OASIS

Shared National Credit (SNC) Contact Form Instructions

Maintaining accurate contact information is essential to the success of the SNC program. Firm Admins are responsible for submitting all SNC Contact Forms for new requests or updates to SNC contacts with the OASIS-SNCnet application. Please follow the instructions below to complete and submit the SNC Contact Form (Excel template), which can be found on the Shared National Credit Reporting website.

Instructions for filling out the SNC Contact Form

1. Contact Information

The following information is required for each contact:

- Change Type (select New, Update, or Deactivate from dropdown)
- Bank Name (enter legal name of your bank, as displayed in SNCnet)
- Bank RSSD ID (enter RSSD of your bank(s), as displayed in the SNCnet application)
- First Name
- Last Name
- Position/Title
- Business Email Address (group mailbox not accepted)
- Business Phone Number
- U.S. Based? (select Yes or No, denotes if the contact is located inside or outside the United States)
- Contact Type (select Yes from dropdown in appropriate role(s). See role descriptions below)

2. Selecting Contact Type

Select the contact type(s) that applies for each individual at your firm. Refer to the table below outlining required SNC contact types for SNC Reporting/Agents and Participant banks. For example, if one of your contacts reports data, assists with exam requests, and receives examination results, select all three contact types for this individual.

SNC Contact Type	SNC Reporting/Agent Bank	SNC Participant Bank
SNC Reporting Questions	Required	Not applicable
SNC Reporting	Required	Not applicable
SNC Exam	Required	Not applicable
SNC Exam Document Upload Contact	Required	Not applicable
SNC Results Recipient	Required	Required
SNC Firm Admin	Required	Required

SNC Reporting Questions Contact

This person will be contacted in the event of questions regarding the reported data. Please provide at least two contacts for this contact type. **If more than two contacts are provided, please identify two contacts who will serve as the primary contacts for participant banks receiving SNC results agented at your bank.** These two individuals will help with reporting discrepancies or any general reporting questions from participant banks.

SNC Reporting Contact
This person is responsible for entering and submitting data. During the data collection process, this person may be contacted regarding input, deletion, and submission of SNC data using the reporting application. Please provide at least two contacts for this contact type.

SNC Exam Contact
This person will act as a point of contact during the exam and should be used to coordinate the Shared National Credit Reviews, handle correspondence to and from your primary regulator, and answer questions regarding credits agented and/or reviewed at this organization. Please provide at least two contacts for this contact type.

SNC Exam Document Upload Contact
This person is responsible for uploading exam documentation, such as credit file documents on obligors in the Read List, into SNCnet. Please provide at least two contacts for this contact type.

SNC Results Recipient Role
The persons designated with this role will have access to download examination results on behalf of the bank. Please provide at least two contacts for this contact type.

SNC Firm Admin Role
The persons designated with this role will be **responsible for regularly reviewing SNC contact information to ensure contact details are up to date and accounts are active**. They will have access to view the list of contacts for the bank and the authority to deactivate bank contacts as needed. They will be responsible for requesting and/or approving reactivation of SNCnet accounts. Please provide at least two (no more than four) contacts for this contact type.

3. Submitting the completed SNC Contact Form

- SNC Contact forms will **only be accepted from an established and active SNC Firm Admin**.
    - OCC regulated banks should email the completed form to SNC@occ.treas.gov.
    - FDIC and FRS regulated banks should email the completed form to chi.sr.snc.exam.office@chi.frb.org.
- Submission of the completed form serves as approval for each listed contact to access and perform duties within SNCnet on behalf of the bank, based on their assigned roles.
- The Firm Admin name and date must be completed on the form prior to submission.

Please note that OASIS automatically deactivates user accounts after 90 days of inactivity. To prevent an account from being deactivated, users should log in to SNCnet regularly.