

Credit Union Profile Pages – Tip Sheet

The credit union Profile must be certified each quarter in order to upload the 5300 report.

Certification Process: Login → Click “Certify Profile” from any screen on the left side under “Related Tasks” → Follow Instructions and place a check next to all sections and enter the Certifier’s name → Click Certify link → Correct errors as needed until certification is accepted.

Mandatory Fields	Minimum Required for Certification	Other Requirements
Contacts		
<ul style="list-style-type: none"> • Salutation • First Name • Last Name • Job Title(s) • Role(s) • Credit Union • Employment type • Home address and home phone number for all Job Titles except CFO, CIO, Auditor, and Other • At least one email address for contacts who have a Role identified with an * 	<p><u>The following Job Titles:</u></p> <ol style="list-style-type: none"> 1. 1 Manager or CEO (cannot be #2, 6, or 7) 2. 1 Chairperson (cannot be #1) 3. 1 Vice Chairperson (cannot be #2) 4. Board Treasurer (cannot be #2, or 3) 5. All Board Members 6. Supervisory Committee Chairperson (FCU Only) 7. At least 2 Supervisory Committee Members (FCU Only) <p><u>The following Role IDs:</u></p> <ol style="list-style-type: none"> 1. Call Report Contact (at least one)* 2. Profile Information Contact (at least one)* 3. 1 Primary Patriot Act Contact* 4. 1 Secondary Patriot Act Contact* 5. 1 Primary Emergency Contact 6. 1 Secondary Emergency Contact 	<ul style="list-style-type: none"> • If a state chartered credit union identifies a Supervisory Committee Chairperson, they must also identify at least two Supervisory Committee members. • If a Credit Committee Chairperson has been identified, the user must also identify Credit Committee Members. • Every contact must have at least one phone OR one email address • Primary Patriot Act and Secondary Patriot Act Contacts must have either a work email or a work fax number.
Sites		
<ul style="list-style-type: none"> • Site Name • Operational Status • Site Type • Site Function • Physical Address • Phone number for all branch and Main/corporate offices 	<p><u>Site Functions:</u></p> <ol style="list-style-type: none"> 1. Main/corporate office 2. Vital Records Center 3. Disaster Recovery Location (cannot be #1) 4. Location(s) of Records 5. All branch offices 	<ul style="list-style-type: none"> • The Main/Corporate Office must have a physical address and a mailing address. • A physical address is required for all sites. • Shared Service Centers/Networks have a site type of “Other”
IS&T		
All questions, as applicable		
Regulatory		
Input the most recent Annual Meeting, Financial Statement Audit, Member Account Verification, and Disaster Recovery Test Dates. Complete additional Disaster Recovery questions, as applicable		
CUSOs		
<ul style="list-style-type: none"> • EIN • Name • City • State • Service Type(s) 		<p>If “Other” is selected under CUSO service type, user must enter detail in “Other (Please Specify)” field.</p>
Programs and Services		
Identify the Credit Union Programs and Member Services the credit union offers or plans to implement within the next 6 months by marking the box to the right of the applicable descriptions.		
Adding Users		
<ul style="list-style-type: none"> • Username • First Name • Last Name • Password/Confirm Pass. • Email • Role 		<p><u>The following Role IDs:</u> At least 2 Administrators</p>