

**FARM CREDIT ADMINISTRATION
UNIFORM CALL REPORT INSTRUCTIONS**

Revision No. 52
Effective September 15, 2002

Enclosed is the fifty-second revision to the Farm Credit Administration (FCA) Uniform Call Report (Call Report). Listed below are discussions of the revisions to the Call Report instructions and directions for inserting revised pages in the appropriate sections of the Call Report Instruction book. Revisions to specific instruction are identified on each page by an asterisk in the left margin of the paragraph or sentence that has been revised. This information on the fifty-second revision should be filed after the "Revision" tab in your Call Report instruction book.

Discussion of Revisions:

Appendix A:

pp. B-1 to B-6 – New identification codes have been assigned for recent associations mergers resulting from the restructuring of the Farm Credit System.

Appendix C:

pp. B-11 to B-25 – Revised Appendix C which includes instructions on our recent expansion to our Web site to accommodate electronic filing of the regulatory reports, Part 620 Financial Reports.

Appendix E:

pp. B-27.1 to B-27.8 – Instructions for Updating the Institution Profile and Branch Office Directory.

Listed below are the instructions for removing existing pages and inserting revised pages in the appropriate sections of the instruction book.

PAGES TO BE REMOVED

Appendix A:
pp. B-1 – B-6

Appendix C:
pp. B-11 – B-25.2

Appendix E:
pp. B – 27

PAGES TO BE INSERTED

Appendix A:
pp. B-1 – B-6

Appendix C:
pp. B-11 – B-25

Appendix E:
pp. B-27.1 – B-27.8

FARM CREDIT INSTITUTIONS
IDENTIFICATION CODE

	SYSTEM	DISTRICT	ASSOCIATION	INSTITUTION
Service				
* Corporations	20	00	001	FINANCIAL ASST CORP
	20	00	002	FUNDING CORP
	20	00	004	LEASING CORPORATION
	20	00	005	FARMER MAC
	20	00	007	FC FINANCIAL PARTNERS
	20	00	008	FCS BUILDING ASSOCIATION
	20	00	009	AGVANTIS
	20	20	561	FC FINANCE CORP OF PUERTO RICO
<u>Banks</u>				
-FCBs	06	09	000	FCB OF WICHITA
	06	10	000	FCB OF TEXAS
	06	11	000	WESTERN FCB
	06	17	000	AGRIBANK FCB
	06	18	000	AGAMERICA FCB
	06	20	000	AGFIRST FCB
-ACBs	09	21	000	COBANK ACB

* Change made effective September 15, 2001.

FARM CREDIT INSTITUTIONS
IDENTIFICATION CODE

	SYSTEM	DISTRICT	ASSOCIATION	INSTITUTION
<u>Associations</u>				
PCAs				
* -Wichita	04	09	024	CLINTON
	04	09	034	WOODWARD
	04	09	116	CENTRAL KANSAS
* -AgriBank	04	17	068	NORTHEAST WISCONSIN

* Change made effective September 15, 2002.

FARM CREDIT INSTITUTIONS
IDENTIFICATION CODE

	SYSTEM	DISTRICT	ASSOCIATION	INSTITUTION
ACAs				
* Wichita	07	09	151	CHISHOLM TRAIL
	07	09	417	SOUTHWEST KANSAS
	07	09	488	PREMIER
	07	09	576	THE MOUNTAIN PLAINS
	07	09	631	AgPREFERENCE
	07	09	642	CENTRAL OKLAHOMA
	07	09	646	ENID
	07	09	713	HIGH PLAINS
	07	09	715	WESTERN KANSAS
	07	09	839	FRONTIER
	07	09	940	SOUTHERN COLORADO
	07	09	947	NEW MEXICO
	07	09	980	EAST CENTRAL OKLAHOMA
-Texas	07	10	025	AgCREDIT OF SOUTH TEXAS
	07	10	032	NORTHWEST LOUISIANA
	07	10	050	FIRST AgCREDIT FCS
	07	10	056	Ag NEW MEXICO, FCS
	07	10	114	TEXAS AgFINANCE
	07	10	119	GREAT PLAINS Ag CREDIT
	07	10	122	AGRILAND FCS
	07	10	138	CAPITAL FARM CREDIT
	07	10	150	AgTEXAS FCS
	07	10	378	SOUTHWEST TEXAS
	07	10	551	HERITAGE LAND BANK
	07	10	739	LONE STAR
-Western	07	11	031	IDAHO
	07	11	180	AMERICAN AgCREDIT
	07	11	247	WESTERN AgCREDIT
	07	11	262	FARM CREDIT WEST
	07	11	333	FCS SOUTHWEST
	07	11	400	NORTHERN CALIFORNIA
	07	11	450	YOSEMITE
	07	11	466	COLUSA-GLENN
	07	11	594	HAWAII
	07	11	676	FRESNO-MADERA
	07	11	862	SACRAMENTO VALLEY
	07	11	910	AgCREDIT FINANCIAL

* Change made effective June 15, 2002.

FARM CREDIT INSTITUTIONS
IDENTIFICATION CODE

	SYSTEM	DISTRICT	ASSOCIATION	INSTITUTION
* -AgriBank	07	17	072	AgSTAR
	07	17	075	NORTH DAKOTA
	07	17	077	DELTA
	07	17	093	GRAND FORKS
	07	17	114	MANDAN
	07	17	146	FCS OF ILLINOIS
	07	17	308	MIDSOUTH
	07	17	313	WESTERN ARKANSAS
	07	17	344	BADGERLAND
	07	17	350	AgHERITAGE
	07	17	384	GREENSTONE FCS
	07	17	405	AgCOUNTRY
	07	17	406	PROGRESSIVE
	07	17	502	1 st FARM CREDIT SERVICES
	07	17	643	UNITED
		07	17	644
	07	17	825	MID-AMERICA
-AgAmerica	07	18	198	FCS OF AMERICA
	07	18	898	NORTHWEST FCS
-AgFirst	07	20	033	FIRST SOUTH
	07	20	040	CENTRAL KENTUCKY
	07	20	041	VALLEY
	07	20	060	PUERTO RICO
	07	20	061	CHATTANOOGA
	07	20	105	CAPE FEAR
	07	20	123	MIDATLANTIC
	07	20	131	PEE DEE
	07	20	143	COLONIAL
	07	20	168	SOUTHWEST GEORGIA
	07	20	181	AG CHOICE
	07	20	186	NORTHWEST FLORIDA
	07	20	187	SOUTH FLORIDA
	07	20	188	CENTRAL FLORIDA
	07	20	189	NORTH FLORIDA
	07	20	191	SOUTHWEST FLORIDA
	07	20	194	FC of the VIRGINIAS
	07	20	331	CAROLINA
	07	20	332	AgSOUTH
	07	20	335	EAST CAROLINA
	07	20	336	AgGEORGIA
	07	20	403	PALMETTO
	07	20	861	JACKSON PURCHASE
07	20	899	AG CREDIT	

* Change made effective September 15, 2002.

FARM CREDIT INSTITUTIONS
IDENTIFICATION CODE

	SYSTEM	DISTRICT	ASSOCIATION	INSTITUTION
* -CoBank	07	21	008	MAINE
	07	21	026	YANKEE
	07	21	157	WESTERN NEW YORK
	07	21	681	FIRST PIONEER

* Change made effective September 15, 1999.

FARM CREDIT INSTITUTIONS
IDENTIFICATION CODE

	SYSTEM	DISTRICT	ASSOCIATION	INSTITUTION
FLCAs				
* -Wichita	08	09	649	PONCA CITY
	08	09	651	WESTERN OKLAHOMA
	08	09	716	NESS CITY
	08	09	814	CENTRAL KANSAS
-Texas	08	10	086	BRADY
	08	10	462	FLBA of TEXAS
	08	10	586	PANHANDLE-PLAINS FLBA
	08	10	658	TEXAS LAND BANK
	08	10	861	SULPHUR SPRINGS
	08	10	923	LOUISIANA FLBA
	08	10	972	NORTH MISSISSIPPI
	08	10	979	SOUTH MISSISSIPPI
	08	10	984	NORTH ALABAMA
	08	10	989	SOUTH ALABAMA
-Western	08	11	418	KINGSBURG
* -AgriBank	08	17	560	NORTHEAST WISCONSIN

* Change made effective September 15, 2002.

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INSTRUCTIONS FOR PREPARING THE CALL REPORT EXCEL DATA FILE AND ELECTRONIC SUBMISSION OF THE DATA

NOTE: Please read all instructions carefully before preparing to input data on either of the Excel spreadsheet applications or sending the data to the FCA.

General Instructions

The Call Report employs Excel spreadsheet software for use in preparing quarterly Call Report data. One Excel file is used by all institutions in submitting their routine Call Report (containing all Call schedules except for Schedules RC-N.1 and RC-N.2); and a second Excel file is used by banks only to submit a Supplemental Call Report (containing the Call Schedules RC-N.1 and RC-N.2). The applications allow Farm Credit System (FCS) Institutions to enter the Call Report information, save the data, and print reports.

The FCS institutions can download a copy of the Excel files from the FCA website, www.FCA.gov.

The Call Report applications use macros to help navigate through the spreadsheets as easily as possible. In order to make the Excel files as user friendly as possible, menu buttons, and the point and click features of the mouse are used throughout the applications. The buttons on the menus identify where data should be entered and saved, as well as the reports that can be produced. The buttons on each of the menus are intended to guide you through the application to the desired spreadsheet. The spreadsheets allow data to be entered only in the required fields. The **ESCAPE {Esc}** key on your keyboard can be used to end the process at any time. **Make sure you press the {Enter} key to record your last entry prior to pressing the {Esc} key. If you do not press the {Enter} key before pressing the {Esc} key, your last entry will not be recorded.**

- * The file name of the spreadsheet application that contains the main Call Report is “**Crs.xls**”. The file name of the spreadsheet application that contains the Supplemental Call Report is “**Rcn12.xls**”. However, when the “Save Data To Hard Drive” button on the main menu is clicked on either of the applications, macros will create a new file containing the information entered in the spreadsheets. The naming convention of the new file will represent the reporting institution’s unique identification code (**UNINUM**) with an extension that represents the quarter end date for which the Call Report information is being submitted. For instance, when using the main Call Report application, the name of the new file created by the Wichita Farm Credit Bank for the quarter ending June 30, 2000 will be “**609000.200**”. When using the Supplemental Call Report application, the file created for the same bank and the same quarter will be named “**N609000.200**”.
- * **Change made effective March 15, 2002.**

These newly created files are to be used by the reporting institution for making any changes to the initial information entered to the spreadsheet (instead of the original files “**Crs.xls**” and “**Rcn12.xls**”).

