



# CUSO Registry Reaffirmation

CUSO Registry Training Webinar  
January 25, 2017

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# Agenda

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- **Introductions**
- **Background**
- **Preparing for Annual Reaffirmation**
- **Annual Reaffirmation Process**
- **Amend your Data**
- **Update your Password**
- **CUSO Frequently Asked Questions**
- **Q&A/Feedback**



# Background

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- **NCUA Board approved rule changes**
  - Part 712 - November 2013
  - Part 704 - May 2015
  - Agree in writing to provide information to NCUA [701.23(d)(3)]
- **Annual reporting (“reaffirmation”)**
  - Year-end data
  - From Feb 1 to March 31

# Preparation for All CUSOs

---

- Obtain your most recent financial audit **effective date** [Part 712.3(d)(2)]
  - Month end
  - Must be equal to or greater than your last audit date (if you provided one last year)
- Ensure you have an updated customer list as of December 31, 2016
- Gather loan, investment amount, and ownership percentages for your owners

# Preparation for CUSOs Required to Provide Expanded Information

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- Gather December 31, 2016, volume information
  - For CUSOs offering investment management or lending services to credit unions
  - *The information you provided as of December 31, 2015, will not flow into the 2016 registration file as the data is outdated.*
- Gather information related to your most recent audited financial statements
- Expanded services used by credit unions

# CUSO REAFFIRMATION PROCESS



# Login Page



[Return to NCUA.gov](#)

Additional Resources under Help

[Search for CUSO](#)

[Contact](#)

[Help](#)

- General FAQs
- Instructions
- System User Manual
- Schema
- Training Resources
- Quick Guides

## Credit Union Service Organization (CUSO) Registration

### Do you have a user account?

**Yes, I have a user account.**

**Great! Please login.**

Username

Password

Remember Me

**Login**

[Forgot your username or password?](#)

**No, I haven't created a user account yet.**

You will need the username and password you initially established

Use Forgot your username or password. You will need your Security Question Answers

#### Paperwork Reduction Act Statement:

An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date.

The control number for this collection is 3133-0149. The estimated average time to complete this application is 30 minutes for a CUSO's basic information and 3 hours if engaged in complex activities. If you have any comments regarding the burden estimate you can write to the National Credit Union Administration, 1775 Duke Street, Alexandria, VA 22314. Expiration 12/31/2018.

### You can also...

[Search for a registered CUSO](#)



# **ANNUAL REAFFIRMATION (BASIC SERVICES)**

# Landing Page



Ann Belair

[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help](#)

Welcome back, **Ann Belair**

## CUSOs

Show  entries

CUSOs assigned to your Username.

Task Column is new and indicates if any action needs to be taken on the CUSO.

Available Actions:

- 1) Start Reaffirmation
- 2) Continue Reaffirmation
- 3) Continue Amendment
- 4) Continue Registration

[Register New CUSO](#)

| CUSO                           | Registry Number | City       | State | Region | Status      | Latest Registration Year | Task  |
|--------------------------------|-----------------|------------|-------|--------|-------------|--------------------------|---|
| <a href="#">CUSO Sample 01</a> | 111-0000036     | Alexandria | VA    | 2      | Registered  | 2015                     | <a href="#">Start 2016 Reaffirmation</a>    |
| <a href="#">CUSO Sample 02</a> | 111-0000035     | Alexandria | VA    | 2      | Registered  | 2015                     | <a href="#">Continue 2016 Reaffirmation</a> |
| <a href="#">CUSO Sample 03</a> | 111-0000044     | Wilmington | DE    | 2      | Registered  | 2016                     | <a href="#">Continue 2016 Amendment</a>     |
| <a href="#">XYZ CUSO</a>       | TT-0000058      | Stafford   | VA    | 2      | Provisional |                          | <a href="#">Continue 2016 Registration</a>  |

Showing 1 to 4 of 4 entries

[Previous](#) **1** [Next](#)

# Individual CUSO Record



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[Search for CUSO](#)

[Contact](#)

[Help](#)

## CUSO Sample 01

| Registry Number | Certified By | Date Certified | Status     | Year |
|-----------------|--------------|----------------|------------|------|
| 111-0000036     | Ann Belair   | 12/22/2016     | Registered | 2015 |

[Start Reaffirmation](#)

[List of CUSOs](#)

[Download CUSO \(Excel\)](#)

2015 - Registered

**General Information**

[Services](#)

[Customers](#)

[Owners](#)

[Financial Audit Information](#)

[Account Users](#)

### CUSO's Information

EIN 11-1111111

Type of Legal Organization

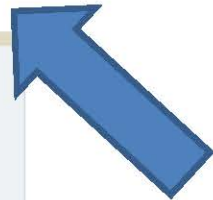
Does a corporate CU or a corporate CU's CUSO have an investment in your organization? No

Mailing Address 1775 Duke Street  
Alexandria, VA 22314

Physical Address Same As Mailing Address

Phone Number

Note: Until you certify and submit, all data presented in each tab is the prior years data.



# Annual Reaffirmation Decision

Do you need to reaffirm?

---

Yes

No

- Merged/Acquired
- Closed/Dissolved
- No Longer a CUSO
- Other

---

Cancel

Continue



# General Information



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[Return to NCUA.gov](#)

[Search for CUSO](#)

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[Help](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

The information below was loaded from the last year's registration. Please update as needed and confirm all information is correct.

### Reaffirmation Process

CUSO General Information

[Services](#)

[Customers](#)

[Owners](#)

[Certify and Submit](#)

Next auto save in: 9:15

[Save Now](#)

### General Information

\* Required

Registry Number 111-0000036 Cannot be changed

EIN\* 11-1111111 Cannot be changed

CUSO Legal Name\* CUSO Sample 01

Type of Legal Organization\* Corporation

Does a corporate CU or a corporate CU's CUSO have an investment in your organization?\*  Yes  No

Mailing Address Street Address\*

1775 Duke Street

Street Address (Apt, Suite, Unit, etc.)

# General Information Continued

[Return to CUSO Details](#)

## Reaffirmation Process

**CUSO General Information**

[Services](#)

[Customers](#)

[Owners](#)

[Certify and Submit](#)

Next auto save in: 8:56 [Save Now](#)

Prefix

CEO First Name\*

Ann

CEO Last Name\*

Ann

CEO Email\*

abelair1@aol.com

Verify CEO Email\*

abelair1@aol.com

### Please provide the following information

Financial Audit Effective Date

mm/dd/yyyy

Required to Certify And Submit

No Audit

Are you a subsidiary CUSO?\*

Yes  No

Date Organized\*

01/01/2012

Are you regulated by any other agency?\*

Yes  No

Trade Names or DBAs (optional)

Trade Name or DBA

Delete

[Add Another Trade +](#)

[Save And Exit](#)

[Continue](#)

All CUSOs are required to provide the effective date of their last audit. If a CUSO offers Complex services, this information will be carried over to the Financial Audit Information Tab.

Navigation Tip:  
1) Use the Continue Button to save your data and move to the next step.

# Services Provided



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[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

The information below was loaded from the last year's registration. Please update as needed and confirm all information is correct.

### Reaffirmation Process

[CUSO General Information](#) ✓

**Services**

[Customers](#)

[Owners](#)

[Certify and Submit](#)

Next auto save in: 9:37

[Save Now](#)

## Services Provided By CUSO

Please select all that apply

**i** Additional Information Required

### Investments

#### Custody, Safekeeping, & Investment Management Services for Credit Unions - Including Trust Services

- i**  Safekeeping
- i**  Trustee, Guardian, & Fiduciary
- i**  Other Trust Services

Securities Brokerage Services

### Information Technology & Data Processing Services

**i**  Electronic Income Tax Filing

# Services Provided Continued

[Return to CUSO Details](#)

## Reaffirmation Process

CUSO General Information 

**Services**

Customers

Owners

Certify and Submit

Next auto save in: 7:32

[Save Now](#)

Other Operational, Professional, & Management Services

### Payments & Electronic Transaction Services

- Automated Clearing House (ACH)
- Automated Teller Machine (ATM), Electronic Funds Transfer (EFT), & Point of Sale (POS) Services & Networks
- Bill Pay & Electronic Bill Presentment & Payment (EBPP) Services
- Credit Card, Debit Card, & Gift or Prepaid Card Program Services
- Electronic Statements/Paper Statements
- Forward Check Collection/Remote Deposit Capture Services
- Lockbox & Remittance Services
- Official Check Services
- Online & Mobile Banking
- Shared Branching Services
- Share Draft, Check Imaging, & Archival Services
- Share Draft (Check) Processing
- Share Draft Fraud & Risk Management Services
- Wire Transfer Services - Domestic and International

### Other

- Holding Company
- Dormant/Inactive - No Services Being Offered
- Other Service Type Not Listed

Navigation Tip:  
If you need to correct information on previous sections. Use the Back Button.

