

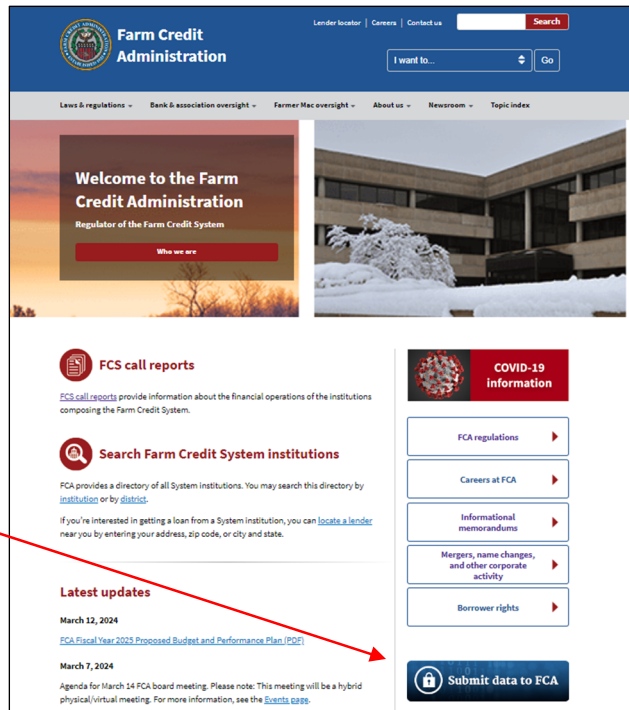
Appendix C – Instructions for submitting information to FCA

FCA provides a secure communication portal to allow FCS institutions to submit information to FCA. You must have an account to access the portal. When created each account is assigned a call report role, e-data role, or both.

Beginning with reporting for quarter-ending 3/31/2024, FCS institutions are expected to file their quarterly Call Report, related Addenda, and supplemental Call Report schedules RC.N1 and RC.N2 through FCA's Call Report application.

Sign-in access for FCA's secure data portal is available through:

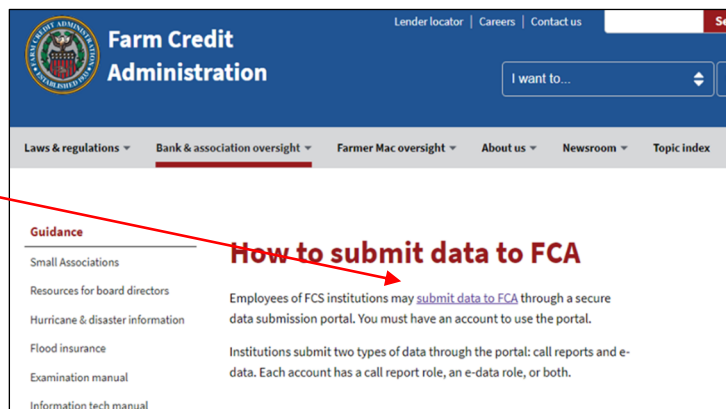
- the **Submit data to FCA** button on FCA's main website page (fca.gov), or



- the [submit data to FCA](#) link on the **How to submit data to FCA** page on the website.

Path to **How to submit data to FCA**:

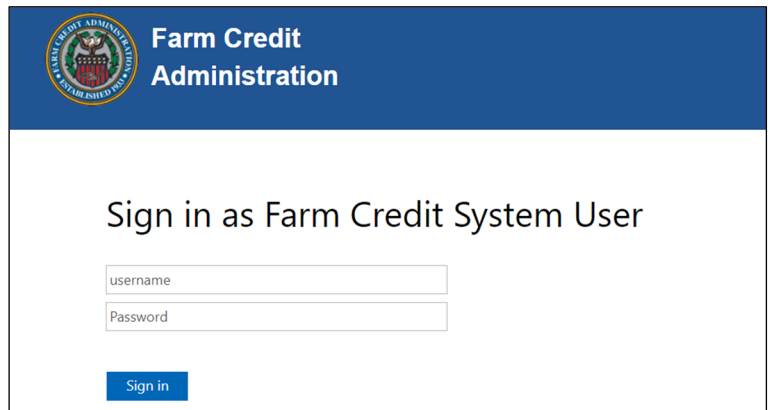
Main website page > FCS call reports > option under Guidance - **How to submit data to FCA**



- On the sign-in page, select Farm Credit System Institution.



