

IESUB File Transfer User Guide

FR H (b) 11

Federal Reserve System

STATISTICS FUNCTION
AUTOMATION SUPPORT

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Table of Contents

OVERVIEW 2

 Submission Requirements for the FR H-(b)11 Report Form..... 3

 IESUB File Transfer Procedure 4

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.

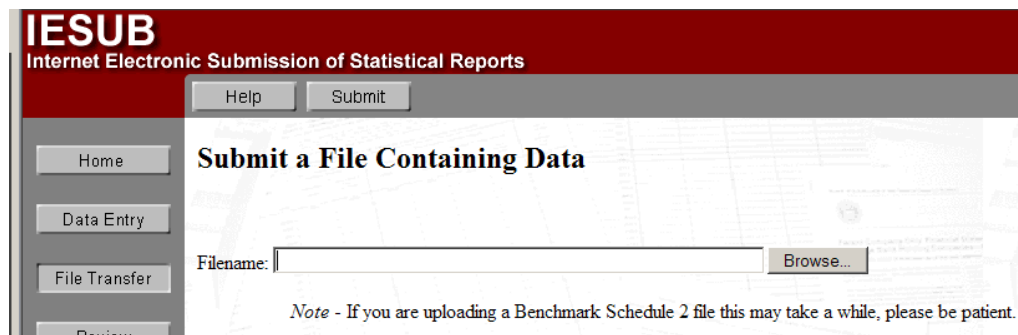
IESUB File Transfer Procedure

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.



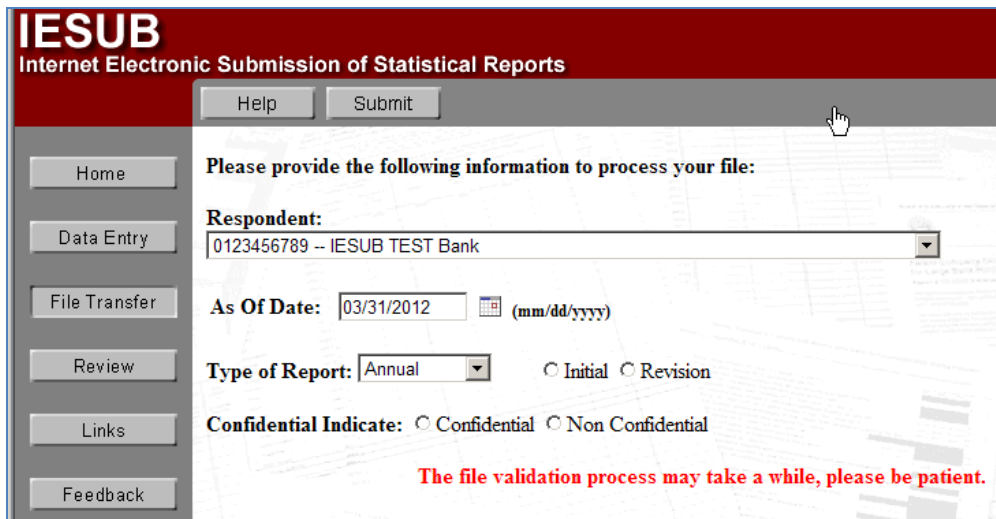
The screenshot shows the IESUB web interface. At the top, there is a red header with the text 'IESUB Internet Electronic Submission of Statistical Reports'. Below the header, there are two buttons: 'Help' and 'Submit'. On the left side, there is a vertical navigation menu with buttons for 'Home', 'Data Entry', 'File Transfer', and 'Review'. The main content area is titled 'Submit a File Containing Data'. It features a 'Filename:' label followed by an empty text input field and a 'Browse...' button. Below the input field, there is a note: 'Note - If you are uploading a Benchmark Schedule 2 file this may take a while, please be patient.'

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.



This screenshot is similar to the previous one, but the 'Filename:' input field now contains the text: 'H:\IESUB\HB11\H-(b)11 20101231 Cullman Savings (A).pdf'. The 'Browse...' button is still visible to the right of the input field.

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.