[Back](#)

[Save & Exit](#)

[Continue](#)



# Navigation Tip

Are you sure you want to navigate away? Any unsaved changes will be lost. To save your changes, click Save Now located on the left side of the page, or Continue located at the bottom of the page.

No

Yes

[Return to CUSO Details](#)

## Reaffirmation Process

**CUSO General Information** ✓

Services ✓

Customers

Owners

Certify and Submit

Next auto save in: 9:22

[Save Now](#)

## General Information

\* Required

Registry Number

111-0000035

Cannot be changed

EIN\*

23-1526589

Cannot be changed

CUSO Legal Name\*

CUSO Sample 02

Type of Legal Organization\*

Corporation



Does a corporate CU or a corporate CU's CUSO have an investment in your organization?\*

Yes  No

Mailing Address

Street Address\*

1775 Duke Street

Street Address (Apt, Suite, Unit, etc.)

Street Address (Apt, Suite, Unit, etc.)

City\*

Alexandria

State\*

# Customers Edit Decision



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[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information ✓

Services ✓

**Customers**

Owners

[Certify and Submit](#)

Do you want to use Excel to edit your customer information?

*(Recommended for CUSOs with over 50 customers)*

Yes  No

[Back](#)

[Continue](#)

# Customers Basic Services

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information

Services

**Customers**

Owners

Certify and Submit

Next auto save in: 4:06 [Save Now](#)

The information below was loaded from the last year's registration. If you chose new services with the "I" icon on the Services page, your new service offerings are highlighted in yellow. If you have any inactive or unknown charter/insurance numbers from the previous year, they are flagged in red. Please update as needed and confirm all information is correct.

[I want to start fresh - remove last year's data.](#) [Export Previous Registration](#)

Options are available to start fresh with your customers or export last years information

### Customers

(Report Only Credit Unions)

[Charter Number Lookup](#) | [Edit With Excel](#)

|   | Charter/Insurance #   | Credit Union Name           | Loan                                | Investment                          |
|---|---|-----------------------------|-------------------------------------|-------------------------------------|
| 1 | 00146   | TEL-U-WATT ( Power City, D) | <input type="checkbox"/>            | <input type="checkbox"/>            |
|   | <span style="background-color: red; color: white; padding: 2px;">Inactive or Unknown</span> |                             |                                     |                                     |
| 2 | 566   | NUVISION ( Power City, D)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Note: Invalid Charter #’s identified in Red

Charter Number Lookup can be used to find current Charter # for CU’s

[Add Credit Union +](#)

# Owners Edit Decision



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[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information ✓

Services ✓

Customers ✓

Owners

[Certify and Submit](#)

Do you want to use Excel to edit your owner information?

*(Recommended for CUSOs with over 50 owners)*

Yes  No

[Back](#)

[Continue](#)

# Owners Edit Initial

[Return to CUSO Details](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

Owners are carried over from last year's registration, absent dollar amounts. If you added a customer this year or indicated an investment amount for any of your credit union customers, that information is also populated here for your convenience. Invalid charter/insurance numbers from the previous year are flagged in red. Please update as needed and confirm all information is correct.

[I want to start fresh - remove all owner data.](#)

[Export Previous Registration](#)

### Reaffirmation Process

CUSO General Information

Services

Customers

**Owners**

[Certify and Submit](#)

Next auto save in: 9:24

[Save Now](#)

[Charter Number Lookup](#) | [Edit With Excel](#)

## Owners

| * 1 | Associated Number | Type                 | Name                      | Ownership Percentage | Investment Amount | Loan Amount |
|-----|-------------------|----------------------|---------------------------|----------------------|-------------------|-------------|
|     | 00566             | Credit Union (Provid | NUVISION ( Power City, D) | %                    | \$                | \$          |

| * 2 | Associated Number | Type  | Name               | Ownership Percentage | Investment Amount | Loan Amount |
|-----|-------------------|-------|--------------------|----------------------|-------------------|-------------|
|     | 0                 | Other | An Owner From 2015 | %                    | \$                | \$          |

City:  State:

City and State required for type Other

Total (Must Equal 100.00%): 0.000000000%

[Add Another Owner +](#)

# Owners Edit Filled

[Return to CUSO Details](#)

## Reaffirmation Process

CUSO General Information

Services

Customers

**Owners**

[Certify and Submit](#)

Next auto save in: 9:02 [Save Now](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

Owners are carried over from last year's registration, absent dollar amounts. If you added a customer this year or indicated an investment amount for any of your credit union customers, that information is also populated here for your convenience. Invalid charter/insurance numbers from the previous year are flagged in red. Please update as needed and confirm all information is correct.

[I want to start fresh - remove all owner data.](#) [Export Previous Registration](#)

## Owners

[Charter Number Lookup](#) | [Edit With Excel](#)

| * 1 | Associated Number | Type                 | Name                      | Ownership Percentage | Investment Amount | Loan Amount |
|-----|-------------------|----------------------|---------------------------|----------------------|-------------------|-------------|
|     | 00566             | Credit Union (Provid | NUVISION ( Power City, D) | 9.000000001          | 23                | 0           |

| * 2 | Associated Number | Type  | Name               | Ownership Percentage | Investment Amount | Loan Amount |
|-----|-------------------|-------|--------------------|----------------------|-------------------|-------------|
|     | 0                 | Other | An Owner From 2015 | 0.999999999          | 55                | 0           |

City:  State:  City and State required for type Other

**Total (Must Equal 100.00%): 100.000000000%**

[Add Another Owner +](#)

[Back](#)

[Save & Exit](#)

[Continue](#)

# CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

## affirmation Process

CUSO General Information

Services

Customers

**Owners**

Certify and Submit

text auto save in: 5:12

[Save Now](#)

Owners are carried over from last year's registration, absent dollar amounts. If you added a customer this year or indicated an investment amount for any of your credit union customers, that information is also populated here for your convenience. Invalid charter/insurance numbers from the previous year are flagged in red. Please update as needed and confirm all information is correct.

[I want to start fresh - remove all owner data.](#)

[Export Previous Registration](#)

## Owners

[Charter Number Lookup](#) | [Edit With Excel](#)

Message from webpage



You have one or more owners with an investment or loan amount equaling '0.' Are you sure you want to continue?

OK

Cancel

| <u>Ownership Percentage</u> | <u>Investment Amount</u> | <u>Loan Amount</u> |
|-----------------------------|--------------------------|--------------------|
| 9.000000001                 | 23                       | 0                  |

\* 2

| <u>Associated Number</u> | <u>Type</u> | <u>Name</u>        | <u>Ownership Percentage</u> | <u>Investment Amount</u> | <u>Loan Amount</u> |
|--------------------------|-------------|--------------------|-----------------------------|--------------------------|--------------------|
| 0                        | Other       | An Owner From 2015 | 0.999999999                 | 55                       | 0                  |

City

State

Springfield

Virginia

City and State required for type Other

**Total (Must Equal 100.00%): 100.000000000%**

[Add Another Owner +](#)

[Back](#)

[Save & Exit](#)

[Continue](#)

# Certify and Submit



Ann Belair ▾

[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information ✓

Services ✓

Customers ✓

Owners ✓

**Certify and Submit**

#### Certify and Submit

You are almost done. Please acknowledge the statement below and hit submit to complete registration. If you need to make any edits or adjustment, use the navigation on the left to choose the section you wish to edit.

[Download 2016 CUSO Information \(Draft\)](#)

#### Acknowledgement

By clicking Submit, I understand the submission of this information is the result of a contractual obligation between my company and its credit union investors or lenders in connection with 12 U.S.C. 1757(5)(D), and (7)(I), and 12 C.F.R. parts 704 and/or 712. I hereby certify the information being submitted is complete and accurate to the best of my knowledge. If the submitted information is inaccurate or incomplete, I understand that the contractual obligation to my company's credit union investors and lenders requires me to submit corrected information upon notification or discovery of a need for correction. I understand materially false, fictitious, or fraudulent statements or representations may be punishable by law.

