the document(s) at your earliest convenience and address any questions to the EIC or one of the FDIC contacts listed for this activity.  
Exam # 272602 Financial Institution Adams-Alexander Location: AdHoc Documents

**Reply \***

0/8000

A value is required

CANCEL SEND REPLY

Figure 55. Reply All Notification

### Function: Manage Notification Preferences

Users can manage notification preferences to set how many notifications display per page, if the notifications page tab defaults to collapsed or expanded, and sort order of both notifications and replies.

Click **Preferences** to display the Notification Preferences overlay. Here, users can update system settings to the desired behavior or click 'Restore Defaults' to revert any previously selected preferences to the default system settings. To proceed click **Save**, or to close the overlay without making changes, click **Cancel**. If no changes are made, **Save** remains disabled.

Notifications (370)

Restore Defaults

Batch Size Controls how many Notifications and Replies display per page

Sort Order Controls the default sort order for Notifications and Replies

Notifications

Replies

Visibility Controls whether the Notifications module section is initially collapsed on page load

CANCEL SAVE

Figure 56. Notification Preferences Overlay

### Ad Hoc Documents Activity Tab

The Ad Hoc Documents tab at the activity level displays all ad hoc documents uploaded for review related to a specific examination activity.


An ad hoc document is an item that is not associated with a particular PEP component response or request item. Only authorized BES users have the ability to upload documents on this tab.

Additionally, in some instances the examination team may share the updated documentation with the bank through this tab. For example, if any updates are made to the Information Package for the exam, the corresponding document is uploaded here.

The screenshot shows the 'Ad Hoc Documents' tab interface. At the top, there are navigation tabs: Summary, Correspondence, Pre-Exam Questionnaire, CDR, TTR, and Ad Hoc Documents (which is selected). Below the tabs, there is a section for 'Ad Hoc Documents'. A red box labeled '1' highlights the 'Institution' and 'Activity' dropdown menus. A red box labeled '2' highlights the search bar. A red box labeled '3' highlights the 'UPLOAD NEW DOCUMENT' button. A table of documents is displayed with columns: Name, Institution, Activity, Description, Created By and Date, Modified By and Date, and an edit icon. A red box labeled '4' highlights the 'Activity' column. A red box labeled '5' highlights the edit icon for a document. A red box labeled '6' highlights the pagination controls at the bottom right of the table, showing '1 - 5 of 31'.

Name	Institution	Activity	Description	Created By and Date	Modified By and Date	
Ad-Hoc Documents Image Doc 10.pdf	Johnson, Sanchez and Morris (588405003)	Exam Number #113870 - Compliance & CRA Examination	Spring 23 Test	Ben Bank Contributor 8/09/2023 3:55 PM	Ben Bank Contributor 8/09/2023 3:55 PM	[Edit]
DATA DOC 1.45X	Johnson, Sanchez and Morris (588405003)	Exam Number #113870 - Compliance & CRA Examination		Ben Bank Contributor 8/09/2023 3:42 PM	Ben Bank Contributor 8/09/2023 3:42 PM	[Edit]
DATA DOC 2.45X	Johnson, Sanchez and Morris (588405003)	Exam Number #113870 - Compliance & CRA Examination		Ben Bank Contributor 8/09/2023 3:42 PM	Ben Bank Contributor 8/09/2023 3:42 PM	[Edit]
DATA DOC 3.45X	Johnson, Sanchez and Morris (588405003)	Exam Number #113870 - Compliance & CRA Examination		Ben Bank Contributor 8/09/2023 3:42 PM	Ben Bank Contributor 8/09/2023 3:42 PM	[Edit]
DATA DOC 4.45X	Johnson, Sanchez and Morris (588405003)	Exam Number #113870 - Compliance & CRA Examination		Ben Bank Contributor 8/09/2023 3:42 PM	Ben Bank Contributor 8/09/2023 3:42 PM	[Edit]

**Figure 57. Ad Hoc Documents Tab – Activity**

- 1. Institution and Activity:** The Institution or Activity default to the selected examination activity.
- 2. Search:** Search documents by name or description.
- 3. Upload New Documents:** If available, click the button to initiate the upload process.
- 4. Ad Hoc Documents Grid:** For each document, the grid displays file name and extension. The Activity column includes a hyperlink to the associated exam activity.
- 5. Edit Document:** If displayed, click the Edit icon (  ) to upload a new version of a previously uploaded document. Note that ad hoc documents published by the exam team cannot be edited and the Edit option will not display.
- If the grid contains more than five documents, the list paginates and users can navigate documents by clicking Next (>), Last (>>), Back (<), and First (<<), as applicable.

