



**The Online Credit Union Profile and
5300 Call Report
for Natural Person Credit Unions**

**September 23, 2009
1:00 PM EDT**

Technical Recommendations

- ▶ Make sure the volume on your computer is turned up
 - A dial-in number is not needed to hear the webcast
- ▶ Allow pop-ups from this site
- ▶ Set screen resolution to 1024 x 768 so you can see the box to submit questions
- ▶ Webcast will be archived and available for viewing on NCUA.gov



Two Parts to the Online System

▶ Credit Union Profile

- Includes information we collect on the Call Report that infrequently changes
 - All Report of Officials information
 - Disaster Recovery Information
 - Emergency Contact Information
 - Information Systems and Technology

CREDIT UNIONS

MY ACCOUNT

Profile

Call Reports

Contacts

Sites

IS & T

Regulatory

CUSOs

Programs & Services

Users

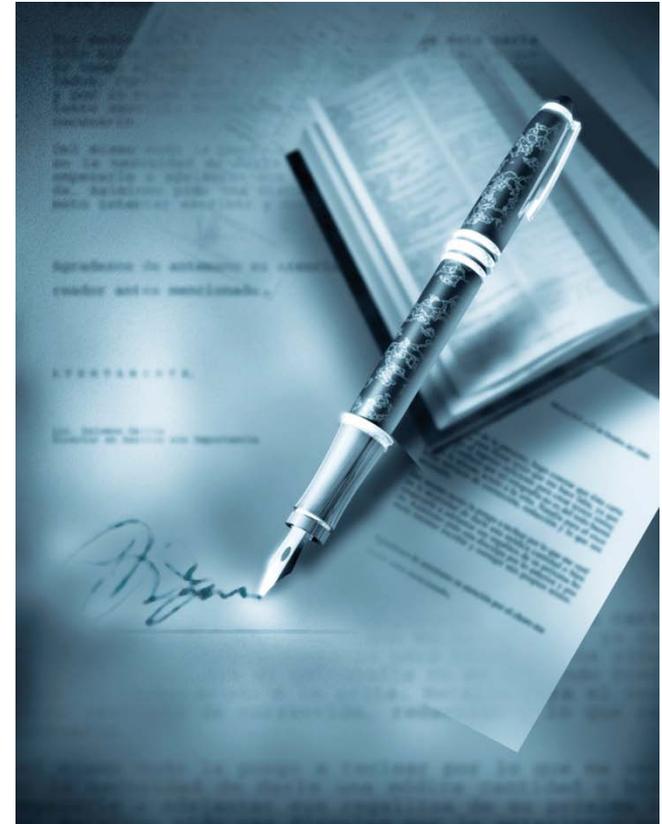
▶ Online Call Report

- Completed online on Call Reports tab

Available Now!

- ▶ Profile Information
 - Data Entry Began: 9/1/2009
 - Profile Due: 10/1/2009

- ▶ September 30, 2009 5300 Call Report
 - Data Entry Begins: 10/1/2009
 - Call Report Due: 10/19/2009



Forms Associated with System

- ▶ NCUA Profile Form 4501A
 - Revised NCUA Form 4501 – Report of Officials
 - Includes all fields within the Profile

- ▶ NCUA Form 5300 – Call Report
 - Similar to current form

TO THE BOARD OF DIRECTORS OF THE CREDIT UNION ADDRESSED:

This booklet contains the third quarter 2009 5300 Call Report. All credit unions must complete pages 1 – 9 of this form. Page 10 is the PCA Net Worth Calculation Worksheet and requires no input unless you have completed a merger or acquisition that qualifies for Business Combination Accounting (FAS 141) or intend to use an optional Total Assets Election or Alternative Risk Based Net Worth calculation to compute your net worth ratio. Page 11 is the Standard Components of Risk Based Net Worth Requirement worksheet which is automated and requires no input. Pages 12 – 16 contain supplementary schedules and should be completed as applicable.

Please complete the Call Report using accounting and statistical information from your credit union's records as of September 30, 2009. A paper copy of the form has been provided for your convenience. However, we urge you to consider filing your Call Report using the online, web-based system. This system is more efficient to use, more cost effective and helps to ensure more accurate data.

Please return your completed Call Report information as

NATIONAL
CREDIT UNION
ADMINISTRATION



THIRD QUARTER
CALL REPORT

- ▶ Link to Forms on NCUA website:
<http://www.ncua.gov/DataServices/Data/5300/5300FutureCycles.aspx>

System Requirements

- ▶ Access to the Internet
- ▶ Internet Explorer 6.0 or higher
- ▶ Valid email address
- ▶ Username and Password
 - Initial username and password mailed at end of August



Credit Union Roles



Permissions	CU Administrator	CU User
1. Change personal information on My Account tab	X	X
2. Input and change profile data	X	X
3. Certify the profile for accuracy	X	X
4. Input and submit a 5300 Call Report	X	X
5. Add, edit, and delete users	X	
6. Reset passwords and unlock user accounts	X	
7. Resend account verification email	X	

- ▶ **To Do:** Determine who the CU Administrators and users will be for your credit union. Note: Must have at least 2 administrators

The Login Page

- ▶ Accessed on www.NCUA.gov
 1. Click on “Credit Union Online”
 2. Click on “Login to Credit Union Online”



 Corporate Stabilization Program	 The Resource Connection for Credit Unions	 Consumer Assistance 1-800-755-1030
 Consumer Share Insurance Information and Tool Kit	 Credit Union Online	 Careers at NCUA

Credit Union Online

Credit Union Online is a web-based program to capture and display credit union information. This environment includes an online application for credit unions to manage profile information and submit their 5300 Call Report and Report of Officials data. The Online system replaced the software-based data collection program as of September 1, 2009.

