IESUB File Transfer User Guide

FR H (b) 11

Federal Reserve System

STATISTICS FUNCTION
AUTOMATION SUPPORT

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OVERVIEW

The Federal Reserve System's Internet Electronic Submission ("IESUB") Web Site includes the ability to submit reports through file transfer using PDF files. This feature was developed for FR H-(b)11 reporting institutions. It allows PDF files to be received, stored and transmitted via IESUB.

This document provides the guidance for Submission Requirements for the FR H-(b)11 Report Form and detail steps for submitting FR H-(b)11 data via IESUB.

Submission Requirements for the FR H-(b)11 Report Form

1. Retrieve the form and instructions from the Federal Reserve Board website. The link to this is provided below.

   http://www.federalreserve.gov/reportforms/

2. Download the form and fill-in the appropriate fields on the cover page and the information on the following page(s) regarding additional savings and loan holding companies included in the combined report (if applicable). Please note that the form is provided in Portable Document Format (PDF) with functionality for you to fill in the required fields from your desktop. Adobe reader is required.

3. Print all applicable pages of the completed form.

4. The form should be signed and attested by the appropriate official on all the applicable pages.

5. Scan the printed version of the form and save the document in PDF.

6. Append the scanned version of the form to the required H-(b)11 items and sub-items, ensuring that the cover page and the information on any additional savings and loan holding companies appears first in the combined PDF document.

7. Submit your FR H-(b)11 to the Federal Reserve System using the Reporting Central website. The link to this site is provided below.

   http://www.frbservices.org/centralbank/reportingcentral/iesub.html

NOTE: All submissions must include all required information in one PDF file except in cases where confidentiality is requested for particular items or sub-items. Confidential items or sub-items should be included in a separate PDF file accompanied by a confidentiality request.

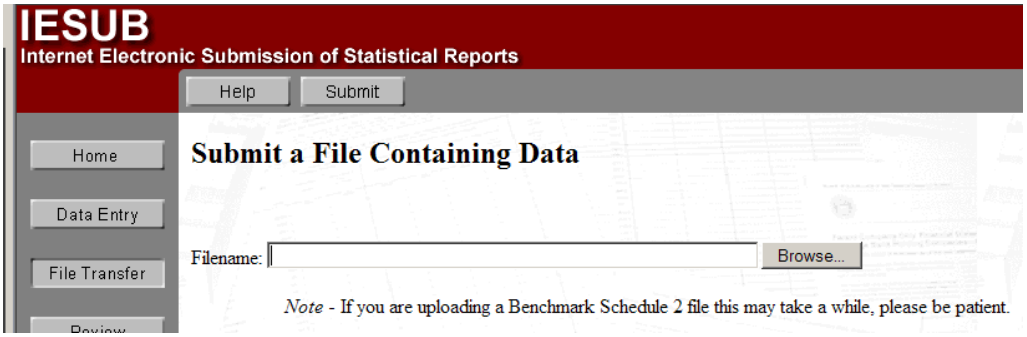
IESUB File Transfer Procedure

1. Login to IESUB System using the following URL:

   Production environment: https://stat.frb.org/IESUB

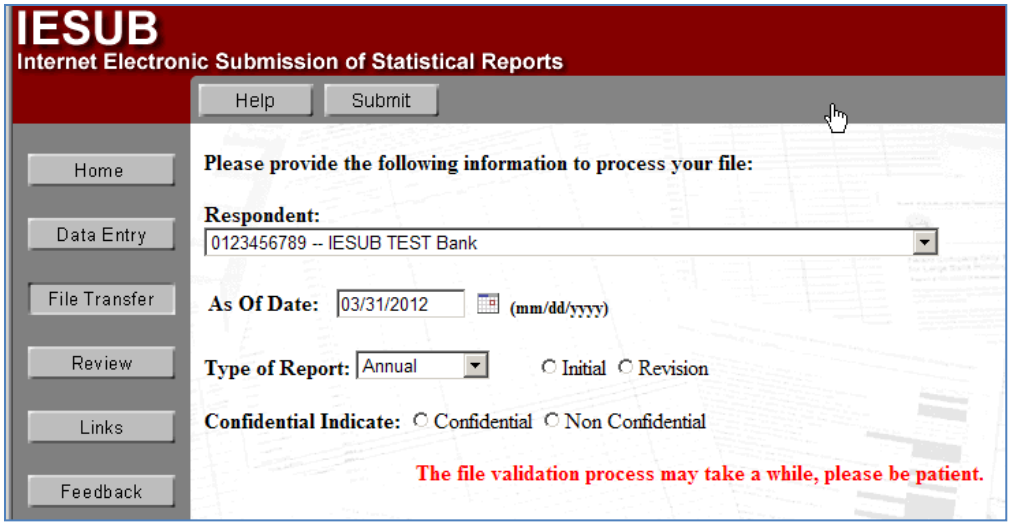
   QA test environment: https://statqa.frb.org/IESUB