## Ad Hoc Documents Page Tab

The Ad Hoc Documents tab displays all ad hoc documents uploaded for review both in the context of and outside of examination activities.

Ad hoc document uploads can be associated with an exam activity or can be performed at the institution-level. For example, institutions may need to communicate with field management in between exam activities and receive documents that are not related to specific exams.

*Note: Once the upload is complete, the corresponding document cannot be deleted.*

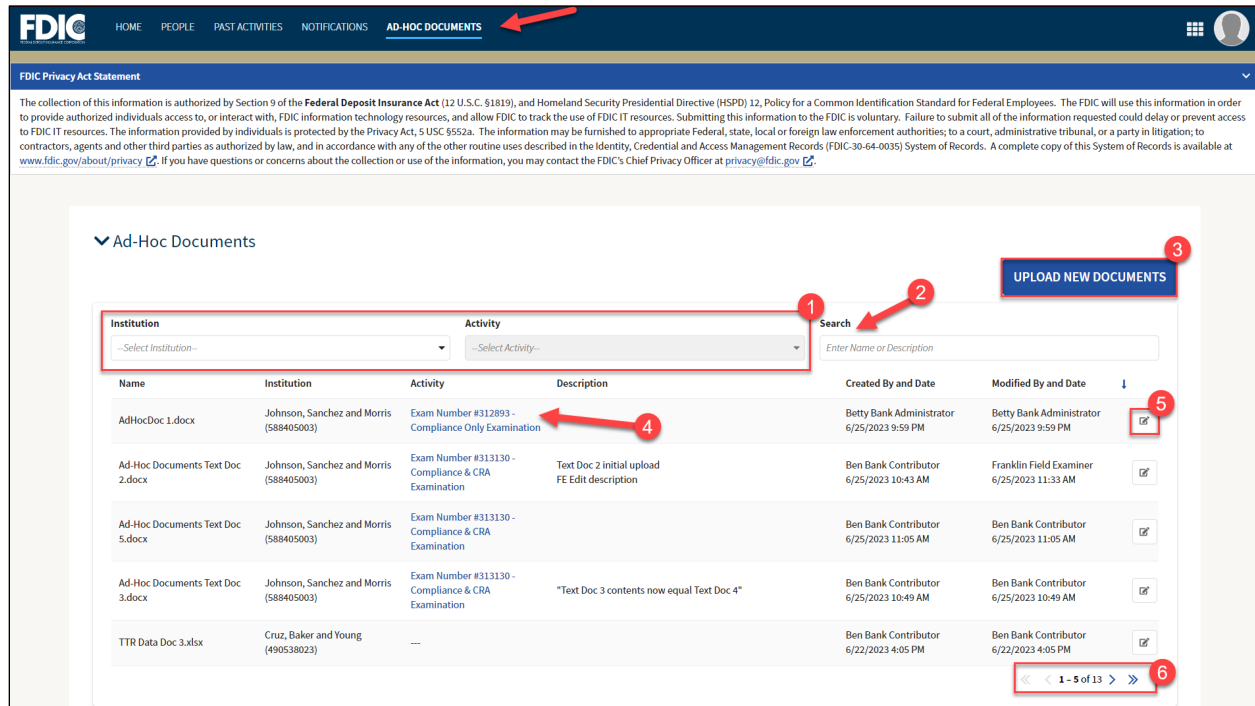



Figure 58. Ad Hoc Documents Page Tab

1. **Institution and Activity Filters:** The documents in the grid can be filtered by Institution or Activity. Note the values in the Institution and Activity filters depend on the institutions and activities assigned to the user.
2. **Search:** Search documents either by document name or description.
3. **Upload New Documents:** Click the button to initiate the ad hoc upload process.
4. **Ad Hoc Documents Grid:** For every uploaded ad hoc document, the grid lists file name including extension information. If the information is listed there, the Activity column contains a clickable to the associated exam activity. Click the link to navigate to the activity record’s Summary tab.
5. **Edit Document:** Click the Edit icon (  ) to upload a new version of a previously uploaded document. Note that ad hoc documents published by the exam team cannot be edited and the Edit option will not display.
6. **Pagination Options** (for large document lists): If shown, navigate the documents in the grid by clicking Next (>), Last (>>), Back (<), and First (<<), as applicable.

