SHARED NATIONAL CREDIT PROGRAM

eSNC USER GUIDE

SEPTEMBER 2020

FEDERAL RESERVE BANK OF KANSAS CITY

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eSNC

Overview

eSNC is a web-based application that allows financial institutions to submit Shared National Credit (SNC) data in an organized and efficient manner. SNC reporters are divided into two categories: **Basic** and **Expanded**. The primary differences between the two reporter types are listed below:

Basic Reporter

- Submits an agent file
- Does not submit a participant file
- Only reports SNCs
- Does not report Basel data

Expanded Reporter

- Submits an agent file
- Submits a participant file
- Reports SNCs and non-SNCs
- Reports Basel data

Respondents may submit data by either manually keying it in or by uploading an XML file.

Note: Refer to the SNC Reporting Instructions for more information regarding the differences between Basic and Expanded reporters.

Logging In

The eSNC application can be accessed through your web browser at the following address: https://bsr.frb.gov/SNCEXT

Please note that the web address is case sensitive. You may experience difficulties accessing the website if the "SNCEXT" extension is not capitalized. Internet Explorer is the recommended browser for accessing eSNC. You may experience technical issues if accessing eSNC through a different browser.

Each institution must submit an **eSNC Access Agreement** to be established in eSNC as a reporting entity. Additionally, each user must submit two forms to be given access to the eSNC application: The **Access Control Form** and the **SecurID Control Form for External Users**. These forms can be found at the following address: https://www.kansascityfed.org/banking/bankerresources/shared-national-credit

Completed forms are to be sent to the following mailbox: kcstatcs@kc.frb.org

SecurID Authentication Procedure

The SNC customer service will provide a username and an RSA SecurID token to you upon receipt of your completed forms. Your 10 character long username will be located on the back of your SecurID token for reference. The SecurID token displays 6 digits that change every 60 seconds.

Navigate to the eSNC website at https://bsr.frb.gov/SNCEXT to log in. You will be taken to the following screen:

The first time you log in, enter your 10 character long username in the **Username** field and the six digits currently displayed on your token in the **PASSCODE** field. It is recommended to wait for the digits on the SecurID token to reset before attempting to log in.

You will be prompted to set a new PIN. The PIN must meet the following criteria:

- Alphanumeric characters only
- Contains exactly one capital letter
- Contains exactly eight characters

Following successful set up of your PIN, your PASSCODE will then be the eight character long PIN followed by the six digits displayed on your token.

Example: If your PIN is **B1234567** and the digits displayed on the SecurID token are **349084**, you will log in entering **B1234567349084** in the PASSCODE field.

Upon successful authentication you will be redirected to the eSNC home page.

If you experience issues logging in or if you need to reset your PIN, please contact:

SNC Security Hotline	(800) 333-2898	kcstatcs@kc.frb.org
(FRS and FDIC-regulated reporters)		
Mr. Robert Jones	(704) 350-8459	Bob.Jones@occ.treas.gov
(OCC-regulated reporters)		

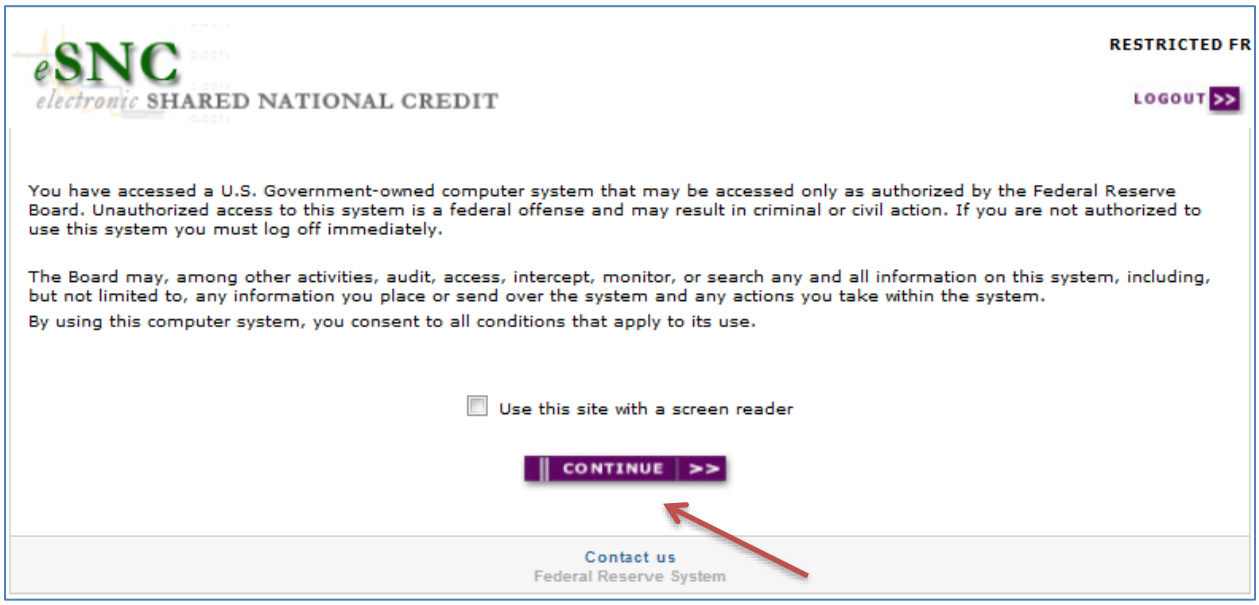
Logging Out

Due to the confidentiality of SNC data, please log out of the eSNC application when it is not in use. You may log out of the eSNC application by clicking on the **LOG OUT** button located in the upper right-hand corner of the screen.