- Sign-in to the submit data portal. Although not shown in the snapshot, this page has a link to FCA's Self-Service Password Management Portal, which will allow you to reset or change your account password. If you don't have an account, you will need to submit an Account Request form to the FCA Helpline.



Submitting Quarterly Call Report, Addendum, and Supplemental Call Report Schedules RC.N1 & RC.N2

- Once signed-in, a user will be able to:
 - access the Call Report application and submit Call Report data, Call Report addendums, and Supplemental Call Report schedules RC.N1 and RC.N2.
 - link to the Call Report application's users guide
 - link to the Uniform Call Report Instruction manual

Submit Other CRS and E-Data

Home
FCS Data Portal

Call Report Application

Submit data to FCA

FCA's communication portal allows an FCS institution to securely submit information to FCA. Each log-in account is assigned a call report role, an e-data role, or both. It is important to have the correct type of account to ensure your documents reach the appropriate person in FCA.

The call report role

With a call report role account, you can submit your institution's call reports, file other CRS documents, and update your institution's profile information. For the quarterly Call Report information listed below, you must use the **Call Report application** to file your institution's data. For additional guidance working with the Call Report application, please refer to the **Call Report application user guide**.

Data you must submit through the CRS application using a call report role account
Call Report data
Call Report addenda
Supplemental Call Report Schedules RC.N1 and RC.N2

For guidance in preparing the call report, see the **Uniform Call Report Instruction Manual (PDF)**. If you have any questions about the data submission process, please contact **April Davis** at FCA.

Submitting additional Call Report and E-Data information

- A user will also be able to access a secure portal to Submit other call report and E-data information.

Submit Other CRS and E-Data

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Call Report Submission Files

FCA/IRCC Data Extract Files

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For guidance in preparing the call report, see the **Uniform Call Report Instruction Manual (PDF)**. If you have any questions about the data submission process, please contact **April Davis** at FCA.

A call report role account can also be used to submit the following information to FCA through the **Submit Other CRS and E-data** portal. For guidance on how to submit other CRS and E-data please refer to the **FCS Data Portal Instructions**.

Data you may submit through the secure data portal using a call report role account	
Annual meeting information statement	Notice of significant or material event
Annual report	OMB budget report
Call Report Appendix D	Other call report correspondence
Farmer Mac debt, derivatives, liquidity report	PCR noncompliance notice
Farmer Mac Risk-Based Capital Stress Test data	Quarterly report
Farmer Mac SEC-Treasury correspondence	Syndication/assignment study report
Government-guaranteed loan data	YBS data
Mission-related investments report	

The e-data role

E-data are data and documents that FCA examiners request from FCS institutions during examinations. If you hold an account with the e-data role, you may also submit E-data for your institution using the **Submit Other CRS and E-data** portal.

Data you may submit using an account with the e-data role	
Audit reports	Management reports – Credit
Board/committee meeting materials	Management reports – Finance
District reports	Management reports – IT
Enforcement and supervision information	Management reports – Other
Human resource documents	Planning documents
Legal documents	Policies and procedures

- Within the data portal:
 - Additional call report or E-data information can be attached to submit to FCA
 - Submission type identifies the information as either Call Report or E-Data
 - The category options (identified in the snapshot on the previous page) will depend on the Submission type
 - It is important all call report attachments include a UNINUM

Submit Data to FCA Instructions

Submit CRS Data

- Other Call Report Information
- Annual YBS Reports
- Syndication Study Reports

Submit E-Data

- Examination-related Documents
- Board and Committee Materials
- Business Plans
- 620 Shareholder Reports
- MRI Reports
- Funding Corporation Reports
- Enforcement Documents
- Criminal Referrals

Title:

Submission Type:

Category:

Attachments: [Click here to attach a file](#)

To submit CRS data and E-data

- click on the drop-down arrow for "Submission Type" and select either "CRS Data" or E-Data.
- Next, click on the drop-down arrow for "Category" and select which category to submit. Category options will be different depending on the Submission type
- Then select the submission "Reporting Date" and add any necessary "Comments".
- In the "Attachments" area, "Click here to attach a file", select your file and click to attach and upload, then click "Submit".