- [Login to Credit Union Online](#)

Getting Started: INITIAL Login Process

- ▶ Step 1: Retrieve letter from NCUA – mailed at end of August

- ▶ Step 2: Go to Login page on NCUA.gov
 - a. Go to www.NCUA.gov
 - b. Click on “Credit Union Online”
 - c. Click on “Login to Credit Union Online”

Credit Union Online

Credit Union Online is a web-based program to capture and display credit union information. This environment includes an online application for credit unions to manage profile information and submit their 5300 Call Report and Report of Officials data. The Online system replaced the software-based data collection program as of September 1, 2009.

[- Login to Credit Union Online](#)

Getting Started: INITIAL Login Process

- ▶ Step 3: Enter your username and password from the letter you received from NCUA
 - Note: This username and password is for a CU Administrator and can only be used once.
 - Once this process is complete – this person can set up other users
 - Note: L's, I's, and zeros look like other letters
 - If you use password reset – cut and paste from the email into the online system if having difficulty logging in

Credit Unions Whose Filing Status is Online

Online Instruction Guide: This booklet contains instructions for setting up user accounts, completing profile data, and completing and submitting your 5300 Call Report. Your username and password for accessing the online system is:

Online Login: _____

Online Password: _____

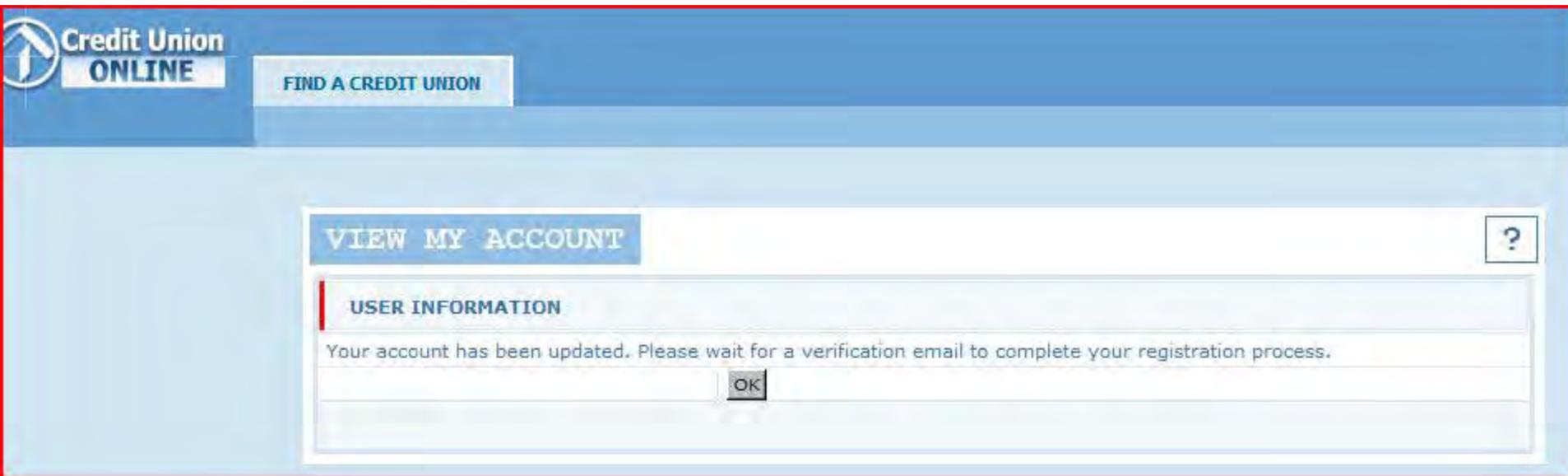
Getting Started: INITIAL Login Process

- ▶ Step 4: Enter your first name, last name and email address
 - Enter a new password for yourself
 - Must be at least 8 characters long with at least one upper case letter, one lower case letter, and one number
 - Click “Save”

The screenshot shows the 'Credit Union ONLINE' interface. At the top left is the logo and the text 'Credit Union ONLINE'. To its right is a button labeled 'FIND A CREDIT UNION'. Below this is a large light blue area containing a white box titled 'EDIT MY ACCOUNT' with a question mark icon in the top right corner. Inside this box, under the heading 'PROFILE INFORMATION', there are five rows of input fields, each with a red asterisk and a label: '*First Name:', '*Last Name:', '*Email:', '*Password:', and '*Confirm Password:'. At the bottom right of this section is a 'SAVE' button.