## Function: Upload Ad Hoc Documents

From the Ad Hoc Documents page tab or the Ad Hoc Documents tab within the exam activity, click **Upload New Documents** to display the Upload New Documents overlay. In the overlay, select the applicable Institution and Activity, if not pre-populated.

Select the desired file(s) for upload and click **Upload Documents**. If all validations pass, the system completes the upload, sends applicable notifications to the examination team, closes the overlay, and returns to the Ad Hoc Documents tab.

To exit the overlay without completing the upload, click **Cancel**.

On upload, the system sends an automated notification to the examination team and makes the uploaded document available.

**Figure 59. Upload New Documents Overlay**

- 1. [Alternate Upload Process](#):** Click the link to upload files that exceed 250 MB.
- 2. Institution and Activity:** If the action is performed from the activity, institution pre-populates, or if the BES user is associated with more than only one institution, select institution and activity in the drop-downs. To place the ad hoc upload at the institution-level, leave Activity blank.
- 3. Upload/Drop Files Here:** Click **Upload** to open the file explorer and select one or more files to upload. Once the desired file(s) are selected, the Site displays them in the overlay. If any business rules fail validation, the applicable error messages show on the screen. The process is similar to that described in the [standard Upload Documents](#) process for CIDR and TTR requests.

## Function: Upload Large Ad Hoc Documents (Greater than 250 MB)

To upload files greater than 250 MB, the system requires a separate upload process. In the Upload New Documents overlay, click the **alternate upload process (here)** link to display the Large File Upload overlay **in a separate tab of the browser**.

For business rules related to document uploads, refer to the [Upload Documents \(Less than 250 MB\)](#) section above. Users are required to select a value if they are associated with more than one bank. If only one value exists, the value is automatically selected.

The screenshot shows the 'Ad Hoc Large File Upload' form. At the top, it says 'Select an Institution and optionally an Activity, then begin uploading your file.' Below this are two dropdown menus: 'Institution \*' and 'Activity'. The 'Institution \*' dropdown is highlighted with a red rectangular box. Below the dropdowns is a large text area labeled 'Description' with the placeholder text 'Enter Description...'. At the bottom right of the form is a blue 'SUBMIT' button.

Figure 60. Ad Hoc Large File Upload Overlay

BES displays the corresponding message(s), and enables the option to upload. Proceed by clicking **Upload Files** to open the browser pop-up window and select one or more desired files.

This screenshot shows the 'Ad Hoc Large File Upload' form after selection. The 'Institution \*' dropdown is now populated with 'Cruz, Baker and Young (490538023)'. The 'Activity' dropdown is populated with 'Exam #311591 - Compliance & CRA Examination'. The 'Description' text area is still present. A red message is displayed in the center: 'While Uploading Large Files, Please Make Sure That This Tab Stays Open In Your Browser. Once All Files Have Finished Uploading, Press Submit to Complete The Submittal Process.' Below the message is an 'Upload Files' section with a blue icon and a red box around the 'UPLOAD FILES' button. A red arrow points from the message to the 'UPLOAD FILES' button. At the bottom right is a blue 'SUBMIT' button.

Figure 61. Ad Hoc Large File Upload – Institution and Activity Selected

Selecting the file(s) to close the file selection pop-up and begin the upload process which displays the **Current Upload Files** section with the upload status bar.

*Note: Do not close the Large File Upload page tab while the upload is in progress.*

The screenshot shows the 'Ad Hoc Large File Upload' form. At the top, there are dropdown menus for 'Institution' (Cruz, Baker and Young (490538023)) and 'Activity' (Exam #311591 - Compliance & CRA Examination). Below these is a 'Description' text area with a '0/10000' character count. A red message states: 'While Uploading Large Files, Please Make Sure That This Tab Stays Open In Your Browser. Once All Files Have Finished Uploading, Press Submit to Complete The Submittal Process.' Under the 'Upload Files' section, a box titled 'Current Upload Files' contains a file named 'AdHocDoc 2.docx' with a progress bar at 0% and a size of 12.7 kB. A red arrow points to this box. At the bottom right, there is a 'SUBMIT' button.

