

BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2020-073

To : ALL BANKS

Subject : Submission of Supervisory Reports through the BSP Financial Institution Portal (FI Portal)

Pursuant to the on-going initiatives of maximizing available Information Technology infrastructure, the following guidelines shall be observed relative to the submission of Reserves¹, Financial Reporting Package (FRP) and FRP-related² reports for all banks through the BSP FI Portal:

 The BSP FI Portal can be accessed at https://fiportal.bsp.gov.ph using compatible version of web browsers³. Attached as Annex A is the BSP FI Portal Manual for guidance in navigating the portal.

2.	The implementation of the FI Portal will entail a parallel run period to be
	followed by live submission as provided in the table below.

Type of Report	Industry	Frequency of Report	Coverage of Parallel Run	Start of Live Submission
Reserves Reports	All banks	Weekly	Reference weeks ending 08 October to 29 October 2020	Reference week ending 05 November 2020
FRP MRS	UKBs/TBs All banks	Monthly	Reference periods ending 30 September and 31 October 2020	Reference period ending 30 November 2020

¹ Reserves reports include Consolidated Daily Report of Condition (CDRC), Weekly Report on Required and Available Reserves (WRRAR), Report on Required and Available Reserves against Peso-Denominated Trust and Other Fiduciary Accounts (TOFA-Others) of Universal/Commercial Banks (U/KBs) and Thrift Banks (TBs).

² Agri-Agra Report(AGRI-AGRA), Quarterly Report of Selected Branch Accounts (BRIS), Capital Adequacy Report (CAR688/CAR BASEL 3), Electronic Money Issuers Reporting System (EMI), FRP for Trust Institutions (FRPTI), Report on Microfinance Products and Income Statement on Retail Microfinance Operations (MRS), Report on Compliance to the Mandatory Credit Allocation Required Under RA 6977 (MSME), Published Balance Sheet (PBS), Report on Cross-Border Financial Positions (RCBP), Report on Project Finance Exposure (RPFE), Expanded Report on Real Estate Exposure (ERREE), Stress Test Reports

³ At least Chrome 51/Win7, Firefox 31.3.0 ESR/Win7, Firefox 46/Win 7, Internet Explorer 11/Win 7, Edge 13/Win 10

FRP	RCBs			
AGRI-AGRA				
BRIS				
CAR	All banks			
MSME				
PBS				
EMI	All		Reference	Reference period
FRPTI	covered		neriod ending	ending
	banks	Quarterly	30 Sentember	31 December
RPFE	UKBs		2020	2020
RCBP	UKBs and		2020	2020
	subsidiary			
	TBs			
ERREE	UKBs, TBs			
	and			
	Subsidiary			
	RCBs			
Stress Test	UKBs/TBs	Semestral	Reference	Reference period
			period ending	ending 30 June
			31 December	2021
			2020	

- 3. Updated Data Entry Templates (DETs) of PBS, RCBP and Stress Testing Reports to be used in FI Portal submission should be downloaded at http://www.bsp.gov.ph/ses/reporting_templates. There is no need to download DETs of other reports to be submitted through the FI Portal.
- 4. During the parallel run, e-mail submissions shall continue to be considered as the official submission of the bank. Upon live implementation, the submission to the FI Portal shall be considered official thus e-mail submissions shall be discontinued. Amendments to reports that are due prior to the parallel run shall still be submitted through e-mail.
- 5. Penalties for reporting violations as provided under Section 171 of the Manual of Regulations for Banks shall not be imposed during the period of the parallel run. A grace period for non-imposition of penalties for reporting violation shall also be observed for the first two reporting periods for live submissions, as well as for cases of new or enhanced reports moving forward.
- 6. Among the officially registered e-mail address/es of authorized officers of the bank pursuant to BSP Memorandum No. M-2017-028 dated 11 September 2017, a maximum of three (3) e-mail addresses for universal/commercial banks (U/KBs) and two (2) e-mail addresses for thrift banks (TBs) and rural and cooperative banks (RCBs) shall be allowed to access the BSP FI Portal. The said accounts must register for Two Factor Authentication (2FA) following the User Guide for 2FA registration

which is attached as Annex B. An advisory for the access to the FI Portal of the remaining registered email addresses shall be covered by a separate announcement.

- 7. Report submissions should continue to comply with the prescribed BSP reporting standards for the particular report in order to be considered compliant with Section 171 of the Manual of Regulations for Banks. It likewise follows that only files prescribed by the BSP for the report shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for reporting violations.
- 8. Banks will be advised accordingly on the actions they need to take, if any, in cases of temporary inability to access the BSP FI Portal due to periodic maintenance, unscheduled downtime and other similar situations.

For compliance.

Digitally signed by Chuchi G. Fonacier Date: 2020.09.25 12:36:38 +08'00'

CHUCHI G. FONACIER Deputy Governor

25 September 2020



Bangko Sentral ng Pilipinas

Financial Institution Portal Manual



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1. INTRODUCTION

1.1 Overview

The BSP FI Portal is an online, secured, web-based facility where BSP-Supervised Financial Institutions (BSFIs) can submit required reports and receive feedback on its status. It serves as a repository of the reports submitted by the BSFI to the BSP.