Submit Data to FCA Instructions

Submit CRS Data

- Other Call Report Information
- Annual YBS Reports
- Syndication Study Reports

Submit E-Data

- Examination-related Documents
- Board and Committee Materials
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- 620 Shareholder Reports
- MRI Reports
- Funding Corporation Reports
- Enforcement Documents
- Criminal Referrals

Title:

Submission Type:

Category:

Report Date:

Comments:

Attachments: [Click here to attach a file](#)

Please be sure to enter each line in the Submit Data to FCA for the CRS and E-Data appropriately with the Submission Type, Category, Report Date, and Comment as necessary. Make sure a file is attached with each submission. Identify all CRS files with the institution Uninum – the System Code, District Code and Association Code.

"View Files Submitted" will allow you to view all the CRS and E-Data files submitted from your institution.

Call Report Submission Files

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For guidance in preparing the call report, see the **Uniform Call Report Instruction Manual (PDF)**. If you have any questions about the data submission process, please contact **April Davis** at FCA.

Call Report Submission files are Other Call Report files that are independent of the Call Report application.

Call report submission files

Farm Credit System institutions are to use the following files when preparing call reports to submit to FCA. When the reports are complete, go to the data portal to [submit data to FCA](#).

For guidance for preparing reports, see the [Uniform Call Report Instruction Manual \(PDF\)](#). For guidance for submitting reports, see [how to submit data to FCA](#). If you have any questions about preparing or submitting reports, contact April Davis at FCA.

[All Documents](#)

Name	Title	Modified
Category : Call Report Submission Files (4)		
Appendix D	Appendix D-Notice of Correction to Call Report or Young, Beginning, and Small Farmers and Ranchers (YBS) Report	June 24, 2020
CRS_User_Guide	CRS User Guide	Yesterday at 2:37 PM
GovtGuaranteedLoans v1.0.1	Supplemental Addendum-Government-Guaranteed Loans	September 29, 2020
UCR Call Report Instructions	March 31, 2023 Uniform Call Report Instructions	June 29, 2023
Category : YBS Files (3)		
2022_YBS_Quantitative	2022 YBS Quantitative (Access 2016)	December 19, 2022
2022_YBS_Quantitative2000-2003	2022 YBS Quantitative (Access 2000-2003)	December 19, 2022
YBS FAQs and Reporting Instructions 2022	YBS FAQs and Reporting Instructions December 2022	December 21, 2022

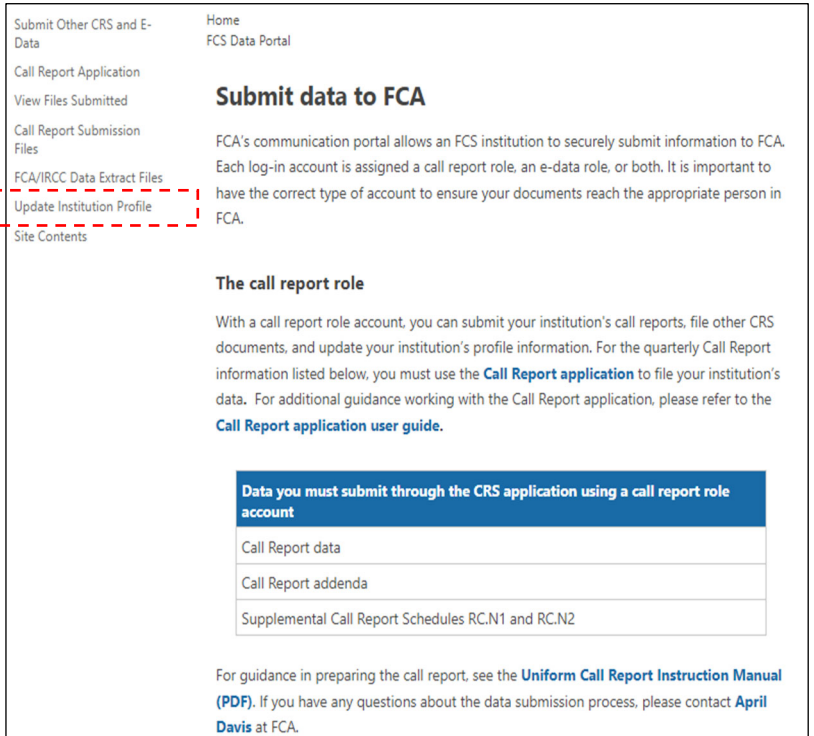
Appendix E—Instructions for updating institution profile and branch office directory

The FCA maintains an Institution Profile and a Branch Office Directory for the FCS institutions. The FCS institutions can update their Institution Profile and Branch Office Directory on an ongoing basis on the [FCS Data Portal](#) on the [FCA website](#). FCS institutions should update their profile whenever information in their profile or branch office directory changes to ensure the accuracy of the data because it is used in several FCA applications, including the Lender Locator application on FCA’s website. Institutions are required to review and update their profile at least once **every quarter**. Please make every effort to add the counties served by each branch during your quarterly review.