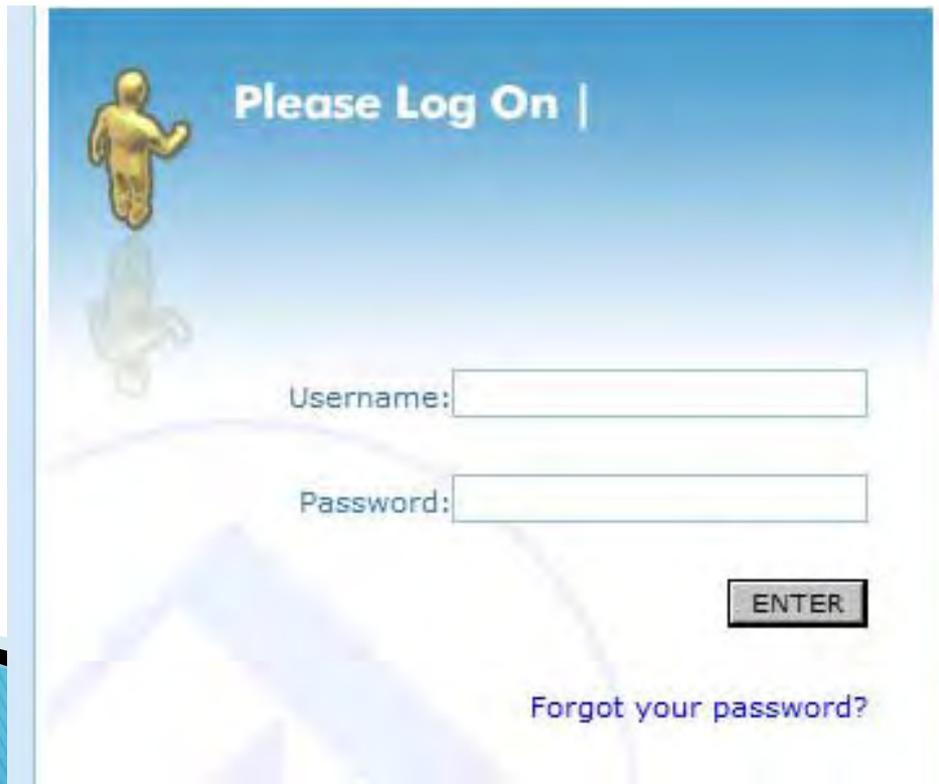
Getting Started: INITIAL Login Process

- ▶ Step 5: User will get this message. Open your email account to retrieve a message from CreditUnionOnline@NCUA.gov



Getting Started: INITIAL Login Process

- ▶ Step 7: Login to the online system
 - Use the Username from the NCUA letter
 - This cannot be changed
 - Use the new password you just selected



Please Log On |

Username:

Password:

ENTER

[Forgot your password?](#)

Unable to login:

Contact Technical Customer Support at 1(800) 827-3255 to ensure your account is not locked!
(accounts locked after 5 tries)

CU Users – CU Administrators

- ▶ Click the Add User button on the left navigation bar to add a user



The screenshot shows the Credit Union ONLINE interface. The top navigation bar includes 'Credit Union ONLINE', 'CREDIT UNIONS', and 'MY ACCOUNT'. Below this is a secondary navigation bar with tabs for 'General', 'Call Reports', 'Contacts', 'Sites', 'IS & T', 'Regulatory', 'CUSOs', 'Programs & Services', and 'Users'. The 'Users' tab is selected. On the left, under 'RELATED TASKS', there is a 'FIND A CREDIT UNION' section and an 'ADD USER' button. The main content area is titled 'USERS' and displays a table of users. The table has columns for 'Username', 'First Name', 'Last Name', 'Email', and 'Actions'. A single user is listed with the following details:

Username	First Name	Last Name	Email	Actions
Admin3238_lt	Admin	Lt	admin_lt@ncua.lan	VIEW

- ▶ Click the “View” button to edit/delete/unlock/reset a password for a user

CU Users – Add User

- ▶ All users must have a unique username
- ▶ Passwords must be 8 –24 characters with at least one uppercase letter, one lower case letter, and one number

General | Call Reports | Contacts | Sites | IS & T | Regulatory | CUSOs | Programs & Services | Users

RELATED TASKS

BACK TO USERS

FIND A CREDIT UNION

ADD USER ?

Charter Number: 3238 Credit Union Name: DESERT SCHOOLS

USER INFORMATION

*Username:

*First Name:

*Last Name:

*Password:

Confirm Password:

*Email:

*Role:

SAVE CANCEL

After a user is added, they will receive an email notification. The user must click a link in the email to finalize registration. They can then login.

CU Users – Edit/Unlock/Reset Password

- ▶ Look for buttons to assist your users
 - “Unlock User” appears when a user is locked out
 - “Reset Password”
 - “Resend Account Verification” appears until the user validates their account

The screenshot displays a web application interface for user management. At the top, there is a navigation bar with tabs for 'General', 'Call Reports', 'Contacts', 'Sites', 'IS & T', 'Regulatory', 'CUSOs', 'Programs & Services', and 'Users'. Below this, a sidebar on the left contains 'RELATED TASKS' with links for 'BACK TO USERS', 'FIND A CREDIT UNION', and 'RESET PASSWORD'. The main content area is titled 'VIEW USER' and shows details for a user with 'Charter Number: 3238' and 'Credit Union Name: DESERT SCHOOLS'. The 'USER INFORMATION' section lists the following details:

Username:	Admin3238_lt
First Name:	Admin
Last Name:	Lt
Email:	admin_lt@ncua.lan
Role:	Credit Union Administrator

At the bottom of the user information section, there are three buttons: 'EDIT', 'DELETE', and 'CANCEL'.

Enter Your Data

- ▶ **General** – EIN, Misc information, Part 748 Certification
- ▶ **Contacts** – people employed by or associated with the credit union
- ▶ **Sites** – branches, disaster recovery location, vital records center
- ▶ **IS&T** – Information Systems and Technology and Data Processing Conversion information
- ▶ **Regulatory** – Annual Meeting, Audit, Verification, and Disaster Recovery Information
- ▶ **CUSO** – Credit Union Service Organizations
- ▶ **Programs and Services** – programs or services the credit union offers to members