- * The Call Reports must be electronically submitted to a secured account on the FCA’s website.

Specifications and Other Requirements

- Microsoft Excel Version 7.0 for Windows has been used to develop both spreadsheet applications. Please contact the FCA if you are having problems with compatibility.
- **Before inputting data to the Call Report file, make a backup copy of the Excel file that you downloaded from the FCA website.**
- **Close all other software applications that are open, leaving only Windows and Excel open while working on the file containing the Call Report.**
- The main Call Report application contains one Excel workbook file. The workbook filename for the main Call Report is “**Crs.xls**”. The Supplemental Call Report also contains only one Excel workbook file. The workbook filename for the Supplemental Call Report is “**Rcn12.xls**”.
- These instructions assume the user is familiar with Microsoft Windows and knows how to load and run Microsoft Excel and how to open an Excel workbook file.
- The Excel spreadsheet was developed to be viewed using a 14-inch monitor. If necessary, you can adjust the zoom control buttons to reduce the spreadsheet. Otherwise, during data entry you may not be able to see the line description for some cells.
- **DO NOT ATTEMPT TO ADD, MODIFY, OR DELETE ANY ROWS/COLUMNS ON THE SPREADSHEETS.** Also, do not attempt to change any of the formulas or the formats that have been incorporated into the worksheets. The Excel workbooks and individual spreadsheets have been locked to prevent modifications.
- Once you have completed inputting all of your data, print the Difference Report or view the Difference Report on the screen. This report will identify any differences that you will need to correct prior to submitting the Call Report to the FCA. This Difference Report will be automatically generated when you print all of the Call Report schedules. **You are not required to submit a printout of your institution’s Call Report to the FCA.**
- There are menus with buttons for entering institution information and individual Call schedules. The buttons can be clicked with the use of the mouse to assist in data entry, printing, and saving the data. The “Institution” menu will provide access to

- * **Change made effective March 15, 2001.**

inputting the System, district and association codes, the name of the reporting institution and certifying official, and the report date.

Step-by-Step Instructions for Using the Call Report Applications

1. Open the Excel software applications by clicking on the Excel icon located within the main Microsoft Windows' menu or other desktop windows' menu.
 - * 2. Select your default directory where the Excel File was downloaded from the FCA website.
 - * 3. Select the appropriate directory and file (i.e., **"FILE, OPEN, Crs.xls or Rcn12.xls, OK"**).
 4. When the Excel files containing either of the applications are opened, a menu with labeled buttons will appear on the screen. There are buttons on the main menu that will assist in entering information, printing reports, and saving the information.
 5. Information regarding the reporting institution must be entered before any data are input to the Call schedules. Locate the button labeled **"Institution Information"**. To locate this button using the regular Call Report workbook, click on the **"Input Call Report Data"** button. This action will bring up a sub-menu that contains the **"Institution Information"** button. For the Supplemental Call Report workbook, the **"Institution Information"** button is located on the main menu. Click on the button labeled **"Institution Information"**. This action will bring up an input form that calls for the institution's individual identification code, the report date, the institution's name, and the name of the certifying official to be entered.
 6. The institution's identification code (i.e., System, district, and association) will automatically be copied into all of the Call schedules contained in other areas of the application. The application will only allow information to be entered into the appropriate cell locations for that particular schedule.
 7. If the descriptions for some items appear to be incomplete, there are two **"ZOOM"** buttons on the main menu that will adjust the form to your computer screen. Use the appropriate zoom (80% or 100%) for your particular computer. Try each one to see which option enables you to view the entire input area of the input form.
 8. While in the data input mode, the arrow keys (up, down, right, and left) can be used to move through the schedules while entering data. The **"Enter"** key on the keypad should react as a down arrow key. If not, use the "down" arrow key to move to the next input cell. The **"Tab"** key can also be used as a down arrow key.
 9. After entering all the institutional information, press the **"Enter"** key and then the **"Escape"** key. This action will save the information and return you to the menu system.
 10. Next, click on a button labeled with a specific Call schedule. This action will open the spreadsheet for the Call schedule chosen and place the cursor in the appropriate cell location of the spreadsheet - the initial input cell location. Input the appropriate Call Report information in the spreadsheet. Again, the application will only allow information to be entered into the appropriate cell locations for that particular schedule.
- * **Change made effective March 15, 2001.**

11. The worksheet is provided with zeros in all cells that require data entry. After data entry is completed, all cells should contain either a zero or other number - **do not clear any cells or leave them blank**. Totals are automatically calculated. The fields containing totals are protected.
12. Again, after entering all the appropriate information to the selected schedule, press the **“Enter”** key and then the **“Escape”** key. This action will save the information and return you to the menu system. Select the next button labeled with a specific Call schedule and repeat steps 9 and 10 above.
13. When you have finished entering data on the last Call schedule, press the **“Enter”** key and then the **“Escape” {ESC}** key. This action will return you to the **“Call Report Input Menu”** sub-menu on the regular Call Report worksheet and the main menu on the Supplemental Call Report worksheet. If working in the regular Call Report worksheet, click on the **“Return to Main Menu”** button.
- * 14. Locate and click the **“Save Call Report Data to Hard Drive”** button. A macro will save the information that was entered in the worksheet into a new file. The System, district, and association codes and report date will be used to generate the file name. For example, if you entered **6** for System, **09** for district, and **000** for association code and the reporting date is June 2000, the Excel application will create and save a new workbook as **609000.200**. For the Supplemental Call Report, this file name will be preceded with the letter **“N”** (i.e., **N609000.200**). These newly created files must be used for any additional updates and are the files that the Agency will use for loading Call Report submissions to its database.
15. After saving the data, locate the button labeled **“Difference Report”**. If working on the regular Call Report, click on the **“Print Call Report Schedules”** button to locate this button. Print this report by clicking the **“Difference Report”** button. Review the Difference Report for possible errors (see the General Instructions section of the Uniform Call Report Instruction Manual for additional information on the use of the **“Difference Report”**.) Return to the appropriate Call schedule to make any necessary corrections that were identified from a review of the Difference Report.
16. Locate and click on the button labeled **“All Schedules”**. If working on the regular Call Report, the button is located on the **“Call Report Print Menu”**. If you prefer, you can also print each Call schedule individually.
17. Review each of the schedules to ensure the accuracy of the data. If necessary, return to the appropriate Call schedules in the application to make any necessary corrections. Reprint the Difference Report and any corrected schedules. Make sure that the current files (i.e., **“609000.200”** or **“N609000.200”**) are used when updating or correcting any information.
18. Once you have ensured all the data entered into the application is correct and you have printed copies of the Call Report submission for your file, again locate and click the **“Save Call Report Data”** button to save all the corrections. Next, close the spreadsheet and exit from Excel (i.e., **SELECT FILE, EXIT**). You will receive a **“Microsoft Excel”** window box asking if you wish to save all changes. Choose **“Yes”** to save the file and exit the application.

***Change made effective March 15, 2002.**

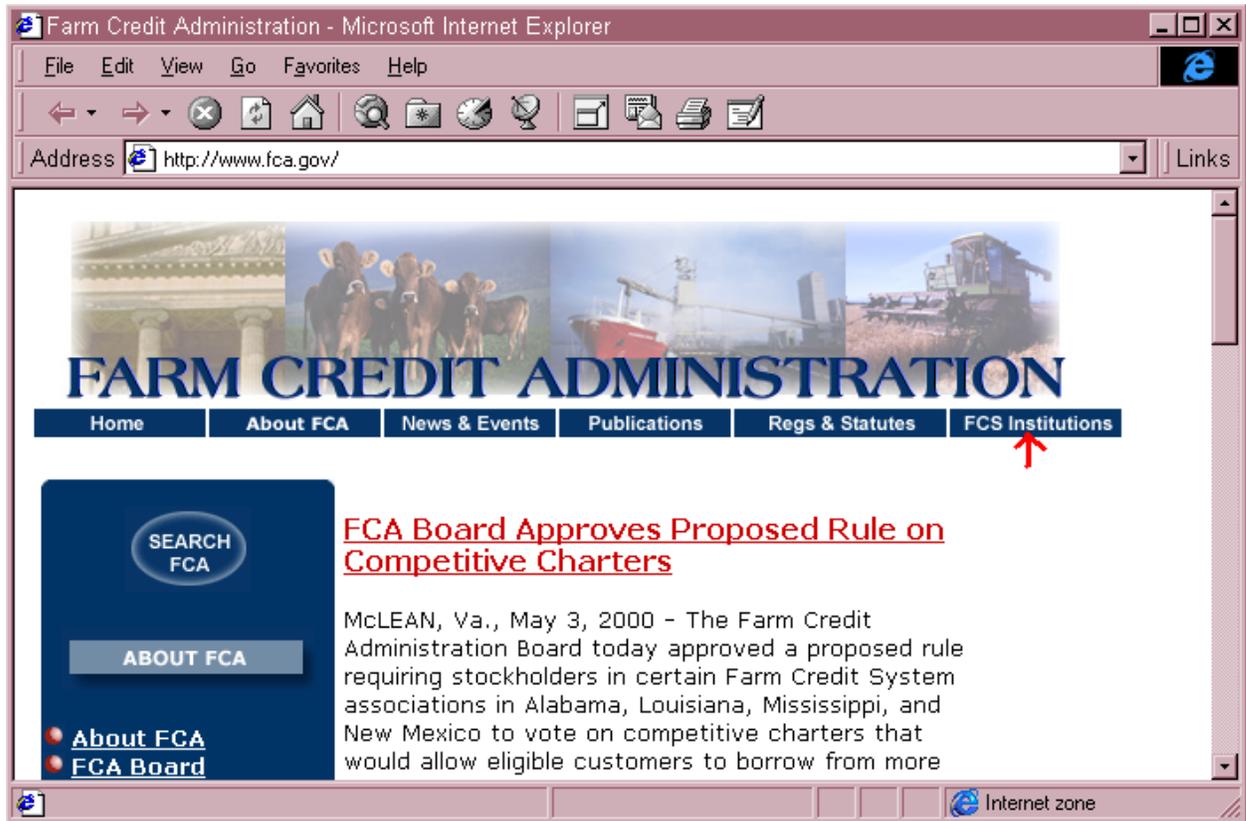
19. In the event you again need guidance on retrieving either the regular or Supplemental Call Report file, please return to step one above

