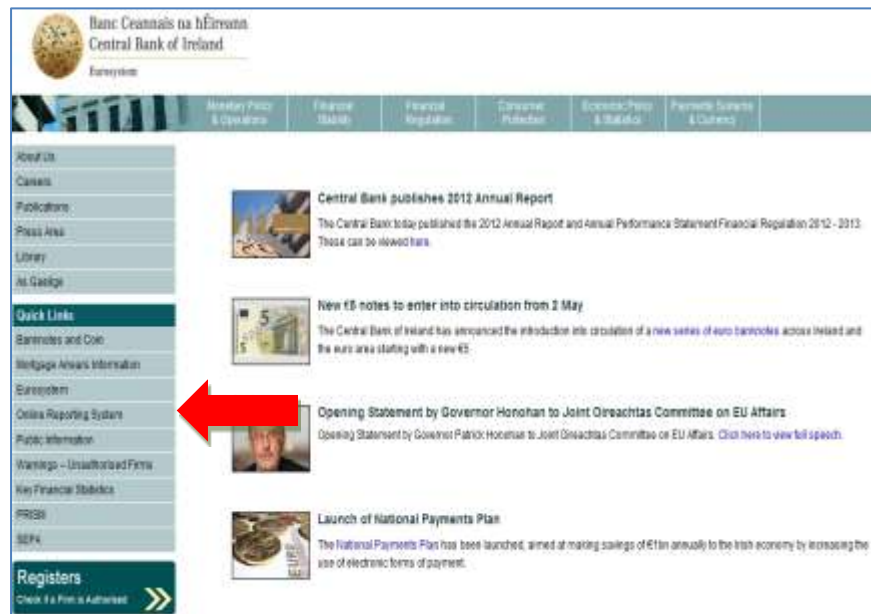


Quick Reference Guide – Edit PCF Contact Details:

1. Open a web browser and enter the address www.centralbank.ie.
2. Click the **Online Reporting System** link on the bottom left of the page.



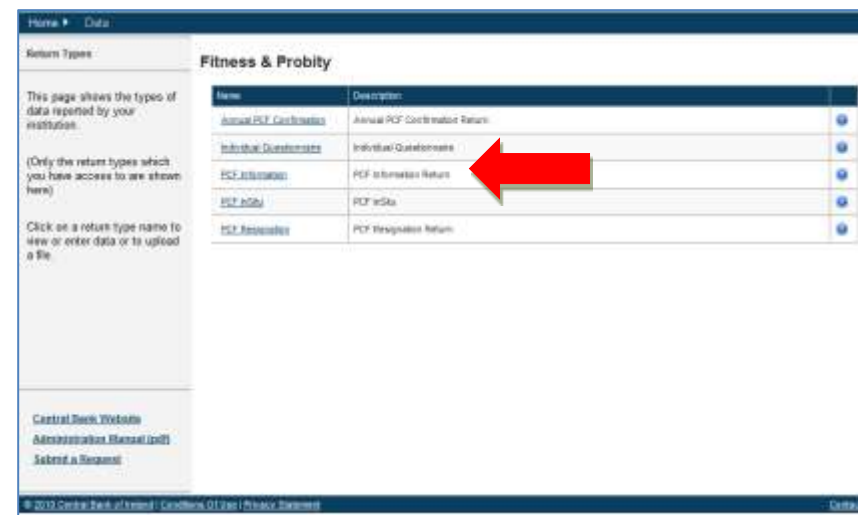
3. The **Login to Online Reporting** page appears. Enter your login credentials and click Login.



4. From the Home Page, select **View/Edit Data**.



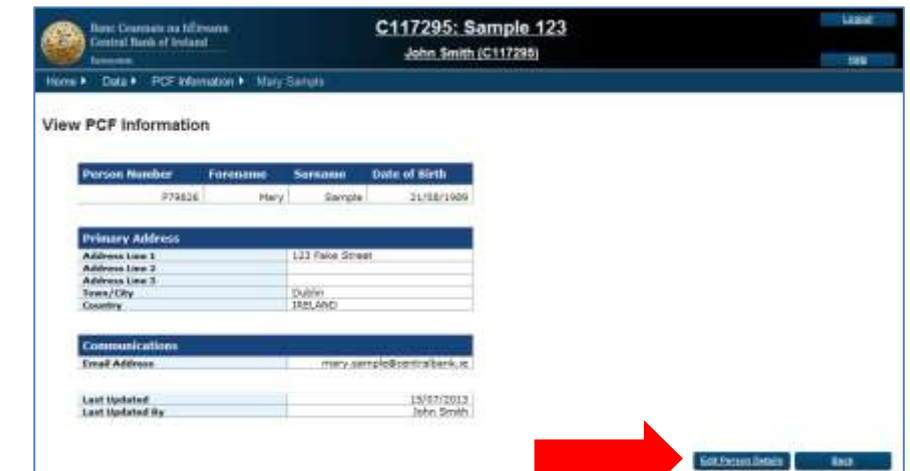
5. Select the **PCF Information Return**, and then click **View Roles**.



6. This brings you to a list of all of the individuals with PCF roles in the firm. Select the **Person Details** option in the third column for the PCF whose details you want to edit.

Full Name	Date Of Birth	PCF Role Description	Spouse	Status	Approved Date	Start Date	End Date	
Joe Briggs (1970-04)	04-May-1970	Executive Director (PEP-1)	IS	Resignation in Process	15-Jan-2013	21-Jan-2013		
Jane Dow (1962-07)	15-Jun-1962	Non Executive Director (PCF-2)	IS	Approved	06-Nov-2012	01-Jan-2013		Resign
Mary Sample (1983-02)	02-Jun-1983	Head of Finance (PCF-11)	IS	Approved	19-Jun-2013	19-Jun-2013		Resign
Mary Sample (1985-08)	23-Aug-1985	Non Executive Director (PCF-2)	IS	Approved	10-Dec-2012	01-Jan-2013		Resign
Mary Sample (1985-08)	23-Aug-1985	Chairman of the Board (PCF-3)	IS	Approved	01-Dec-2012	01-Jan-2013		Resign
Ann Smith (1975-01)	21-Jan-1975	Head of Compliance with responsibility for AML/CFT (PCF-15)	IS	Approved	10-Jan-2012	01-Dec-2012		Resign
Jane Smith (1963-07)	27-Aug-1963	Head of Credit (PCF-22)	IS	Approved - Not Taken Up	19-Jun-2013			

7. The option to view and edit Person Details will be available for any PCF other than those with status 'Resigned'.
8. When you select Person Details, the screen below will be displayed. To edit any of the details, select **Edit Person Details** in the bottom right of the screen.



9. Enter the necessary amendments. Certain parts of the information form are mandatory, and it will not be possible to save it if they are left blank. When you are happy with the changes made, select the option to **Submit**.
10. The new details will be sent to the Central Bank to be processed. You will be unable to edit the details again until you receive confirmation from the Bank that the information has been updated in the Central Bank's records.