

**How to: Submit a Request about a Specific Return:**

This step-by-step guidance provides information on how to submit a request in relation to a specific Return.

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

- i. Once logged in, on the *Home Page* select '**View/Edit Data**', shown in figure 1.1.



Figure 1.1

- ii. Click on the specific return type that your query relates to; for instance, in figure 1.2 the FINREP Return has been selected.



The screenshot shows the top navigation bar of the Central Bank of Ireland portal. The header includes the bank's logo and name in Irish and English, the Eurosystem logo, and the user's name 'John Smith' next to a 'Logout' button. Below the header, a breadcrumb trail shows 'Home > Data'. The main content area is titled 'Return Types' and contains a table with three rows of return types. To the left of the table is a text box explaining the page's purpose and providing instructions on how to interact with the return types. Below the text box are links to the 'Central Bank Website', 'Administration Manual (pdf)', and 'Submit a Request'.

Name	Description	
<a href="#">FINREP</a>	Financial Reporting for credit institutions	
<a href="#">Annual Audited Accounts</a>	Annual Audited Accounts Return	
<a href="#">Liquidity Return</a>	Liquidity Return	

Figure 1.2

- iii. In the next window (shown in figure 1.3) click '**View/Edit Returns**'.

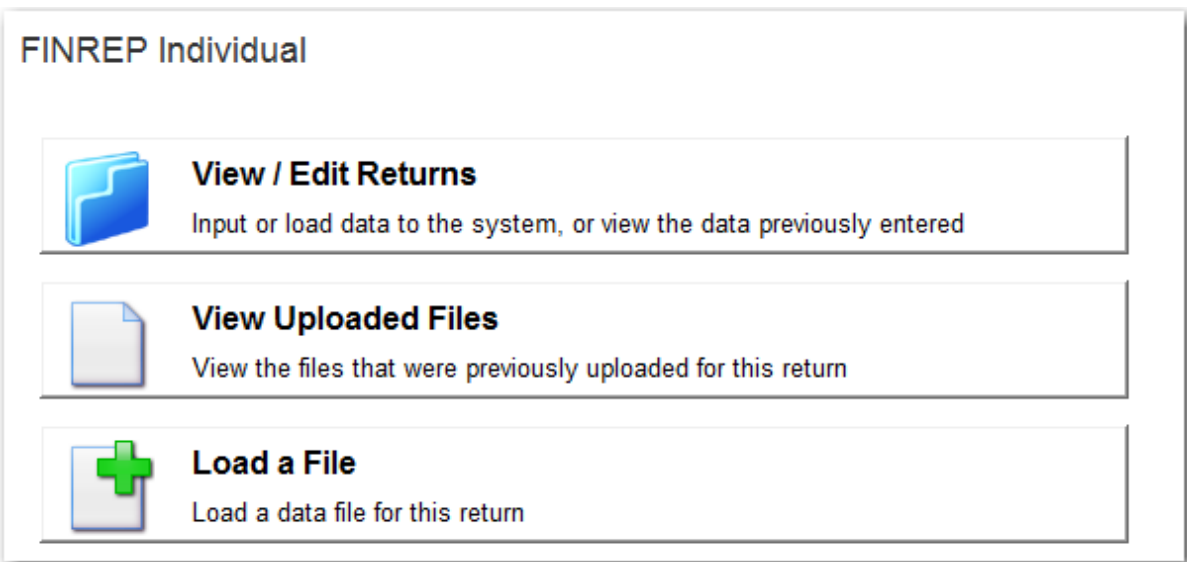