Note: Users will be prompted with an inactivity warning after 25 minutes of inactivity. You may click on the **Extend Session** button to remain logged into eSNC. If no action is taken within 5 minutes of this prompt, you will be automatically logged out of eSNC. All unsaved changes will be lost.

Submission Selection

On the eSNC home page, click on the **Continue** button to display a list of accessible SNC data files for all available report dates.



Locate the file you wish to access then click on the **Submission Version** (e.g. Initial) located to the left of the **Submission Status** to open the submission.

Note: Users responsible for submitting SNC data for multiple institutions will be able to choose between all reporting entities for which access has been granted.

There are two file types: **Agent** and **Participant**. The primary differences between the two file types are listed below:

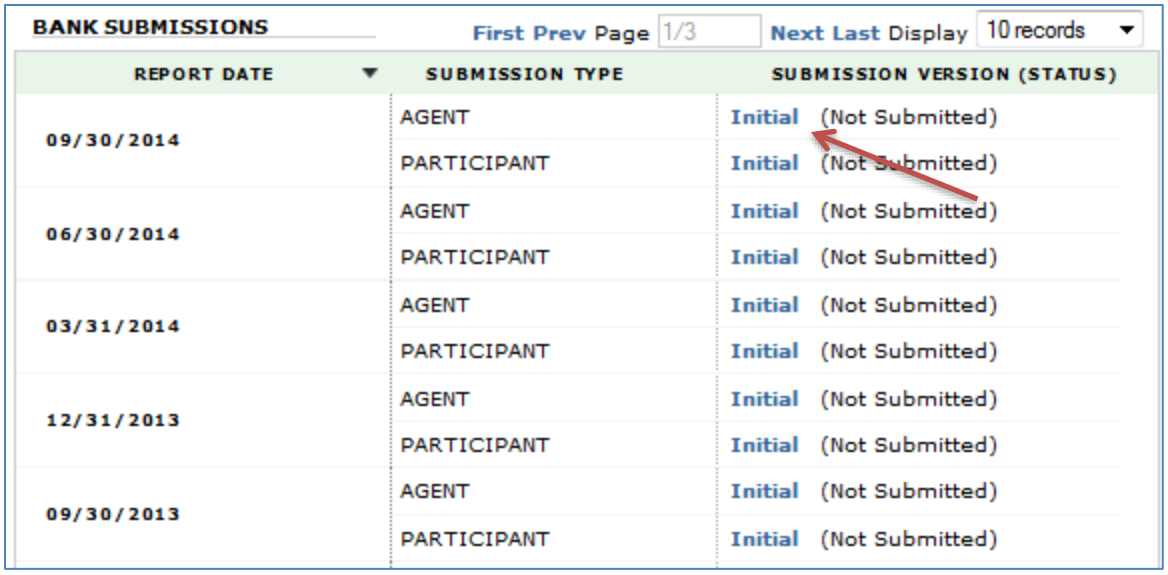
Agent File

Both Basic and Expanded reporters submit an agent file. On the agent file, Basic reporters report only SNC credits for which they are the agent while Expanded Reporters report all syndicated loans for which they are the agent.

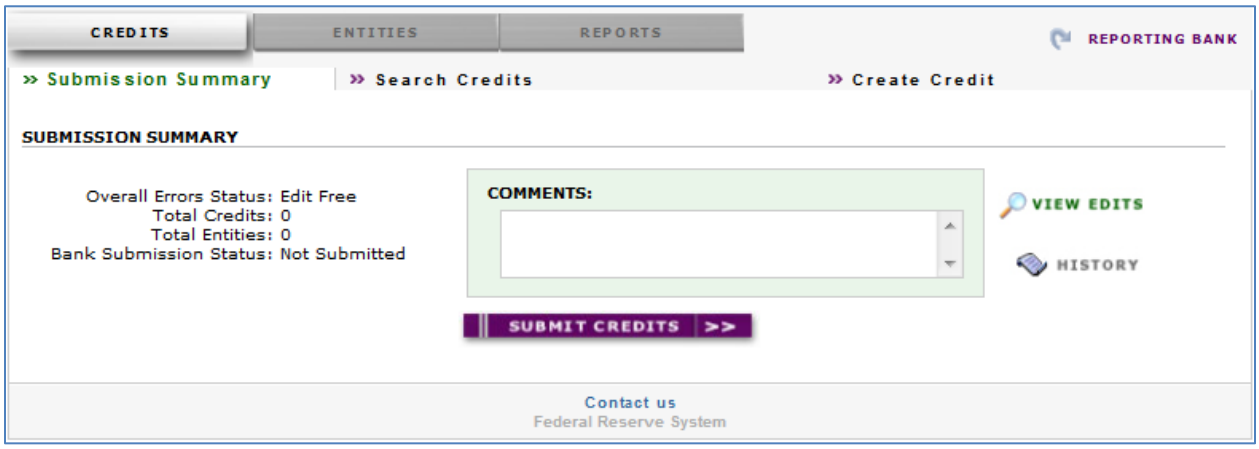
Participant File

Expanded reporters also submit a participant file. On the participant file, Expanded reporters report all syndicated loans for which they are acting solely as a participant.