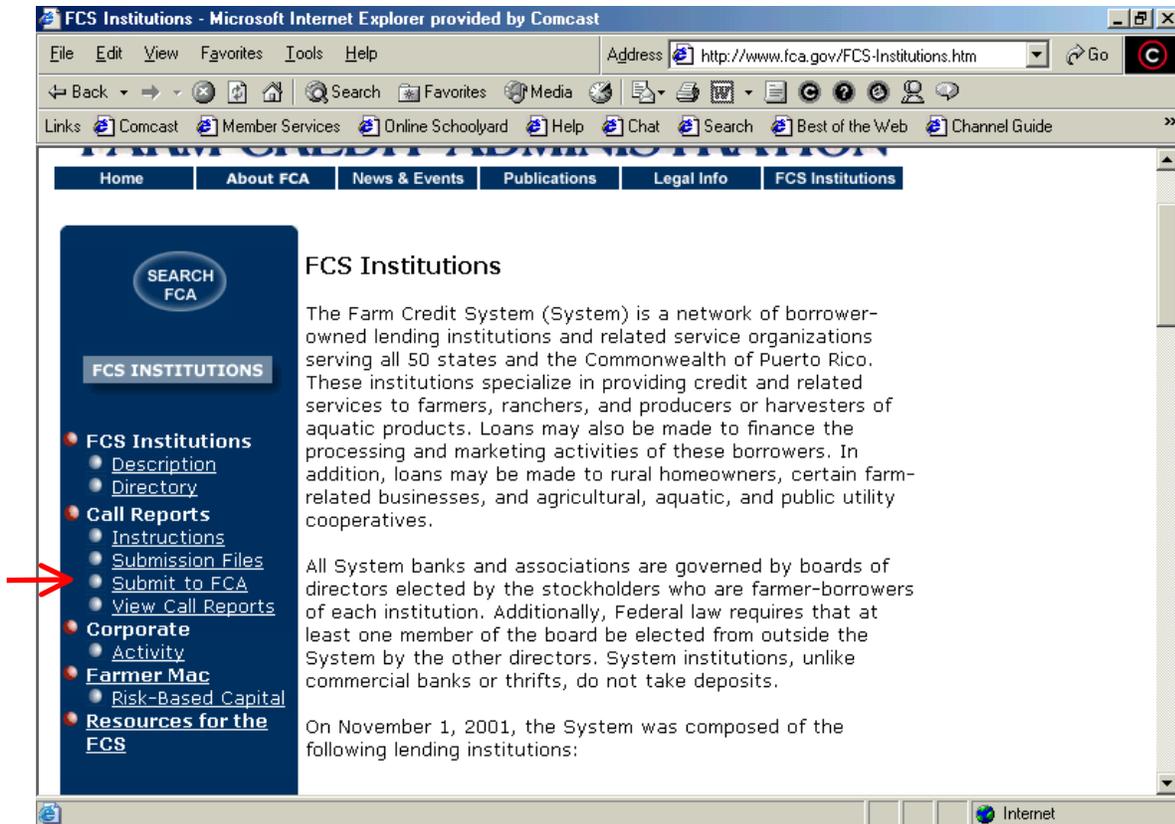
* **Instructions to Electronically Submit Consolidated Reporting System Data, LARS Data, and Part 620 Financial Reports**

- * 1. The FCA has assigned a username and password to each FCS institution. The username and password **must** be used to electronically submit Call Report data, addendums, Appendix D, Appendix G, Govt. Guaranteed Loans, LARS Reconciliation Reports, LARS Data, and Part 620 Financial Reports.
- * 2. You will be able to download a copy of all the necessary files from the FCA's website, www.fca.gov. Reports available for download are the FCA Uniform Call Report, FCA Supplemental Call Report, Appendix D, Appendix G, LARS Reconciliation Report and the Supplemental Addendum the Government Guaranteed Loans. All other CRS files can be prepared in either a word document, excel document, or a Portable Document Format (PDF) file.
- * 3. Downloadable files can be found in the Submission Files area of the website. Select the file you want to download and save the file to a directory of choice on your computer. When saving the Appendix G, LARS Reconciliation Report, or the Government Guaranteed Loans file be sure to include in the institution's unique identification code, the name of the institution, and the reporting period. Save file as (i.e. 609000 Sept 2002 Appendix G.doc).
- * 4. Files not available in the Submission Files area of the website can be prepared in Word, Excel, and/or PDF. Again, when saving the file be sure the file name contains the name of your institution, the unique identification code that FCA assigned to your institution, and the reporting period (i.e. 609000Sept 2002Addenda.doc).
- * 5. The Part 620 Financial Reports can also be submitted electronically. The Part 620 Financial Reports include the Annual and Quarterly Report, the Annual Meeting Information Statement, and the Permanent Capital Ratio Noncompliance Notice. All Part 620 Financial Report files submitted electronically **must** be PDF files. We will not accept any other format. The use of security measures, such as password protection, will be left to the discretion of the institution so long as the security measures do not affect the ability to view, read, or print the file. In addition, the size of the PDF file should be minimized to the extent allowed by the PDF file creation software. Refer to the software documentation for details on how to minimize the file size of PDF documents. For example, Adobe software documentation indicates that using the "Save As" option rather than "Save" minimizes file size.
- * 6. Once you have ensured that all Call Report and LARS data are correct, updated your LARS Reconciliation, prepared any addenda or Appendix D, or have an electronic version of a Part 620 report, you can electronically submit all of the files to the FCA. Be sure to select the appropriate "Type of Submission" for the report that you are submitting to the FCA.

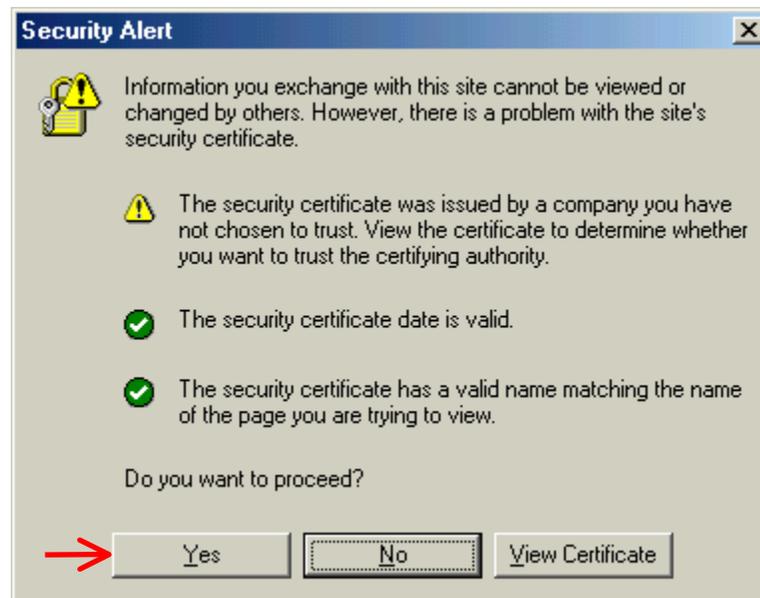
* **Change made effective September 15, 2002.**

7. Access the FCA website, www.FCA.gov, and select the "FCS Institutions" category. Select the "Submit to FCA" option.





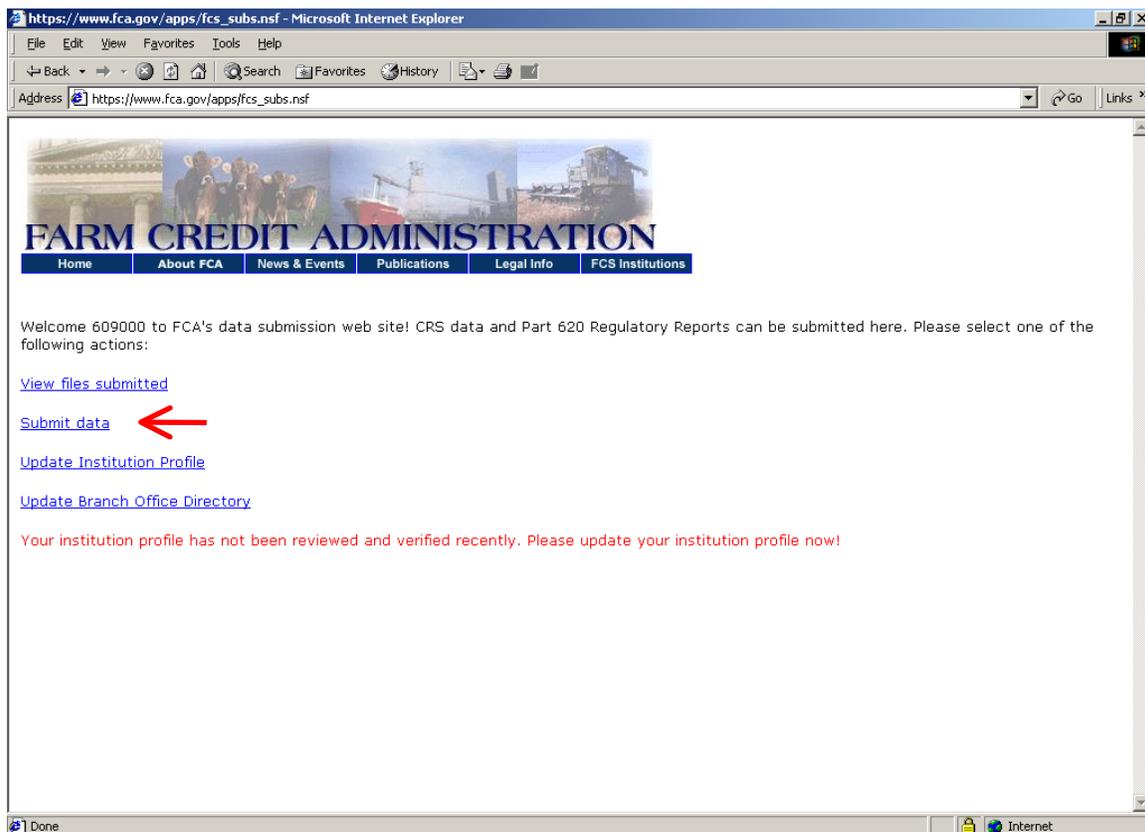
8. After selecting the **"Submit to FCA"** option, a window will pop up that explains the secure connection for the page. It also asks, **"Do you want to proceed?"** Click on **"Yes"**.



