IMPORTANT THINGS TO KNOW FOR FILING JUNE 2012 CALL REPORT AND CREDIT UNION PROFILE IN NEWLY UPGRADED CREDIT UNION ONLINE

TO THE OFFICIALS OF THE CREDIT UNION:

This document outlines the June 2012 Call Report process. This is the first filing cycle after the release of the upgraded version of Credit Union Online. If you have not done so, NCUA encourages you to login and navigate through the new user interface. Below is some information you may find helpful when completing your Call Report and updating your Profile. The recommended screen resolution for the online system is 1024 x 768.

Online Submission: You can access the login page from NCUA's website at www.NCUA.gov under the Credit Union Online section. We recommend you bookmark this site for quick reference.

Online Instruction Guide: This booklet contains instructions for setting up user accounts, completing Profile data, and completing and submitting your 5300 Call Report. Credit unions can download the latest version of the user guide from NCUA's website in the Credit Union Online section.

Online Help Tips: The online system has help tips throughout the application that open a PDF document with reporting instructions.

Archived CU Online Webcast Training: We encourage you to review the archived webcast training on NCUA's website in the Credit Union Online section. This webcast highlights the recent changes to the application.

New Procedure for Completing Your Online Credit Union Profile: Your credit union's Profile must be reviewed, updated, and certified **prior** to submitting your 5300 Call Report. You can download and print the Profile Form and Instructions from NCUA's website on the Credit Union Online page. You must resolve all errors and provide a comment for each warning before you can "Save and Certify" your Profile. **The Profile certification process changed with the latest application release. Whenever you make a change to the Profile, you must "Save and Certify" to permanently save your changes.**

5300 Call Report Forms: The 5300 form contains both core pages and supplementary schedules. Credit unions that engage in a broader range of lending or investment activities must complete the supplementary schedules, as needed. The 5300 Call Report Form and Instructions can be downloaded and printed from NCUA's website on the Credit Union Online page. You must resolve all errors and provide a comment for each warning before you can submit the Call Report. You should retain a copy of both completed forms in your permanent records. The processor of your reports will contact you with any questions.

Username and Password: If you forget your username, you can contact your Credit Union Administrator or NCUA Technical Customer Support at (800) 827-3255. If you forget your password, you can use the online system to reset it or contact your Credit Union Administrator. Please reference the Online Instruction Guide for additional details.

Technical Customer Support: Please call NCUA Technical Customer Support at (800) 827-3255 with any technical questions. If you have computer difficulties or interruption that will prevent you from submitting your information online, please contact your NCUA examiner or state regulator, as applicable, for an alternative method to submit your data.

June 2012 Call Report Changes: NCUA posts a "5300 Call Report Changes" document on our website on the Credit Union Online webpage highlighting any changes for the cycle.

Filing Deadline: The 5300 Call Report with credit union Profile updates must be submitted online by Friday, July 20, 2012.