

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 user interface of the Central Bank of Ireland's portal. At the top, there is a dark blue header with the Central Bank of Ireland logo and name on the left, the user ID 'C40438: ABCD Ltd' and name 'John Smith' in the center, and a 'Logout' button on the right. Below the header is a navigation bar with 'Home' and 'Data' links. The main content area is titled 'Return Types' and contains a table of return types. To the left of the table is a text box explaining the page's purpose and providing instructions. Below the table are links to the Central Bank Website, Administration Manual, and Submit a Request.

Name	Description	
FINREP	Financial Reporting for credit institutions	
Annual Audited Accounts	Annual Audited Accounts Return	
Liquidity Return	Liquidity Return	

Figure 1.2

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

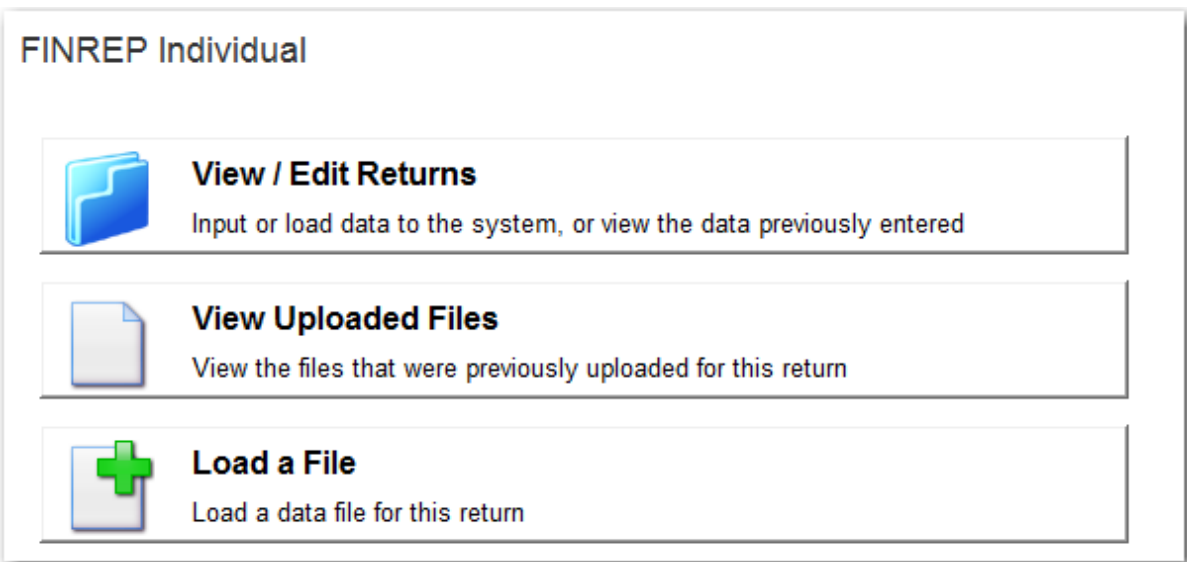


Figure 1.3

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

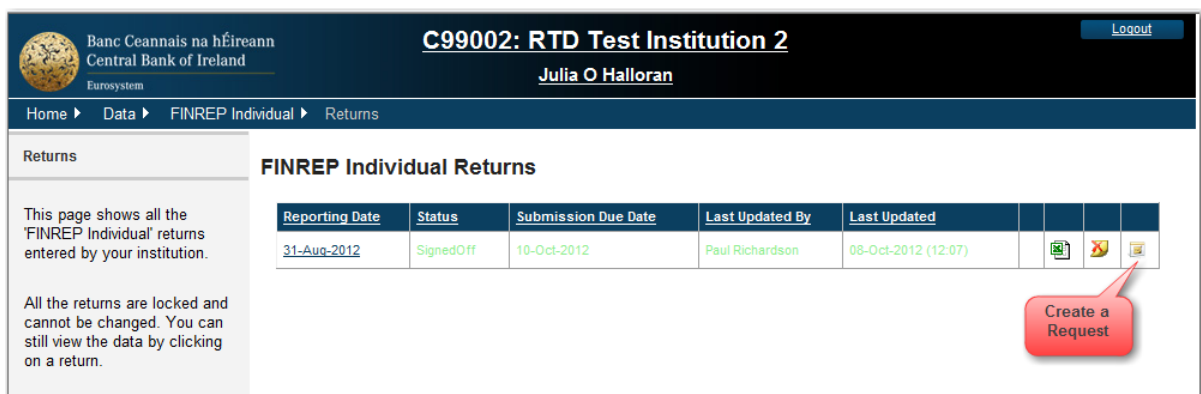


Figure 1.4

- 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'**.