9. The next window will ask you to enter your username and password. **Your password will be encrypted as you enter it, so ensure that you enter the password in the same format as we communicated it to you.** After you input your password, click on “OK”.

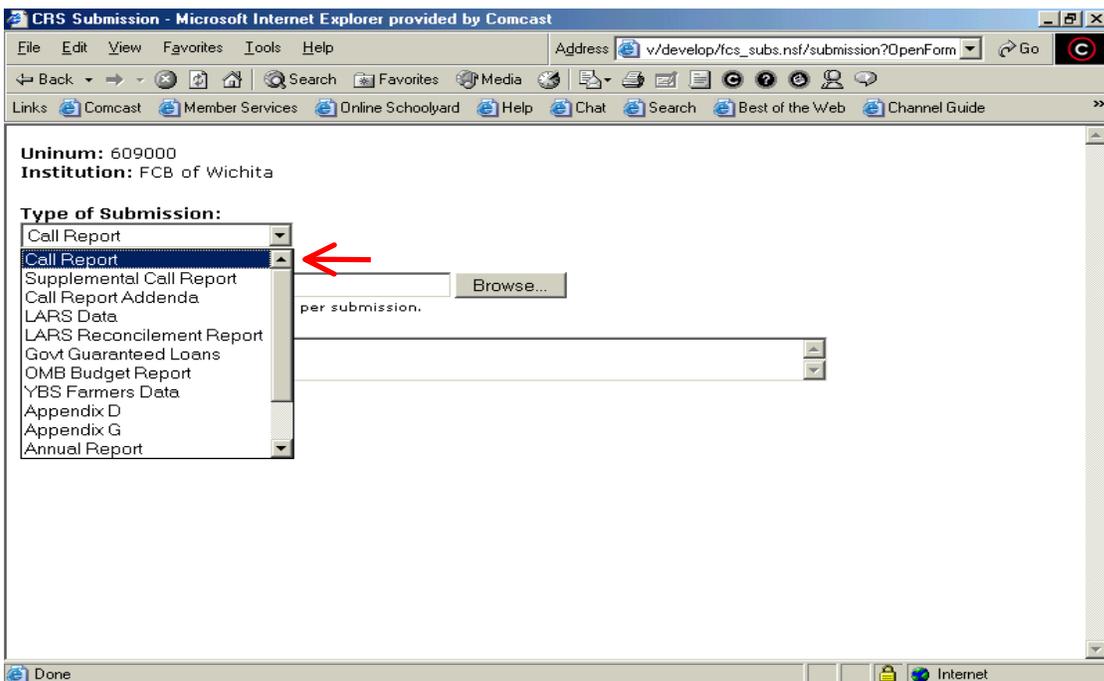
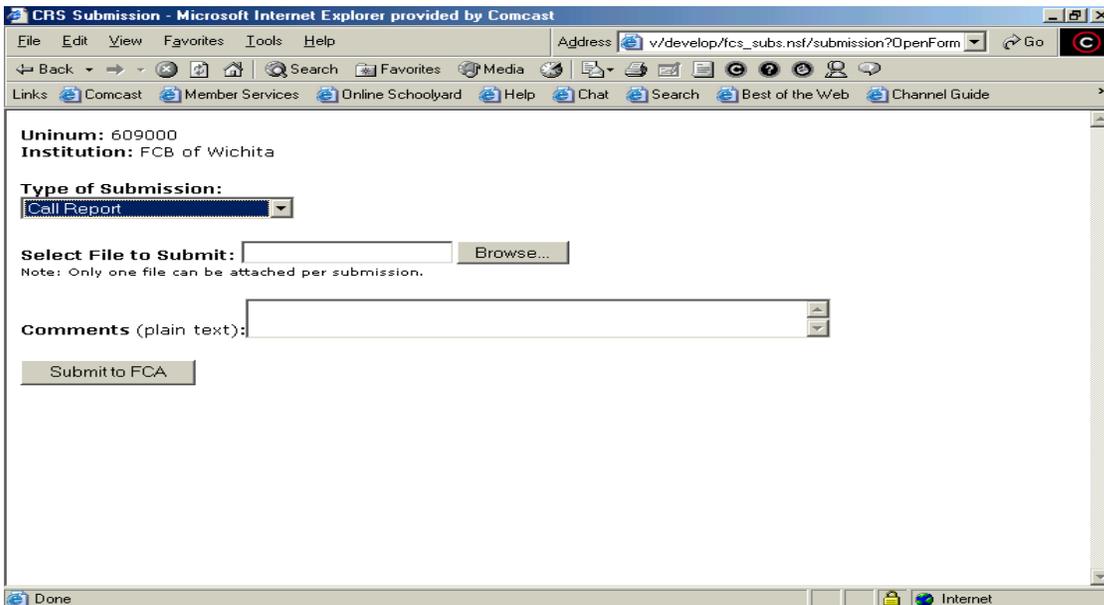


- * 10. A welcome window that displays the UNINUM and allows you to “**View files submitted**”, “**Submit data**”, “**Update Institution Profiles**” or “**Update Branch Office Directory**” will pop up. Initially, you should select the “**Submit data**” option and continue with the procedures to submit your files.



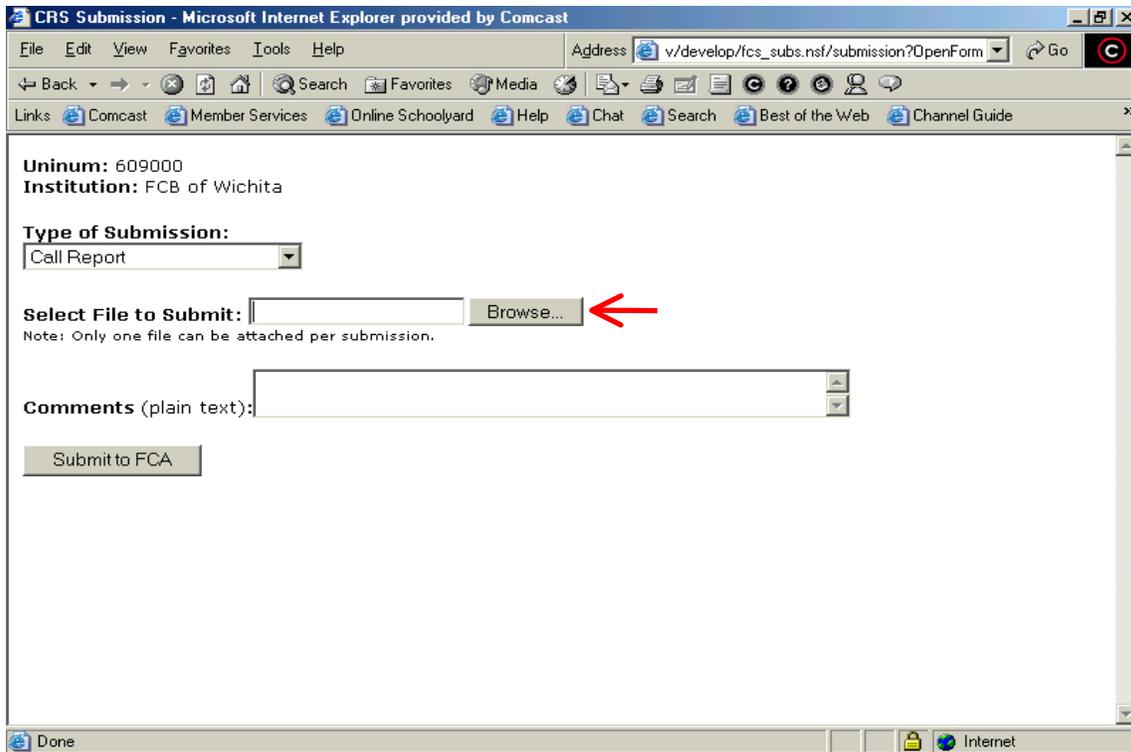
- * **Change made effective September 15, 2002.**