**Figure 62. Ad Hoc Large File Upload – File(s) Selected**

Once the selected file(s) has successfully uploaded, the display message changes to ‘Previously Uploaded Files’ and lists the selected document(s) and the **Submit** button enables.

Click **Submit** to complete the upload and close the overlay.

This screenshot shows the same 'Ad Hoc Large File Upload' form after the upload is complete. The 'Description' field is empty. The 'Upload Files' section now has a button labeled 'UPLOAD FILES' and a box titled 'Previously Uploaded Files' containing the file 'AdHocDoc 2.docx'. A red arrow points to this box. The 'SUBMIT' button is now visible at the bottom right.


**Figure 63. Ad Hoc Large File Upload – Previously Uploaded Files**

The uploaded ad hoc document appears in a single grid on the corresponding Ad Hoc Documents page tab (at the examination and/or institution level).

*Note: Files may not appear in the grid immediately. The application runs a grid refresh process in 30 second intervals. To display the uploaded file(s) wait for the automatic refresh to complete or manually refresh the browser window.*



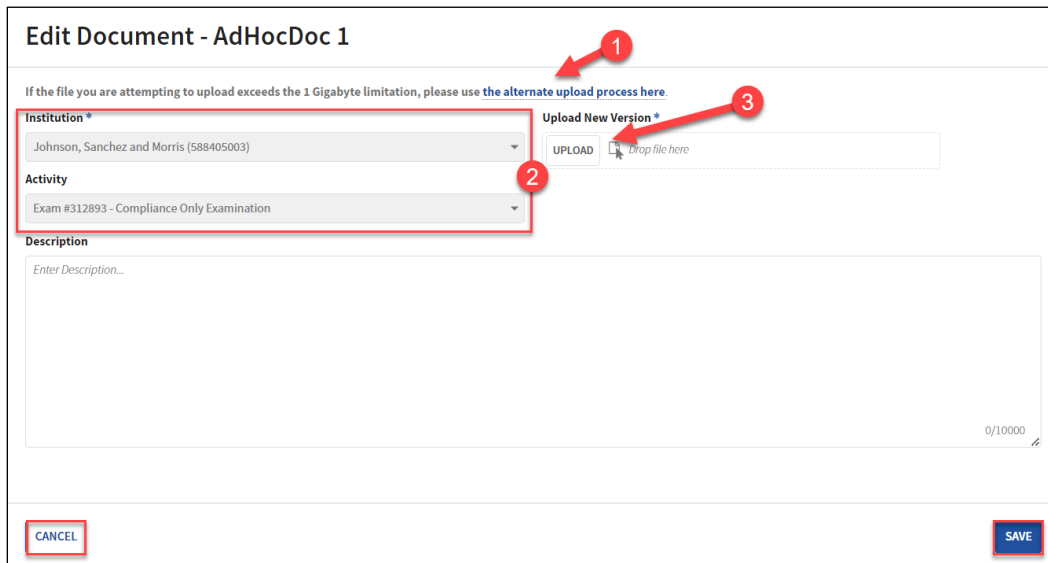
## Function: Edit Ad Hoc Document

To upload a new version of a previously uploaded document, click the Edit icon (  ) next to the desired file in the Ad Hoc Documents tab to display the Edit Documents overlay.

In the overlay, click **Upload** to select a new version of the file. Update the Description, if needed.

To complete the action, click **Save**. If all validations pass, the system completes the upload, sends applicable notifications to the examination team, closes the overlay, and returns to the Ad Hoc Documents tab. To exit the overlay, without completing the upload, click **Cancel**.

*Note: The new version must be the same document type (i.e. have the same extension) as the originally uploaded document. Additionally, if the name of the new version is different, it is automatically renamed during the upload process to match the original document.*



**Edit Document - AdHocDoc 1**

If the file you are attempting to upload exceeds the 1 Gigabyte limitation, please use the [alternate upload process here](#).

**Institution \***  
Johnson, Sanchez and Morris (588405003)

**Activity**  
Exam #312893 - Compliance Only Examination

**Description**  
Enter Description...

0/10000

**Upload New Version \***  
UPLOAD Drop file here

CANCEL SAVE

**Figure 64. Edit Document Overlay – Ad Hoc Standard File Upload**

- 1. [Alternate Upload Process](#):** Click the link if the new version exceeds 250 MB.
- 2. Institution and Activity:** Institution and Activity, if applicable, are pre-populated and disabled.
- 3. Upload/Drop Files Here:** Click **Upload** to open file explorer and select file to upload. Once the desired file is selected, the system displays it in the overlay. If any business rules fail validation, the applicable error messages show on the screen. The Edit Document process is similar to that described in the [Upload Documents](#) process for CIDR and TTR requests.