The BSP FI Portal also provides a means for the BSP and the BSFI to exchange official communications related to report submissions, such as results of validation, assessment letters, and other notices. It is the single point of reference for official submissions and correspondences coursed through the facility as duly authorized users of both the BSP and the BSFI have access to the same set of records, thereby enhancing transparency in addressing report-related concerns.

The BSP FI Portal has two major components, as follows:

- A. The reporting process component is composed of the following stages:
 - 1. *Report Submission* stage allows the BSFI to submit reports required under existing regulations.
 - 2. *Amendment* stage allows the BSFI to amend or revise a successfully validated report.
 - 3. *Assessment* stage allows the BSFI to receive and reply to correspondence and communications from the BSP.
- B. The reference component is composed of the following sections:
 - 1. *Report List* section allows the BSFI to view and download new or enhanced reporting templates and relevant BSP issuances.
 - 2. *History* section allows the BSFI to view and download previously submitted reports and its corresponding validation result.



1.2 Minimum Requirements

PC Specifications:

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor*
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver.

*Source:<u>https://support.microsoft.com/en-ph/help/10737/windows-7-system-requirements</u>

Software Requirements:

- Adobe Reader
- Chrome 51/Win7, Firefox 31.3.0 ESR/Win7, Firefox 46/Win 7, Internet Explorer 11/Win 7, Edge 13/Win 10
- Microsoft Office 2007



2. PORTAL NAVIGATION

2.1 Getting Started

a. Open a web browser and type <u>https://fiportal.bsp.gov.ph</u>* on the address bar.

🛈 🚯 https://fiportal.bsp.gov.ph	💟 🚖
BANGKO SENTRAL NG PILIPINAS FINANCIAL INSTITUTION PORT	TAL
Welcome to the Financial Institution (FI) Portal of the Bangko Sentral ng Pilipinas (BSP), the online report submission facility for regulatory and statistical reports. The FI Portal offers a convenient alternative for reporting your data. You can now submit your reports to the BSP through the internet. Upon submission of report, you will receive confirmation that your data have been received by the BSP. Also, your data will be validated, and you will receive notification on the results of the data validation. Before using this facility, please be sure that you have read and fully understood the FI Portal Operating Guidelines. Please note that a login is required for all reports submission.	Sign In Email Address By gov.ph Password Sign In Sign In Sign In
	v1.0.0

*If inaccessible, please go to the url: <u>https://fiportal2.bsp.gov.ph</u>

b. Create and save a new password.

		NCIAL			IN PC	IRTAL
Welcome	Report Submission	Amendment	Assessment	Report List	History	
New Passwor Please New Passw Password	rd set a new password. Ord					
Enter Again						



c. Select and/or create a Password Reminder Question* and answer known only by the user.

	BANGKE	SENTRAL		NAS	סף אנ	RTAL
Welcome	Report Submission	Amendment	Assessment	Report List	History	
Password Re	minder					
Password R	Reminder					
Question What is your	father's middle name?	•				
Answer						
Save						

*User may customize the question

d. Enter the generated security code from Entrust app* to the Portal and click Authenticate.



e. User will then be redirected to the Welcome page of the FI Portal.

	BANGKO SENTRAL NG PILIPINAS FINANCIAL INSTITUTION PORTAL
Welcome	Report Submission Amendment Assessment Report List History
	Welcome to the BSP Financial Institution Portal (FI Portal)
The B feedba	SP FI Portal is an online, secured, web-based facility where BSP Supervised Financial Institutions (BSFIs) can submit required reports and receive ck on its status. It serves as a repository of the reports submitted by the BSFI to the BSP.
The B validati duly a concer	SP FI Portal also provides a means for the BSP and the BSFI to exchange official communications related to report submissions, such as results of ion, assessment letters, and other notices. It is the single point of reference for official submissions and correspondences coursed through the facility as uthorized users of both the BSP and the BSFI have access to the same set of records, thereby enhancing transparency in addressing report-related ms.
The BS	SP FI Portal has two major components, as follows:
A. Tł	re reporting process component is composed of the following stages:
	1. Report Submission stage - allows the BSFI to submit reports required under existing regulations PROCESS FLOW
	2. Amendment stage - allows the BSFI to amend or revise a successfully validated
	3. Assessment stage - allows the BSFI to receive and reply to correspondence and communications from the BSP

2.2 Report Submission Module

This module contains a list of reports with its corresponding status.