**Yes, I certify that the information provided is current and accurate**

[Back](#)



# Certify and Submit



Ann Belair ▾

[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

[CUSO General Information](#) ✓

[Services](#) ✓

[Customers](#) ✓

[Owners](#) ✓

**[Certify and Submit](#)**

### Certify and Submit

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**Yes, I certify that the information provided is current and accurate**

[Back](#)

[Certify and Submit](#)

# Annual Registration Complete

---



 Ann Belair ▾

[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

Your annual registration is complete.

[Export 2016 Registration](#)

[Return to your CUSO list](#)

# Confirmation Email

---

**From:** National Credit Union Administration [<mailto:noreply@ncua.gov>]

**Sent:** Thursday, January 19, 2017 10:05 AM

**To:** Ann Belair

**Subject:** Your 2017 CUSO registration is complete

Thank you for certifying and submitting your CUSO Example 01 registration. Your registration is complete unless your CUSO was assigned a temporary registry number (one that begins with "TT") and you provided contact information for NCUA to validate your organization as a CUSO. In these cases, you will receive notification when the validation is complete.

NCUA will notify you when you can access the system and complete the validation for next year.

---

## **CUSO Registry Technical Support**

For technical support, please contact the CUSO Registry support team at [servicedesk@ncua.gov](mailto:servicedesk@ncua.gov) or call 1-800-827-3255.

### Help desk hours (Eastern Time)

Monday - Thursday: 7:00 a.m. – 8:00 p.m.

Friday: 7:00 a.m. – 6:00 p.m.

**Do not reply to this message.** Replies to this message are routed to an unmonitored mailbox. If you have additional questions or comments please visit the [CUSO Registry Support](http://CUSORegistry@ncua.gov) website or contact us at [CUSORegistry@ncua.gov](mailto:CUSORegistry@ncua.gov)

# Landing Page After Reaffirm



Ann Belair

[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help](#)

Welcome back, **Ann Belair**

## CUSOs

[Register New CUSO](#)

Show  entries

Search:

| CUSO                           | Registry Number | City       | State | Region | Status      | Latest Registration Year | Task  |
|--------------------------------|-----------------|------------|-------|--------|-------------|--------------------------|---|
| <a href="#">CUSO Sample 01</a> | 111-0000036     | Alexandria | VA    | 2      | Registered  | 2016                     |   |
| <a href="#">CUSO Sample 02</a> | 111-0000035     | Alexandria | VA    | 2      | Registered  | 2015                     | <a href="#">Continue 2016 Reaffirmation</a> |
| <a href="#">CUSO Sample 03</a> | 111-0000044     | Wilmington | DE    | 2      | Registered  | 2016                     | <a href="#">Continue 2016 Amendment</a>     |
| <a href="#">XYZ CUSO</a>       | TT-0000058      | Stafford   | VA    | 2      | Provisional |                          | <a href="#">Continue 2016 Registration</a>  |

Showing 1 to 4 of 4 entries

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# CUSO Details after Reaffirm



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[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help](#)

## CUSO Sample 01

| Registry Number | Certified By | Date Certified | Status     | Year |
|-----------------|--------------|----------------|------------|------|
| 111-0000036     | Ann Belair   | 01/23/2017     | Registered | 2016 |

[Amend CUSO](#)

[List of CUSOs](#)

[Download CUSO \(Excel\)](#)

- 2015 - Registered
- 2016 - Registered

[General Information](#) [Services](#) [Customers](#) [Owners](#) [Account Users](#)

### CUSO's Information

EIN 11-1111111

Type of Legal Organization

Does a corporate CU or a corporate CU's CUSO have an investment in your organization? No

Mailing Address 1775 Duke Street  
Alexandria, VA 22314

Physical Address Same As Mailing Address

Phone Number

# **ANNUAL REAFFIRMATION (COMPLEX SERVICES)**

# Landing Page



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[Return to NCUA.gov](#)

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Welcome back, **Ann Belair**

## CUSOs

Show  entries

CUSOs assigned to your Username.

Task Column is new and indicates if any action needs to be taken on the CUSO.

Available Actions:

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- 3) Continue Amendment
- 4) Continue Registration

[Register New CUSO](#)

| CUSO                           | Registry Number | City       | State | Region | Status      | Latest Registration Year | Task  |
|--------------------------------|-----------------|------------|-------|--------|-------------|--------------------------|---|
| <a href="#">CUSO Sample 01</a> | 111-0000036     | Alexandria | VA    | 2      | Registered  | 2015                     | <a href="#">Start 2016 Reaffirmation</a>    |
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| <a href="#">CUSO Sample 03</a> | 111-0000044     | Wilmington | DE    | 2      | Registered  | 2016                     | <a href="#">Continue 2016 Amendment</a>     |
| <a href="#">XYZ CUSO</a>       | TT-0000058      | Stafford   | VA    | 2      | Provisional |                          | <a href="#">Continue 2016 Registration</a>  |

Showing 1 to 4 of 4 entries

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# Individual CUSO Record



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[Search for CUSO](#)

[Contact](#)

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## CUSO Sample 01

| Registry Number | Certified By | Date Certified | Status     | Year |
|-----------------|--------------|----------------|------------|------|
| 111-0000036     | Ann Belair   | 12/22/2016     | Registered | 2015 |

[Start Reaffirmation](#)

[List of CUSOs](#)

[Download CUSO \(Excel\)](#)

2015 - Registered

**General Information**

[Services](#)

[Customers](#)

[Owners](#)

[Financial Audit Information](#)

[Account Users](#)

### CUSO's Information

EIN 11-1111111

Type of Legal Organization

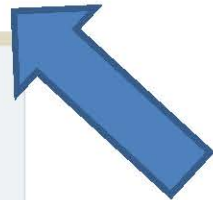
Does a corporate CU or a corporate CU's CUSO have an investment in your organization? No

Mailing Address 1775 Duke Street  
Alexandria, VA 22314

Physical Address Same As Mailing Address

Phone Number

Note: Until you certify and submit, all data presented in each tab is the prior years data.





# Annual Reaffirmation Decision

---

Do you need to reaffirm?

---

Yes

No

- Merged/Acquired
- Closed/Dissolved
- No Longer a CUSO
- Other

---

Cancel

Continue

# General Information



Ann Belair

[Return to NCUA.gov](#)

[Search for CUSO](#)

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## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

The information below was loaded from the last year's registration. Please update as needed and confirm all information is correct.

### Reaffirmation Process

CUSO General Information

[Services](#)

[Customers](#)

[Owners](#)

[Certify and Submit](#)

Next auto save in: 9:15

[Save Now](#)

### General Information

\* Required

Registry Number 111-0000036 Cannot be changed

EIN\* 11-1111111 Cannot be changed

CUSO Legal Name\* CUSO Sample 01

Type of Legal Organization\* Corporation

Does a corporate CU or a corporate CU's CUSO have an investment in your organization?\*  Yes  No

Mailing Address Street Address\*

1775 Duke Street

Street Address (Apt, Suite, Unit, etc.)

# General Information Continued

[Return to CUSO Details](#)

## Reaffirmation Process

**CUSO General Information**

[Services](#)

[Customers](#)

[Owners](#)

[Certify and Submit](#)

Next auto save in: 8:56 [Save Now](#)

Prefix

CEO First Name\*

Ann

CEO Last Name\*

Ann

CEO Email\*

abelair1@aol.com

Verify CEO Email\*

abelair1@aol.com

### Please provide the following information

Financial Audit Effective Date

mm/dd/yyyy

Required to Certify And Submit

No Audit

Are you a subsidiary CUSO?\*

Yes  No

Date Organized\*

01/01/2012

Are you regulated by any other agency?\*

Yes  No

Trade Names or DBAs (optional)

Trade Name or DBA

Delete

[Add Another Trade +](#)

[Save And Exit](#)

[Continue](#)

All CUSOs are required to provide the effective date of their last audit. If a CUSO offers Complex services, this information will be carried over to the Financial Audit Information Tab.

Navigation Tip:  
1) Use the Continue Button to save your data and move to the next step.

# Services Provided



Ann Belair ▾

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[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

The information below was loaded from the last year's registration. Please update as needed and confirm all information is correct.