Updating large ad hoc files is similar to that of the standard files; however, the Edit overlay and the upload steps are like those for the new large file upload process.

### Ad-Hoc Large File Upload

Select an Institution and optionally an Activity, then begin uploading your file.

**Institution \***

Cruz, Baker and Young (490538023) ▾

**Activity**

--Select Activity-- ▾

**Description**

Enter Description...

0/10000

**While Uploading Large Files, Please Make Sure That This Tab Stays Open In Your Browser.**  
**Once All Files Have Finished Uploading, Press Submit to Complete The Submittal Process.**  
**To Replace the File You are Editing, You Will Need To Upload A File Named: LARGE TEST DOC.csv**

**Upload Files** ⓘ

UPLOAD FILES

These File Types are not allowed: exe; com; msi; bat

SUBMIT

**Figure 65. Edit Document Overlay – Ad Hoc Large File Upload**

## Resources Page Tab

The Resources page tab includes training resources and Help Desk information. Click **Resources** to display the page. Here, click the document links in the Resources and Other sections to download available documentation that is updated on a regular schedule.

Users should reference the training materials when they have a question about functionality or how to complete a task. Users should contact the Help Desk ([see above](#)) and select Option 1 when they are experiencing issues with the system or have encountered an error.

FDIC
HOME PEOPLE NOTIFICATIONS AD HOC DOCUMENTS RESOURCES ANNOUNCEMENTS

Privacy and Security Information

FDIC Privacy Act Statement

The collection of this information is authorized by Section 9 of the **Federal Deposit Insurance Act** (12 U.S.C. §1819), and Homeland Security Presidential Directive (HSPD) 12, Policy for a Common Identification Standard for Federal Employees. The FDIC will use this information in order to provide authorized individuals access to, or interact with, FDIC information technology resources, and allow FDIC to track the use of FDIC IT resources. Submitting this information to the FDIC is voluntary. Failure to submit all of the information requested could delay or prevent access to FDIC IT resources. The information provided by individuals is protected by the Privacy Act, 5 USC §552a. The information may be furnished to appropriate Federal, state, local or foreign law enforcement authorities; to a court, administrative tribunal, or a party in litigation; to contractors, agents and other third parties as authorized by law, and in accordance with any of the other routine uses described in the Identity, Credential and Access Management Records (FDIC-30-64-0035) System of Records. A complete copy of this System of Records is available at [www.fdic.gov/about/privacy](http://www.fdic.gov/about/privacy). If you have questions or concerns about the collection or use of the information, you may contact the FDIC's Chief Privacy Officer at [privacy@fdic.gov](mailto:privacy@fdic.gov).

Protecting Data From Malicious Code

**Job Aids**

- BES Banker Access Job Aid
- Allowed File Type Extensions

**Resources**

- (New) BES FAQs

**User Guides**

- Banker Engagement Site User Guide

**Videos**

- Banker Engagement Site Introduction

**Contact Us**

Please provide in the call or email your name, institution name and certificate number, a work phone number, and the issue you are experiencing.

**Help Desk Email**  
[servicedesk@fdic.gov](mailto:servicedesk@fdic.gov)

**Help Desk Phone Number**  
877-275-3342, Option 555

**Figure 66. Resources Page Tab**

Page 58 of 61

## Announcements Page Tab

The Announcements page tab displays current and historical system announcements. Current announcements automatically display for a set period of time before moving to the Previous Announcements section. To see non-current announcements, select the Historical Announcements caret (∨) to display a historical record of all system announcements previously posted. Historical announcements are maintained indefinitely.