To Log-in to FCS Data Portal: (more detailed instructions are included in Appendix C)

- Go to FCA’s website, www.fca.gov,
- select the “Submit to FCA”
- log-in to the secure data portal

1. After logging on click **“Update Institution Profile”**.



The screenshot shows the FCS Data Portal interface. On the left is a navigation menu with the following items: Submit Other CRS and E-Data, Call Report Application, View Files Submitted, Call Report Submission Files, FCA/IRCC Data Extract Files, Update Institution Profile, and Site Contents. The 'Update Institution Profile' link is highlighted with a red dashed rectangular box. On the right side of the page, the main content area is titled 'Submit data to FCA'. Below this title, there is introductory text about the portal's purpose and account roles. A section titled 'The call report role' provides details on what can be submitted. Below that, a blue box contains the heading 'Data you must submit through the CRS application using a call report role account', followed by a table listing 'Call Report data', 'Call Report addenda', and 'Supplemental Call Report Schedules RC.N1 and RC.N2'. At the bottom, there is a link to the 'Uniform Call Report Instruction Manual (PDF)' and contact information for April Davis.

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Call Report data
Call Report addenda
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For guidance in preparing the call report, see the [Uniform Call Report Instruction Manual \(PDF\)](#). If you have any questions about the data submission process, please contact **April Davis** at FCA.

The image to the right provides an example of the input screens contained in the Update Institution Profile section.

The following is the complete list of Institution Profile information requested:

- Institution Profile
- CEO Contact
- Chairman of the Board Contact
- Audit Committee Chairman Contact
- CIO Contact
- CFO Contact
- YBS Contact
- Charter Address
- Institution Mailing Address
- Web/Internet Contacts
- Trade Names

Also, input fields will be pre-populated with the existing information in FCA's records.

Update Institution Profile

Note: You must submit to FCA once a quarter even if there are no changes to your profile. To submit your profile with no changes, simply click the Submit to FCA button.

Submit to FCA Cancel Update

Last submitted on 10/4/2023

Institution Profile

FCA Institution Number:

Institution Name:

Phone Number(999-999-9999)*:

Fax Number(999-999-9999)*:

Tax Filing Status*: Tax Exempt

CEO Contact

Prefix*: Mrs.

First Name*:

Middle Name*:

Last Name*:

Suffix:

Title*:

Email*:

As noted under the Charter Address field, **changes to Charter City and State must be made with a Charter application**; in other words, institutions must receive prior approval from FCA to move to a different City. Once the Institution Profile has been updated, click the "Submit to FCA" button. NOTE: Institution Profile changes can be made at any time but must be reviewed at least once a quarter. Institutions are required to **"Submit to FCA"** even if no changes are necessary.

If the Institution Profile has not been reviewed and updated, a message in red will appear on the bottom of the screen, **"Your institution profile has not been reviewed and verified recently. Please update your institution profile now!"** Institutions are required to review and update their Institution Profile at least once every quarter.

To update the Branch Office Directory, click "**Branch Office**".



List Branches

Add New Branch

No branches.

From this screen you can add a new branch or update information for an existing branch. If Lending Branch is "Yes", an option to add Counties will appear at the bottom of the screen.

Be sure to save all changes before you exit the screen.

Once completed select "Submit Data to FCA".

Update Branch and Counties It Services Logged in as: 610000

Save Change Cancel Change Add New Branch

Branch Information

Institution: [610000 - FCB of Texas](#)

Branch Name:* Test Branch

Lending Branch?*: Yes

Street:* Main Street

City:* Farmville

State:* Virginia

Zip Code:* 12345

Phone:* 999-999-9999

Counties Serviced by This Branch:

State	County	
<Select State>	<Select County>	Add Cancel