### Reaffirmation Process

[CUSO General Information](#) ✓

**Services**

[Customers](#)

[Owners](#)

[Certify and Submit](#)

Next auto save in: 9:37

[Save Now](#)

## Services Provided By CUSO

Please select all that apply

**i** Additional Information Required

### Investments

#### Custody, Safekeeping, & Investment Management Services for Credit Unions - Including Trust Services

- i**  Safekeeping
- i**  Trustee, Guardian, & Fiduciary
- i**  Other Trust Services

Securities Brokerage Services

### Information Technology & Data Processing Services

**i**  Electronic Income Tax Filing

# Services Provided Continued

[Return to CUSO Details](#)

## Reaffirmation Process

[CUSO General Information](#) ✓

**Services**

[Customers](#)

[Owners](#)

[Certify and Submit](#)

Next auto save in: 7:32

[Save Now](#)

Other Operational, Professional, & Management Services

### Payments & Electronic Transaction Services

- Automated Clearing House (ACH)
- Automated Teller Machine (ATM), Electronic Funds Transfer (EFT), & Point of Sale (POS) Services & Networks
- Bill Pay & Electronic Bill Presentment & Payment (EBPP) Services
- Credit Card, Debit Card, & Gift or Prepaid Card Program Services
- Electronic Statements/Paper Statements
- Forward Check Collection/Remote Deposit Capture Services
- Lockbox & Remittance Services
- Official Check Services
- Online & Mobile Banking
- Shared Branching Services
- Share Draft, Check Imaging, & Archival Services
- Share Draft (Check) Processing
- Share Draft Fraud & Risk Management Services
- Wire Transfer Services - Domestic and International

### Other

- Holding Company
- Dormant/Inactive - No Services Being Offered
- Other Service Type Not Listed

[Back](#)

[Save & Exit](#)

[Continue](#)

Navigation Tip:  
If you need to correct information on previous sections. Use the Back Button.

# Additional Service Information



Ann Belair

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[Help](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

[CUSO General Information](#) ✓

[Services](#) ✓

**[Additional Service Information](#)**

[Customers](#)

[Owners](#)

[Financial Audit Information](#)

[Certify and Submit](#)

Next auto save in: 9:45 [Save Now](#)

## Additional Service Information

\* Required

Note: - Information will need to be entered for current Registration

### Construction & Development Loans

We need to collect a few more details because your CUSO provides the following services:

#### Construction & Development Loans

| Loans Facilitated* | Calendar Year 2016                                  |  |
|--------------------|---|--|
|                    | Number*   | Amount*                                      |
|                    | <input type="text" value="# of Loans Facilitated"/> | <input type="text" value="Amount of Loans"/> |

### Student Loans - Govt Insured

We need to collect a few more details because your CUSO provides the following services:

#### Student Loans - Govt Insured

| Loans Facilitated* | Calendar Year 2016                                  |  |
|--------------------|---|--|
|                    | Number*   | Amount*                                      |
|                    | <input type="text" value="# of Loans Facilitated"/> | <input type="text" value="Amount of Loans"/> |

# Additional Service Info Cont'd

[Return to CUSO Details](#)

## Reaffirmation Process

[CUSO General Information](#) ✓

[Services](#) ✓

**Additional Service Information**

[Customers](#)

[Owners](#)

[Financial Audit Information](#)

[Certify and Submit](#)

Next auto save in: 7:53 [Save Now](#)

### Construction & Development Loans

We need to collect a few more details because your CUSO provides the following services:

#### Construction & Development Loans

|                    | Calendar Year 2016                                  |  |
|--------------------|---|--|
|                    | Number*   | Amount*                                      |
| Loans Facilitated* | <input type="text" value="# of Loans Facilitated"/> | <input type="text" value="Amount of Loans"/> |

### Student Loans - Govt Insured

We need to collect a few more details because your CUSO provides the following services:

#### Student Loans - Govt Insured

|                    | Calendar Year 2016                                  |  |
|--------------------|---|--|
|                    | Number*   | Amount*                                      |
| Loans Facilitated* | <input type="text" value="# of Loans Facilitated"/> | <input type="text" value="Amount of Loans"/> |

### Credit Card Loan Servicing

We need to collect a few more details because your CUSO provides the following services:

#### Credit Card Loan Servicing

|                    | Calendar Year 2016                                  |  |
|--------------------|---|--|
|                    | Number*   | Dollars*   |
| Total Outstanding* | <input type="text" value="# of Loans Outstanding"/> | <input type="text" value="\$ of Loans Outstanding"/> |

[Back](#)

[Save & Exit](#)

[Continue](#)

# Navigation Error

The screenshot shows the CUSO Registry website interface. At the top left is the CUSO Registry logo. Below it is a navigation bar with "Return to NCUA.gov" and "Search for CUSO | Contact | Help". On the right, the user "Ann Belair" is logged in. A central dialog box asks: "Are you sure you want to navigate away? Any unsaved changes will be lost. To save your changes, click Save Now located on the left side of the page, or Continue located at the bottom of the page." The dialog has "No" and "Yes" buttons. On the left sidebar, the "Reaffirmation Process" menu includes "CUSO General Information" (highlighted with a green checkmark), "Services" (with a green checkmark), "Customers", "Owners", and "Certify and Submit". A "Return to CUSO Details" button is also present. The main content area is titled "General Information" and contains a form with the following fields:

- Registry Number: 111-0000035 (Cannot be changed)
- EIN\*: 23-1526589 (Cannot be changed)
- CUSO Legal Name\*: CUSO Sample 02
- Type of Legal Organization\*: Corporation (dropdown menu)
- Does a corporate CU or a corporate CU's CUSO have an investment in your organization?\*:  Yes  No
- Mailing Address:
  - Street Address\*: 1775 Duke Street
  - Street Address (Apt, Suite, Unit, etc.):
  - Street Address (Apt, Suite, Unit, etc.):
  - City\*: Alexandria
  - State\*:

At the bottom left, a timer indicates "Next auto save in: 9:22" and a "Save Now" button is visible.



# Customers Edit Decision



Ann Belair ▾

[Return to NCUA.gov](#)

[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information ✓

Services ✓

Additional Service Information ✓

**Customers**

Owners

Financial Audit Information

Certify and Submit

Do you want to use Excel to edit your customer information?

*(Recommended for CUSOs with over 50 customers)*

Yes  No

[Back](#)

[Continue](#)

# Customers Complex CUSO

[Return to CUSO Details](#)

The information below was loaded from the last year's registration. If you chose new services with the "I" icon on the Services page, your new service offerings are highlighted in yellow. If you have any inactive or unknown charter/insurance numbers from the previous year, they are flagged in red. Please update as needed and confirm all information is correct.

[I want to start fresh - remove last year's data.](#) [Export Previous Registration](#)

## Reaffirmation Process

CUSO General Information

Services

Additional Service Information

**Customers**

Owners

Financial Audit Information

Certify and Submit

Next auto save in: 8:04 [Save Now](#)

## Customers

(Report Only Credit Unions)

| Charter/Insurance # | Credit Union Name                 | Loan Amount | Investment Amount | Investments              | Information Technology & Data |                          |                          |                          |                              |
|---------------------|-----------------------------------|-------------|-------------------|--------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|
|                     |                                   |             |                   |                          | Processing Services           | Lending Services         | Loan Origination         | Other Trust Services     | Electronic Income Tax Filing |
| 1                   | 00146 TEL-U-WATT ( Power City, D) | 0           | 0                 | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     |
|                     | Inactive or Unknown               |             |                   |                          |                               |                          |                          |                          |                              |
| 2                   | 566 NUVISION ( Power City, D)     | 0           | 0                 | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     |
| 3                   | Charter/Insurance nav             | X           |                   | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     |

[Add Credit Union +](#)

[Back](#)

[Save & Exit](#)

[Continue](#)

# Customer Loan Amount



Ann Belair

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## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information

Services

Additional Service Information

**Customers**

Owners

Financial Audit Information

[Certify and Submit](#)

Next auto save in: 9:24 [Save Now](#)

### Customers

(Report Only Credit Unions)

| Charter/Insurance # | Credit Union Name                   | Loan Amount | Investment Amount | Investments | Information Technology & Data Processing Services | Lending Services         | Loan Origination         | Payments & Electronic Trans         |                                     |                                     |
|---------------------|-------------------------------------|-------------|-------------------|-------------|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|                     |                                     |             |                   |             |   |                          |                          | Electronic Income Tax Filing        | Credit Card Loan Servicing          | Construction & Development Loans    |
| 1                   | 00566 NUVISION ( Power City, D)     |             |                   |             | <input type="checkbox"/>                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2                   | 00146 X TEL-U-WATT ( Power City, D) |             |                   |             | <input type="checkbox"/>                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Report the amount of outstanding loan amount(s), available line(s) of credit from the credit union, and/or guarantee(s) the credit union has made to or on behalf of the CUSO. If the credit union does not have a loan TO the CUSO, enter zero. Do not include loan amounts related to lending services provided to the credit union by the CUSO.