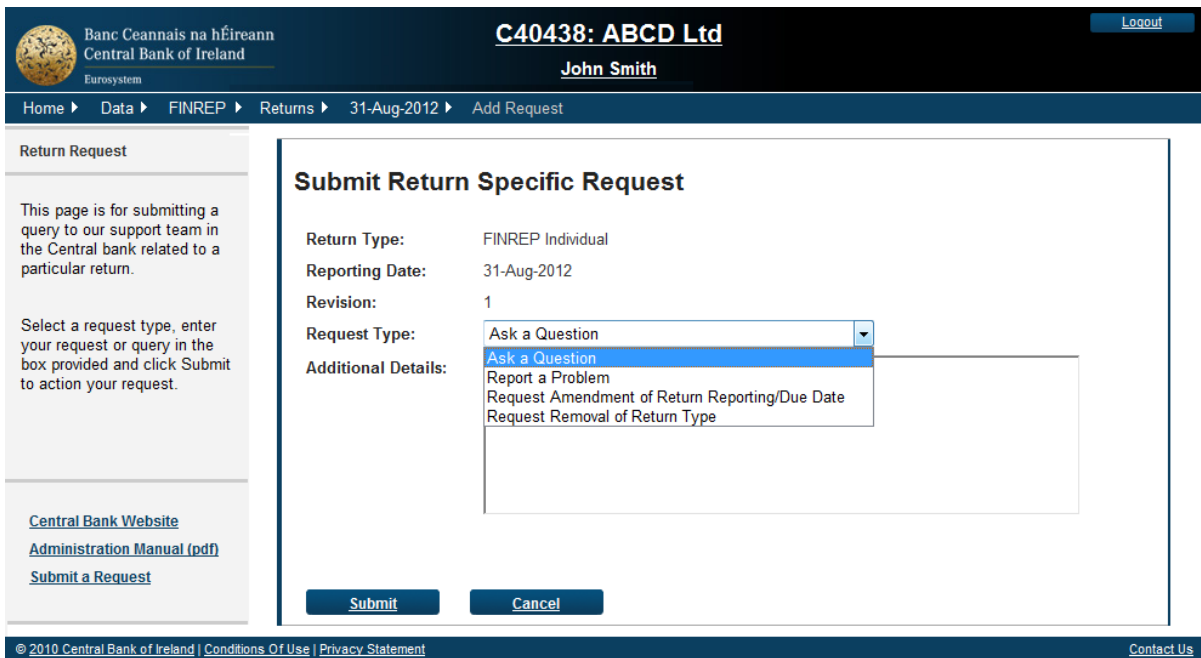


Figure 1.5

- 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.

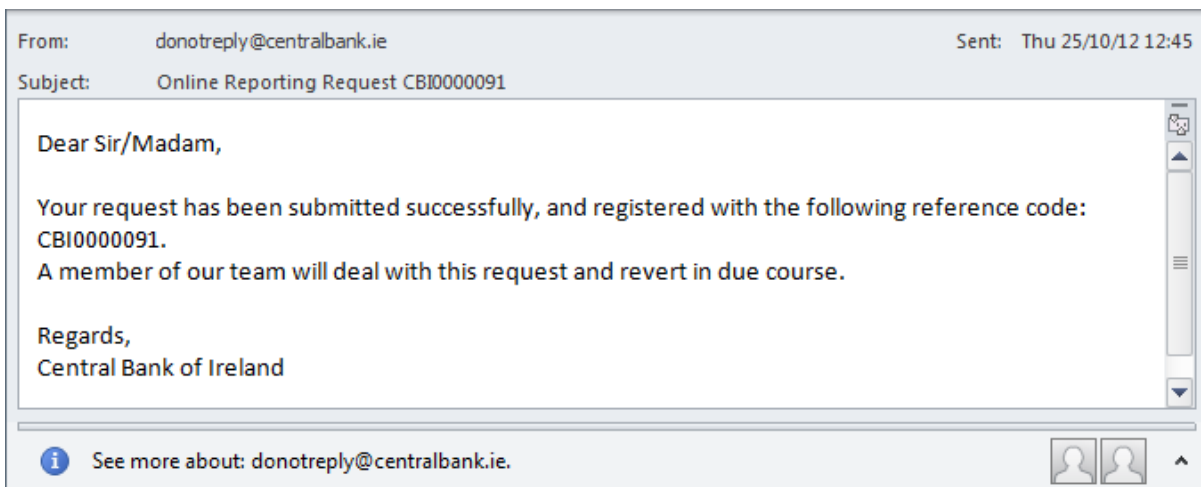


Figure 1.6