

Online Credit Union Profile and 5300 Call Report

Background

The Office of Examination and Insurance is working with the Office of the Chief Information Officer on the development of a web-based program that will capture and display credit union data. Upon completion, information we currently collect through the software-based 5300 Call Report and Report of Officials programs will be captured through this online program. Credit unions will login to a system via the Internet and enter their data quarterly.

The effective date of these changes is September 1, 2009.

Credit Union Profile

The online system includes an area called the credit union profile. The profile contains information about the credit union that infrequently changes. This area includes some read-only chartering information as well as some data we currently collect on the 5300 Call Report and Report of Officials. Once the initial data is entered into the profile, input is only required for additions, deletions, and changes. The areas from the 5300 Call Report that moved to the profile include:

- US Patriot Act Contact Information (Page 1)
- Emergency Contact Information (Page 2)
- Vital Records Center (Page 2)
- Disaster Recovery Information (Page 2)
- Audit and Verification Information (Page 8)
- Programs and Member Services (Page 8)
- Federal Home Loan Bank and Federal Reserve Bank Information (Page 11)
- Information Systems and Technology (Page 12)
- CUSO Information (Page 18)

The information currently collected on the Report of Officials that will be inputted into the profile includes:

- Main and Branch offices
- Board of Directors
- Name of Manager/CEO
- Annual Meeting Date Information

5300 Call Report

We will continue to collect credit union financial data through the 5300 Call Report quarterly. The call report will be completed and submitted from within a credit union's profile.

Online Credit Union Profile and 5300 Call Report

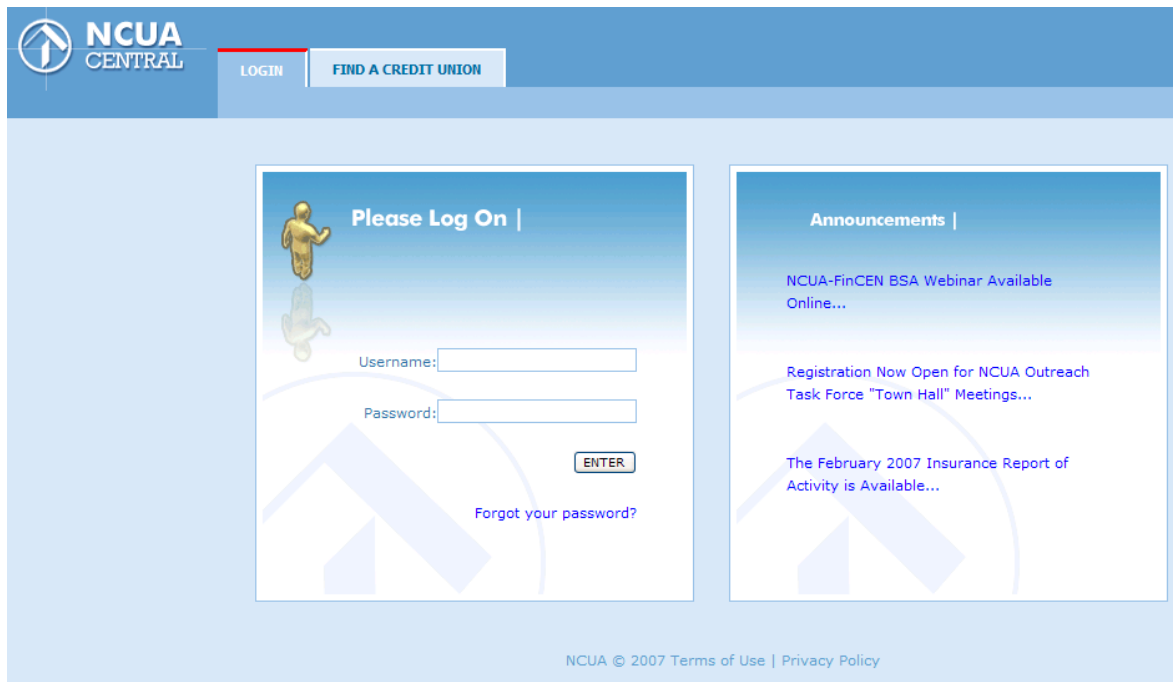
Manual Credit Unions vs. Online Filers

Although majority of credit unions have the capability to use the online system, there are a small number of credit unions that do not have Internet access and will be unable to input their information. These credit unions will be identified as manual filers and will receive a Profile Form and a 5300 Call Report Form each quarter. Both forms will be completed by the credit union and sent to the NCUA or State Supervisory Authority representative for input into the online system. After the initial input of profile information, the examiner will only have to update this information with any changes. Online filing credit unions will only receive a letter from NCUA each cycle. We estimate less than 10% of credit unions will file manually each cycle.