The authorized user of the BSFI will be able to:

- Determine the details of the reports for submission (i.e., Status, Frequency, Report Name)
- Submit the reports that are due;
- View the details of a submitted erroneous report; and
- Resubmit a report that contains an error

HOW TO SUBMIT A REPORT

1. Click the Report Submission tab.



- 2. The main page of the Report Submission module will display the following:
 - a. Search Criteria
 - b. Page Navigation
 - c. Data Table



come Rep	Iort Submission	Amenument	Assessment	Report List			
						Searc	h Criteria:
2	Status:	All	Ŧ				
	Frequency:	All					
	Report Name:	All		a			
		Erom	07/01/0010	Tai	07/04/0048		
	INCLUSIVE PERIOD.	Pion.	0//21/2010	10.	0//21/2016		
						Peret Search	
						iveset search	
						Meser Jearon	
						ineset Jearth	
I Record Count	: 22			b		Go to: 1 • < <pre>centre</pre>	/ (1 of 3) ne
I Record Count	t: 22 TE DUE DATE		REPORT	b	FREQUENCY	Go to: 1 V < <pre>centre</pre>	(1 of 3) ne
I Record Count REFERENCE DA	t: 22 TE DUE DATE (2016 2018-05		REPORT XYZ-XYZ Repo	b	FREQUENCY WEEKLY	Go to: 1 V < <pre>centre</pre>	/ (1 of 3) ne ACTION Submit
I Record Count REFERENCE DA 7/15/2016 - 07/15/ 7/08/2016 - 07/08/	t: 22 IE DUE DATE 12016 2016-05 12016 2016-07-29		REPORT XYZ-XYZ Repo XYZ-XYZ Repo	b ort ort	FREQUENCY WEEKLY WEEKLY	Go to: 1 v < <pre>comparison Feeding for Submission Peeding for Submission Feeding for Submi</pre>	(1 of 3) ne ACTION Submit Submit
Record Count <u>REFERENCE DA</u> 7/15/2016 - 07/15/ 7/08/2016 - 07/08 3/20/2016 - 05/20/	t: 22 TE DUE DATE (2016 2016-08-05 (2016 2016-07-29 (2016 2016-06-10		REPORT XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo	b ort ort	FREQUENCY WEEKLY WEEKLY WEEKLY	Go to: 1 v < <pre>rev STATUS Pending for Submission Late / Pending for Submission</pre>	(1 of 3) ne ACTION Submit Submit
I Record Count REFERENCE DA 7/15/2018 - 07/15/ 7/08/2018 - 07/08/ 5/20/2018 - 05/20 5/13/2018 - 05/13/	t: 22 TE DUE DATE (2016 2016-08-05 (2016 2016-07-29 (2016 2016-06-03 (2016 2016-06-03		REPORT XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo	b ort ort ort	FREQUENCY WEEKLY WEEKLY WEEKLY	Go to: T Go	(1 of 3) ne ACTION Submit Submit Submit Submit
I Record Count REFERENCE DA 7/15/2018 - 07/15 7/08/2018 - 07/08 %/20/2018 - 05/20 %/13/2018 - 05/13 1/08/2018 - 05/08	t: 22 TE DUE DATE (2016 2016-08-05 (2016 2016-07-29 (2016 2016-06-10 (2016 2016-06-03 (2016 2016-06-27		REPORT XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo	b on on on on	FREQUENCY WEEKLY WEEKLY WEEKLY WEEKLY	Go to: T < cypes STATUS Pending for Submission Panding for Submission Late / Pending for Submission Late / Pending for Submission	ACTION Submit Submit Submit Submit Submit
I Record Count REFERENCE DA 7/15/2018 - 07/15 7/08/2018 - 07/08 5/20/2018 - 05/20 5/13/2018 - 05/13 5/08/2018 - 05/08 4/29/2018 - 04/29	t: 22 IE DUE DATE (2016 2016-08-05 (2016 2016-07-29 (2016 2016-06-10 (2016 2016-06-27 (2016 2016-06-27 (2016 2016-05-20		REPORT XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo XYZ-XYZ Repo	b ort ort ort ort	FREQUENCY WEEKLY WEEKLY WEEKLY WEEKLY	Go to: 1 corpersion Corpers	ACTION Submit Submit Submit Submit Submit Submit
I Record Count REFERENCE DA 7/15/2018 - 07/15 7/08/2018 - 07/08 5/20/2018 - 05/20 5/13/2018 - 05/13 5/08/2018 - 05/08 4/29/2018 - 04/29 4/15/2018 - 04/15	t: 22 IE DUE DATE (2016 2016-08-05 (2016 2016-07-29 (2016 2016-06-03 (2016 2016-06-03 (2016 2016-06-02 (2016 2016-05-06 (2016 2016-05-06		REPORT XYZ-XYZ Repo	b ort ort ort ort ort ort	FREQUENCY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY	Go to: 1 v <prev STATUS Pending for Submission Pending for Submission Late / Pending for Submission</prev 	ACTION Submit Submit Submit Submit Submit Submit Submit Submit
Al Record Count REFERENCE DA 7/15/2016 - 07/15/ 7/09/2016 - 07/05/ 5/20/2016 - 05/03/ 5/09/2016 - 05/03/ 1/20/2016 - 04/05/ 1/15/2016 - 04/05/ 0/05/2016 - 04/05/	t: 22 TE DUE DATE (2016 2016-08-05 (2016 2016-07-29 (2016 2016-06-10 (2016 2016-06-03 (2016 2016-06-03 (2016 2016-05-06 (2016 2016-05-06 (2016 2016-04-29		REPORT XYZ-XYZ Repo XYZ-XYZ Repo	b ort ort ort ort ort	FREQUENCY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY	Go to: 1 < <pre>cypes</pre> Go to: 1 < <pre>cypes</pre> Status Pending for Submission Late / Pen	ACTION Submit Submit Submit Submit Submit Submit Submit Submit Submit