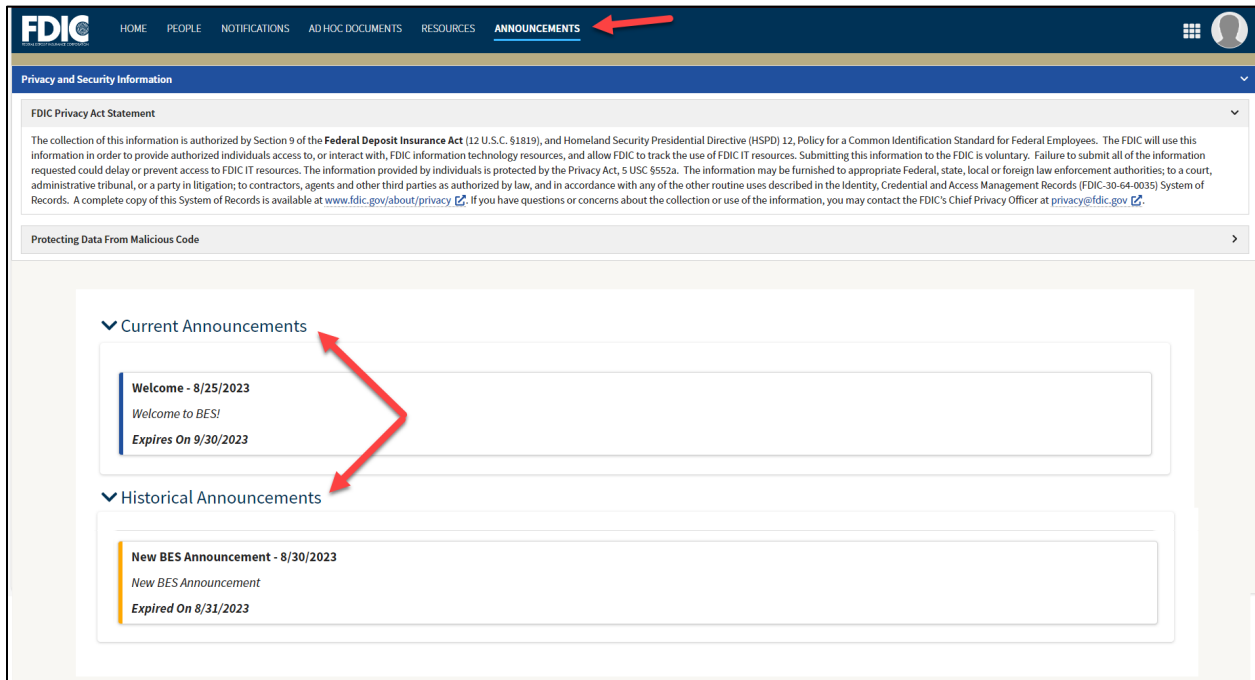


Figure 67. Announcements Page Tab

## Manage User Settings

BES users can manage specific areas of user account settings. Click the Profile icon in the upper right corner from any BES screen to display the following action buttons: **Profile**, **Settings**, and **Sign Out**.

Notes:

- *Disregard the Profile selection.*
- *Within Settings, disregard the following Settings tabs: Third Party Credentials, Email Notifications and Mobile Notifications.*