Screen Prints from Online Program

When developing the new Profile and 5300 Call Report forms, we tried to make the form match the online system; however, in some instances, we could not. The Contacts and Sites areas in the online system capture the all the information formerly on the Report of Officials as well as the Emergency Contact, Patriot Act Contacts, Hot Site and Vital Records Center. Please see the following:

Login Screen



The screenshot displays the NCUA Central login interface. At the top left is the NCUA Central logo. To its right are two navigation buttons: "LOGIN" and "FIND A CREDIT UNION". The main content area is divided into two columns. The left column, titled "Please Log On |", features a gold figure icon, a "Username:" input field, a "Password:" input field, an "ENTER" button, and a "Forgot your password?" link. The right column, titled "Announcements |", lists three items: "NCUA-FinCEN BSA Webinar Available Online...", "Registration Now Open for NCUA Outreach Task Force 'Town Hall' Meetings...", and "The February 2007 Insurance Report of Activity is Available...". At the bottom center, the text "NCUA © 2007 Terms of Use | Privacy Policy" is visible.

Online Credit Union Profile and 5300 Call Report

Credit Union Profile

The screenshot shows the 'VIEW CREDIT UNION' page in the NCUA Central system. The page is divided into a header, a left sidebar, and a main content area. The header includes the NCUA Central logo and navigation tabs for 'CREDIT UNIONS' and 'MY ACCOUNT'. Below the header is a secondary navigation bar with tabs for 'Profile', 'Contacts', 'Sites', 'IS & T', 'Disaster Recovery', 'Grants & Partnerships', 'Regulatory', and 'Users'. The left sidebar contains a 'RELATED TASKS' section with links for 'FIND CREDIT UNIONS' and 'CERTIFY PROFILE'. The main content area is titled 'VIEW CREDIT UNION' and contains two sections: 'CREDIT UNION INFORMATION' and 'CERTIFICATIONS'.

CREDIT UNION INFORMATION

Charter Number:	24670
Credit Union Name:	1199 SEIU...
Credit Union Type:	FCU
Status:	Active
Date Chartered:	6/20/1940
Date Insured:	3/10/1977
Region:	Region I - Albany
Charter State:	N/A

CERTIFICATIONS

Certification Date	Certifier Username
11/3/2008 1:21:00 PM	eandi

Contacts (people associated with the credit union- Board of Directors, Committee Members, Emergency Contact, Patriot Act Contact, etc.)- View List of Contacts

The screenshot shows the 'CONTACTS' page in the NCUA Central system. The page layout is similar to the previous screenshot, with the 'CONTACTS' tab selected in the secondary navigation bar. The left sidebar now includes a link for 'ADD CONTACT'. The main content area is titled 'CONTACTS' and contains two sections: 'CREDIT UNION INFORMATION' and a table of 'CONTACTS'.

CREDIT UNION INFORMATION

Charter Number:	24670
Credit Union Name:	1199 SEIU...

CONTACTS

Last Name	First Name	Middle Initial	Job Title	Actions
Bunny	Bugs		Vice Chairperson, Supervisory Committee Member	<input type="button" value="VIEW"/> <input type="button" value="DELETE"/>
Doe	John		Supervisory Committee Chairman	<input type="button" value="VIEW"/> <input type="button" value="DELETE"/>
Miller	Alfred		Treasurer	<input type="button" value="VIEW"/> <input type="button" value="DELETE"/>
Mouse	Mickey		Secretary	<input type="button" value="VIEW"/> <input type="button" value="DELETE"/>
Smith	Suzi		Supervisory Committee Member	<input type="button" value="VIEW"/> <input type="button" value="DELETE"/>

Online Credit Union Profile and 5300 Call Report

Contacts - Add/Edit - The Job Title and Role fields are multi-select. Mandatory fields are based on the job title and role. In the online instructions, NCUA clarifies what fields are mandatory.