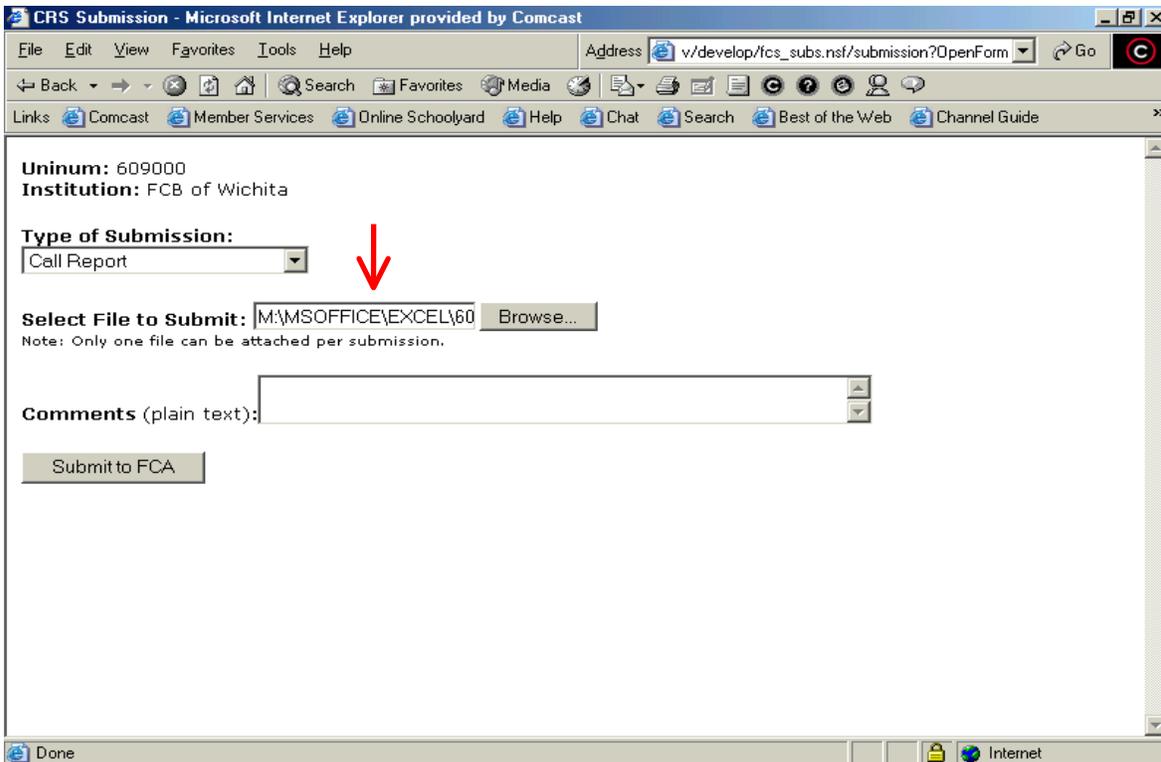
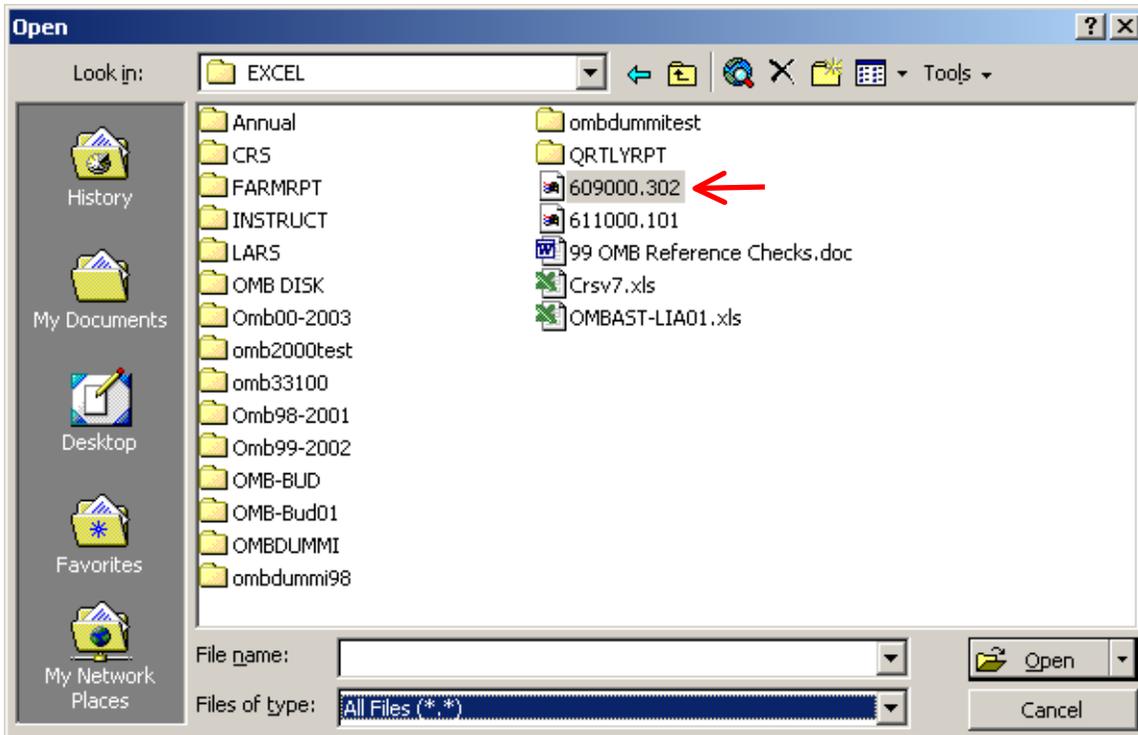
- * 11. As you will notice, the next window will display the UNINUM and the name of your institution. Under the "Type of Submission" category, you can select the type of file (i.e., Call Report, LARS, Appendix G, Annual Report etc.) that you would like to submit to the FCA. The default "Type of Submission" file is "Call Report." The Supplemental Call Report will only appear as an option for the FCS banks. LARS Data will only appear as an option for the FCS banks, associations that submit their own LARS data, and the Farm Credit Financial Partners, Inc. Call Report Addenda, Appendix D and G and the Part 620 Financial Report will appear for all FCS institutions.



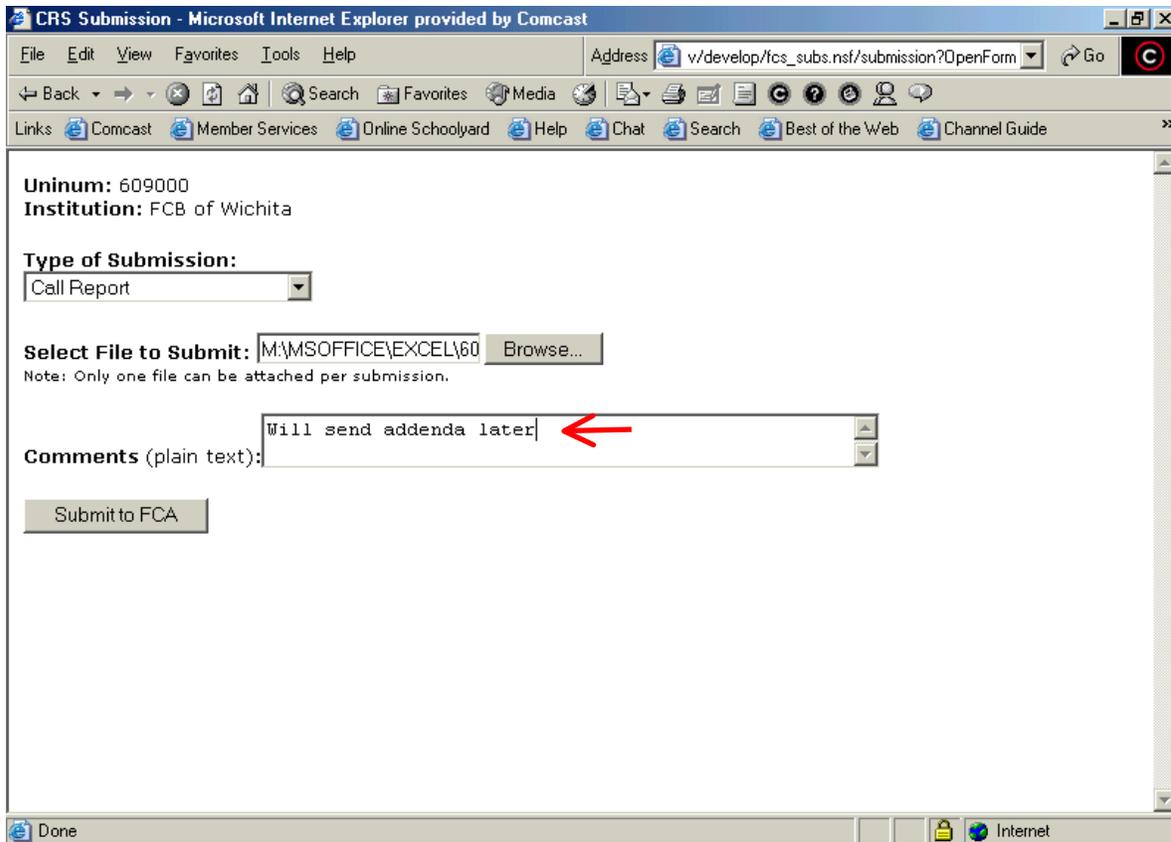
- * Change made effective September 15, 2002.

12. After you have selected the type of file (i.e., Call Report, LARS, Appendix G, Annual Report etc.), click on “Browse” in the “Select File to Submit” dropdown box. You should now identify the directory source and the name of the file that you would like to submit to us. (For example, if you wanted to submit the September 30, 2002 Call Report for the Wichita Farm Credit Bank and the file was located on your “M” Drive, you would locate and highlight the correct file (i.e., 609000.302) on your “M” Drive.) After selecting the correct file, double click and you will see the route directory, subdirectory, and the file name appear in the “Select File to Submit” box. (For example, “M:\MSOFFICE\EXCEL\609000.302”).





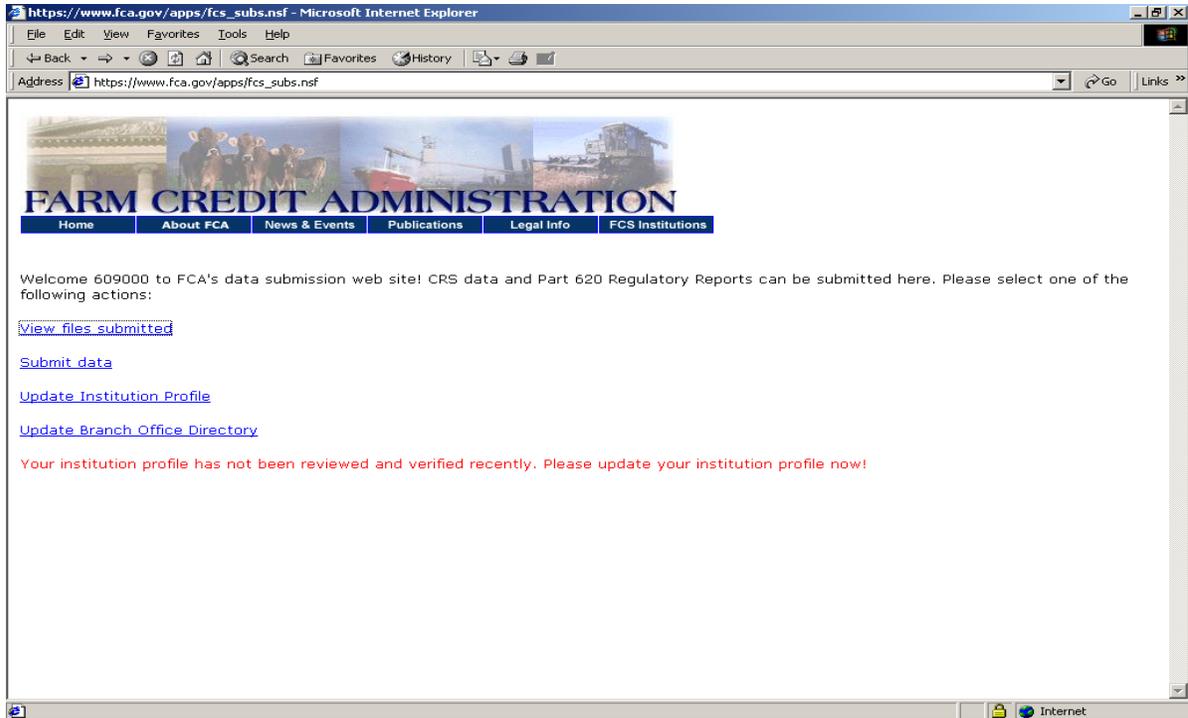
- The submission page also contains a “**Comments**” field, which is a Text box. Type your comments in this field. You can use this field to (1) inform us of reports that will be submitted later; (2) describe problems that you had in preparing the report; (3) comment on the electronic submission option, etc. **The “ Comments” Field should not be used for addenda that explain Call Report line items, the LARS Reconciliation Report, or any of the appendices.**



14. Once you have ensured you have provided all the required information for the file that you want to electronically transmit, you can submit the file to the FCA. Submit the file to the FCA by clicking on the “**Submit to FCA**” button. After clicking on this button, a window will pop up and you will receive a “**Thank You**” message.