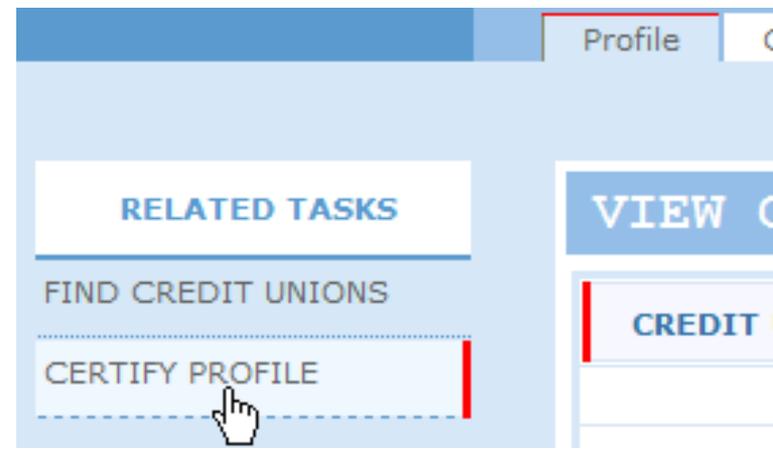
Multi-select Fields

- ▶ Contacts, Sites, CUSOs, Program/Services tabs have multi-select fields
- ▶ Check all that apply
- ▶ Example: Do not need to list John Smith 3 times – can select all job titles that apply to him

*Job Title:	<input type="checkbox"/> Manager or CEO
	<input type="checkbox"/> Chairperson
	<input type="checkbox"/> Vice Chairperson
	<input type="checkbox"/> Board Secretary
	<input type="checkbox"/> Board Treasurer
	<input type="checkbox"/> Board Member
	<input type="checkbox"/> Supervisory Committee Chairperson
	<input type="checkbox"/> Supervisory Committee Member
	<input type="checkbox"/> Credit Committee Chairperson
	<input type="checkbox"/> Credit Committee Member
	<input checked="" type="checkbox"/> Chief Financial Officer
	<input type="checkbox"/> Chief Information Officer
	<input type="checkbox"/> Internal Auditor
	<input type="checkbox"/> Other
Contact Role:	<input type="checkbox"/> General Credit Union Contact
	<input checked="" type="checkbox"/> Call Report Contact
	<input type="checkbox"/> Profile Information Contact
	<input type="checkbox"/> Primary Patriot Act Contact
	<input checked="" type="checkbox"/> Secondary Patriot Act Contact
	<input type="checkbox"/> Primary Emergency Contact
	<input checked="" type="checkbox"/> Secondary Emergency Contact
	<input type="checkbox"/> Credit Union Employee
	<input type="checkbox"/> Volunteer

Certifying Profile for Accuracy

- ▶ Credit unions will certify the profile for accuracy each quarter
 - System checks to ensure all required information has been entered into the profile
 - Certification must be completed before submitting the Call Report
 - For manual credit unions, the regulator will certify the profile based on the paper form
 - “Certify Profile” on the left navigation bar throughout the online system



Certifying Profile for Accuracy

CERTIFICATION INFORMATION

Please review the tab for each of the following profile areas for accuracy and update the information as necessary. Once you have reviewed the information in the profile area, please check the corresponding box below. By checking each box, you are certifying the accuracy of your credit union's profile information and declaring the information you have provided is complete and accurate to the best of your knowledge.

- General
- Contacts
- Sites
- CUSOs
- Information Systems & Technology (IS & T)
- Regulatory
- Programs & Services

in specified. By checking each box, you are certifying that your credit union does not arising the information you have provided is complete and accurate to the best of your

knowledge.

- Vice Chairperson
- Board Treasurer
- Supervisory Committee Chairpers
- Supervisory Committee Member

Certifier First Name:

Certifier Last Name:

By clicking "Certify", I understand each operating insured credit union must update the information in the profile within 30 days after the election or appointment of senior management or volunteer officials, or within 30 days of any change of the information in the profile. I hereby declare to the best of my knowledge and belief the information is current and accurate. I make this certification pursuant to sections 106, 120, and 204 of the Federal Credit Union Act (12 U.S.C. 1756, 1766, and 1784).

CERTIFY

CANCEL

- Users must check all the boxes and attest to the accuracy of the profile data

If any officials are vacant – check these boxes

Certifying Profile for Accuracy

- The system reports any failed edit checks
- User required to correct all errors and then try to certify again

CERTIFY PROFILE

Sites - One and only one main office is required.

Sites - At least one Disaster Recovery Location is required.

Sites - At least one Vital Records Center is required.

Sites - At least one Location of Records is required.

Contacts - At least one Call Report Contact is required.

Contacts - At least one Profile Information Contact is required.

Contacts - One and only one Primary Patriot Act Contact is required.

Contacts - One and only one Secondary Patriot Act Contact is required.

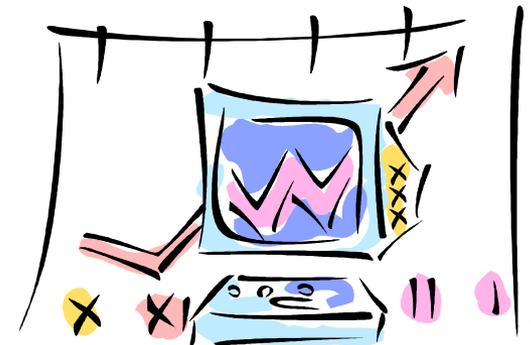
Contacts - One and only one Primary Emergency Contact is required.

Contacts - One and only one Secondary Emergency Contact is required.

General - A Part 748.0 Certification is required.