- 3. Use the Search Criteria box to filter according to:
 - a. Status of the Report

Status:	All
	All
	For Submission
	In Progress
	Error

- For Submission reports that are pending for submission
- In progress reports that are queued for processing
- Error reports that failed system validation
- b. Frequency of Report Submission

Frequency:	All
	All
	DAILY
	WEEKLY
	SEMI-MONTHLY
	MONTHLY
	QUARTERLY
	SEMESTRAL
	ANNUAL
	AS CHANGES OCCUR
	AS INCIDENT OCCUR

- **Daily** eg. FX position, etc.
- Weekly eg. CDRC, WRRAR, etc.
- Semi-Monthly eg. SCRCA, etc.
- Monthly eg. MICRO (MIS), etc.



- Quarterly eg. FRP, Agri-Agra, MSME, etc.
- Semestral eg. Stress Test, etc.
- Annual eg. SRLG, etc.
- As Changes Occur eg. BIODATA, Registration Form, etc.
- As Incident Occur eg. RCL, etc.
- c. Report Name
- d. Inclusive Period
- 4. Sort the data by clicking the preferred header of the Data Table Box.

REFERENCE DATE	DUE DATE	REPORT	FREQUENCY	STATUS
----------------	----------	--------	-----------	--------

5. Locate the specific report to be submitted, check if the details are correct and click Submit button.

REFERENCE DATE	DUE DATE	REPORT	FREQUENCY	STATUS	ACTION
07/15/2016 - 07/15/2016	2016-08-05	XYZ-XYZ Report	WEEKLY	Pending for Submission	Submit

6. Browse, select, and upload the corresponding file to be submitted.

Welcome	Report Submission	Amendment	Assessment	Report List	t History
	REPORTS	UBMISSION:			
		Report Co	de: XYZ		
		Report Nar	ne: XYZ Re	port	
		Frequen	cy: WEEK	LY	
		System Da	ite: 03/31/2	2016	
		Reference Da	ite: 03/04/2	2016 - 03/04/2016	
		Due Da	ite: 03/18/2	2016	
		Stat	us: Late:Pe	ending for Submission	n
		Inclusive File	(s):		
		Fil	e Name	File Types	Browse File
		xyz		CSV	Browse No file selected.
			Su	ıbmit	Cancel

- a. Click Browse to locate the report; and
- b. Select the file* to be uploaded then click Open

* Take note of the File Name and File Type indicated as this is the correct format that will be accepted by the FI Portal.



- 7. Verify the details of the report and click Submit
- 8. Review the Terms and Conditions and click "I Agree" to confirm.

Welcome	Report Submission	Amendment	Assessment	Report List	History
		Terms and Condition	s		
	By accessing the Financia Pilipinas (BSP), it is under <u>Operating Guidelines</u> and	I Institution (FI) Portal rstood that you have re you agree and accept	of the Bangko Sentral ad the <u>BSP FI Portal</u> the same.	ng	
		1 Agree			

9. Click the OK button upload the report.

Are you sure	you want to up	pload the report?
	OK	Cancel

Once the report has been uploaded, take note of the **change in report status****.

** Change in Report Status: <u>In Progress</u> – ongoing validation process <u>Error</u> – error in file validation

Reports that passed validation will be transferred to the Amendment module.

2.3 Amendment Module

This module contains a list of all successfully validated reports from the Report Submission Module.

In this module, authorized user of the BSFI will be able to:

- View list of successfully validated reports
- Submit an amended report of successfully validated reports; and
- View and download validation results



HOW TO AMEND A SUCCESSFULLY VALIDATED REPORT

1. Click the Amendment tab.

	AVAVAVA			VAVAVAVAV	N/AVAVAVAVAVAVAVA
122	FINA	NCIAL	NG PILIPIN		N PORTAL

Note: Accessible only by Report Submitter and Power User

The main page of the Amendment module will display the following:

- a. Search Criteria Box
- b. Page Navigation
- c. Data Table Box

icome	Report Submission	Amendment	Assessment	Report List	History			
							Search	Criteria:
	STATUS:	All	Ŧ					
	FREQUENCY:	All	•					
	REPORT NAME:	All						
	DATE TYPE:	Submit	ted Date 🔻	a				
	INCLUSIVE PERIOD:	From	07/21/2016	To:	07/21/2016			
			L		L		Pasat Search	
						Ŀ	ueser ocaron	
al Record C	oupt: 2			b		Gat		(1 of 1) ne
al Record C	ount: 2			b		Go ti	D: 1 ▼ < <pre>prev</pre>	(1 of 1) ne
A Record C	Count: 2		ATE REPORT	b		Go to FREQUENCY	0: 1 ▼ < <pre> STATUS Possible for</pre>	(1 of 1) ne
I Record C REFERENC 5/27/2016 - (iount: 2 E DATE DUE DA' 15/27/2016 08/17/20	TE SUBMITTED D 18 07/21/2016	I <mark>ATE REPORT</mark> 3 XYZ - XYZ Re	b ^{sport}		Go to <u>FREQUENCY</u> WEEKLY	0: 1	(1 of 1) ne ACTION Amend