Note: Refer to the SNC Reporting Instructions for more information regarding the differences between the agent and participant files.



You will be taken to the **Submission Summary** of the selected file. From this screen you may access all aspects of your SNC data by selecting the various menus.



Manual Reporters

Manual reporters submit SNC data by manually keying all reportable entity and credit data into the eSNC application. Edit validation occurs as data are entered. Validity edit failures must be corrected prior to file submission, while quality edit failures must be acknowledged.

It is recommended to add all entity data prior to adding credit data. This results in a more efficient, streamlined workflow because you will not have to stop and create entities each time you add a credit to your submission.

Entities

Overview

The term "entity" refers to any fund, bank, or company acting as an agent, obligor, or participant in a credit. All entities, pursuant to the SNC Reporting Instructions, must be included in your SNC data submission.

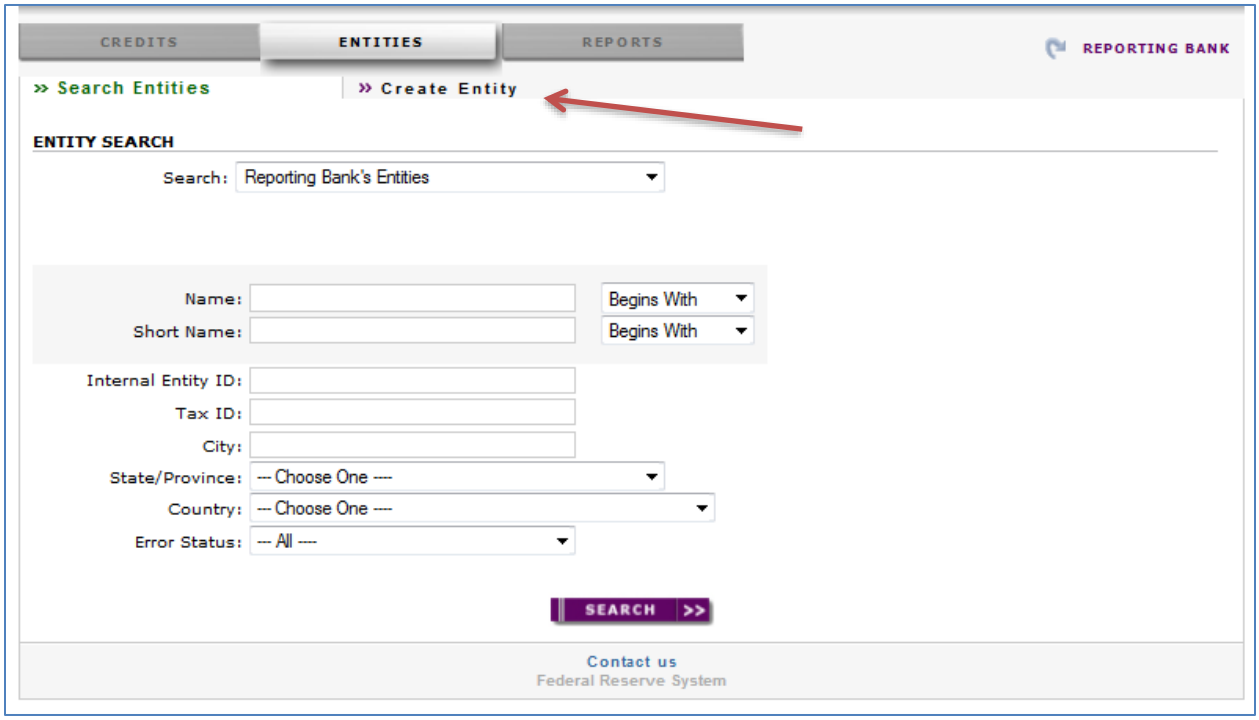
Note: Please ensure that all entities are reported with accurate legal names and locations. Entity information directly impacts the distribution of SNC exam results; incorrectly reported information may result in SNC exam results being distributed to incorrect entities.

Adding Entities

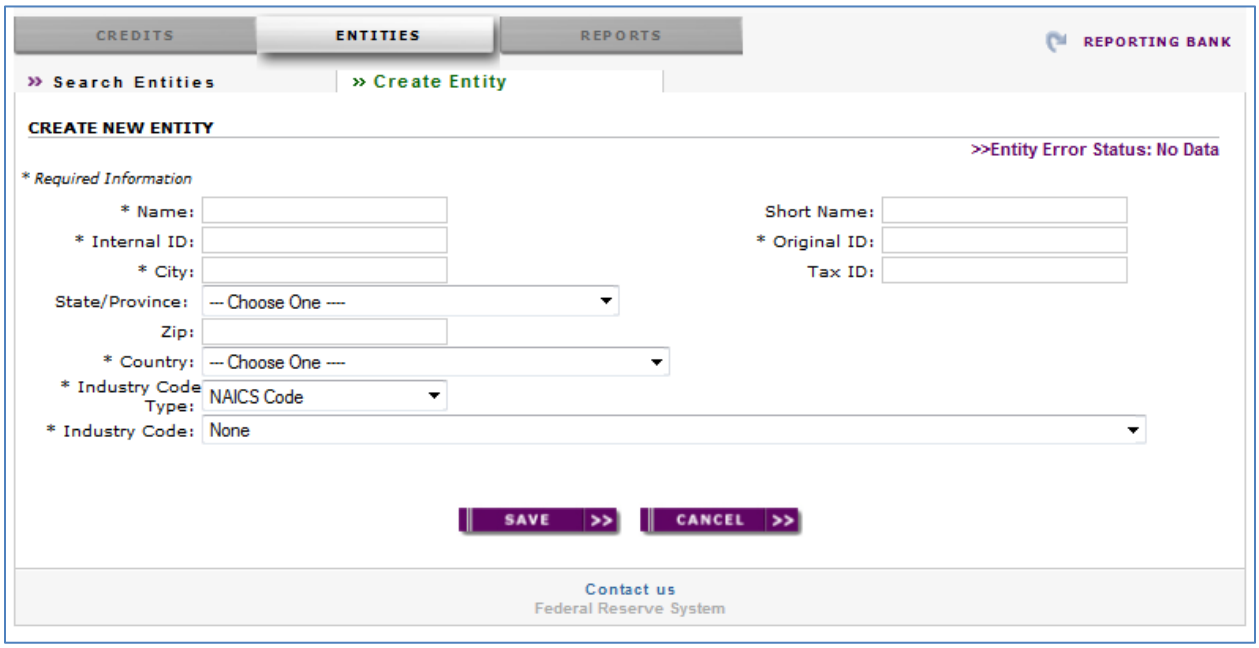
There are three methods to add entities to your SNC data submission: Creating entities, copying entities from previous submissions, and copying entities from NIC.