Online 5300 Call Report

- ▶ Located within the online profile
- ▶ 5300 Call Report software eliminated
- ▶ Online instructions
- ▶ Edits received real-time during completion of the call report
- ▶ Ability to complete a section, save it, and return later to complete it
- ▶ Ability to correct prior period call reports back to June 2006
 - Prior to June 2006, send to NCUA Regional Office



Call Report Status

- ▶ Pending – Call Report has been started or is being corrected. The Call Report must be in pending status for the credit union to add/edit data.
- ▶ Submitted – Call Report has been submitted. Needs to be validated by the Regulator
- ▶ Under Review – Call Report has been “locked” for review by the Regulator. Credit union cannot make changes to the Call Report while in locked status.
- ▶ Validated – Call Report has been validated by the Regulator

Call Reports Tab

- ▶ Start a Call Report
- ▶ View and edit Call Report data back to June 2006
- ▶ View Call Reports (back to June 1990)

The screenshot displays the 'Call Reports Tab' interface. At the top, there is a navigation bar with tabs for 'General', 'Call Reports', 'Contacts', 'Sites', 'IS & T', 'Regulatory', 'CUSOs', 'Programs & Services', and 'Users'. The 'Call Reports' tab is selected. On the left, a 'RELATED TASKS' sidebar lists: 'FIND A CREDIT UNION', 'START CALL REPORT', 'IMPORT CALL REPORT', and 'OPEN FINANCIAL PERFORMANCE REPORT'. An arrow points to 'START CALL REPORT'. The main content area is titled 'CALL REPORT SUBMISSIONS' and includes a search bar with a question mark icon. Below this, it shows 'Charter Number: 68269' and 'Credit Union Name: CLEARSTAR FINANCIAL'. The 'FILING INFORMATION' section contains 'Filing Type: Online Filer' and a question: 'Does the credit union use a third party to assist with updating the profile and/or call report?' with the answer 'No' and an 'EDIT' button. At the bottom, a table titled 'CALL REPORT SUBMISSIONS' lists submission data.

Cycle Date	Submission Status	Is Correction	Actions
June-2009	Pending	No	VIEW
March-2009	Validated	Yes	VIEW
December-2008	Validated	Yes	VIEW

Click the "View" button to view/edit a Call Report

Call Report – Start a New Call Report

- ▶ After the user clicks the “Start Call Report” button, this screen will appear, click “Save.”

ADD CALL REPORT ?

Charter Number: 7840 Credit Union Name: TRULIANT

CALL REPORT INFORMATION

Charter Number: 7840

Credit Union Name: TRULIANT

Cycle Date:

- ▶ The Call Report will then show as pending on the main Call Report page

CALL REPORT SUBMISSIONS			
Cycle Date	Submission Status	Is Correction	Actions
September-2009	Pending	Yes	<input type="button" value="VIEW"/>

Correcting Call Reports

General | Call Reports | Contacts | Sites | IS & T | Regulatory | CUSOs | Programs & Services | Users

VIEW CALL REPORT [?]

Charter Number: 3238

CALL REPORT INFORMATION

Charter Number:	3238
Credit Union Name:	DESERT SCHOOLS
Cycle Date:	September-2009
Submission Status:	Validated
Is Correction:	Yes
Submission Date:	8/26/2009
Certifier:	Manager Name

PAGES

Title	Paper	Page #	Actions
			<input type="button" value="VIEW"/>

Do not need to certify the profile to correct a Call Report . Certification is required for the initial submission during the cycle

CALL REPORT SUBMISSIONS

Cycle Date	Submission Status	Is Correction	Actions
September-2009	Pending	Yes	<input type="button" value="VIEW"/>
September-2009	Validated	Yes	<input type="button" value="VIEW"/>
June-2009	Validated	Yes	<input type="button" value="VIEW"/>

Call Report – Pending Status

- Allows users to submit, or cancel to return to main screen
- CU Admin can delete a corrected call report that is “Pending”
- View individual pages of Call Report

The screenshot shows a web application interface for viewing a call report. The interface includes a navigation menu on the left, a header with tabs, and a main content area with a 'VIEW CALL REPORT' section and a 'PAGES' table. A red arrow points to the 'DELETE' button, and another red arrow points to the 'VIEW' button in the 'PAGES' table.

General | Call Reports | Contacts | Sites | IS & T | Regulatory | CUSOs | Programs & Services | Users

RELATED TASKS

- BACK TO CALL REPORTS
- FIND A CREDIT UNION
- VIEW ALL PAGES
- VIEW ERRORS
- COMMENT WARNINGS
- DOWNLOAD CALL REPORT

VIEW CALL REPORT ?

Charter Number: 68269 Credit Union Name: CLEARSTAR FINANCIAL

CALL REPORT INFORMATION

Charter Number:	68269
Credit Union Name:	CLEARSTAR FINANCIAL
Cycle Date:	March-2009
Submission Status:	Pending
Is Correction:	Yes
Submission Date:	
Certifier:	
Validation Date:	
Validation Comment:	

DELETE SUBMIT CANCEL

PAGES

Title		Actions
Contact and Certification Page		VIEW
Emergency Contact Page	2	VIEW
Statement of Financial Condition	3	VIEW

Call Report Navigation Tips

- Use the tab key to move through the cells
- Whenever you click “Save” the errors and warnings refresh, fields are calculated, and commas are put in – be patient!
- When navigating using the page links, the call report will save before moving to the selected page



The screenshot shows a navigation bar with 17 page links labeled 'Page 1' through 'Page 17'. Below the links, the text 'Page 1. Statement of Financial Condition' is displayed. At the bottom of the bar are four buttons: 'SAVE', 'SAVE & NEXT', 'SAVE & BACK', and 'CANCEL'.

- If entering information and click on a profile tab and out of the call report, if you have not saved, data entered is lost.
- Save and save often!

