

## FCS Data Portal Instructions

FCA provides a secure communication portal to allow FCS institutions to submit information to FCA. It is important you use the correct category to submit documents as outlined below to ensure your document reaches the appropriate person in FCA. Please note that your ability to submit CRS Data and/or E-Data is dependent on your access as specified by your institution.

### Submit CRS Data

- Call Reports and amendments
- Annual YBS Reports
- Syndication Study Reports
- 620 Shareholder Reports
- MRI Reports
- Funding Corporation Reports

### Submit E-Data

- Examination-related Documents
- Board and Committee Materials
- Business Plans
- Enforcement Documents
- Criminal Referrals

## Logging In

You will be required to log in when you try to access the FCS Data Portal from the FCA web site.

At the sign in screen, select “Farm Credit System Institution” from the drop-down and click the button to continue to sign in.

### Sign In

The site that you are accessing requires you to sign in. Select your organization from the following list.

Farm Credit System Institution ▾

[Continue to Sign In](#)

Enter your user name and password

### Sign in as Farm Credit System User

Please enter your user name and password.

User name:

Password:

[Sign In](#)

Enroll or login in FCA's self-service password management system to:

- Reset Password
- Change Password
- Unlock Account
- Change Enrollment Login

## Submit CRS Data

Click the “Submit Data to FCA” link on the left

Submit Data to FCA

View Files Submitted

Update Institution Profile

FCS Data Portal

### Submit Data to FCA

FCA provides a secure communication portal to allow FCS institutions to submit information to FCA. It is important you use the correct category to submit documents as outlined below to ensure your document reaches the appropriate person in FCA. For instructions on how to submit data to FCA, please click [here](#).

**Submit CRS Data**

- Call Reports and amendments
- Annual YBS Reports
- Syndication Study Reports
- 620 Shareholder Reports
- MRI Reports
- Funding Corporation Reports

**Submit E-Data**

- Examination-related Documents
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Enter a title that describes the submission

**Submit Data to FCA**

**Instructions**

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<b>Title:</b>	<input type="text" value="Submission Title"/>
<b>Submission Type:</b>	<input type="text"/> *
<b>Category:</b>	<input type="text"/> *
<b>Attachments:</b>	<input type="button" value="Click here to attach a file"/>
<input type="button" value="Submit"/>	

Click the drop-down and select “CRS Data” as the submission type

**Submit Data to FCA** Instructions

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Title:	Submission Title
Submission Type:	CRS Data
Category:	<input type="button" value="▼"/>
Report Date:	<input type="button" value="▼"/>
Comments:	
Attachments:	<input type="button" value="Click here to attach a file"/>

Click the drop-down and select the appropriate category for the submission

**Submit Data to FCA** Instructions

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Title:	Submission Title
Submission Type:	CRS Data
Category:	Annual Meeting Info Statement
Report Date:	<input type="button" value="▼"/>
Comments:	
Attachments:	<input type="button" value="Click here to attach a file"/>

Enter a report date

## Submit Data to FCA

Instructions

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Title:	Submission Title
Submission Type:	CRS Data
Category:	Annual Meeting Info Statement
Report Date:	6/30/2014 
Comments:	
Attachments:	 Click here to attach a file
<input type="button" value="Submit"/>	

Enter any optional comments

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Title:	Submission Title
Submission Type:	CRS Data
Category:	Annual Meeting Info Statement
Report Date:	6/30/2014 
Comments:	Optional Comments
Attachments:	 Click here to attach a file
<input type="button" value="Submit"/>	

Click the “Click here to attach a file” button to attach a file and click the “Browse” button to locate and select the attachment you want to submit. Click the “Attach” button.

Submit Data to FCA

Instructions

Attach File

Select a file, and then click Attach to upload it.