Creating an Entity

The first method to add an entity is by selecting the **Create Entity** option under the **Entities** menu. This method is used to create a newly reported entity. Previously reported entities can be copied forward using the **Copying an Entity from Previous Submissions** method (page 8).

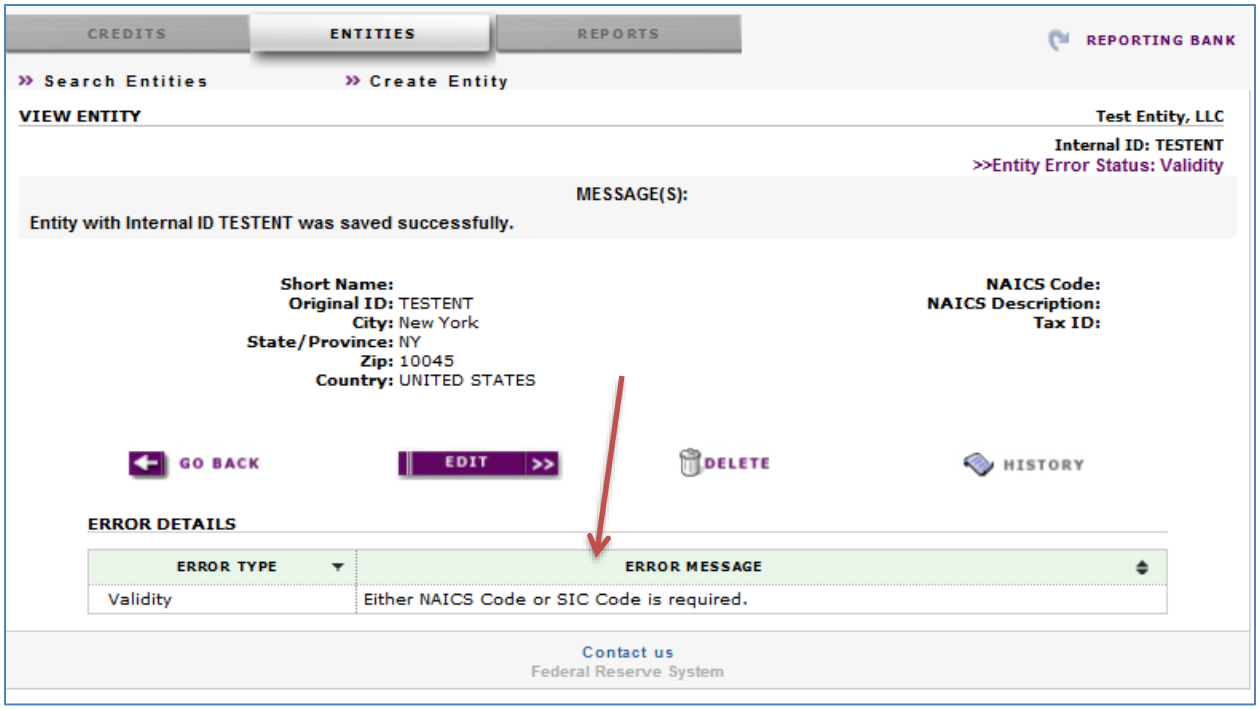


You will be taken to the following screen:



All data fields designated with an asterisk must be populated. Optional data fields, such as Tax ID, may be left blank if the corresponding information is not available. Select the **Save** option after you populate all appropriate data fields.