Call Reports – View Errors

- Click “View Errors” on the left navigation bar to see any errors that need corrected

RELATED TASKS

- BACK TO CALL REPORTS
- FIND CREDIT UNIONS
- VIEW ALL PAGES
- VIEW ERRORS
- COMMENT WARNINGS

VIEW CALL REP

Charter Number: 7840

CALL REPORT INFORMA

Char

Credit

VIEW ERRORS

Charter Number: 19879

Credit Union Name

File Date: June-2009

ERRORS

Edit Code	Error Message	Page List
0004	The number of used vehicle loans is either zero, is equal to, or greater than the amount of used vehicle loans (accounts 968, 370).	Page 4
0012	The number of total loans is either zero, is equal to, or greater than the amount of total loans (accounts 025A, 025B).	Page 4
0025	Total liabilities, shares and equity must equal total assets (accounts 014, 010).	Page 4 Page 6 Page 14

The Page numbers are links that take the user to the page the edit references

Call Reports – Comment Warnings

- To display Call Report warnings click “Comment Warnings” on the left navigation bar

RELATED TASKS

- BACK TO CALL REPORTS
- FIND CREDIT UNIONS
- VIEW ERRORS
- COMMENT WARNINGS

VIEW CALL REPORT

Charter Number: 10040

CALL REPORT INFORMATION

Charter Number: 10040

Charter Number: 7840 Credit Union Name: TRULIAN

WARNINGS

Edit Code	Error Message	Page Link	Comment
0943	The number of potential credit unions members (account 084) exceeds current members by more than 1,000,000. Please double-check this figure for accuracy.	Page 6	We recently expanded our FOM.
0960	An amount has been reported for new vehicle loans (account 385), but the interest rate for new vehicle loans (account 523) is zero or has been left blank. Please double-check these figures for accuracy.	Page 2	We are offering zero percent introductory loans
0961	An amount has been reported for used vehicle loans (account 370), but the interest rate for used vehicle loans (account 524) is zero or has been left blank. Please double-check these figures for accuracy.	Page 2	We are offering zero percent introductory loans

All warnings must have a comment.

The page numbers are links to the pages in the call report the edit references

Call Reports – Submit Call Report

- To submit a call report, Enter the certifier first and last name and click on the Submit button.

SUBMIT CALL REPORT ?

Charter Number: 7840 Credit Union Name: TRULIANT Cycle Date: September-2009

CALL REPORT INFORMATION

Charter Number:	7840
Credit Union Name:	TRULIANT
Cycle Date:	September-2009
Submission Status:	Pending

By clicking "Submit", I hereby certify the information being submitted is complete and accurate to the best of my knowledge and has been certified by the person below. If submitted information is not accurate, I understand I am required to submit a corrected Call Report upon notification or the discovery of a need for correction. I understand false entries and reports or statement, including material omissions, with intent to injure or defraud the credit unions, the National Credit Union Administration, its examiners, or other individuals or companies is punishable under 18 U.S.C. 1006.

Credit Union Certifier First Name:	<input type="text" value="Manager"/>
Credit Union Certifier Last Name:	<input type="text" value="Name"/>
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>	

Historical Warnings – After Submission

- ▶ Click “View Historical Warnings”
- ▶ Download Call Report

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes the following items:

- RELATED TASKS
- BACK TO CALL REPORTS
- FIND A CREDIT UNION
- VIEW ALL PAGES
- VIEW ERRORS
- COMMENT WARNINGS
- VIEW HISTORICAL WARNINGS
- DOWNLOAD CALL REPORT
- REQUEST FPR

The main content area is titled "VIEW CALL REPORT" and displays the following information:

Charter Number: 3238 Credit Union Name: DESERT SCHOOLS

CALL REPORT INFORMATION

Charter Number:	3238
Credit Union Name:	DESERT SCHOOLS
Cycle Date:	September-2009
Submission Status:	Submitted
Is Correction:	Yes
Submission Date:	8/26/2009
Certifier:	Manager Name

UNSUBMIT CANCEL

PAGES

Title	Paper Page #	Actions
Statement of Financial Condition	1	VIEW
Statement of Financial Condition (continued)	2	VIEW

Call Reports – Under Review

- The Call Report has been locked by the Regulator for review
- If changes need to be made, contact the Regulator or wait until it is validated

The screenshot shows a web application interface. At the top, there is a navigation bar with 'ONLINE' and 'MY ACCOUNT' tabs. Below this is a sub-navigation bar with tabs for 'General', 'Call Reports', 'Contacts', 'Sites', 'IS & T', 'Regulatory', 'CUSOs', 'Programs & Services', and 'Users'. The 'Call Reports' tab is selected. On the left side, there is a 'RELATED TASKS' sidebar with links: 'FIND A CREDIT UNION', 'START CALL REPORT', 'IMPORT CALL REPORT', and 'OPEN FINANCIAL PERFORMANCE REPORT'. The main content area is titled 'CALL REPORT SUBMISSIONS' and contains a form for 'FILING INFORMATION'. The form shows 'Charter Number: 3238' and 'Credit Union Name: DESERT SCHOOLS'. The 'Filing Type' is 'Online Filer'. A question is asked: 'Does the credit union use a third party to assist with updating the profile and/or call report?' with the answer 'No'. There is an 'EDIT' button. Below the form is a table titled 'CALL REPORT SUBMISSIONS' with columns: 'Cycle Date', 'Submission Status', 'Correction', and 'Actions'. The table has one row: 'September-2009', 'Under Review', 'Yes', and a 'VIEW' button. A red arrow points to the 'Under Review' status.