00146  
00146

# Customer Investment Amount

## Customers

(Report Only Credit Unions)

Use Excel

[Edit With Excel](#)

| Charter/Insurance # | Credit Union Name | Loan Amount                 | Investment Amount | Investments | Information Technology & Data Processing Services | Lending Services         | Loan Origination           |                                  |                              | Payments & Electronic Transaction Services   |  |                          |
|---------------------|-------------------|-----------------------------|-------------------|-------------|---|--------------------------|----------------------------|----------------------------------|------------------------------|--|--|--------------------------|
|                     |                   |                             |                   |             |   |                          | Credit Card Loan Servicing | Construction & Development Loans | Student Loans - Govt Insured | Automated Teller Machine (ATM), Electronic Funds Transfer (EFT), & Point of Sale (POS) Services & Networks | Credit Card, Debit Card, & Gift or Prepaid Card Program Services | Online & Mobile Banking  |
| 1                   | 00566             | NUVISION ( Power City, D)   | 0                 |             |   |                          | <input type="checkbox"/>   | <input type="checkbox"/>         | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 2                   | 00146             | TEL-U-WATT ( Power City, D) | 0                 | 0           | <input type="checkbox"/>                          | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>         | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> |

Report the amount that the CUSO has recorded on its books as the credit union's total dollar investment (equity) in the CUSO. If the credit union does not have an investment in the CUSO, enter zero.

Add Credit Union +

Back

Save & Exit

Continue

# Upload Customers with Excel

[Return to NCUA.gov](#)

[Search for CUSO](#)

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[Help](#) ▾

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

[CUSO General Information](#) ✓

[Services](#) ✓

[Additional Service Information](#) ✓

**[Customers](#)** ✓

[Owners](#)

[Financial Audit Information](#)

[Certify and Submit](#)

## Customers

(Report Only Credit Unions)

[Export Previous Registration](#) | [Charter Number Lookup](#) | [Edit With Browser](#)

[View Customer List](#)

[Download Submitted Customer List](#)

### 1. Download an Excel Template to get started

[Download Empty Schema](#)

Provides an empty excel template for you to populate with your customer data.

Or

[Download Pre-Populated Template](#)

Download current Customer list.

### 2. Upload your complete customer template

[Upload Customers](#)

We'll check your customer list for errors during upload. You'll have the opportunity to make corrections if needed. You must provide a valid Excel (xlsx) file.

[Back](#)

[Continue](#)

# Customers Excel Instructions

| A   | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| <p>Please populate all values on the first sheet of this template to upload your customer data.</p> <p>Loan Amount: Report the amount of outstanding loan amount(s), available line(s) of credit from the credit union, and/or guarantee(s) the credit union has made to or on behalf of the CUSO. If the credit union does not have a loan TO the CUSO, enter zero.</p> <p>Investment Amount: Report the amount that the CUSO has recorded on its books as the credit union's total dollar investment (equity) in the CUSO. If the credit union does not have an investment in the CUSO, enter zero.</p> <p>You must enter either Yes or No in the service columns for each customer.</p> <p>ATTN: CUSOs Completing Reaffirmation</p> <p>The information initially provided is populated from last year's registration.</p> <p>New service offerings that did not exist on your previous registration are highlighted in yellow.</p> <p>Invalid charter/insurance numbers from the prior year are flagged in red and must be removed.</p> <p>You can download last year's customers list if you would like to view all data from the prior year.</p> <p>Please update all fields as needed and confirm all information is correct.</p> |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| <div style="border: 1px solid green; width: 100px; height: 15px; margin-left: 100px;"></div>  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |



# Upload Customers with Excel

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[Search for CUSO](#)

[Contact](#)

[Help](#) ▾

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

[CUSO General Information](#) ✓

[Services](#) ✓

[Additional Service Information](#) ✓

**[Customers](#)** ✓

[Owners](#)

[Financial Audit Information](#)

[Certify and Submit](#)

## Customers

(Report Only Credit Unions)

[Export Previous Registration](#) | [Charter Number Lookup](#) | [Edit With Browser](#)

[View Customer List](#)

[Download Submitted Customer List](#)

### 1. Download an Excel Template to get started

[Download Empty Schema](#)

Provides an empty excel template for you to populate with your customer data.

Or

[Download Pre-Populated Template](#)

Download current Customer list.

### 2. Upload your complete customer template

[Upload Customers](#)

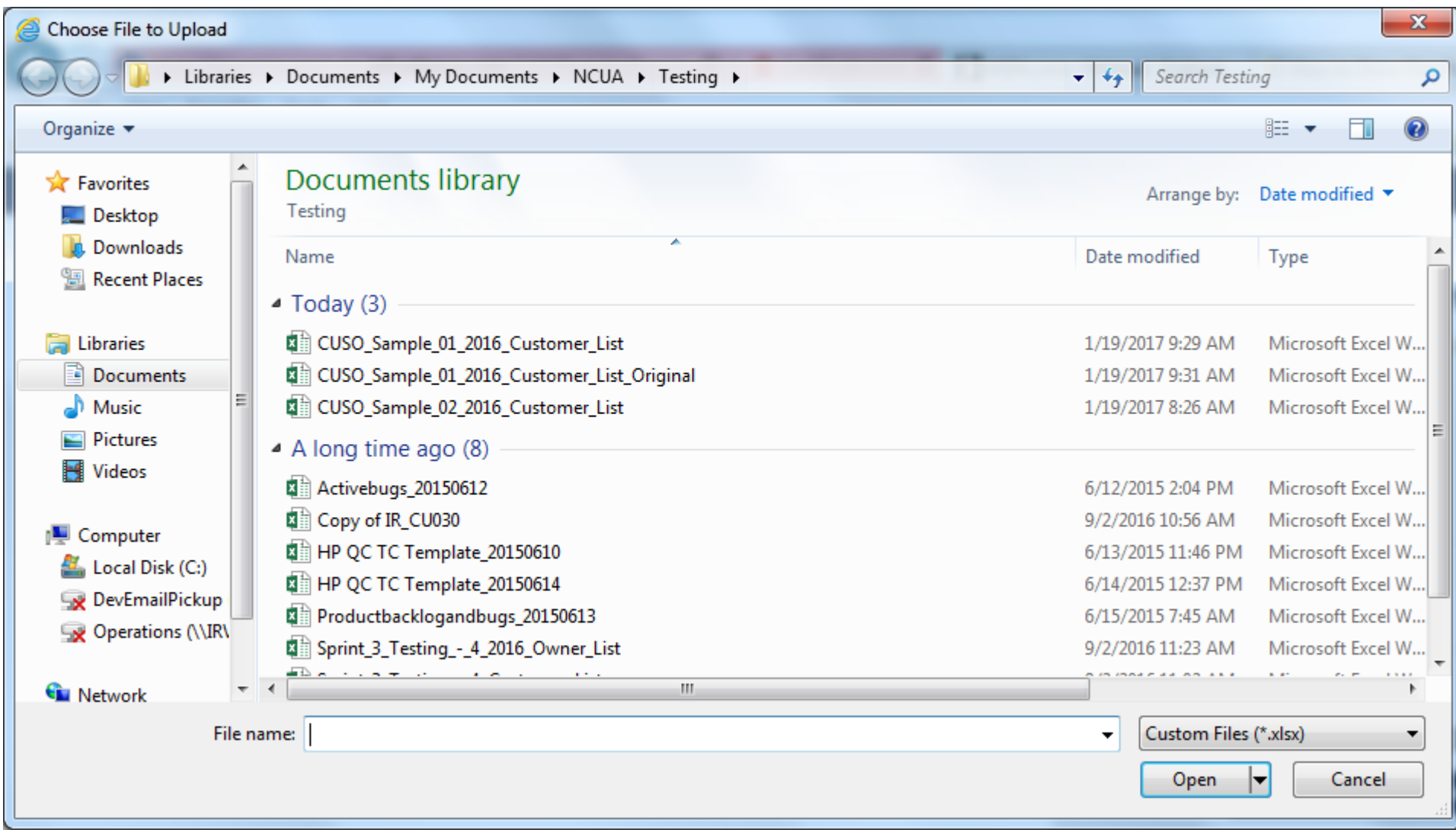
We'll check your customer list for errors during upload. You'll have the opportunity to make corrections if needed. You must provide a valid Excel (xlsx) file.