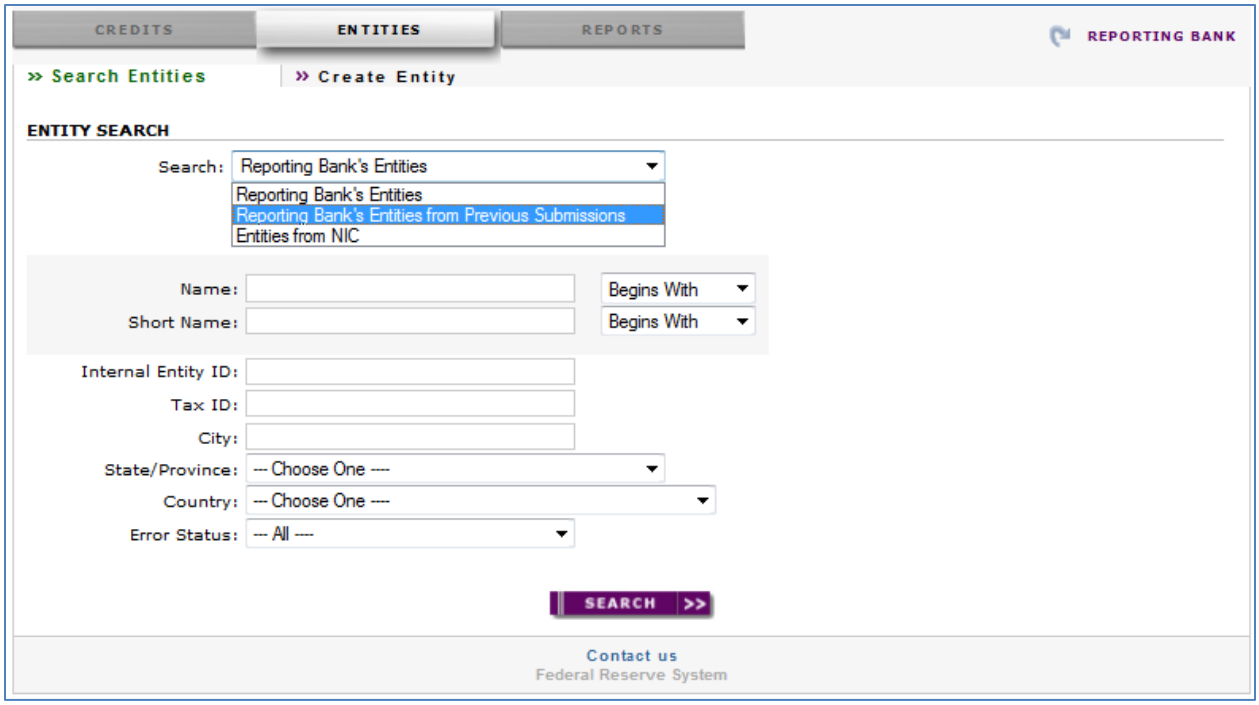
The newly created entity will be validated upon saving. Any edit failures triggered by the entity data will be displayed on the screen.



Note: An entity added using this method will be successfully saved even if it triggers validity edit failures. Validity edit failures must be corrected before you submit your SNC data.

Copying an Entity from Previous Submissions

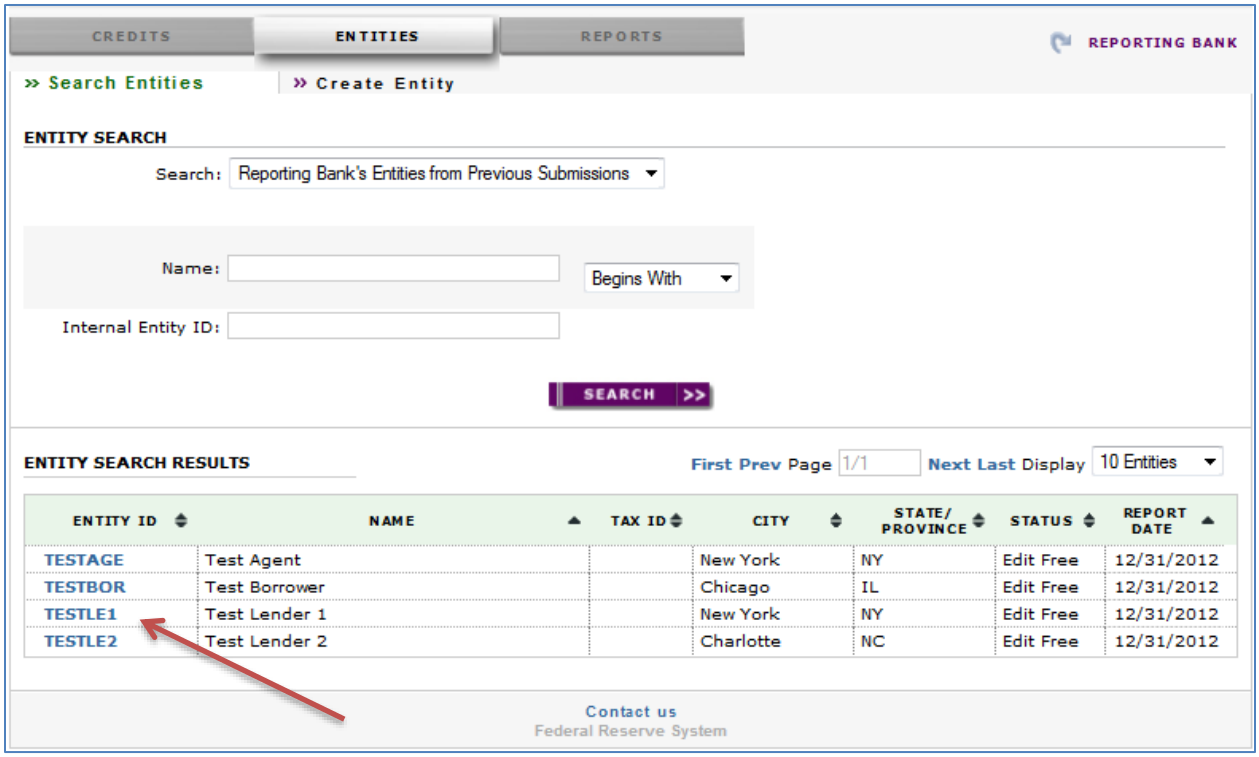
The second method to add an entity is by copying a reported entity from previous submissions. You may copy an entity from previous submissions by selecting the **Search Entities** option under the **Entities** menu. The **Reporting Bank's Entities from Previous Submissions** option within the Search menu allows you to search for previously reported entities and add them to your bank's submission.