- 2. Use the Search Criteria box to filter according to:
 - a. Status of the Report

STATUS:	All 🔻
	All
	For Amendment
	In Progress
	Amendment Error

 For Amendment – successfully validated reports that are possible for amendment



- In progress amended reports that are queued for processing
- Amendment Error amended reports that failed system validation
- b. Frequency of Report Submission
- c. Report Name
- d. Date Type

DATE TYPE:	Submitted Date 🔻
	Due Date Reference Date Submitted Date

- e. Inclusive Period
- 3. Sort the Data Table by clicking a specific header.

REFERENCE DATE DUE DAT	SUBMITTED DATE	REPORT	FREQUENCY	<u>STATUS</u>
------------------------	----------------	--------	-----------	---------------

4. Locate and choose the report to be revised and click Amend.

REFERENCE DATE	DUE DATE	SUBMITTED DATE	REPORT	FREQUENCY	STATUS	ACTION
05/27/2016 - 05/27/2016	06/17/2016	07/21/2016	XYZ - XYZ Report	WEEKLY	Possible for Amendment	Amend

5. Browse, select, and upload the corresponding file to be submitted.

Welcome	Report Submission	Amendment As	sessment	Report List	History				
	SUBMISSION OF AMENDED REPORT:								
		Report Code:	XYZ						
		Report Name:	XYZ Repo	ort					
		Frequency:	WEEKLY						
		System Date:	05/24/20	16					
		Reference Date:	04/01/20	16 - 04/01/2016					
		Due Date:	04/22/20	16					
		Status:	Success						
		Inclusive File(s):							
		File Na	me	File Types	В	rowse File			
		xyz.		xlsx	Browse N	lo file selected.			
			Subr	mit	Cancel				

- a. Click Browse to locate the amended report; and
- b. Select the file* to be uploaded then click Open

* Take note of the File Name and File Type indicated as this is the correct format that will be accepted by the FI Portal.

- 6. Verify the details of the report and click Submit
- 7. Review the Terms and Conditions and click "I Agree" to confirm.

Welcome	Report Submission	Amendment	Assessment	Report List	History				
		Terms and Conditior	IS						
	By accessing the Financial Institution (FI) Portal of the Bangko Sentral ng Pilipinas (BSP), it is understood that you have read the <u>BSP FI Portal</u> <u>Operating Guidelines</u> and you agree and accept the same.								
		I Agree							

8. Click the OK button upload the report

Are you sure	you want to up	load the report?
	ОК	Cancel

Once the report has been uploaded, take note of the **change in report status**.

2.4 Assessment Module

This module contains the assessment and billing notices from the BSP.

This will allow the authorized user of the BSFI to view the assessment notices from the BSP and send appropriate justifications to the BSP.

This module contains two subsections:

- Inbox contains all notices which are still under evaluation.
- Closed contains all notices which the BSP has already decided its final position.



HOW TO VIEW AND RESPOND TO AN ASSESSMENT NOTICE

1. Click the Assessment tab.

	BANGKE FINA	SENTRAL	INS PILIPIN		N PORTAL
Welcome	Report Submission	Amendment	Assessment	Report List	History
Note: Accessib	le only by Assessee and	Power User			

The main page of the Assessment module will display the following:

- a. Search Criteria Box
- b. Page Navigation
- c. Data Table Box

ome	Report Submission	Amendment	Assessment	Report List	History			
Inbox	Closed							
_								Search Criteria:
	CONTROL#:							
	REPORT:	All	•					
	TYPE OF DATE SEARCH:	Submitte	i Date 🔻	_				
	INCLUSIVE PERIOD:	From:	07/21/2016	а та:	07/21/2016	_		
							Reset	Search
Total Rec	ord Count: 2			b		Go	to: 1 🔻 <<	prev (1 of 1) next>>
00	NTROL# STATUS	REPORT				REFERENCE DATE	DUEDATE	SUBMITTED DATE
160	7210020 Waiting for your reply	XYZ - XYZ Report		C		06/03/2016 - 06/03/2016	06/24/2016	07/21/2016 10:56:52 AM
<u>160</u>	7210021 Walting for your reply	XYZ - XYZ Report				05/27/2016 - 05/27/2016	05/17/2016	07/21/2016 10:57:09 AM
Total Rec	ord Count: 2					Go	to: 1 🔹 <<	prev (1 of 1) next>>

- 2. In the Inbox tab, use the Search Criteria box to filter according to:
 - a. Control #
 - b. Report Name
 - c. Date Type
 - d. Inclusive Period
- 3. Sort the Data Table by clicking a specific header.