ONLINE CREDIT UNIONS MY ACCOUNT

General Call Reports Contacts Sites IS & T Regulatory CUSOs Programs & Services Users

RELATED TASKS

- FIND A CREDIT UNION
- START CALL REPORT
- IMPORT CALL REPORT
- OPEN FINANCIAL PERFORMANCE REPORT

CALL REPORT SUBMISSIONS ?

Charter Number: 3238 Credit Union Name: DESERT SCHOOLS

FILING INFORMATION

Filing Type: Online Filer

Does the credit union use a third party to assist with updating the profile and/or call report? No

EDIT

CALL REPORT SUBMISSIONS

Cycle Date	Submission Status	Correction	Actions
September-2009	Under Review	Yes	VIEW

When in Doubt – Read the Instructions or use the Help Tips within the system

ONLINE CREDIT UNION PROFILE
AND
5300 CALL REPORT

INSTRUCTION GUIDE For Natural Person Credit Unions

**Online Help Tips
located throughout the
site. Click the “?”**

**Open in new window
with Acrobat Reader
(PDF File)**



The screenshot shows a web application interface with a light blue header. On the left, there is a blue button labeled "FIND CREDIT UNIONS". On the right, there is a small square icon containing a question mark "?". Below the header is a section titled "CREDIT UNION INFORMATION" with a vertical red bar on the left. This section contains three input fields: "Charter Number:" with an empty text box, "Credit Union Name:" with an empty text box, and "Credit Union Type:" with three checkboxes: "FCU" (checked), "FISCU" (checked), and "NFICU" (unchecked).

Documents/Information Needed to Complete the Profile

- 1. Credit Union Employer Identification Number (EIN)**
- 2. Report of Officials**
 - Complete addresses and phone number for all officials, Supervisory Committee, and Credit Committee Members
 - List of all branch locations with complete addresses and phone numbers (include foreign branches)
 - Latest annual meeting date
- 3. June 2009 5300 Call Report**
 - Approximately 4 pages of information moved to the profile

Documents/Information Needed to Complete the Profile

4. Listing of all CUSOs the credit union uses or is associated with regardless of whether they have a financial interest
 - City and State of the headquarters
 - All services that CUSO provides to you
 - CUSO is any entity in which a credit union has an ownership interest or to which a credit union has extended a loan and that is engaged primarily in providing products or services to credit unions or credit union members.

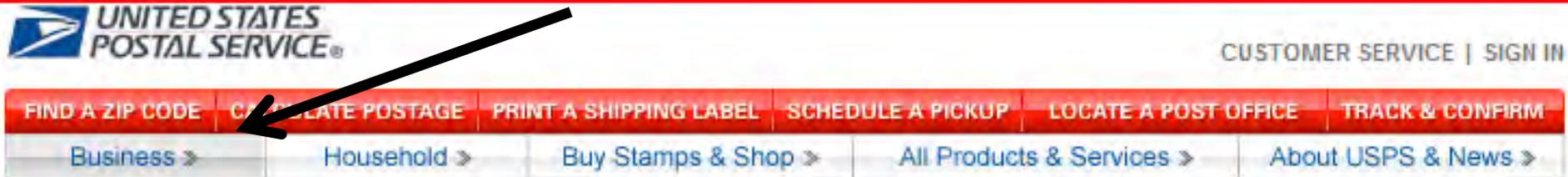
Profile Data Entry Time

- ▶ Many edits built into the system to prevent bad data entry and ensure all required information is entered
- ▶ Time to enter a profile varies – depending on the size of the credit union, number of branches, number of CUSOs, etc.
- ▶ Multiple users can input information
- ▶ Once data is in, users are only required to add, edit, delete information as it changes.



Address Verification

- ▶ All addresses in system – street, city, state, and zip code must match the USPS
- ▶ Lookup addresses on www.usps.com
 - Find a Zip Code function
 - Some addresses may not be found



- ▶ If address not found, contact NCUA's Technical Customer Support Desk at 1-800-827-3255 for assistance after 9/28/09

Credit Union Industry Webcasts

- **August 12, 2009** – Archived on NCUA.gov
- **September 2, 2009** – Archived on NCUA.gov
- **September 23, 2009** – will be archived and posted by 9/28/09
- **October 7, 2009** – focus on the 5300 Call Report
- Registration information on www.NCUA.gov on the Credit Union Online webpage



Help is Available!

NCUA's Technical Customer Support Desk

- ▶ Email: CSDESK@NCUA.GOV
- ▶ Phone: 1-800-827-3255
- ▶ Your NCUA examiner or State Regulator can answer questions regarding how to complete information!

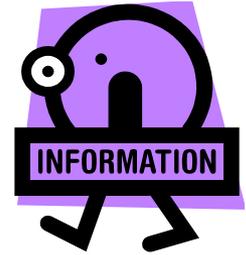
5300 Profile & Call Report Clinics Office of Small Credit Union Initiatives

- ▶ Reference the following link on NCUA's website for dates, times and locations:

<http://www.ncua.gov/Resources/CreditUnionDevelopment/Events.aspx>



More Information



On our website –

1. Click on Data and Services
2. Select Online Credit Union Profile and 5300 Call Report

The screenshot shows the NCUA website homepage. At the top, there is a navigation bar with links for Home, About NCUA, Contact Us, Site Map, and OIG. Below this is a secondary navigation bar with links for General Information, News and Publications, Media Center, and Data and Services. A red arrow points to the 'Data and Services' link. Below the navigation bars is a 'Web Announcements' section with a banner for 'Credit Union Online Is Now Available' and a link for 'New User? Click here!'. The main content area features the NCUA logo and a description of the agency's role. Below this are several service tiles: 'Corporate Stabilization Program', 'The Resource Connection for Credit Unions', 'Consumer Assistance 1-800-755-1030', 'Credit Union Online', and 'Careers at NCUA'. A red arrow points to the 'Credit Union Online' tile. On the right side, there are two additional sections: 'Share Insurance Information' featuring Jane Bryant Quinn and 'Agency Alerts and Consumer Information' with a list of news items.

