

How to: **Set Reminders for Individual Returns:**

This step-by-step guidance provides information on how to set Return reminders for individual Returns.

To submit a request on a specific Return, please complete the following steps:

- i. Once logged in as the Firm Administrator, on the *Home Page*, select '**Administration**' as shown in figure 1.1.

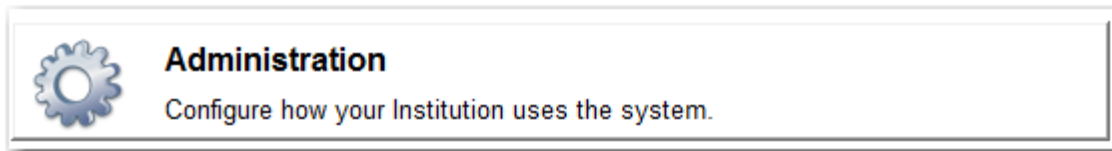


Figure 1.1

- ii. On the *Institution Administration Page* in figure 1.2 select '**Manage Notifications**'.

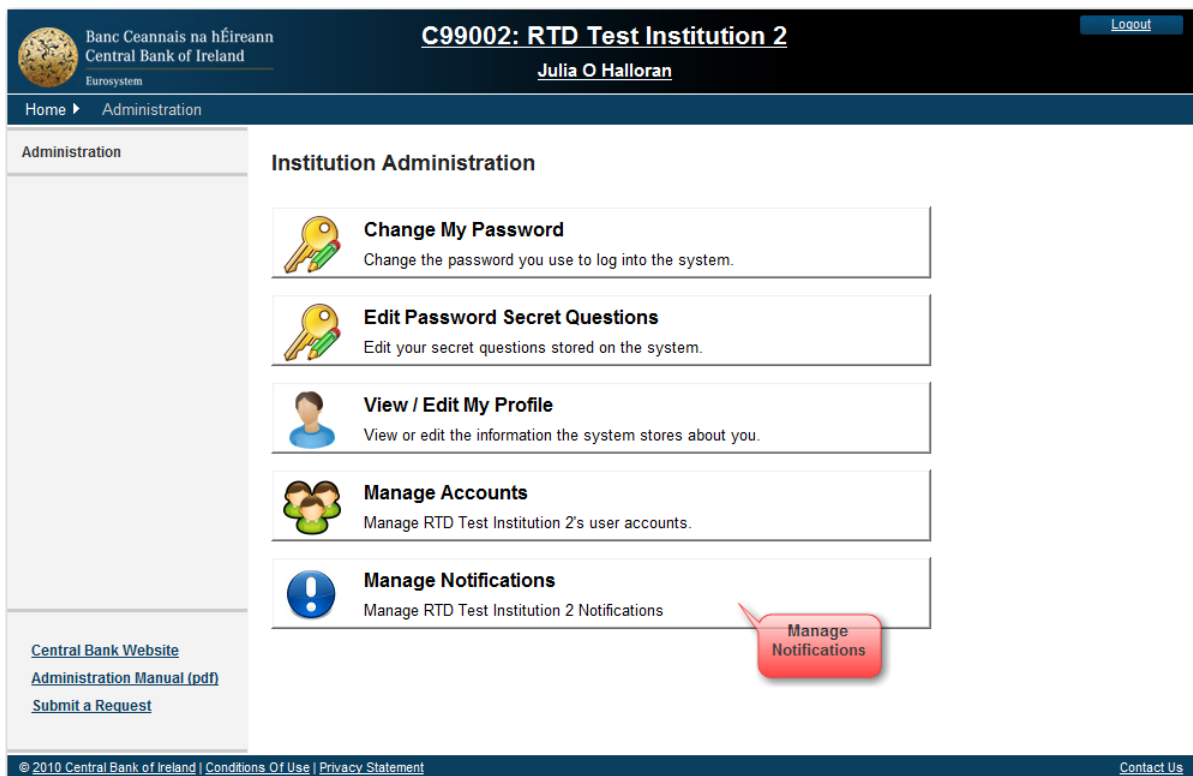


Figure 1.2

- iii. On the Manage Notifications Page, shown in figure 1.3, select the '**Return Type Notification Preference**' in figure 1.4. This allows the User to determine the frequency of notifications for individual Return types. The User can also set notifications for the institution as a whole under the '**Set Institution Notification Preferences**'.

Administer 'RTD Test Institution 2'

Set Institution Notification Preferences
Manage RTD Test Institution 2's Notification Preferences


Return Type Notification Preferences
Manage RTD Test Institution 2's Return Type Preferences.

View User Notifications
View RTD Test Institution 2's User Notifications.

Figure 1.3

Return Type Notification Preferences
Manage RTD Test Institution 2's Return Type Preferences.

Figure 1.4









- iv. Figure 1.5 shows the Return types as submitted by your Institution. Select the blue icon  'Edit Return Type Preferences' to choose which Return type to set custom notification preferences for.

Return Types





This page shows the types of data reported by your firm.

Click on a return type to set notification preferences.

Banking

Name	Description		
Cover Pages (Consolidated)	Supplementary information to the COREP/FINREP (Consolidated) and various other returns		
Deposit Protection	Deposit Protection Return		
FINREP Individual	Financial Reporting designed for credit institutions that use IAS/IFRS for their published financial statements		
Funding Return	Funding Return		

Investment Services - Scheduled Returns

Name	Description		
ISPS Bank Statements	Investment Services Bank Statements Return		
Bank Statements - Quarterly Accounts	Bank Statements - Quarterly Accounts		

Select 'Edit Return Type Preferences'

Figure 1.5

- v. As can be seen in figure 1.6 below, the User can manage notifications for each specific Return. To set Return specific preferences, the User should check or uncheck the box or boxes according to their notification preferences. The return type 'Bank Statement' has been chosen to demonstrate that the user can check to receive Pre and Post filing reminders and acknowledgments.

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C99002: RTD Test Institution 2 [Logout](#)

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Home ▶ Administration ▶ Manage Notifications ▶ Return Type Preferences ▶ ISPS Bank Statements

Institution Return Type Preferences

This page shows the preferences for 'Bank Statements' return type

As an administrator, you can set the notification preferences for each return type

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Edit 'Bank Statements' Notification Settings

Reporting start date: 31-Dec-2010

Reporting end date (if known):

Primary Contact: <<Institution Admin (Paul Richardson)>> [Manage Secondary Contacts](#)

Click the checkbox if your institution wishes to receive pre-filing reminder notifications:

Click the checkbox if your institution wishes to receive non-filing reminder notifications:

Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted:

[Save](#) [Cancel](#)

Check Boxes

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Figure 1.6

- vi. Once satisfied with the settings, select '**Save**' and the notifications selected will be received in respect of this Return type.