C:\Users\chug\Desktop\TestDoc.docx

holder Reports  
Annual Meeting Info Statement  
Annual YBS Reports  
Funding Corporation Reports  
Enforcement Documents  
Criminal Referrals

Category:	Annual Meeting Info Statement
Report Date:	6/30/2014 <input type="button" value="Calendar"/>
Comments:	Optional Comments
Attachments:	<input type="button" value="Click here to attach a file"/>
<input type="button" value="Submit"/>	

Click the “Submit” button to complete the submission.

Submit Data to FCA

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Title:	Submission Title
Submission Type:	CRS Data
Category:	Annual Meeting Info Statement
Report Date:	6/30/2014 <input type="button" value="Calendar"/>
Comments:	Optional Comments
Attachments:	<input type="button" value="Click here to attach a file"/>  TestDoc.docx
<input type="button" value="Submit"/>	

## Submit E-Data

Click the “Submit Data to FCA link” on the left

Submit Data to FCA  
View Files Submitted  
Update Institution Profile

FCS Data Portal

### Submit Data to FCA

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Enter a title that describes the submission

Submit Data to FCA		Instructions
<b>Submit CRS Data</b>		
<ul style="list-style-type: none"><li>• Call Reports and amendments</li><li>• Annual YBS Reports</li><li>• Syndication Study Reports</li><li>• 620 Shareholder Reports</li><li>• MRI Reports</li><li>• Funding Corporation Reports</li></ul>		
<b>Submit E-Data</b>		
<ul style="list-style-type: none"><li>• Examination-related Documents</li><li>• Board and Committee Materials</li><li>• Business Plans</li><li>• Enforcement Documents</li><li>• Criminal Referrals</li></ul>		
<b>Title:</b>	<input type="text" value="Submission Title"/>	
<b>Submission Type:</b>	<input type="text"/> <span style="color: red;">*</span> <input type="button" value="▼"/>	
<b>Category:</b>	<input type="text"/> <span style="color: red;">*</span> <input type="button" value="▼"/>	
<b>Attachments:</b>	<input type="button" value="Click here to attach a file"/>	
<input type="button" value="Submit"/>		

Select "E-Data" as the submission type

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<b>Title:</b>	Submission Title
<b>Submission Type:</b>	E-Data
<b>Category:</b> Description of Categories	<input type="button" value="*"/>
<b>Attachments:</b> 15 MB Submission Limit	<input type="button" value="Click here to attach a file"/>

Select the appropriate category for the submission

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<b>Title:</b>	Submission Title
<b>Submission Type:</b>	E-Data
<b>Category:</b> Description of Categories	<input type="button" value="Audit Reports"/>
<b>Attachments:</b> 15 MB Submission Limit	<input type="button" value="Click here to attach a file"/>

Click the “Click here to attach a file” button to attach a file and click the “Browse” button to locate and select the attachment you wish to submit. Click the “Attach” button

**Submissions: New Item**

Attach File

Select a file, and then click Attach to upload it.

C:\Users\chug\Desktop\TestDoc.docx

Attachment Documents  
Criminal Referrals

Attachments:  
15 MB Submission Limit

Click the “Submit” button to complete the submission

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**Title:**

**Submission Type:**

**Category:**

**Description of Categories**

**Attachments:**  
15 MB Submission Limit   
 TestDoc.docx

## Viewing Files Submitted

Click the “View Files Submitted” link on the left

**Submissions** ▾ All Submissions ▾

<input type="checkbox"/>	<input type="checkbox"/>	Title	Uninum	Submission Type	Category	Created	<input type="checkbox"/>	Created By
	<input type="checkbox"/>	E-Data Submission <small>NEW</small>	610000	E-Data	Audit Reports	7/17/2014 4:50 PM	<input checked="" type="checkbox"/>	webfca\tes

[+ Add new item](#)

## Logging Out

We strongly recommend that you log out of the FCS Data Portal after you complete your submissions. To log out, click on your account name underneath the search bar, and select “Sign Out.”