CONTROL #	CTATIC.	DEDODT	DECEDENCE DATE	DUIE DATE	CLIDAR TTED DATE
CON IROL#	SIAIUS	REPORT	REFERENCE DATE	DUEDAIE	SUBMITIED DATE
			Contraction of the second s	Sector Contraction of the Contra	the second s

15

4. Choose a Control Number from the Data Table box to view an assessment.

_	CONTROL#	<u>STATUS</u>	REPORT
X	<u>1607210020</u>	Waiting for your reply	XYZ - XYZ Report
	<u>1807210021</u>	CMU Processing your request	XYZ - XYZ Report

Note: Red envelope indicates unopened notice

5. Verify the details of the assessed report and click the link under the Download Attachment column to view or save the assessment notice from the BSP.

ontrol Number:	1807210021					
adustry:	THRIET BANK					
lank:	ABC Bank Inc					
leport:	XYZ					
eference Date:	05/27/2016 - 05/27	/2016				
ov Date Approved:						
abit Date:						
lender	Date Time Sent	Optional Message		Notice Control Number	Download Atta	chment
Delgado, Kevynn j	07/21/2016 11:31:03 AM			1607210021-019998-C-01	1607210021-0	19998-C-01.pdf
		"Note: You are allowed to ser	d your explanation	and or supporting documents 2 time(s)	
	Unload File:	"Note: You are allowed to ser	id your explanation	and or supporting documents 2 time(s)	
	Upload File:	"Note: You are allowed to ser Choose File No file chose	id your explanation n	and or supporting documents 2 time(s)	
	Upload File:	"Note: You are allowed to ser Choose File No file chose	nd your explanation	and or supporting documents 2 time(s)	
	Upload File: Optional Message:	"Note: You are allowed to ser Choose File No file chose Please limit your input to 100	n characters: 100	and or supporting documents 2 time(s)	

* User may opt to type a note/short message in the "Optional Message Box (Limited to 100 characters)

- 6. To upload and send a reply letter to the BSP:
 - a. Click Browse to locate the reply letter; and
 - b. Select the file to be uploaded then click Open
 - c. Review the Terms and Conditions and click on "I Agree" to confirm

	ort Submission	Amendment	Assessment	Report List	History	
Control Number: Industry: Bank: Report: Reference Date: Gov Date Approved: Debit Date:	1607 THRI ABC XYZ 05/2	7210021 IFT BANK Bank Inc 7/2016 - 05/27/2016				
Sender	Date Time Sent	Opti	ional Message		Notice Control Number	Download Attachment
Delgado, Kevynn j	07/21/2016 1	1:31:03 AM			1607210021-019998-C-01	1607210021-019998-C-01.pdf
		By a∝ Pilipir <u>Opera</u>	essing the Financial I has (BSP), it is underst ting Guidelines and y	Ferms and Condition nstitution (FI) Portal cod that you have re ou agree and accep	is of the Bangko Sentral ng ad the <u>BSP FI Portal</u> the same.	



d. Click the OK button to upload the file.



Once the file has been uploaded, take note of the change in report status**

** Change in Report Status: From <u>Waiting for your reply</u> to <u>CMU Processing your</u> <u>request</u>

HOW TO VIEW AN ASSESSMENT NOTICE WITH FINAL POSITION

1. From the Assessment main page, click the Closed tab.

	Report Submissi	on Amendmer	nt Assessment	Report List	History			
Inbox	Closed							
								Search Criteria:
	CONTROL#:							
	REPORT:		Al T					
	TYPE OF DATE \$	EARCH:	Submitted Date 🔻					
			-					
	INCLUSIVE PERI	OD:	From: 07/21/2016	10:	07/21/2016			
							Reset	Search
							Reset	Search
							Reset	Search
Total Reco	rd Count: 3					Go	Reset to: 1 • <<	prev (1 of 1) next>:
Total Reco	ord Count: 3 TROL# STAT	TUS REPORT				Go <u>REFERENCE DATE</u>	Reset to: 1 • << DUE DATE	prev (1 of 1) next> SUBMITTED DATE
Total Reco	rd Count: 3 TROL# <u>3TA1</u> 130005 Clos	TU S. REPORT Seci XYZ - XYJ	Z Report			Go <u>REFERENCE DATE</u> 06/17/2016 - 06/17/2016	Reset to: 1 ▼ DUE DATE 07/08/2016	Search prev (1 of 1) next>: SUBMITTED DATE 07/13/2016 2:48:14 PM
Total Reco.	rd Count: 3 TROL# STA1 130005 Clor 150003 Clor	T <u>U \$ REPORT</u> Sed XYZ - XY2 Sed XYZ - XY2	Z Report Z Report			Go <u>REFERENCE DATE</u> 06/17/2016 - 06/17/2016 05/10/2016 - 05/10/2016	Reset to: 1 ▼ DUE DATE 07/08/2016 07/01/2016	Search prev (1 of 1) next>: <u>SUBMITTED DATE</u> 07/13/2016 2:48:14 PM 07/15/2016 10:57:24 AM
Total Reco	rd Count: 3 TROL# STAT 130005 Cion 190023 Cion 190021 Cion	TUS <u>REPORT</u> 56d XYZ - XYZ 56d XYZ - XYZ 56d XYZ - XYZ	Z Report Z Report Z Report Z Report			Go REFERENCE DATE 06/17/2016 - 06/17/2016 05/10/2016 - 06/10/2016 05/24/2016 - 05/24/2016	Reset to: 1 - << <u>DUE DATE</u> 07/08/2016 07/01/2016 07/15/2016	search prev (1 of 1) next>
Total Reco	rd Count: 3 TROL# 3TA1 130005 Clos 150003 Clos 130001 Clos rd Count: 3	TU \$ REPORT sed XYZ - XYZ sed XYZ - XYZ sed XYZ - XYZ	Z Report Z Report Z Report Z Report			Go REFERENCE DATE 06/17/2016 - 06/17/2016 06/10/2016 - 06/10/2016 06/24/2016 - 06/20/2016 Go	Reset to: 1 • DUE DATE 07/08/2016 07/01/2016 07/15/2016 to: 1 •	search prev (1 of 1) next>: submitted batte 07/13/2015 2:45:14 PM 07/13/2015 2:53:44 PM 07/19/2015 2:53:44 PM prev (1 of 1) next>:

- 2. Use the Search Criteria box to filter according to:
 - a. Control #
 - b. Report Name
 - c. Date Type
 - d. Inclusive Period



3. Sort the Data Table by clicking a specific header.

CONTROL# STATUS REPORT REFERENCE DATE DUE DATE SUBMITTED DATE

4. Choose a Control Number from the Data Table box to view a closed assessment.

CONTROL#	<u>STATU S</u>	REPORT
<u>1607130005</u>	Closed	XYZ - XYZ Report
<u>1607150008</u>	Closed	XYZ - XYZ Report
<u>1607190001</u>	Closed	XYZ - XYZ Report

Note: Red envelope indicates unopened notice

5. Review the details of the closed assessment and click the links under the Download Attachment column to view or save the notices.

lelcome I	eport Submission Amend	ment Assessment Report List	History	
Control Number: ndustry: Bank: Report: Reference Date:	1607190001 THRIFT BANK ABC Bank Inc XYZ D6(24/2016 - 06/2	4/2018		
ebit Date:	07/21/2016			
lebit Date:	07/21/2016	Optional Message	Notice Control Number	Download Attachment
iender Delgado, Kevy	07/21/2018 Date Time Sent n j 07/21/2018 08:12:19 AM	Optional Message	Notice Control Number 1807190001-019998-C-02	Download Attachment 1807190001-019998-C-02.pdf
Sender Delgado, Kevy Tester, juan	07/21/2016 Date Time Sent n j 07/21/2016 08:12:19 AM 07/21/2016 08:05:40 AM	Optional Message Good day. Attached here is our response to your notice.	Notice Control Number 1807190001-019988-C-02 1807190001-019988-F-01	Download Attachment 1807190001-019998-C-02.pdf ABC BANK INC Reply.pdf

2.5 Report List Module

This module serves as a source of BSFI for the following documents:

- All the required templates and file structure; and
- Regulatory issuances of the BSP pertaining to report submission.

The authorized user of the BSFI can view relevant BSP issuances and download new or enhanced reporting templates.



HOW TO VIEW AND DOWNLOAD REPORTING TEMPLATES AND RELEVANT BSP ISSUANCES

1. Click the Report List tab.



The main page of the Report List module will display the following:

- a. Search Criteria Box
- b. Page Navigation
- c. Data Table Box

Welcome	Report Submission	Amendment	Assessment	Report List	History	
					Sea	irch Criteria:
	REPORT CODE:					
	FREQUENCY:	All	' a			
				<u>.</u>	Reset Search]
\subseteq						
Total Record	J Count: 1		b)	Go to: 1 🔻 < <pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre>c<pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre>	ev (1of1) next>⇒
XYZ	XYZ Report	NAME	c	FREQUENCY WEEKLY	DEADLINE Ten banking days after the transaction date	ACTION View
Total Record	I Count: 1				Go to: 1 🔻 < <pre>creation</pre>	ev (1 of 1) next>>

- 2. Use the Search Criteria box to search for a specific report by its:
 - a. Report Code
 - b. Frequency of Report Submission
- 3. Sort the Data Table by clicking a specific header.

CODE	NAME	FREQUENCY	DEADLINE

4. Click View to access the specific reporting template and its related issuances.

Welcome	Report Submission	Amendment	Assessment	Report List	History		
	Code:	XYZ					
	Name:	XYZ Report					
	Frequency:	WEEKLY					
	Deadline:	Ten banking days aft	er the transaction date	•			
	Effectivity Period:	2015-12-01 - 2065-1	2-01				
							Go Back
Circulars:				а			
Total Record	i Count: 1					Go to: 1 💌 < <prev< td=""><td>(1 of 1) next>></td></prev<>	(1 of 1) next>>
		LINK			DESCRIPTION		
	http://www.bsp.ge /regulations.asp?	ov.ph/regulations ?id=3216	Enhano	ements to the XYZ Re	eporting Package in Relation to Circular N September 2013	lo. 814 dated 27	J
Total Record	l Count 1					Go to: 1 💌 < <prev< td=""><td>(1 of 1) next>></td></prev<>	(1 of 1) next>>
Report Fi	les:						
				b			
Total Record	l Count: 1					Go to: 1 💌 < <prev< td=""><td>(1 of 1) next>></td></prev<>	(1 of 1) next>>
		FILE			MODE	ACTION	
U	xyz.xlsx					Download	J

- a. Click the link to view the related issuances of the report under Circulars.
- b. Choose a reporting template and click Download under Report Files.