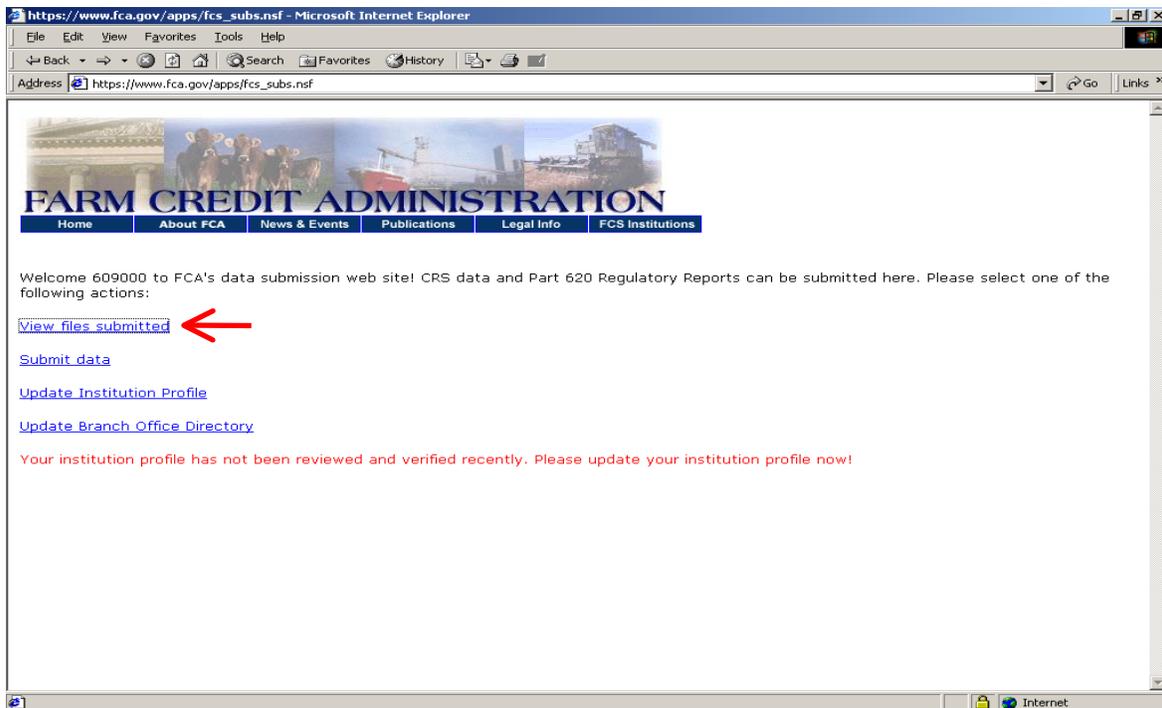


- * 15. You will be returned to the page that allows you to **View files submitted**”, “**Submit data**”, “**Update Institution Profile**”, or “**Update Branch Office Directory**”. If you need to electronically submit additional files to the FCA, click on the “**Submit data**” button and follow steps 7 through 14 above.

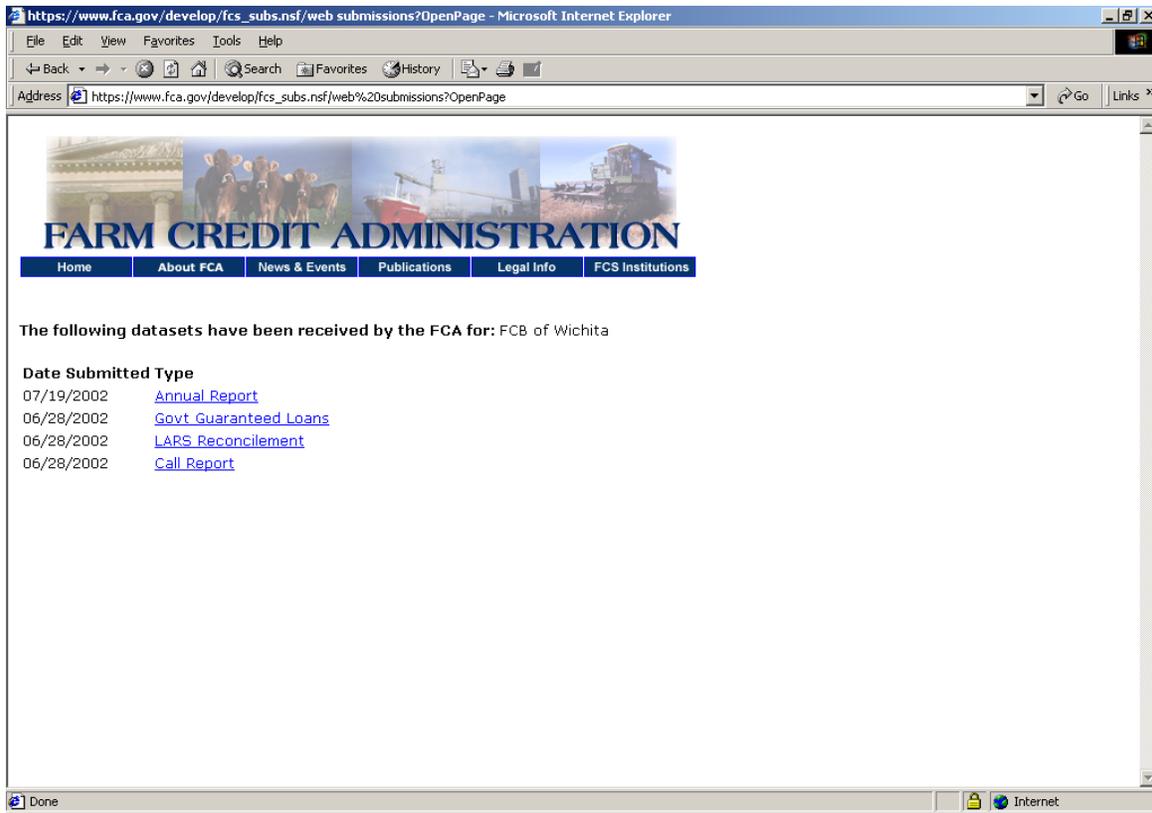


- * **Change made effective September 15, 2002.**

- * 16. If you have completed submitting your Call Report data files, LARS data files, and Part 620 Financial Reports, you can select **“View files submitted”** to check that FCA has received the files you submitted. After checking to see that all your files were received at the FCA, you can exit from the FCA website. If you need to transmit additional files, please follow steps 7 through 14 above.



- * **Change made effective September 15, 2002.**



* Change made effective September 15, 2002.

INSTRUCTIONS FOR UPDATING INSTITUTION PROFILE AND BRANCH OFFICE DIRECTORY

- * The FCA maintains an Institution Profile on all FCS institutions. FCA institutions can update their Institution Profile and Branch Office Directory on an ongoing basis through the FCA website at www.fca.gov. The expectation is that institutions will update their profile as needed to ensure the accuracy of the data because it is used in the FCS Institution section of the website. Nonetheless, institutions are required to review and update as necessary their profile at least once **every quarter**.

Instructions

1. Access the FCA website, www.fca.gov, and select the “FCS Institutions” category.



- * Change made effective September 15, 2002.

2. Select the "Submit to FCA" option.

*

FCS Institutions

The Farm Credit System (System) is a network of borrower-owned lending institutions and related service organizations serving all 50 states and the Commonwealth of Puerto Rico. These institutions specialize in providing credit and related services to farmers, ranchers, and producers or harvesters of aquatic products. Loans may also be made to finance the processing and marketing activities of these borrowers. In addition, loans may be made to rural homeowners, certain farm-related businesses, and agricultural, aquatic, and public utility cooperatives.

All System banks and associations are governed by boards of directors elected by the stockholders who are farmer-borrowers of each institution. Additionally, Federal law requires that at least one member of the board be elected from outside the System by the other directors. System institutions, unlike

* **Change made effective September 15, 2002.**

3. After selecting the "Submit to FCA" option, a window will pop up that explains the secure connection for the page. It also asks, "Do you want to proceed?" Click on "Yes".

