

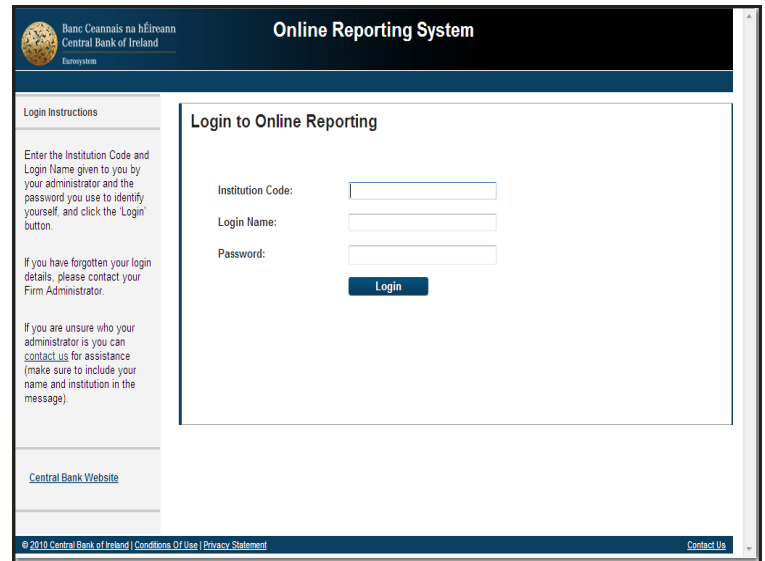
Online Reporting System Quick Start Guide for Credit Unions (Applicant)

1. Logging In

The **Online Reporting System** facilitates credit unions in the electronic submission of the Fitness and Probity Individual Questionnaire. The following is a guide for Individual Questionnaire **Users (Applicants)**.

To login to the system:

1. Open the website:
<https://onlinereporting.cbfsai.ie>
2. The **Online Reporting System** login page appears.
Enter your **Institution Code**, your **Login Name** and your **Password**, then click **Login**.
3. The **Home** page appears—and is described below.



2. Online Reporting System Home Page

Your credit union number is displayed at the top of the screen, followed by your name.

Logout
Click to logout of the system.

Click to return to the **Home** page from any screen.

New messages
General system announcements appear here.

View/Edit Data
Click to display the list of Returns you have access to.

Administration
View / Edit your user profile details, change your password.

My Profile
Click to display or edit information stored about you by the system.

Messages
This page shows all the messages from the Central Bank of Ireland that applies to you or your institution.

Click to access the Central Bank website.

Click to view the **Administration Manual** in a new window.

Click to view Submit a Request to the Central Bank.

Tasks
Specific tasks which are due for completion are listed here.

Requests
Click to view any requests you have submitted.



3. Individual Questionnaires

Return Type Options

This page displays the options for the 'Individual Questionnaire' return for your institution.

You can enter data or view previously entered data by clicking on the 'View/Edit Returns' button.

Individual Questionnaire

Start a New Application
Create a new application, you may only have one open application at any given time.

View Previous Applications
View your Signed off Applications.

Click to start a new Individual Questionnaire Application.

Click to view any previously submitted applications.

4. Navigate and Submit an Individual Questionnaire

Click the links along the top of the page to navigate to other areas within the **Online Reporting System**.

Section 1 must be completed first. Remaining sections are enabled/disabled based on answers provided in this section.

Use these links to navigate to other sections within the Individual Questionnaire.

Click here to view the Individual Questionnaire Application Guidance for credit unions.

Application: C109617_6d8e6162_00038 - Applicant: Credit Union Applicant - Status: Incomplete

Section	Status	Last Updated By	Last Updated			
Section 1: Preliminary Questions	Valid	Credit Union Applicant	23-May-2013 (10:49)			
Section 2 Applicant Personal Details	Blank	Credit Union Applicant	23-May-2013 (10:49)			
Section 3 Professional Experience and Qualifications	Blank	Credit Union Applicant	23-May-2013 (10:49)			
Section 4: Minimum Competency Code	n/a	Credit Union Applicant	23-May-2013 (10:49)			
Section 5: Reputation & Character	Blank	Credit Union Applicant	23-May-2013 (10:49)			
Section 6 Applicant Current and Previous Regulatory Approvals	Blank	Credit Union Applicant	23-May-2013 (10:49)			
Section 7: Applicant Savings and Loans with the Proposing Entity	Blank	Credit Union Applicant	23-May-2013 (10:49)			
Section 8 Applicant Shareholdings/Business Interests in Financial Entities and Other Firms	Blank	Credit Union Applicant	23-May-2013 (10:49)			
Section 9 Positions as an Executive/Non-Executive Director, Chairman, Manager...	n/a	Credit Union Applicant	23-May-2013 (10:49)			
Section 10: Supporting Documentation	Blank	Credit Union Applicant	23-May-2013 (10:49)			
Section 11: Applicant Declaration	Blank	Credit Union Applicant	23-May-2013 (10:49)			
Section 12: Proposer Declaration	Blank	Credit Union Applicant	23-May-2013 (10:49)			

[Export to Excel](#) [Submit to Proposer](#)

The current status of your application.

The status of each section.

Click here to **Clear** the specific section.

Click here to activate **Help** for the specific section.

Click here to **Validate** the specific section.

Click to export the current return to an MS Excel spreadsheet.

Click to submit a completed Individual Questionnaire to the Proposer.

Contact Us

For any additional queries on getting started with the **Online Reporting System**, please contact the **Regulatory Transactions Division**:



+ 353 1 224 5333



onlinereturns@centralbank.ie