Figure 1.3

- iv. Click the **'Create a Request'** icon  as seen in figure 1.4

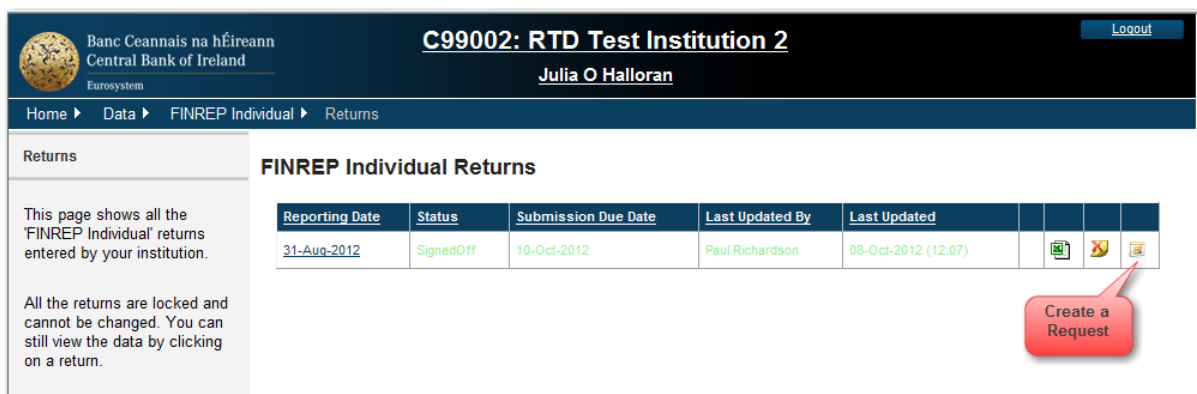


Figure 1.4

- v. Select the type of query you wish to report from the dropdown list. Provide further information in the **'Additional Details'** textbox, if appropriate (shown in figure 1.5). Click **'Submit'**.

**Banc Ceannais na hÉireann**  
Central Bank of Ireland  
Eurosystem

**C40438: ABCD Ltd**  
John Smith

Logout

Home ▶ Data ▶ FINREP ▶ Returns ▶ 31-Aug-2012 ▶ Add Request

**Return Request**

This page is for submitting a query to our support team in the Central bank related to a particular return.

Select a request type, enter your request or query in the box provided and click Submit to action your request.

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

### Submit Return Specific Request

Return Type: FINREP Individual  
Reporting Date: 31-Aug-2012  
Revision: 1  
Request Type: Ask a Question  
Additional Details:

Ask a Question  
Report a Problem  
Request Amendment of Return Reporting/Due Date  
Request Removal of Return Type

Submit Cancel

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Figure 1.5

- vi. Your *Request* will then be submitted to the Central Bank and the ONR will issue a request reference code along with an email (seen in figure 1.6) and notification that your request has been completed.

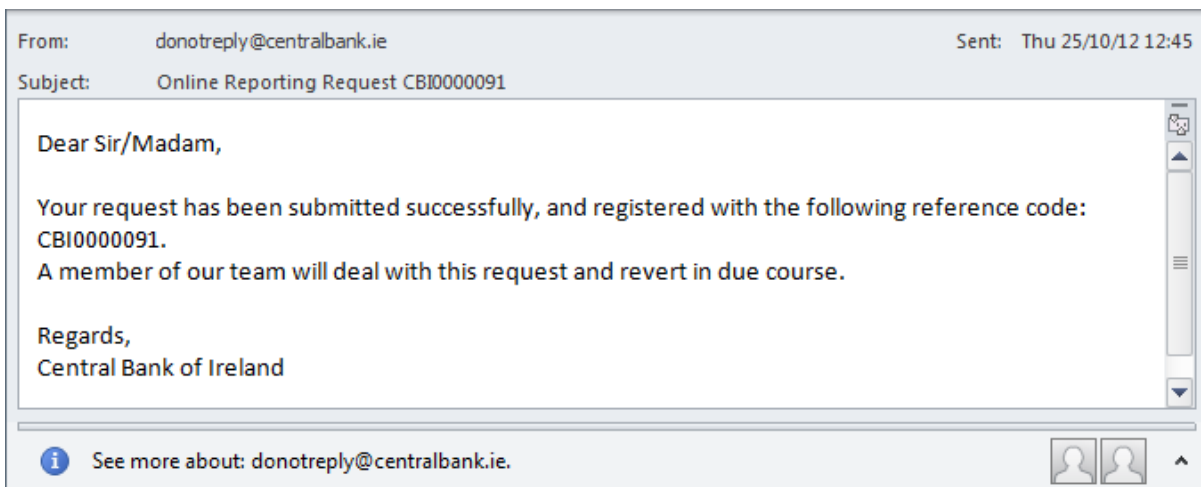


Figure 1.6