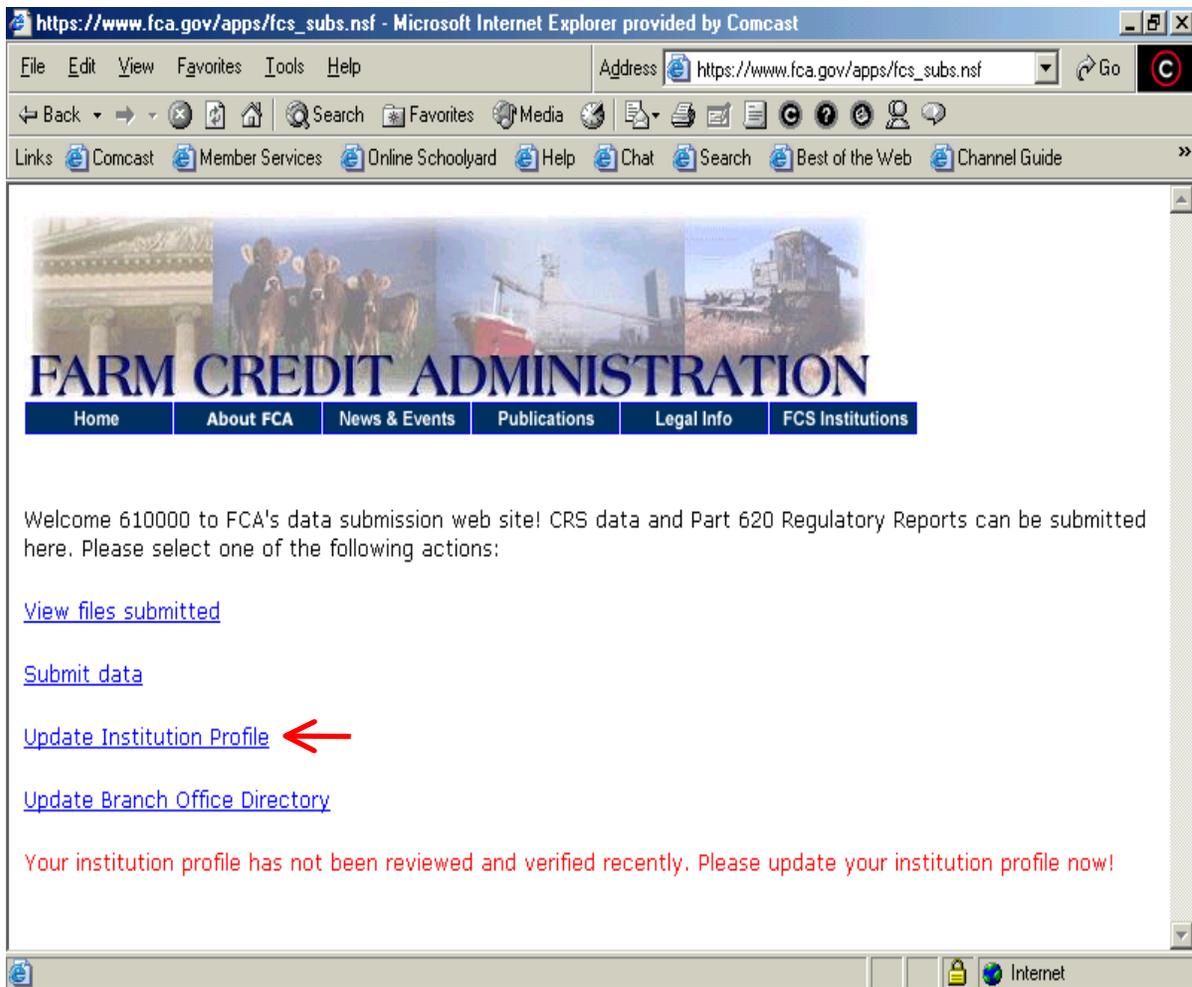


- * 4. The next window will ask you to enter your username and password. **Your password will be encrypted as you enter it, so ensure that you enter the password in the same format as we communicated it to you.** After you input your password, click on "OK".



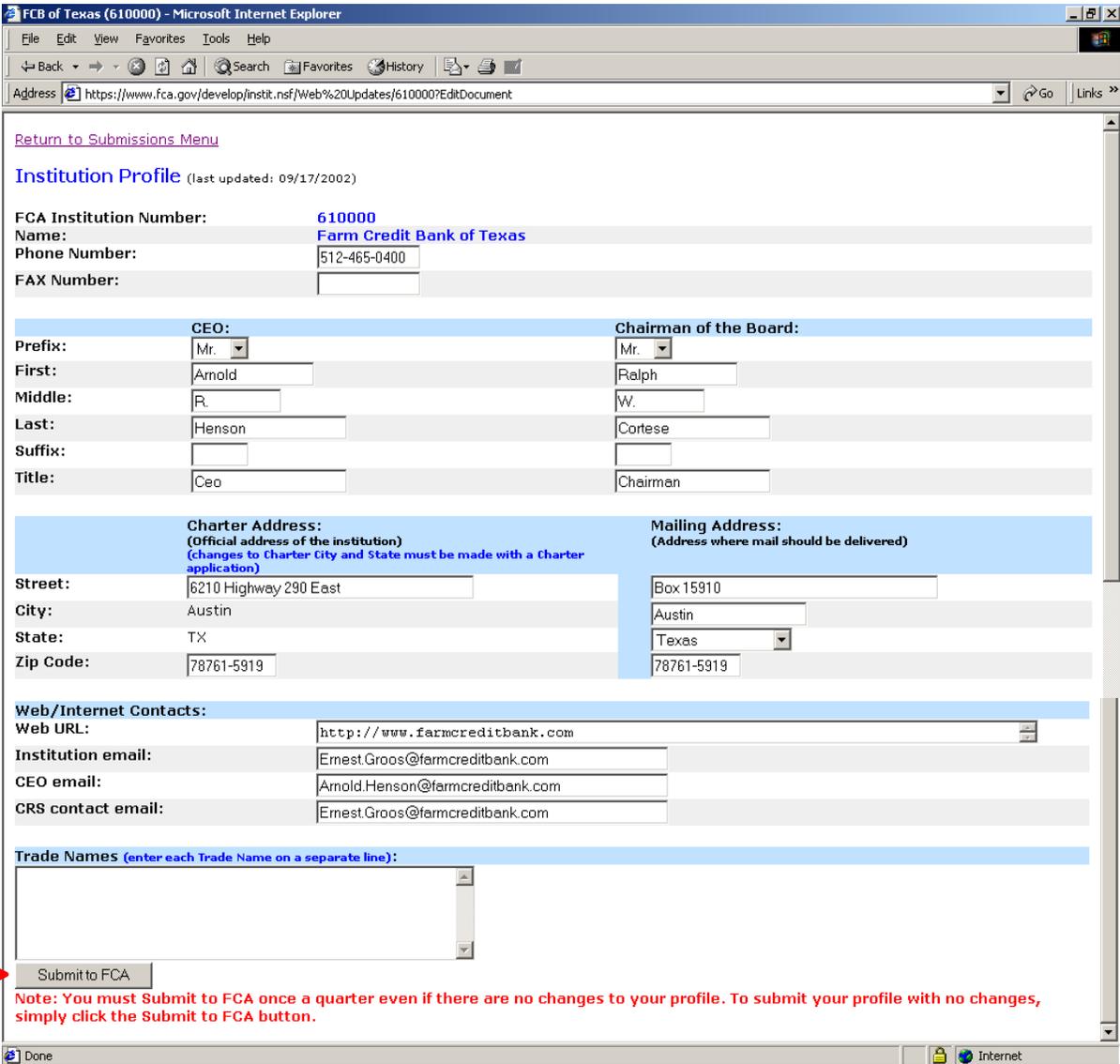
* Change made effective September 15, 2002.

- * 5. A welcome window that displays the UNINUM and allows you to “View files submitted”, “Submit data”, “Update Institution Profiles” or “Update Branch Office Directory” will pop up. 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 as necessary their Institution Profile once every quarter. Select the “Update Institution Profile” option to update your institution profile.



- * Change made effective September 15, 2002.

- * 6. The diagram below shows the Institution Profile fields available for updating on the website. As noted under the Charter Address, **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 **“Submit to FCA”**. **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.



Return to Submissions Menu

Institution Profile (last updated: 09/17/2002)

FCA Institution Number: **610000**
 Name: **Farm Credit Bank of Texas**
 Phone Number: 512-465-0400
 FAX Number:

CEO:		Chairman of the Board:	
Prefix:	Mr.	Prefix:	Mr.
First:	Arnold	First:	Ralph
Middle:	R.	Middle:	W.
Last:	Henson	Last:	Cortese
Suffix:		Suffix:	
Title:	Ceo	Title:	Chairman

Charter Address: (Official address of the institution) (changes to Charter City and State must be made with a charter application)		Mailing Address: (Address where mail should be delivered)	
Street:	6210 Highway 290 East	Box:	15910
City:	Austin	City:	Austin
State:	TX	State:	Texas
Zip Code:	78761-5919	Zip Code:	78761-5919

Web/Internet Contacts:

Web URL: http://www.farmcreditbank.com
 Institution email: Ernest.Groos@farmcreditbank.com
 CEO email: Arnold.Henson@farmcreditbank.com
 CRS contact email: Ernest.Groos@farmcreditbank.com

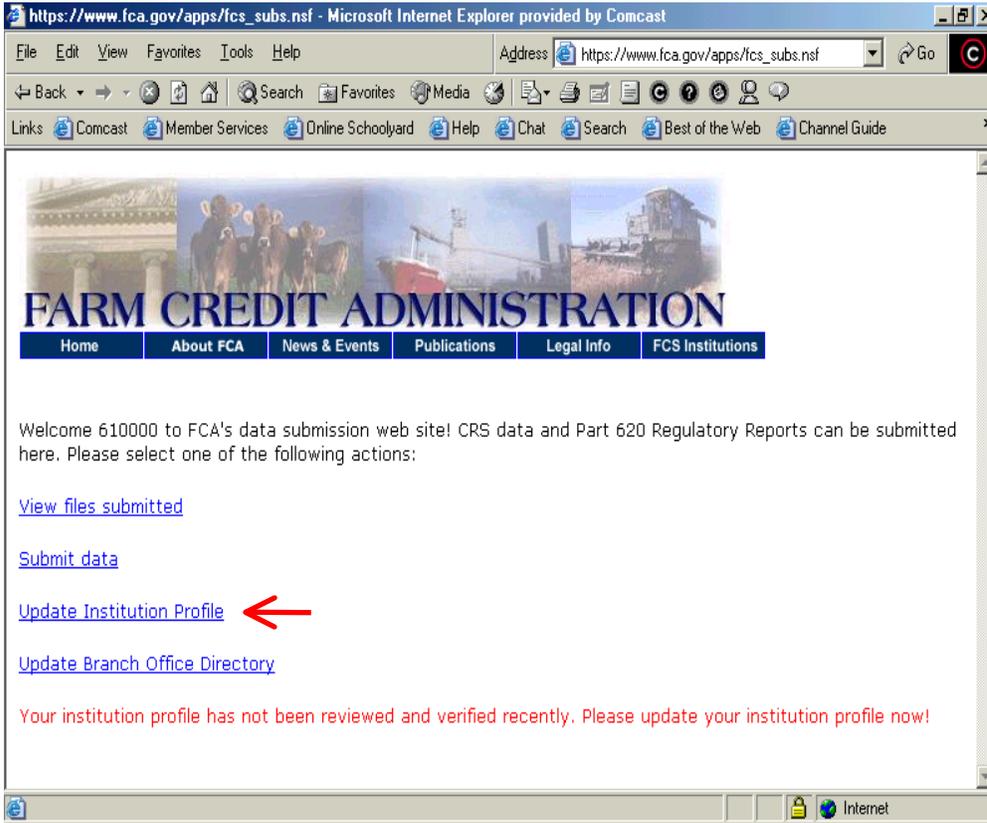
Trade Names (enter each Trade Name on a separate line):