2. Click on the '**File Transfer'** button to load a prepared PDF file.

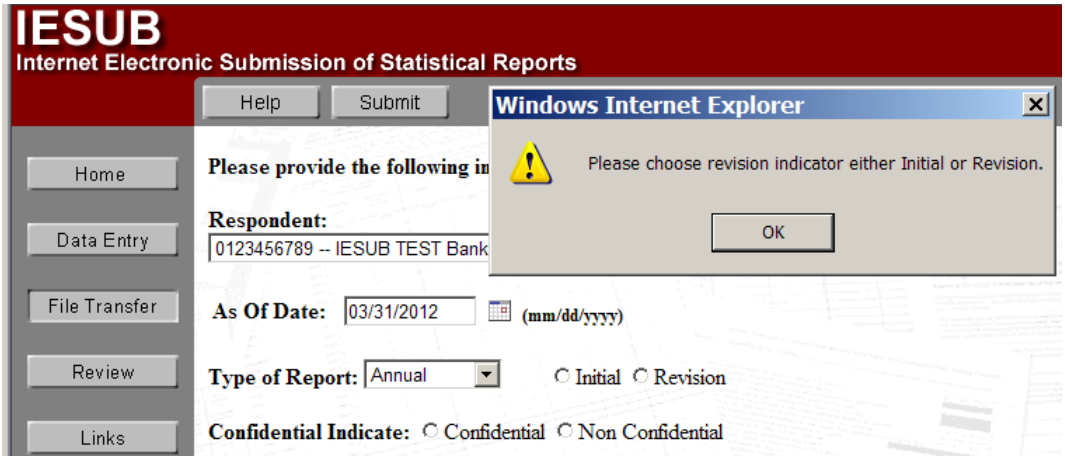


3. Enter the name and path of the file in the **Filename:** box, or click on the '**Browse…'** button to locate the file. (**Note:** When the **Browse** button is clicked, the Windows directory file locator will open. Navigate the folders, select the file, and click on the **Open** button to fill in the **Filename**). For FR H-(b)11 reports (PDF format), the file name must have a ".pdf" extension. Then click '**Submit'** button.

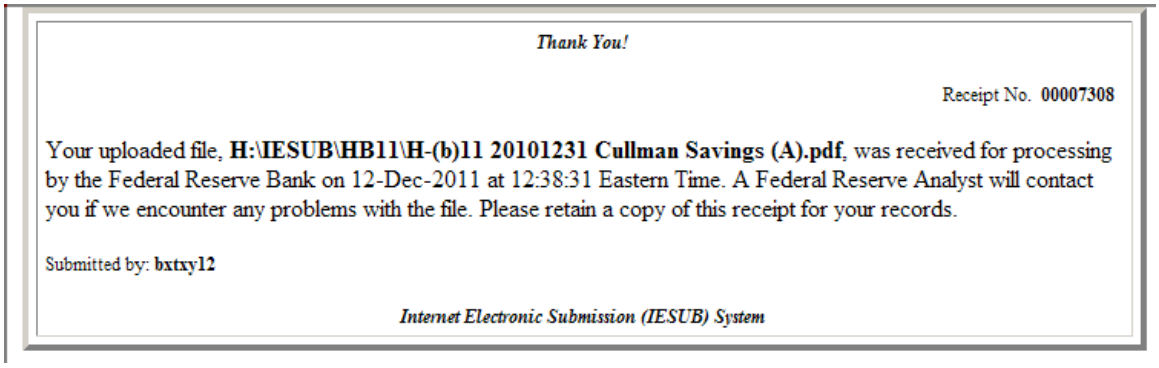
4. Fill out all the required information on the page: as-of date, type of report, confidentiality indicator, and revision indicator. Choose a respondent if a respondent drop down list is shown. Then click '**Submit'** button.



5. The system will display a message if any validations fail.



6. The system will display a confirmation page if the file is accepted by IESUB . Please write down the receipt number or print this receipt for your records.



7. Click **Home** button to go back to the IESUB home page or click **Logoff** to exit the system.