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# Customer Upload



# Customer Upload Error



Ann Bel

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## CUSO Sample 01

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information

Services

Additional Service Information

Customers

Owners

Financial Audit Information

Certify and Submit

### Processing File

We are validating and processing your file. This may take a few minutes depending on the number of entries.

**Error(s):**

**The following charter numbers cannot be verified from our database and must be corrected.**

—00146,TEL-U-WATT ( Power City, D)

[Back to Customers](#)

[Download Errors](#)

# Customer Error Report

---



```
importErrors - Notepad
File Edit Format View Help
The following charter numbers cannot be verified from our database and must be corrected.: 00146,TEL-U-WATT ( Power City, D)
```

# Customer Upload Success



Ann Belair

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[Search for CUSO](#)

[Contact](#)

[Help](#)

## CUSO Sample 01

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information

Services

Additional Service Information

Customers

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Financial Audit Information

[Certify and Submit](#)

### Processing File

We are validating and processing your file. This may take a few minutes depending on the number of entries.

**Import Complete!** Please verify your customer list by clicking continue.

[Continue](#)

# Customer Review



Ann Belair

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[Search for CUSO](#)

[Contact](#)

[Help](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

[CUSO General Information](#)

[Services](#) ✓

[Additional Service Information](#) ✓

**[Customers](#)** ✓

[Owners](#)

[Financial Audit Information](#)

[Certify and Submit](#)

### Customers

[Export Previous Registration](#) | [Charter Number Lookup](#) | [Edit With Browser](#)

(Report Only Credit Unions)

[Update Customers](#)

[Download Submitted Customer List](#)

Show  entries

| Credit Union Name              | Charter or Insurance Number | Loan Amount | Investment Amount | Services  |
|--------------------------------|-----------------------------|-------------|-------------------|---|
| NUVISION<br>( Power City, D)   | 00566                       | \$666       | \$9,999           |   |
| TEL-U-WATT<br>( Power City, D) | 00074                       | \$0         | \$0               | Automated Teller Machine (ATM), Electronic Funds Transfer (EFT), & Point of Sale (POS) Services & Networks, Credit Card, Debit Card, & Gift or Prepaid Card Program Services, Online & Mobile Banking |

Showing 1 to 2 of 2 entries

[Previous](#) **1** [Next](#)

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[Continue](#)

# Owners Edit Decision



Ann Belair ▾

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[Search for CUSO](#)

[Contact](#)

[Help ▾](#)

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information



Services



Additional Service Information



Customers



Owners

Financial Audit Information

Certify and Submit

Do you want to use Excel to edit your owner information?

*(Recommended for CUSOs with over 50 owners)*

Yes  No

Back

Continue

# Owner Edit Initial

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information

Services

Additional Service Information

Customers

**Owners**

Financial Audit Information

Certify and Submit

Next auto save in: 9:33 [Save Now](#)

Owners are carried over from last year's registration, absent dollar amounts. If you added a customer this year or indicated an investment amount for any of your credit union customers, that information is also populated here for your convenience. Invalid charter/insurance numbers from the previous year are flagged in red. Please update as needed and confirm all information is correct.

[I want to start fresh - remove all owner data.](#) [Export Previous Registration](#)

## Owners

[Charter Number Lookup](#) | [Edit With Excel](#)

|   | Associated Number | Type                 | Name                      | Ownership Percentage | Investment Amount | Loan Amount |
|---|-------------------|----------------------|---------------------------|----------------------|-------------------|-------------|
| 1 | 00566             | Credit Union (Provid | NUMISION ( Power City, D) | %                    | 9,999             | 666         |

|   | Associated Number | Type  | Name               | Ownership Percentage | Investment Amount | Loan Amount |
|---|-------------------|-------|--------------------|----------------------|-------------------|-------------|
| 2 | 0                 | Other | An Owner From 2015 | %                    | \$                | \$          |

City: Springfield State: Virginia  
City and State required for type Other

Total (Must Equal 100.00%): 0.000000000%

[Add Another Owner +](#)

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[Save & Exit](#)

[Continue](#)

# Owners Edit Filled

## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information

Services

Additional Service Information

Customers

**Owners**

Financial Audit Information

Certify and Submit

Next auto save in: 5:27

[Save Now](#)

Owners are carried over from last year's registration, absent dollar amounts. If you added a customer this year or indicated an investment amount for any of your credit union customers, that information is also populated here for your convenience. Invalid charter/insurance numbers from the previous year are flagged in red. Please update as needed and confirm all information is correct.

[I want to start fresh - remove all owner data.](#) [Export Previous Registration](#)

## Owners

[Charter Number Lookup](#) | [Edit With Excel](#)

| * 1 | Associated Number | Type                 | Name                      | Ownership Percentage | Investment Amount | Loan Amount |
|-----|-------------------|----------------------|---------------------------|----------------------|-------------------|-------------|
|     | 00566             | Credit Union (Provid | NUVISION ( Power City, D) | 40.00000000%         | 9,999             | 666         |

| * 2 | Associated Number | Type  | Name               | Ownership Percentage | Investment Amount | Loan Amount |
|-----|-------------------|-------|--------------------|----------------------|-------------------|-------------|
|     | 0                 | Other | An Owner From 2015 | 59.99999999%         | 5,454             | 0           |

City:  State:

City and State required for type Other

Total (Must Equal 100.00%): 100.00000000%

[Add Another Owner +](#)

Total ownership must be 100% to proceed. Please update your ownership list.

[Back](#)

[Save & Exit](#)

[Continue](#)



# Owners Upload with Excel

CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

## affirmation Process

CUSO General Information

Services 

Additional Service Information 

Customers 

**Owners** 

Financial Audit Information

Certify and Submit

## Owners

[Export Previous Registration](#) | [Charter Number Lookup](#) | [Edit With Browser](#)

### 1. Download an Excel Template to get started


[Download Empty Schema](#)

Provides an empty excel template for you to populate with your owner data.

Or

[Download Pre-Populated Template](#)

Download this year's template populated with last year's owner data. If you added a customer this year and indicated an investment amount, that information is also populated for your convenience.

 Make sure charter numbers have not changed and edit as needed to match your current owner list.

### 2. Upload your complete owner template

[Upload Owners](#)

We'll check your owner list for errors during upload. You'll have the opportunity to make corrections if needed. You must provide a valid Excel (xlsx) file.

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# Owners Excel Instructions

A1 : X ✓ fx

|    | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |  |
|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|
| 1  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 2  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 3  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 4  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 5  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 6  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 7  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 8  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 9  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 10 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 11 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 12 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 13 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 14 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 15 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 16 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 17 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 18 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 19 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 20 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 21 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 22 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 23 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 24 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 25 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 26 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 27 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 28 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 29 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 30 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 31 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 32 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 33 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 34 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 35 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 36 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 37 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 38 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 39 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |

Owners Instructions

# Owners Prepopulated Template

E4

|    | A                 | B          | C        | D           | E                    | F                 | G                                     | H                                      |
|----|-------------------|------------|----------|-------------|----------------------|-------------------|---------------------------------------|--|
| 1  | Associated Number | Type       | Name     | Loan Amount | Ownership Percentage | Investment Amount | City (Required for "Other" Type Only) | State (Required for "Other" Type Only) |
| 2  | 0                 | Other      | An Owner | 33,333,333  | 40.000000001         | 9                 | Springfield                           | VA                                     |
| 3  | 00566             | Credit Uni | NUVISION | 666         | 59.999999999         | 9,999             |                                       |  |
| 4  |                   |            |          |             |                      |                   |                                       |  |
| 5  |                   |            |          |             |                      |                   |                                       |  |
| 6  |                   |            |          |             |                      |                   |                                       |  |
| 7  |                   |            |          |             |                      |                   |                                       |  |
| 8  |                   |            |          |             |                      |                   |                                       |  |
| 9  |                   |            |          |             |                      |                   |                                       |  |
| 10 |                   |            |          |             |                      |                   |                                       |  |
| 11 |                   |            |          |             |                      |                   |                                       |  |
| 12 |                   |            |          |             |                      |                   |                                       |  |
| 13 |                   |            |          |             |                      |                   |                                       |  |
| 14 |                   |            |          |             |                      |                   |                                       |  |
| 15 |                   |            |          |             |                      |                   |                                       |  |
| 16 |                   |            |          |             |                      |                   |                                       |  |
| 17 |                   |            |          |             |                      |                   |                                       |  |
| 18 |                   |            |          |             |                      |                   |                                       |  |
| 19 |                   |            |          |             |                      |                   |                                       |  |
| 20 |                   |            |          |             |                      |                   |                                       |  |
| 21 |                   |            |          |             |                      |                   |                                       |  |
| 22 |                   |            |          |             |                      |                   |                                       |  |
| 23 |                   |            |          |             |                      |                   |                                       |  |
| 24 |                   |            |          |             |                      |                   |                                       |  |
| 25 |                   |            |          |             |                      |                   |                                       |  |
| 26 |                   |            |          |             |                      |                   |                                       |  |
| 27 |                   |            |          |             |                      |                   |                                       |  |
| 28 |                   |            |          |             |                      |                   |                                       |  |
| 29 |                   |            |          |             |                      |                   |                                       |  |
| 30 |                   |            |          |             |                      |                   |                                       |  |
| 31 |                   |            |          |             |                      |                   |                                       |  |
| 32 |                   |            |          |             |                      |                   |                                       |  |
| 33 |                   |            |          |             |                      |                   |                                       |  |
| 34 |                   |            |          |             |                      |                   |                                       |  |
| 35 |                   |            |          |             |                      |                   |                                       |  |
| 36 |                   |            |          |             |                      |                   |                                       |  |
| 37 |                   |            |          |             |                      |                   |                                       |  |
| 38 |                   |            |          |             |                      |                   |                                       |  |
| 39 |                   |            |          |             |                      |                   |                                       |  |

# Owners Upload with Excel

CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

## affirmation Process

CUSO General Information

Services 

Additional Service Information 

Customers 

**Owners** 

Financial Audit Information

Certify and Submit

## Owners

[Export Previous Registration](#) | [Charter Number Lookup](#) | [Edit With Browser](#)

### 1. Download an Excel Template to get started


[Download Empty Schema](#)

Provides an empty excel template for you to populate with your owner data.

Or

[Download Pre-Populated Template](#)

Download this year's template populated with last year's owner data. If you added a customer this year and indicated an investment amount, that information is also populated for your convenience.

 Make sure charter numbers have not changed and edit as needed to match your current owner list.

### 2. Upload your complete owner template

[Upload Owners](#)

We'll check your owner list for errors during upload. You'll have the opportunity to make corrections if needed. You must provide a valid Excel (xlsx) file.

[Back](#)

[Continue](#)

# Owners Upload Success



Ann Belair ▾

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## CUSO Sample 01

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information

Services ✓

Additional Service Information ✓

Customers ✓

Owners ✓

Financial Audit Information

Certify and Submit

### Processing File

We are validating and processing your file. This may take a few minutes depending on the number of entries.

**Import Complete!** Please verify your owner list by clicking continue.

[Continue](#)

# Owners Review



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## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

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### Reaffirmation Process

[CUSO General Information](#)

[Services](#) ✓

[Additional Service Information](#) ✓

[Customers](#) ✓

**[Owners](#)** ✓

[Financial Audit Information](#)

[Certify and Submit](#)

### Owners

[Export Previous Registration](#) | [Charter Number Lookup](#) | [Edit With Browser](#)

[Update Owners](#)

[Download Submitted Owner List](#)

Show  entries

| Type         | Owner Name                | Associated Number | Loan Amount  | Investment Amount | Ownership Percentage |
|--------------|---------------------------|-------------------|--------------|-------------------|----------------------|
| Credit Union | NUVISION ( Power City, D) | 00566             | \$666        | \$9,999           | 59.999999999%        |
| Other        | An Owner From 2015        | 0                 | \$33,333,333 | \$9               | 40.000000001%        |

Showing 1 to 2 of 2 entries

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# Financial Audit Information

[Return to CUSO Details](#)

## Reaffirmation Process

CUSO General Information 

Services 

Additional Service Information 

Customers 

Owners 

**Financial Audit Information**

[Certify and Submit](#)

Next auto save in: 7:29 [Save Now](#)

### Financial Information

**Please upload your most recent annual audited financial statement**

#### Audited Financial Statement

Financial Audit Effective Date\*

Audit Firm\*

Enter Audit Firm and not the individual auditors name

Total Assets\*  \$

Total Liabilities\*  \$

Total Equity\*  \$

Gross Revenue\*  \$

Net Income\*  \$

#### Audited Financial Statement

(15 MB maximum, PDF only) [Select file...](#)

I do not have audited financial statements available.

[Back](#)

[Save & Exit](#)

[Continue](#)

# Certify and Submit



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## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information

Services

Additional Service Information

Customers

Owners

Financial Audit Information

**Certify and Submit**

#### Certify and Submit

You are almost done. Please acknowledge the statement below and hit submit to complete registration. If you need to make any edits or adjustment, use the navigation on the left to choose the section you wish to edit.

[Download 2016 CUSO Information \(Draft\)](#)

#### Acknowledgement

By clicking Submit, I understand the submission of this information is the result of a contractual obligation between my company and its credit union investors or lenders in connection with 12 U.S.C. 1757(5)(D), and (7)(l), and 12 C.F.R. parts 704 and/or 712. I hereby certify the information being submitted is complete and accurate to the best of my knowledge. If the submitted information is inaccurate or incomplete, I understand that the contractual obligation to my company's credit union investors and lenders requires me to submit corrected information upon notification or discovery of a need for correction. I understand materially false, fictitious, or fraudulent statements or representations may be punishable by law.

**Yes, I certify that the information provided is current and accurate**

[Back](#)



# Certify and Submit



Ann Belair

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## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

[Return to CUSO Details](#)

### Reaffirmation Process

CUSO General Information ✓

Services ✓

Additional Service Information ✓

Customers ✓

Owners ✓

Financial Audit Information ✓

**Certify and Submit**

### Certify and Submit

You are almost done. Please acknowledge the statement below and hit submit to complete registration. If you need to make any edits or adjustment, use the navigation on the left to choose the section you wish to edit.

[Download 2016 CUSO Information \(Draft\)](#)

#### Acknowledgement

By clicking Submit, I understand the submission of this information is the result of a contractual obligation between my company and its credit union investors or lenders in connection with 12 U.S.C. 1757(5)(D), and (7)(I), and 12 C.F.R. parts 704 and/or 712. I hereby certify the information being submitted is complete and accurate to the best of my knowledge. If the submitted information is inaccurate or incomplete, I understand that the contractual obligation to my company's credit union investors and lenders requires me to submit corrected information upon notification or discovery of a need for correction. I understand materially false, fictitious, or fraudulent statements or representations may be punishable by law.

**Yes, I certify that the information provided is current and accurate**

[Back](#)

[Certify and Submit](#)

# Annual Registration Complete

---



 Ann Belair ▾

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## CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

Your annual registration is complete.

[Export 2016 Registration](#)

[Return to your CUSO list](#)

# Confirmation Email

---

**From:** National Credit Union Administration [<mailto:noreply@ncua.gov>]

**Sent:** Thursday, January 19, 2017 10:05 AM

**To:** Ann Belair

**Subject:** Your 2017 CUSO registration is complete

Thank you for certifying and submitting your CUSO Example 01 registration. Your registration is complete unless your CUSO was assigned a temporary registry number (one that begins with "TT") and you provided contact information for NCUA to validate your organization as a CUSO. In these cases, you will receive notification when the validation is complete.

NCUA will notify you when you can access the system and complete the validation for next year.

---

## **CUSO Registry Technical Support**

For technical support, please contact the CUSO Registry support team at [servicedesk@ncua.gov](mailto:servicedesk@ncua.gov) or call 1-800-827-3255.

### Help desk hours (Eastern Time)

Monday - Thursday: 7:00 a.m. – 8:00 p.m.

Friday: 7:00 a.m. – 6:00 p.m.