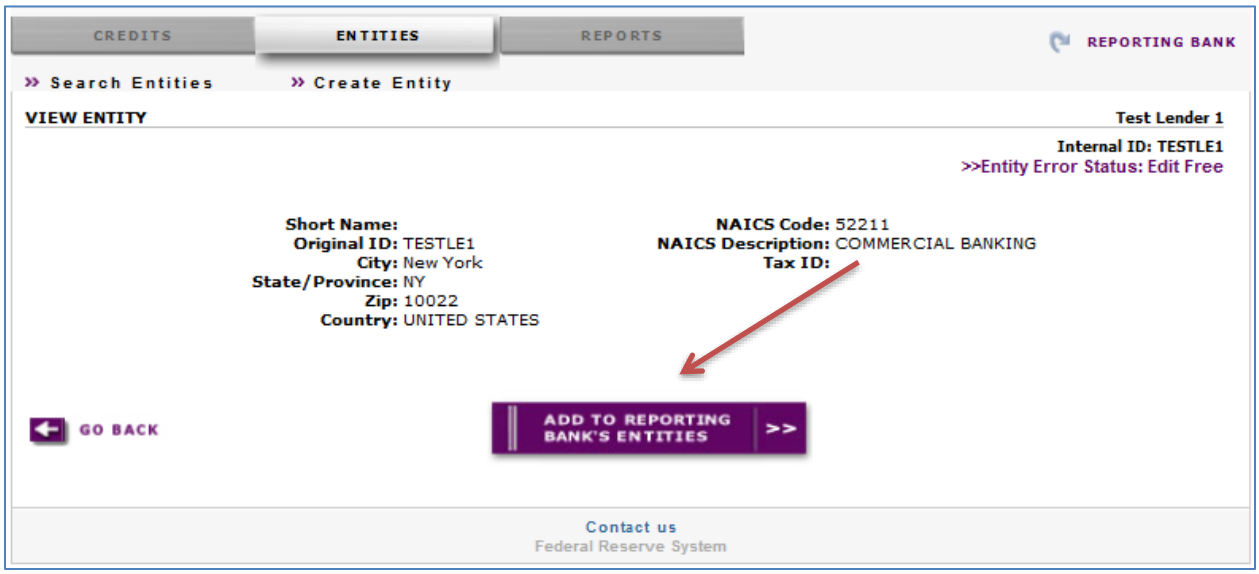
Using the **Reporting Bank's Entities from Previous Submissions** option in the Search dropdown menu, you may populate the various search criteria to look for previously reported entities. The eSNC application will return a list of results that match the search criteria.

Note: eSNC will return a maximum of 250 search results. If a search returns more than 250 results, it is advised to refine the search criteria.

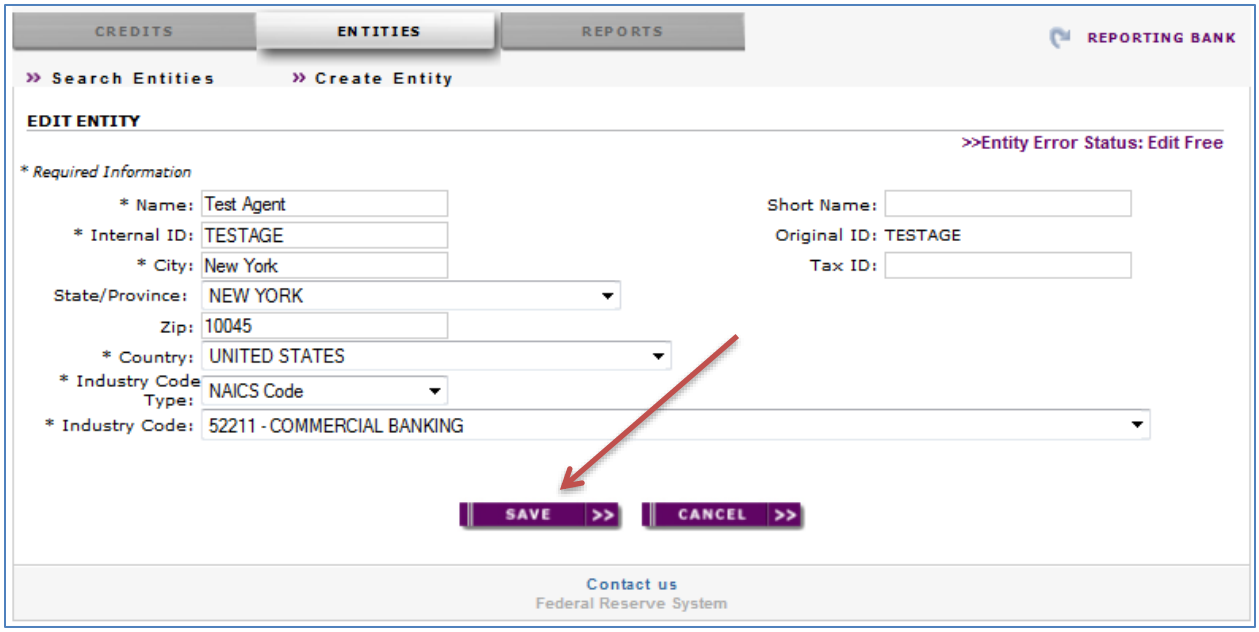
If your search returns a match, you may click on the **RSSD ID** located to the left of the entity's name to view the entity's details.