CONTACT INFORMATION	
Salutation:	Mr. <input type="button" value="v"/>
First Name:	Bugs <input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	Bunny <input type="text"/>
Work Email:	hi@yahoo.com <input type="text"/>
Confirm Work Email:	hi@yahoo.com <input type="text"/>
Home Email:	unhappy@gmail.com <input type="text"/>
Confirm Home Email:	unhappy@gmail.com <input type="text"/>
Job Title:	<div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Manager/CEO Chief Information Officer Internal Auditor Chief Financial Officer Chairperson <li style="background-color: #0056b3; color: white;">Vice Chairperson Secretary Treasurer Board Member Credit Committee Chairman </div> <div style="margin-left: 10px; font-size: 0.8em;"> Select one or more job title from the list by holding down the Ctrl key and clicking." </div> </div>
Role:	<div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white;">General Credit Union Contact Call Report Profile Information <li style="background-color: #0056b3; color: white;">Primary Patriot Act Secondary Patriot Act </div> <div style="margin-left: 10px; font-size: 0.8em;"> Select one or more role from the list by holding down the Ctrl key and clicking." </div> </div>
Credit Union Employment Type:	Full-time <input type="button" value="v"/>

WORK	
Phone:	USA <input type="button" value="v"/> 704-555-5555 <input type="text" value="ext. 12"/>
Fax:	USA <input type="button" value="v"/> 555-555-4500 <input type="text"/>
Cell:	International <input type="button" value="v"/> 91678555444 <input type="text"/>
Address:	102 Happy Road <input type="text"/>
City/State/Postal Code:	Gleeville <input type="text"/> AR - Arkansas <input type="button" value="v"/> 22314 <input type="text"/>
Country:	United States <input type="button" value="v"/>

HOME	
Phone:	<input type="button" value="v"/>
Fax:	<input type="button" value="v"/>
Cell:	USA <input type="button" value="v"/> 707-444-2333 <input type="text"/>
Address:	6934 Sour Patch Road <input type="text"/>
City/State/Postal Code:	Gloomy <input type="text"/> <input type="button" value="v"/> 22315 <input type="text"/>
Country:	United States <input type="button" value="v"/>
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	

Online Credit Union Profile and 5300 Call Report

Sites - View list of locations

The screenshot shows the NCUA Central interface. The top navigation bar includes 'CREDIT UNIONS' and 'MY ACCOUNT'. Under 'MY ACCOUNT', there are tabs for 'Profile', 'Contacts', 'Sites', 'IS & T', 'Disaster Recovery', 'Grants & Partnerships', 'Regulatory', and 'Users'. The 'SITES' tab is active.

On the left, there is a 'RELATED TASKS' section with links for 'FIND CREDIT UNIONS' and 'ADD SITE'.

The main content area is titled 'SITES' and contains two sections:

- CREDIT UNION INFORMATION:** A table with the following data:

Charter Number:	24670
Credit Union Name:	1199 SEIU...
- SITES:** A table listing various sites:

Site Name	Site Type	Site Function	Actions
Burke Branch	Branch Office	None	VIEW DELETE
Main Office	Corporate Office	None	VIEW DELETE
Paris Office	Branch Office	Hot Site	VIEW DELETE
Service Center	Branch Office	Shared Service Center	VIEW DELETE

Site - Add/Edit a location - Site Type options include: Corporate Office, Branch Office, Other. Site functions not listed: ATM, Location of Records (Note: Credit unions are not required to report the ATM locations; however, they have the option).

The screenshot shows the 'SITE INFORMATION' form for editing a location. The form is divided into several sections:

- SITE INFORMATION:**
 - Site Name: Burke Branch
 - Operational Status: Normal
 - Site Type: Corporate Office
 - Site Function: Shared Service Center (dropdown menu is open showing options: Shared Service Center, Disaster Recovery Loca, Vital Records Center, Hot Site)
 - Is Main Office:
 - Hours Of Operation: Mon - Fri 7:00 AM - 11:00
- MAILING ADDRESS:**
 - Line 1: 1234
 - Line 2: (empty)
 - City/State/Postal Code: (dropdown menu)
 - Country: (dropdown menu)
- PHYSICAL ADDRESS:**
 - Line 1: (empty)
 - Line 2: (empty)
 - City/State/Postal Code: (dropdown menu)
 - Country: (dropdown menu)
- PHONE AND FAX:**
 - Phone: USA (dropdown), 123-456-7890, ext. 12
 - Fax: (dropdown), 70391234567

At the bottom of the form are 'SAVE' and 'CANCEL' buttons.

Online Credit Union Profile and 5300 Call Report

IS&T - Majority of the questions from Page 12 of the Call Report.

