

To: Credit Union Administrators

Subject: New Credit Union Profile – What You Need to Certify the First Time

Welcome to the new Credit Union Profile. This new online reporting tool allows you to enter key information about your credit union once, and then only update it when that information changes. Because of the amount of data a credit union must enter the first time, we have prepared this sheet to help you gather all the information that you will need. It explains where the information is already available, and what additional information you'll need in order to complete the Profile pages and successfully certify by the deadline of October 1, 2009. **Certification** is a process where the credit union attests that all information is complete and accurate and the system does a series of edit checks to ensure all required information has been entered. A credit union must enter their profile and certify prior to submitting their 5300 Call Report.

First Time Profile Page Entries – What You Will Need		
Activity/Section	Where is it already captured	Additional Info Needed
Username and Password to access online system	Not applicable – all prior usernames and passwords cannot be used with the new online system.	NCUA 5300 Letter with your assigned Username and Password. This will be mailed through the postal system to all credit unions on August 25, 2009.
General	The most recent Report of Officials and 5300 Call Report submitted to NCUA	<u>Fields</u> 1. Employer Identification Number (EIN) – New! 2. Credit Committee Type (from ROO) 3. Primary Settlement Agent (from 5300) 4. FHLB and FRB Questions (from 5300)
Contacts	The most recent Report of Officials submitted to NCUA	See “Contacts” section in Tip Sheet for details about all required contacts and the data required for each.
Sites	The most recent Report of Officials submitted to NCUA	See “Sites” section in Tip Sheet for detailed information about required sites data.
IS&T	5300 Call Report: Information Systems and Technology section	Minor changes to the questions. Answer all questions in online system, as applicable.
Regulatory	5300 Call Report: Misc. Information questions #1 and #2; Disaster Recovery questions from page 2. Report of Officials: Annual Meeting date	<u>Dates of the most recent:</u> 1. Supervisory Committee Audit 2. Member Account Verification 3. Disaster Recovery Test and DR questions 4. Annual Meeting (from ROO)
CUSOs	5300 Call Report: Schedule C, Credit Union Service Organization (CUSO) Information and a list of all CUSOs the credit union uses (not just the ones you have a financial interest).	<u>New fields for each CUSO:</u> 1. City of headquarters 2. State of headquarters 3. All services used with the CUSO
Programs and Services	5300 Call Report: Miscellaneous Information Questions #9 and #10 (Programs and Services section only)	1. <u>Optional Grant Information:</u> Date, amount, grantor 2. <u>Optional Credit Union Partnership:</u> Name of CU, nature of partnership, and type of service received
Users	Not applicable	Username, First Name, Last Name, Password, Email Address, Role (administrator vs. user) for all users who should be granted access to the online reporting system.

Key Tools Needed: *NCUA Letter with Username/Password *June 2009 Call Report *Report of Officials

Credit Union Profile Pages – Tip Sheet

The credit union Profile must be certified each quarter in order to upload the 5300 report.

Certification Process: Login → Click “Certify Profile” from any screen on the left side under “Related Tasks” → Follow Instructions and place a check next to all sections and enter the Certifier’s name → Click Certify link → Correct errors as needed until certification is accepted.

Mandatory Fields	Minimum Required for Certification	Other Requirements
Contacts		
<ul style="list-style-type: none"> • Salutation • First Name • Last Name • Job Title(s) • Role(s) • Credit Union • Employment type • Home address and home phone number for all Job Titles except CFO, CIO, Auditor, and Other • At least one email address for contacts who have a Role identified with an * 	<p><u>The following Job Titles:</u></p> <ol style="list-style-type: none"> 1. 1 Manager or CEO (cannot be #2, 6, or 7) 2. 1 Chairperson (cannot be #1) 3. 1 Vice Chairperson (cannot be #2) 4. Board Treasurer (cannot be #2, or 3) 5. All Board Members 6. Supervisory Committee Chairperson (FCU Only) 7. At least 2 Supervisory Committee Members (FCU Only) <p><u>The following Role IDs:</u></p> <ol style="list-style-type: none"> 1. Call Report Contact (at least one)* 2. Profile Information Contact (at least one)* 3. 1 Primary Patriot Act Contact* 4. 1 Secondary Patriot Act Contact* 5. 1 Primary Emergency Contact 6. 1 Secondary Emergency Contact 	<ul style="list-style-type: none"> • If a state chartered credit union identifies a Supervisory Committee Chairperson, they must also identify at least two Supervisory Committee members. • If a Credit Committee Chairperson has been identified, the user must also identify Credit Committee Members. • Every contact must have at least one phone OR one email address • Primary Patriot Act and Secondary Patriot Act Contacts must have either a work email or a work fax number.
Sites		
<ul style="list-style-type: none"> • Site Name • Operational Status • Site Type • Site Function • Physical Address • Phone number for all branch and Main/corporate offices 	<p><u>Site Functions:</u></p> <ol style="list-style-type: none"> 1. Main/corporate office 2. Vital Records Center 3. Disaster Recovery Location (cannot be #1) 4. Location(s) of Records 5. All branch offices 	<ul style="list-style-type: none"> • The Main/Corporate Office must have a physical address and a mailing address. • A physical address is required for all sites. • Shared Service Centers/Networks have a site type of “Other”
IS&T		
All questions, as applicable		
Regulatory		
Input the most recent Annual Meeting, Financial Statement Audit, Member Account Verification, and Disaster Recovery Test Dates. Complete additional Disaster Recovery questions, as applicable		
CUSOs		
<ul style="list-style-type: none"> • EIN • Name • City • State • Service Type(s) 		<p>If “Other” is selected under CUSO service type, user must enter detail in “Other (Please Specify)” field.</p>
Programs and Services		
Identify the Credit Union Programs and Member Services the credit union offers or plans to implement within the next 6 months by marking the box to the right of the applicable descriptions.		
Adding Users		
<ul style="list-style-type: none"> • Username • First Name • Last Name • Password/Confirm Pass. • Email • Role 		<p><u>The following Role IDs:</u> At least 2 Administrators</p>