**Do not reply to this message.** Replies to this message are routed to an unmonitored mailbox. If you have additional questions or comments please visit the [CUSO Registry Support](http://CUSORegistry@ncua.gov) website or contact us at [CUSORegistry@ncua.gov](mailto:CUSORegistry@ncua.gov)

# Landing Page After Reaffirm



Ann Belair

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Welcome back, **Ann Belair**

## CUSOs

[Register New CUSO](#)

Show  entries

Search:

| CUSO                           | Registry Number | City       | State | Region | Status      | Latest Registration Year | Task  |
|--------------------------------|-----------------|------------|-------|--------|-------------|--------------------------|---|
| <a href="#">CUSO Sample 01</a> | 111-0000036     | Alexandria | VA    | 2      | Registered  | 2016                     |   |
| <a href="#">CUSO Sample 02</a> | 111-0000035     | Alexandria | VA    | 2      | Registered  | 2015                     | <a href="#">Continue 2016 Reaffirmation</a> |
| <a href="#">CUSO Sample 03</a> | 111-0000044     | Wilmington | DE    | 2      | Registered  | 2016                     | <a href="#">Continue 2016 Amendment</a>     |
| <a href="#">XYZ CUSO</a>       | TT-0000058      | Stafford   | VA    | 2      | Provisional |                          | <a href="#">Continue 2016 Registration</a>  |

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# AMEND AND CHANGE YOUR PASSWORD

# Amend Your Data



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## CUSO Sample 01

| Registry Number | Certified By | Date Certified | Status     | Year |
|-----------------|--------------|----------------|------------|------|
| 111-0000036     | Ann Belair   | 01/11/2017     | Registered | 2016 |

[Amend CUSO](#)

[List of CUSOs](#)

[Download CUSO \(Excel\)](#)

**General Information**

[Services](#)

[Customers](#)

[Owners](#)

[Financial Audit Information](#)

[Account Users](#)

### CUSO's Information

EIN 11-1111111

Type of Legal Organization

Does a corporate CU or a corporate CU's CUSO have an investment in your organization? No

Mailing Address 1775 Duke Street  
Alexandria, VA 22314

Physical Address Same As Mailing Address

# Change Password



Ann Belair

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[Search for CUSO](#)

- [Account Settings](#)
- [Change Password](#)
- [Logout](#)

Welcome back, **Ann Belair**

## CUSOs

[Register New CUSO](#)

Show  entries

Search:

| CUSO                           | Registry Number | City       | State | Region | Status     | Latest Registration Year | Task  |
|--------------------------------|-----------------|------------|-------|--------|------------|--------------------------|---|
| <a href="#">CUSO Sample 01</a> | 111-0000036     | Alexandria | VA    | 2      | Registered | 2015                     | <a href="#">Continue 2016 Reaffirmation</a>       |
| <a href="#">CUSO Sample 02</a> | 111-0000035     | Alexandria | VA    | 2      | Registered | 2015                     | <a href="#">Continue 2016 Reaffirmation</a>       |
| <a href="#">CUSO Sample 03</a> | 111-0000044     | Wilmington | DE    | 2      | Registered | 2015                     | <a href="#">Continue 2016 Reaffirmation</a>       |
| <a href="#">CUSO Sample 04</a> | 111-0000039     | Alexandria | VA    | 8      | Registered | 2015                     | <a href="#">Start Reaffirmation for 2016 Year</a> |

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# Change Password



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## Change Password

Use this form to update your current password. Your password must be a minimum of 12 characters, including at least one each of the following: upper-case character, lower-case character, number, and special character.

Current Password

New Password

Confirm New Password

[Change Password](#)

[Cancel](#)



# FREQUENTLY ASKED QUESTIONS

# CUSO Frequently Asked Questions

---

My CUSO closed during the year. Do I need to do anything in the registry?

Do subsidiary CUSOs need to register or “reaffirm”?

Do I have to update my customer list throughout the year as things change?

As a shell CUSO that’s currently inactive, do we need to affirm?

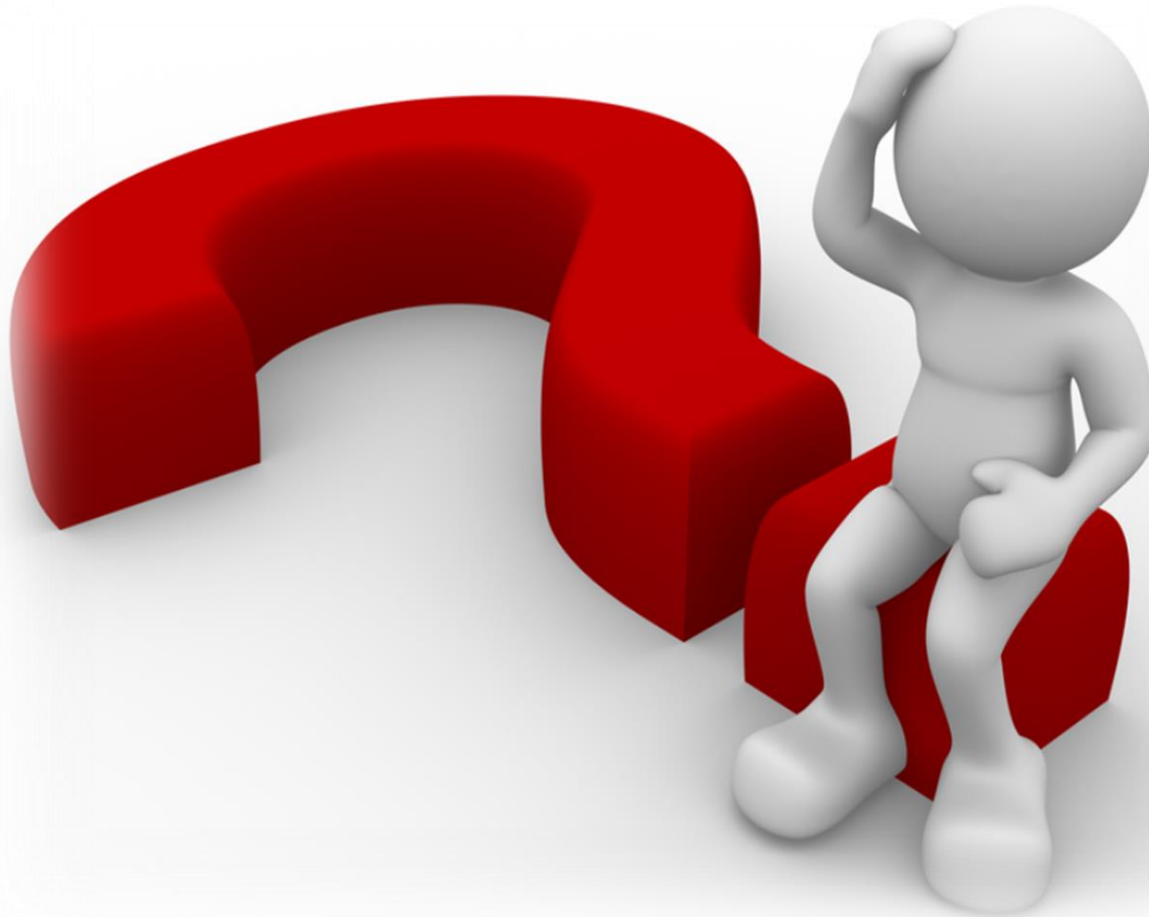
What do I put in the *investment* and *loan* fields on the *customer* and *owner* pages?

Why can’t I upload my Excel file?



# Q&A/Feedback Time!

---



# References

---

1. LCU 13-CU-13 [Changes to NCUA Regulations Related to Credit Union Service Organizations](#)
2. LCU 14-CU-07 [Contractual Agreements with Credit Union Service Organizations \(CUSOs\)](#)
3. LCU 16-CU-02 [Online CUSO Registry to Open for Registrations in February](#)
4. NCUA Rules & Regulations; [Part 712](#)
5. NCUA Rules & Regulations; [Part 704.11](#)
6. NCUA Rules & Regulations; [Part 741.222](#)
7. CUSO Registry <https://cusoregistry.ncua.gov/>
8. [CUSO webpage](#) on [ncua.gov](https://ncua.gov)
9. [Corporate CUSO webpage](#) on [ncua.gov](https://ncua.gov)

# Office Contact Page

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Feel free to contact us with questions or comments.

**Policy Questions:** Office of Examination & Insurance  
[cusoregistry@ncua.gov](mailto:cusoregistry@ncua.gov)  
703-518-6360

**Technical Support:** Office of Chief Information Officer  
[ServiceDesk@ncua.gov](mailto:ServiceDesk@ncua.gov)  
800-827-3255