

Shared National Credit (SNC) Firm Admin Responsibilities and User Management Guide

This guide provides an overview of Firm Admin responsibilities and outlines the processes for managing user access within the OASIS-SNCnet application.

The Firm Admin role is designed to help coordinate and manage user access within the OASIS-SNCnet (SNCnet) application. Each firm that is a SNC reporter/agent or a participant bank **must designate a minimum of two and a maximum of four individuals** to serve as Firm Admins.

Firm Admins are responsible for regularly reviewing SNC firm users (users) to ensure contact information is current and SNCnet accounts are active. They are also responsible for managing user permission groups/roles for their firm and notifying the appropriate regulator when additional access is required. Specifically, the Firm Admin:

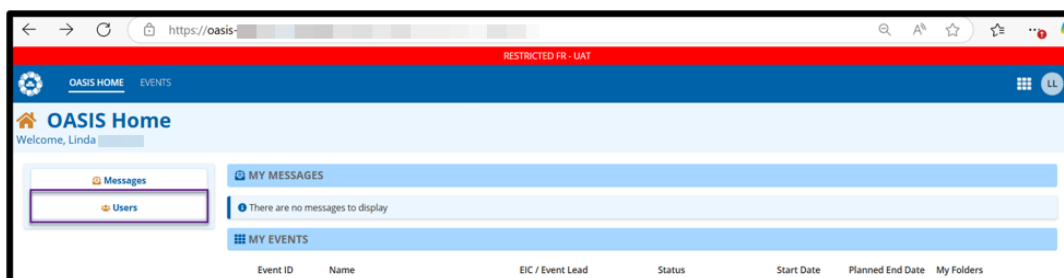
- has the ability to **update** a user's first name, last name, title, phone number, and permission groups (definitions for each permission group are provided in the Appendix of this document);
- has the ability to **deactivate** users that no longer require access to SNCnet in a timely manner;
- should email chi.sr.snc.exam.office@chi.frb.org to request **reactivation** of users whose access has expired but who still require access to SNCnet;
- and will notify the appropriate regulator of **new users** requiring access to SNCnet by submitting a SNC Contact form available [here](#).
 - FDIC and FRS regulated banks must email the completed form to chi.sr.snc.exam.office@chi.frb.org.
 - OCC regulated banks must email the completed form to SNC@occ.treas.gov.

SNC Firm Admins are only responsible for managing their firms' users associated with the SNC Program. Your firm may use the OASIS platform for other non-SNC examination activities and the Firm Admin **will not** be responsible for managing non-SNC users **unless** they are designated as the Firm Admin for all OASIS examination activities.

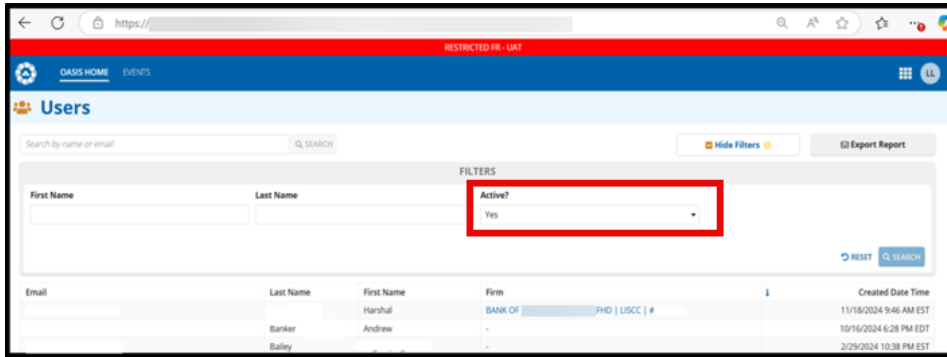
Please note that OASIS automatically deactivates user accounts after 90 days of inactivity. To prevent an account from being deactivated, encourage users to log in to SNCnet regularly. If a user's account becomes inactive, the Firm Admin must request reactivation by emailing the SNC Exam Office at chi.sr.snc.exam.office@chi.frb.org.

To update existing user accounts or manage user access, follow the steps outlined below.