Submit to FCA

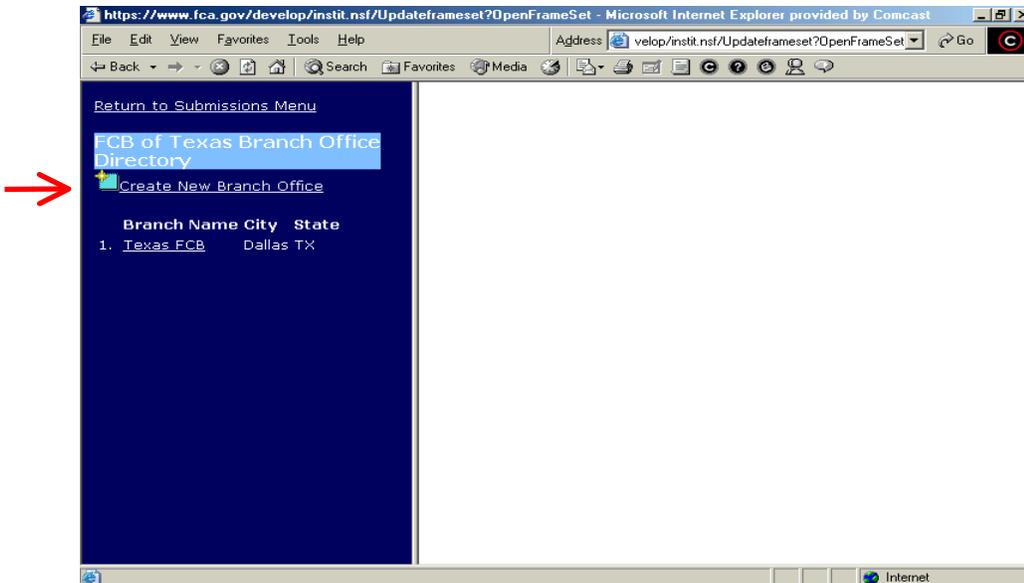
Note: You must Submit to FCA once a quarter even if there are no changes to your profile. To submit your profile with no changes, simply click the Submit to FCA button.

- * Change made effective September 15, 2002.

- * 7. To update the Branch Office Directory select “**Update Branch Office Directory**”.

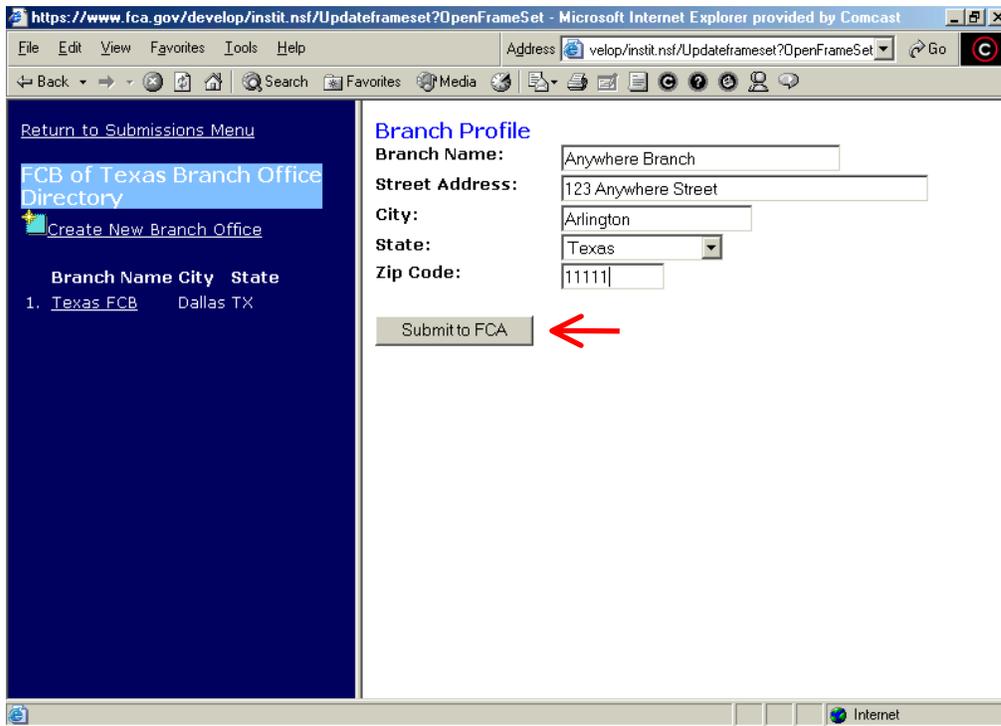


- * 8. The institution’s Branch Office Directory will appear. To add a branch office, select “Create New Branch Office”.

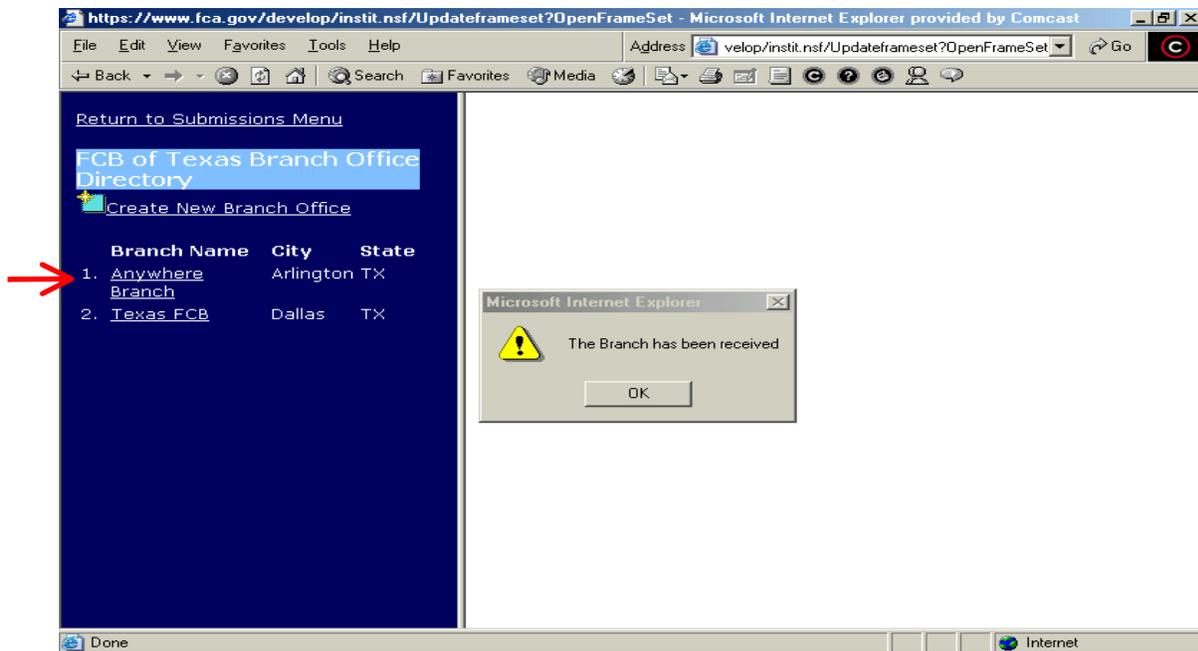


- * Change made effective September 15, 2002.

- * 9. A Branch Profile will appear on the right side of the screen. Enter the required information in the Branch Profile area and select **“Submit to FCA”** to save the new branch profile information.

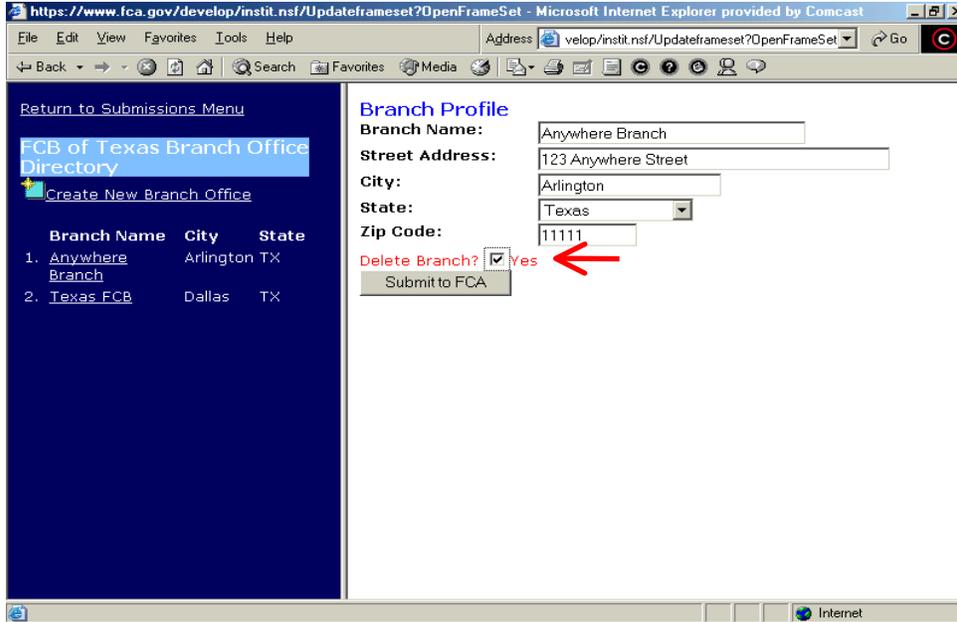


- * 10. The new branch office will appear under the institution's directory.



- * Change made effective September 15, 2002.

- To review the profile of an existing branch office click on the branch name under the institution's directory. The Branch Profile will appear on the right side of the screen where the information can be edited or, if necessary, the branch can be marked for deletion. To delete a Branch Profile, place a check in the box after "Delete Branch?." To save any changes, select "Submit to FCA".



- If a Branch Profile is marked for deletion an "x" will precede the Branch Name. The profile will be deleted when the file information is transferred to our internal database. After completing the review of Branch Office Directory, select "Return to Submission Menu" or exit the FCA website.