You may add the entity to your submission by clicking on the **Add to Reporting Bank's Entities** button.

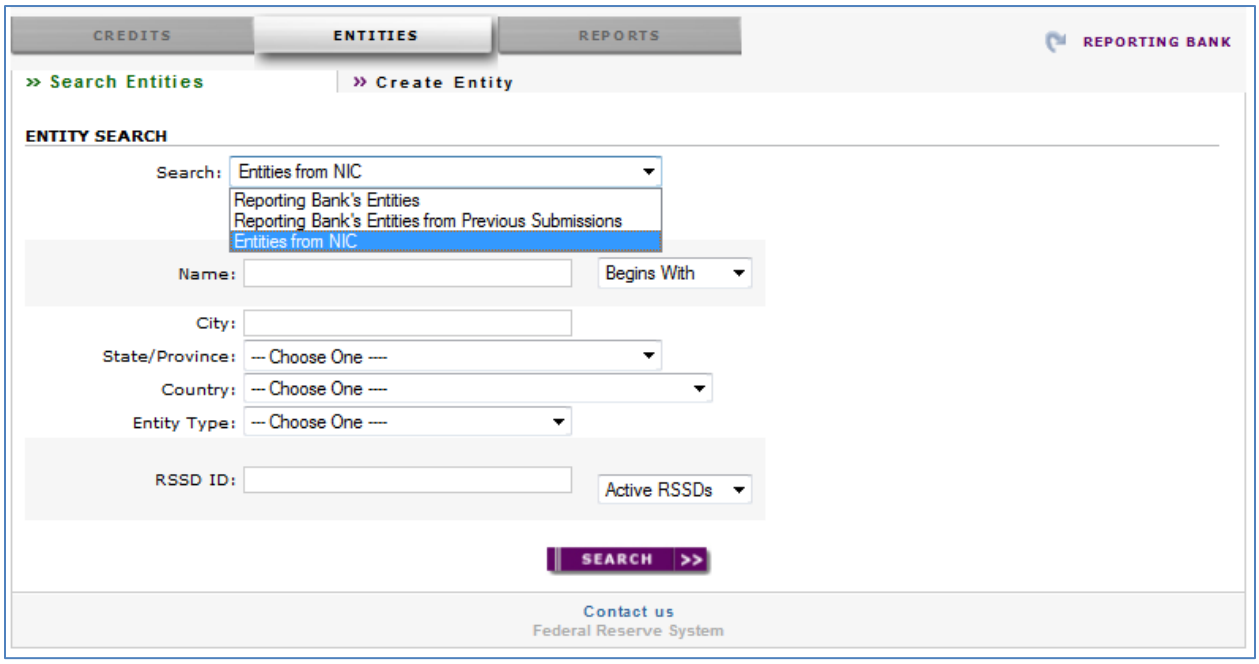


The entity's data fields will populated with what was reported for that entity in previous submissions. You may modify the data if necessary. Select the **Save** option after you make all necessary changes.



Copying an Entity from NIC

The third method to add an entity is by copying an existing entity from the National Information Center (NIC) database. You may copy an entity from NIC by selecting the **Search Entities** option under the **Entities** menu. The **Entities from NIC** option within the Search menu allows you to search for existing entities in the NIC database and add them to your bank's submission.



Using the **Entities from NIC** option in the Search dropdown menu, you may populate the various search criteria to look for entities in the NIC database. The eSNC application will return a list of results that match the search criteria.

Note: eSNC will return a maximum of 250 search results. If a search returns more than 250 results, it is advised to refine the search criteria.

If your search returns a match, you may click on the **RSSD ID** located to the left of the entity's name to view the entity's details.

CREDITS | ENTITIES | REPORTS | REPORTING BANK

» Search Entities » Create Entity

ENTITY SEARCH

Search: Entities from NIC

Name: federal reserve bank of new york Begins With

City:

State/Province: --- Choose One ---

Country: --- Choose One ---

Entity Type: --- Choose One ---

RSSD ID: Active RSSDs

SEARCH >>

ENTITY SEARCH RESULTS

First Prev Page 1/1 Next Last Display 10 Entities

RSSD ID	NAME	TAX ID	CITY	STATE/ PROVINCE	SNC REGULATED
877677	FEDERAL RESERVE BANK OF NEW YORK		NEW YORK	NY	No
2368432	FEDERAL RESERVE BANK OF NEW YORK - EAST RUTHERFORD OPERATIONS CENTER		EAST RUTHERFORD	NJ	Yes
878179	FEDERAL RESERVE BANK OF NEW YORK - JERICHO RCPC		JERICHO	NY	Yes
755373	FEDERAL RESERVE BANK OF NEW YORK - NEW YORK ACCTG OFFICE		NEW YORK	NY	Yes
847072	FEDERAL RESERVE BANK OF NEW YORK - NEW YORK CONSOLDTD HEAD OFF		NEW YORK	NY	Yes
1853548	FEDERAL RESERVE BANK OF NEW YORK - PUERTO RICO CASH DEPOT		SAN JUAN	PR	Yes
754871	FEDERAL RESERVE BANK OF NEW YORK - UTICA RCPC		UTICA	NY	Yes
2445726	FEDERAL RESERVE BANK OF NEW YORK CASH MGT. DIV. (LIABILITIES)		NEW YORK	NY	No
3633436	FEDERAL RESERVE BANK OF NEW YORK FOREIGN INVESTMENTS (CLAIMS)		NEW YORK	NY	No