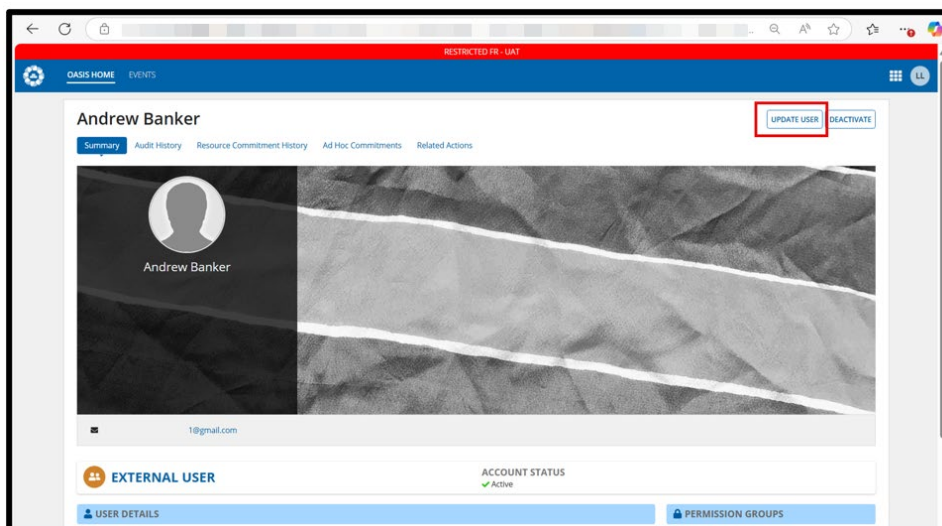
1. Navigate to your OASIS Home screen and select Users.



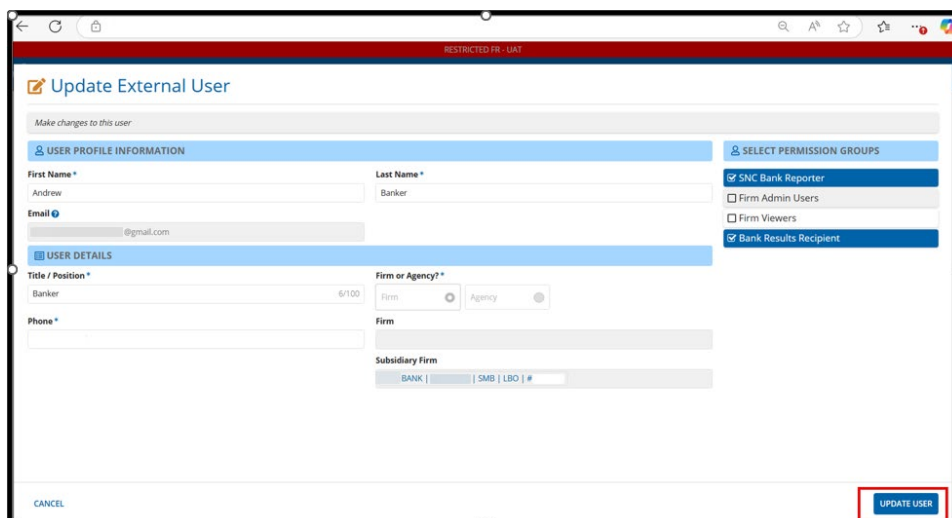
2. Clear the Active filter (defaulted to 'Yes') to display all users. Then, use the search functionality to select the user you wish to update or deactivate.