IS & T INFORMATION	
Website Address:	www.collisioentest.org
Website Hosted Internally:	<input checked="" type="checkbox"/>
Website Type:	<input type="checkbox"/> Informational <input checked="" type="checkbox"/> Interactive <input checked="" type="checkbox"/> Transactional
Transactional Website Vendor:	Other <input type="button" value="v"/>
Other (Please specify):	USERS INC.
Organizational Email:	info@seiu.com
Confirm Organizational Email:	info@seiu.com
Does the credit union have internet access?	<input checked="" type="checkbox"/>
Does the credit union have an internal wireless network?	<input checked="" type="checkbox"/>
Data Processing System CU uses to maintain records:	Other <input type="button" value="v"/>
Data Processing Vendor:	Other <input type="button" value="v"/>
Other (Please specify):	out sourcing from India
How do your members access/perform electronic financial services? (Check all that apply):	<input checked="" type="checkbox"/> Home banking via Internet Website <input type="checkbox"/> Wireless <input type="checkbox"/> Audio Response/ Phone Based <input type="checkbox"/> Automatic Teller Machine (ATM) <input type="checkbox"/> Kiosk <input checked="" type="checkbox"/> Mobile Banking

Data Processing Conversion - View Dates

DATA PROCESSING CONVERSIONS		
Date Converted	Converted To	Actions
1/31/2007	Fiserve	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
3/31/2008	FedComp	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Online Credit Union Profile and 5300 Call Report

Data Processing Conversion - Add/Edit a conversion

DATA PROCESSION CONVERSION INFORMATION	
Date Converted:	<input type="text" value="1/31/2007"/>
Converted To:	<input type="text" value="Fiserve"/>
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	

Disaster Recovery Information and Test

DISASTER RECOVERY INFORMATION	
Communicates with members through a website:	<input type="text" value="No"/>
Available Emergency Resources:	<input type="text" value="None"/>
<input type="button" value="EDIT"/> <input type="button" value="CANCEL"/>	

DISASTER RECOVERY TESTS	
Date Tested	Actions
12/31/2007	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
9/30/2008	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Grants and Partnerships - This tab is optional for credit unions.

Online Credit Union Profile and 5300 Call Report

GRANTS AND PARTNERSHIPS

CREDIT UNION INFORMATION	
Charter Number:	24670
Credit Union Name:	1199 SEIU...

GRANTS			
Grantor	Date Awarded	Amount	Actions
Community Development Financial Institutions Fund	10/12/2007	\$12,345.67	EDIT DELETE
National Federation of Community Development Credit Unions	5/31/2008	\$22,345.99	EDIT DELETE
US Department of Agriculture	12/15/2001	\$10,839.95	EDIT DELETE
US General Services Administration	12/23/1999	\$11,134.30	EDIT DELETE

PARTNERSHIPS			
Partner Name	Service Type	Relationship Type	Actions
10MO DISTRITO NAVAL	Back office operations	Informal relationship	EDIT DELETE
MY CHOICE	Computer training	Informal relationship	EDIT DELETE
MY CHOICE	BSA training	Free services	EDIT DELETE
NARFE PREMIER	Disaster recovery	Disastrous events	EDIT DELETE

Regulatory - This is where we will capture Annual Meeting, Financial Statement Audit, and Member Account Verification Information

RELATED TASKS	REGULATORY INFORMATION												
FIND CREDIT UNIONS	<table border="1"> <thead> <tr> <th colspan="2">CREDIT UNION INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Charter Number:</td> <td>24670</td> </tr> <tr> <td>Credit Union Name:</td> <td>1199 SEIU...</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	CREDIT UNION INFORMATION		Charter Number:	24670	Credit Union Name:	1199 SEIU...						
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Date Verified	Verifier Type	Actions											
1/7/2008	Supervisory Committee	EDIT DELETE											
1/8/2008	Supervisory Committee	EDIT DELETE											

To Be Programmed - Credit Union Service Organization (CUSO) and Programs and Services.
The CUSO section will be similar to Sites and Contacts and will contain all the fields on Page

Online Credit Union Profile and 5300 Call Report

18 of the Call Report. Programs and Services are being moved from Page 8 - 9 of the Call Report. This page will be checkboxes.

The 5300 portion is in process of being programmed; however, the format is not changing significantly. We plan to the form pages broken in smaller parts in the online program; however, when printed from the online system the forms will look similar. For example, page 3 of the Call Report will be broken into 2 web pages - Cash will be on one web page and Investments on the next. When printed, these two web pages will print on one page, similar to the paper form.