IESUB
Internet Electronic Submission of Statistical Reports

Help Submit

Home Data Entry File Transfer Review Links Feedback

Please provide the following information to process your file:

Respondent:
0123456789 -- IESUB TEST Bank

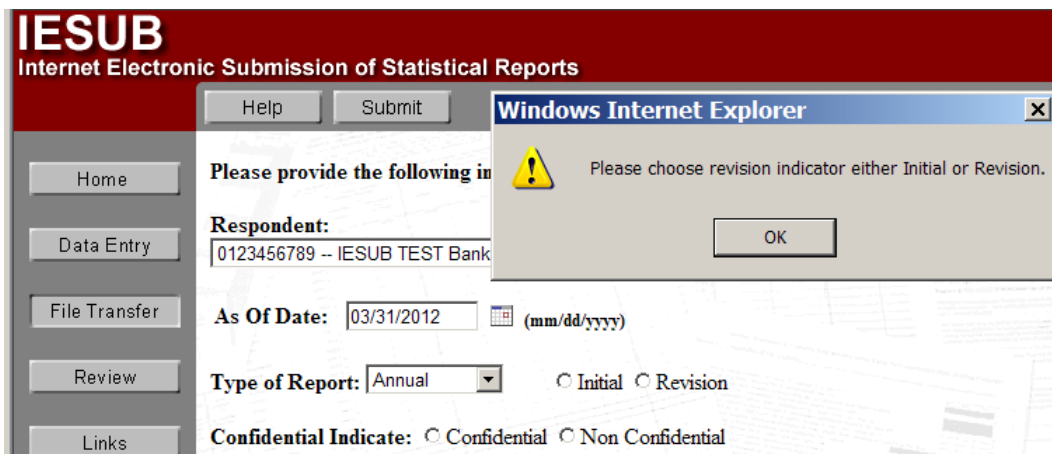
As Of Date: 03/31/2012 (mm/dd/yyyy)

Type of Report: Annual Initial Revision

Confidential Indicate: Confidential Non Confidential

The file validation process may take a while, please be patient.

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



IESUB
Internet Electronic Submission of Statistical Reports

Help Submit

Home Data Entry File Transfer Review Links

Please provide the following information to process your file:

Respondent:
0123456789 -- IESUB TEST Bank

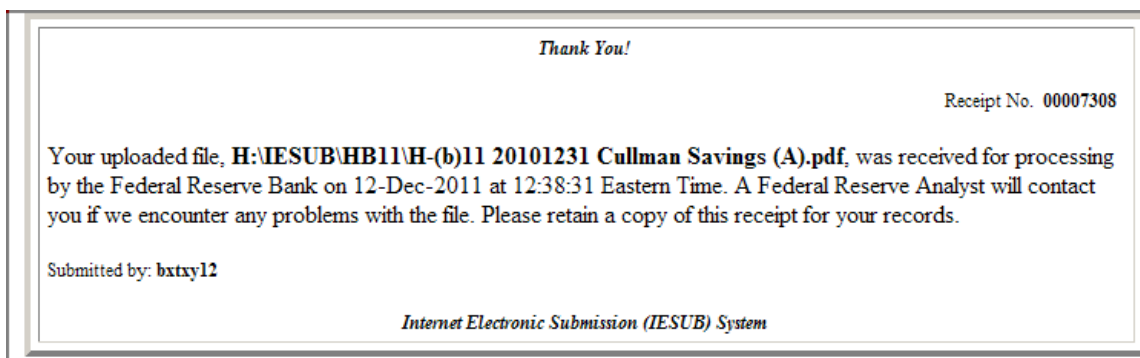
As Of Date: 03/31/2012 (mm/dd/yyyy)

Type of Report: Annual Initial Revision

Confidential Indicate: Confidential Non Confidential

Windows Internet Explorer
Please choose revision indicator either Initial or Revision.
OK

- 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.



Thank You!

Receipt No. 00007308

Your uploaded file, **H:\IESUB\HB11\H-(b)11 20101231 Cullman Savings (A).pdf**, was received for processing by the Federal Reserve Bank on 12-Dec-2011 at 12:38:31 Eastern Time. A Federal Reserve Analyst will contact you if we encounter any problems with the file. Please retain a copy of this receipt for your records.

Submitted by: btxxy12

Internet Electronic Submission (IESUB) System

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