

E-Data Instructions

The E-data portal is a secure communications portal that allows FCS institutions to share information with FCA’s Office of Examination. This Web portal enables System institutions to transmit examination-related information electronically—enhancing FCA’s ongoing risk-based examination program. When submitting a file or files, be aware that each submission is allowed only a single category and the total size of all files in the submission must be within the file size limit. See below for the description of the categories and suggestions on how to reduce the files size of pdf documents.

For questions regarding what categories to file your submissions under, contact [Melinda Huber](#) at 916-604-3136 or [Dave Woltman](#) at 952-259-0425.

Categories

The following table lists the possible E-Data submission categories and their descriptions. You may add multiple attachments to each submission, but all attachments will be assigned to the same E-Data category that you selected. If you need to submit files under different E-Data categories, you should create separate submissions.

Audit Reports	Internal and external Audit Reports on all topic areas.
Board/Committee Materials	All board and board committee materials.
Criminal Referrals	FCA Criminal Referral form.
District Reports	For Bank Use. Reports that the bank completes with district-wide (usually comparison) information.
Enforcement and Supervision	Used only for any submissions related to enforcement or supervision required by OE’s Risk Supervision Division (RSD).
Human Resource Documents	Affirmative action, incentive, performance evaluations, standards of conduct reports and disclosures, training and development documents, board election materials, etc.
Legal Documents	GFAs, bylaws, promissory notes, board and committee charters, and other legal documents.
Management Reports – Credit	Credit reports (including ALL) prepared by management to oversee the institution.
Management Reports - Finance	Finance reports prepared by management to oversee the institution.
Management Reports – IT	IT operational reports prepared by management to oversee the institution.
Management Reports – Other	Operational reports (financially related services, compliance, etc.), organizational charts, corrective action plans, etc.
Planning Documents	Operational and strategic business plans, Audit Plans and Risk Assessments, technology plans, marketing plans, YBS plans, business continuity plans, etc.
Policies/Procedures	Policies, procedures, and other manuals.

File Size Limitation

There is a 15MB file size limit per submission. If your submission exceeds 15 MB, it will be rejected and an e-mail will be sent to the e-mail address that is linked to your account. The e-mail will list the total submission size and the size of each attachment.

FCA would like the submitted files to be full text searchable and as small as possible without sacrificing the document contents. In order to accomplish this, we make the following suggestions:

- Avoid scanning documents to PDF as images. We prefer to receive copies of the original documents.
- If you want to submit your documents in PDF format, please save to PDF directly from the source document.
- Save the PDF as a reduced size PDF.
- If you must scan the document to PDF, after the document is in PDF, use the “Recognize Text in this file” option to make the PDF full text searchable and then save the PDF as a reduced size PDF.

If your submission still exceeds the 15 MB limit and you are adding multiple attachments to each submission, you will need to create separate submissions for each attachment.