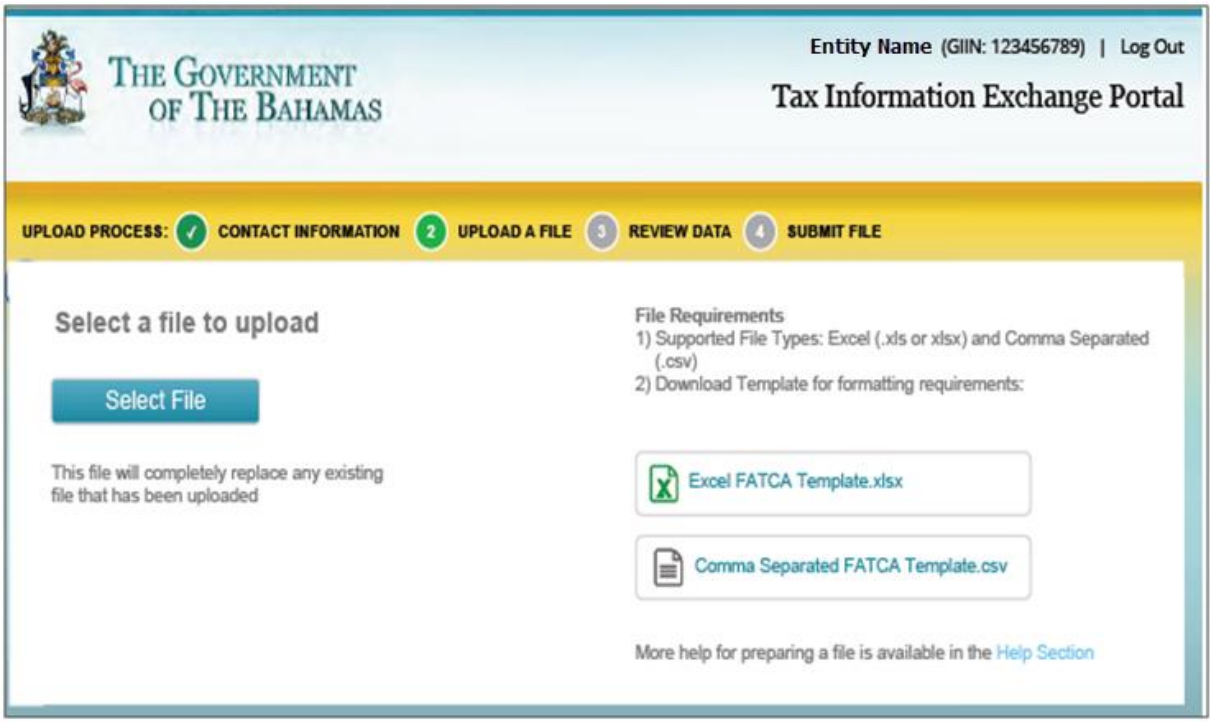
Enter GIIN and Register for a User Account

- New users enterthe legal entity name and GIIN for their Financial Institution.
- Any entry that does not match the database record will trigger an error message.
- If the GIIN is valid, the user will be prompted to enter further user information.
- Users will be able to select if they are reporting for their own organization or as a third party.

FI Registration - Important Points

- Each GIIN will require user accounts.
- Key officers' email addresses have been collected from the respective FI regulators.
- These key contacts will be used to approve new users.
- Key officers need to be aware of the process and their responsibility to the user registration process.

Reporting template and file upload



- A file template can be downloaded on the file upload page.

  Note: The template files are also available on the **Data Preparation** section of this information site.

- The FI will populate the template file with their data.

  Once completed, the FI will click "select file" to upload

- A training video showing an overview of the portal will be made available in June.