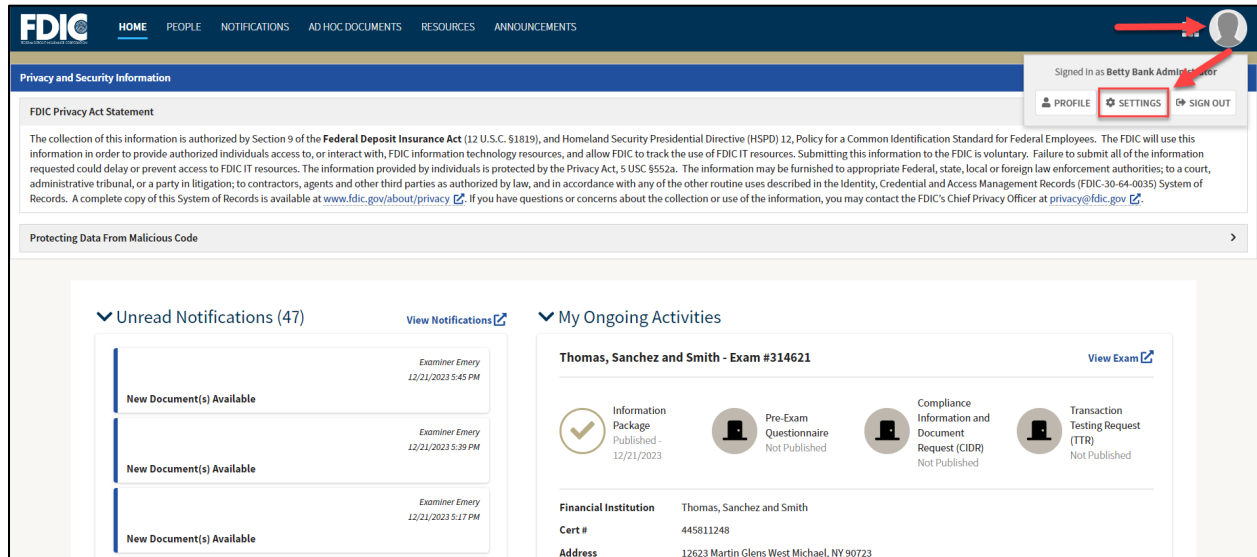


Figure 68. Home Page Tab – Access Settings

Click **Settings** to display the Settings overlay, General tab. On the General tab manage calendar and time zone settings that are reflected on any screens that display dates and times. To change the time zone, select one of the following values for the time zone, as desired:

- (UTC-05:00) Eastern Time (EST5EDT)
- (UTC-06:00) Central Time (CST6CDT)
- (UTC-07:00) Mountain Time (MST7MDT)
- (UTC-08:00) Pacific Time (PST8PDT)

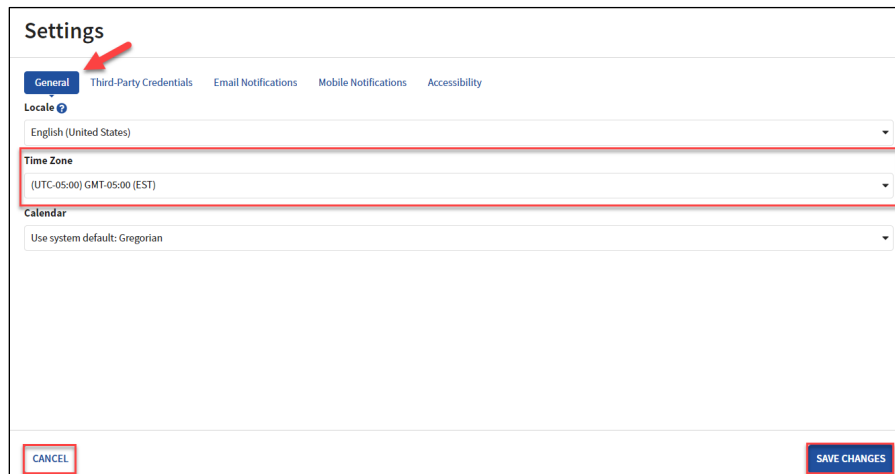


Figure 69. Settings – General Tab

On the Accessibility tab, user can manage their accessibility settings. By selecting one or both display options, outlines and borders will change, as well as patterns on charts. Select or de-select, click **Save Changes**, and refresh the screen to see the changes evidenced in the displayed grids and other areas of the application.

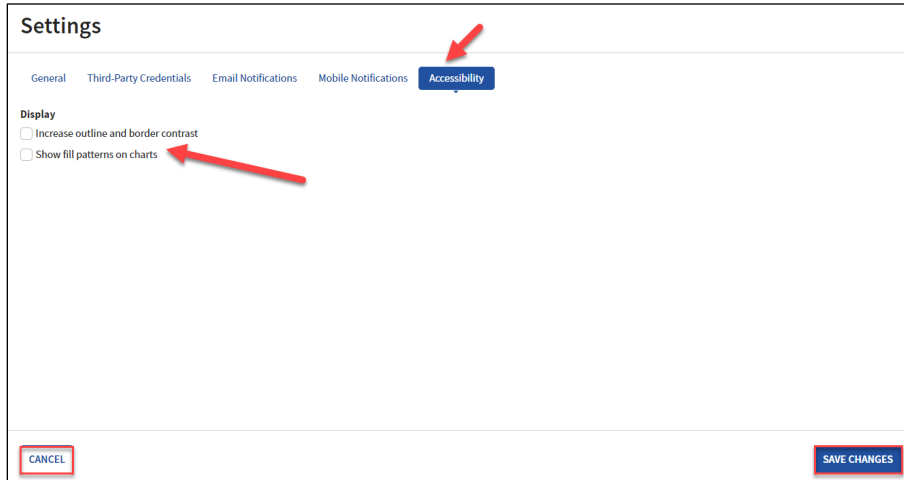


Figure 70. Settings – Accessibility Tab