NCUA Home About NCUA Contact Us Site Map OIG RSS Feeds

General Information News and Publications Media Center **Data and Services**

Web Announcements: Credit Union Online Is Now Available [New User? Click here!](#)

NCUA

The National Credit Union Administration (NCUA) is the independent federal agency that charters and supervises federal credit unions throughout the United States and its territories.

NCUA administers the National Credit Union Share Insurance Fund (NCUSIF). Backed by the full faith and credit of the United States government, the NCUSIF insures the member accounts in all federal credit unions and the substantial majority of state-chartered credit unions.

Corporate Stabilization Program

The Resource Connection for Credit Unions

Consumer Assistance
1-800-755-1030

Credit Union Online

Careers at NCUA

Share Insurance Information

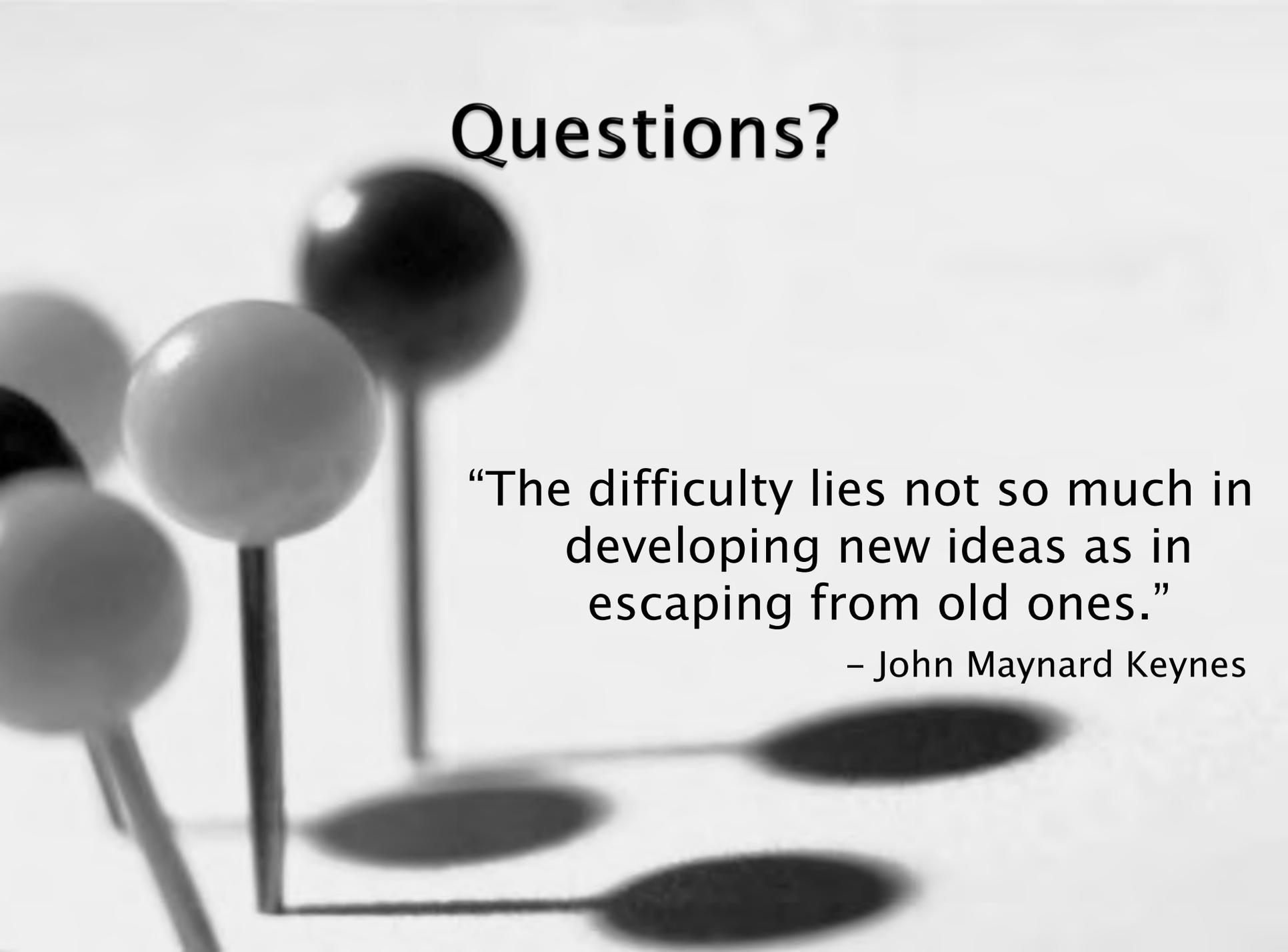
Jane Bryant Quinn
Your Funds in a Federally Insured Credit Union are Safe

- * NCUA Share Insurance Tool Kit
- * \$250,000 Insurance Protection Extended to 2013

Agency Alerts and Consumer Information

- News Media Contact: 703-518-6330
- Making Home Affordable Program
- FBI Statement for Financial Institutions
- Fraud Information Center
- Fraudulent E-mail Alert

Questions?



“The difficulty lies not so much in developing new ideas as in escaping from old ones.”

– John Maynard Keynes