2.6 History Module

This module contains all the reports submitted by the FI Portal User using:

- Report Submission Module
- Amendment Module

All authorized users of the BSFI can view the details and results of each submission.

HOW TO VIEW AND DOWNLOAD PREVIOUSLY SUBMITTED REPORTS AND ITS CORRESPONDING VALIDATION RESULT

1. Click the History tab

		BANGKO FINA	SENTRAL	NG PILIPIN		IN PORTAL
Welcome	Repor	t Submission	Amendment	Assessment	Report List	History
Note: Accessi	ble to all U	Jsers				

The main page of the History module will display the following:

- a. Search Criteria Box
- b. Page Navigation
- c. Data Table Box

Welcome	Report Submiss	ion An	nendment	Assessment	Report List	History		
							Sea	irch Criteria:
	Status:		All	•				
	Frequency:		All	•				
	REPORT NAME:		All	Ŧ	a	1		
	DATE TYPE:		Validati	on Date 🔻		-		
	INCLUSIVE PER	NOD:	From:	07/21/2016	To:	07/21/2018		
							Reset Search	i J
otal Record	Count: 2				b		Go to: 1 ▼ < <pr< td=""><td>ev (1 of 1) next></td></pr<>	ev (1 of 1) next>
REFERE	VCE DATE DU	E DATE	SUBMITTED D	ATE VALI	DATION DATE R	EPORT NAME	FREQUENCY	STATUS
05/27/2016	- 05/27/2016 201	6-06-17	07/21/2016 10:	57:09 07/21	2016 11:17:41	XYZ-XYZ Report	WEEKLY	Success view details
06/03/2016	- 06/03/2016 201	6-06-24	07/21/2016 10:	56:52 07/21	2016 11:13:02	XYZ-XYZ Report	WEEKLY	Success view details
Total Record	Count: 2						Go to: 1 ▼ < <pr< td=""><td>ev (1 of 1) next>></td></pr<>	ev (1 of 1) next>>

- 2. Use the Search Criteria box to filter according to:
 - a. Status of the Report
 - b. Frequency of Report Submission
 - c. Report Name
 - d. Date Type
 - e. Inclusive Period



3. Sort the Data Table by clicking a specific header

REFERENCE DATE DUE DATE SUBMITTED DATE VALIDATION DATE REPORT NAME FREQUENCY STATUS

4. View the details of a specific submission by clicking the view details

Welcome	Report Submission	Amendment	Assessment	Report List	History	
	Repo	rt Details:				Adobe Reader is required to view the validation result.
	User Name: Report: Reference Date: Submitted Date: Report Summary:		tb19998@abcbank.com XYZ - XYZ Report 05/27/2018 07/21/2018 10:57:09 AM Report Submission - SUCCESSFUL			To get Adobe Reader, click the image below
		SUBMITTED RE	PORT	PDF RESULT	PREVIOUS PAGE	

- a. Click "Submitted Report" to view or download the submitted report.
- b. Click "PDF Result" to view or download the Validation Result of the submitted report



TWO-FACTOR AUTHENTICATION (2FA) REGISTRATION

1. On your IOS /Android device, open App Store / Play Store then search and install Entrust IdentityGuard Mobile app.



2. Open Entrust IdentityGuard Mobile and add new identity by clicking **Add** button.



3. Enter identity provider details

Address: fiportal.bsp.gov.ph

Name: BSP



- 4. On your PC, go to the url: <u>https://fiportal.bsp.gov.ph/</u> and log in using your password or the password provided by BSP¹.
- 5. Upon log-in, you will be redirected to the Security Tab. Click Generate to get the Serial Number and Activation Code

vo-Factor Registration		Page 10 Full Page
How to register? (Click here)		
	Generate	
	Activation Code	
	Registration Code	
	Register	

¹ Only applicable to newly registered users



6. In the Entrust app, enter the generated Serial Number and Activation Code from the portal then click **Activate**

Generate	=	Entrust ST Activate Identity	ACTIVATE	:
Serial Number	Identit	y Provider		
65109-01850	Address:	fiportal.bsp.gov.ph		
Activation Code	Name:	BSP		
1952-1928-0028-0555 -	Soft T	oken		
Registration Code	Sont I Serial Number	65109 - 01850		
Register	Activation Code	1952 - 1928 - 0028 - 05	55	

7. Return to your PC then enter the registration code from the app and click **Register**. After registration, click **OK** in the Entrust app.





8. Enter the generated security code from Entrust app to the portal and click **Authenticate** to finish the registration on 2FA.



- 9. After authentication, you will be redirected to the Welcome page of the BSP FI Portal.
- Reminder: Entrust App is required to be opened to get the security code every time the users login to the portal.