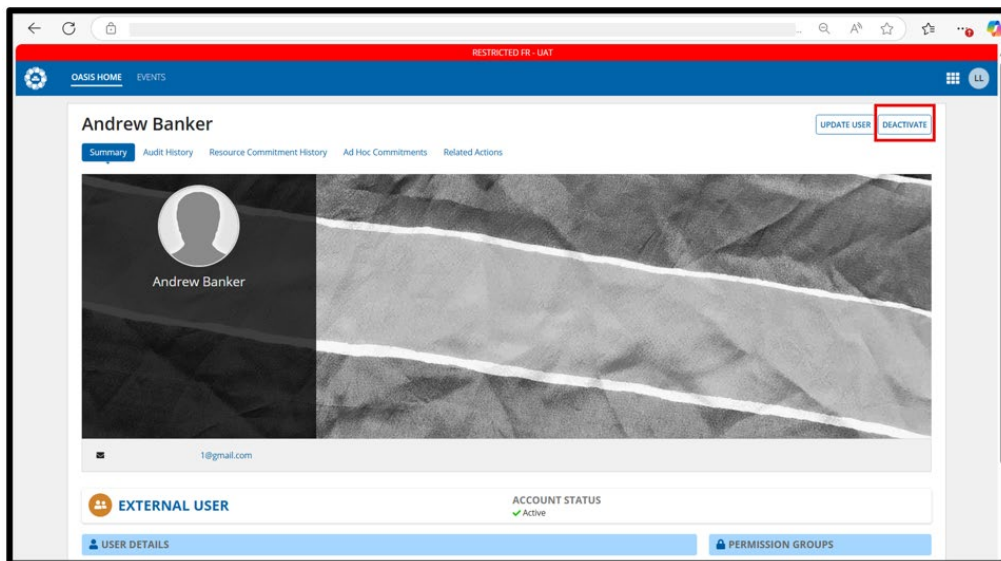
3. After selecting a user, the user's account profile will display. From the profile page, select Update User to modify account information.



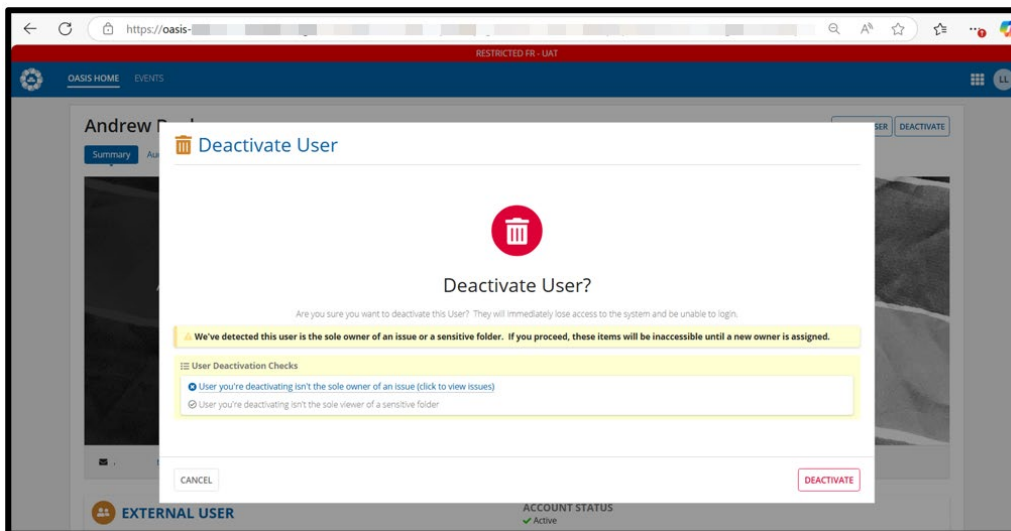
4. On the Update External User page, modify the user's first name, last name, title, phone number and permissions groups as needed. **Any changes to permission groups must be communicated to the SNC Exam Office as they maintain the record of these changes.** When finished, select Update User in the lower-right corner of the screen.



5. If you need to deactivate a user, first remove all permissions groups, then select Deactivate. **After deactivating the user, notify the SNC Exam Office so the deactivation can be documented.**



6. Review the warning message displayed in the confirmation window. If you wish to proceed with deactivating the user, select Deactivate to confirm.



Technical Disclaimer

OASIS is not designed to be utilized on an iPhone or Android mobile app. Users are recommended to use any browser (Edge, Safari, Chrome, etc.).

Appendix: Permission Group Definitions

Definitions for the various SNCnet permission groups are provided below. Please note that these definitions apply specifically to activities completed for SNC examinations.

If a user needs to:	Select this permission group:
Submit SNC data and view the SNC Bank Submissions interface	SNC Bank Reporter
Answer questions regarding reported data including help with reporting discrepancies or general reporting questions from participant banks	No permission group necessary
Perform Firm Admin responsibilities	Firm Admin Users
Act as a point of contact during the SNC examination	No permission group necessary
Upload SNC examination documentation	No permission group necessary ¹
Retrieve SNC results from SNCnet	Bank Results Recipient

¹ If a user needs access to folders to upload examination documentation, those names must be submitted to the SNC Exam Office (chi.sr.snc.exam.office@chi.frb.org).