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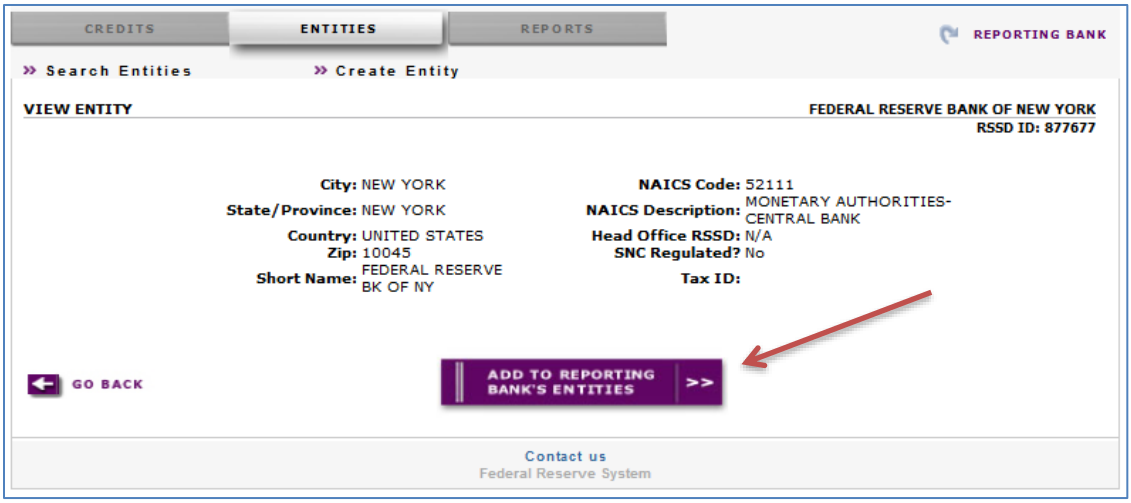
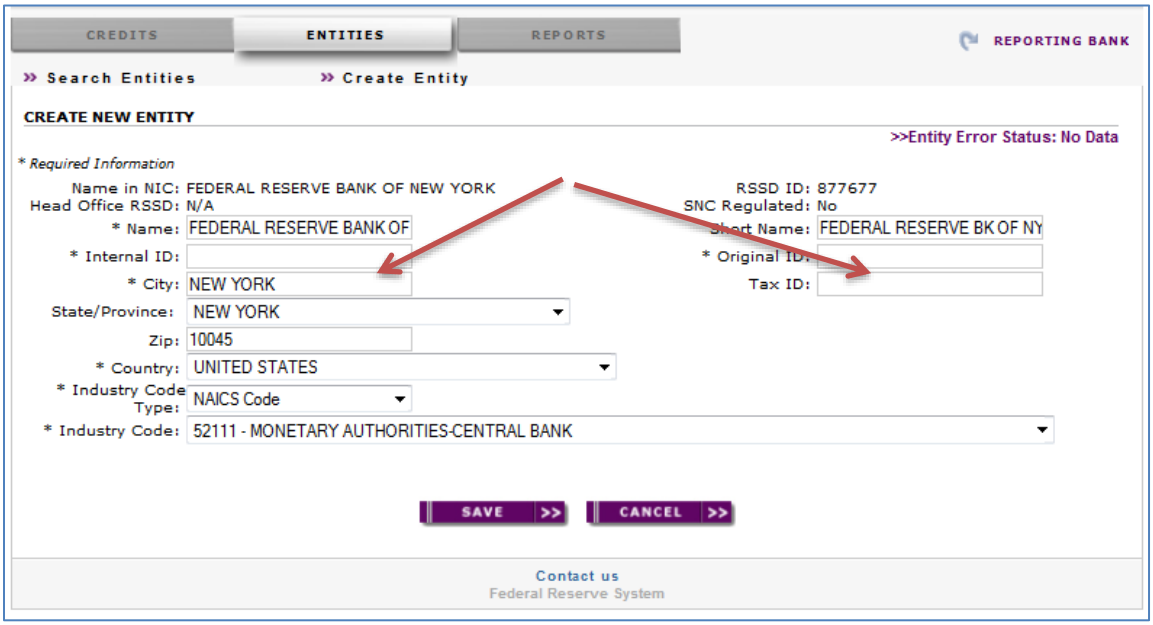
Review the entity's details and ensure there is a reasonable match between the entity stored in NIC and the entity you want to report. If there is a match, you may add the entity to your submission by clicking on the **Add to Reporting Bank's Entities** button.



You must assign an **Internal ID** and **Original ID** to the entity before it can be added to your submission. The **Internal ID** is your institution's unique identifier for the entity. The **Original ID** is the Internal ID assigned to the entity in previous submissions (if applicable). For new entities, you must populate both fields with the same value. In limited cases the **Original ID** and the **Internal ID** may be different, for example if your institution begins reporting new IDs in lieu of previously reported ones. You may also modify the other data if necessary. Select the **Save** option after you make all necessary changes.

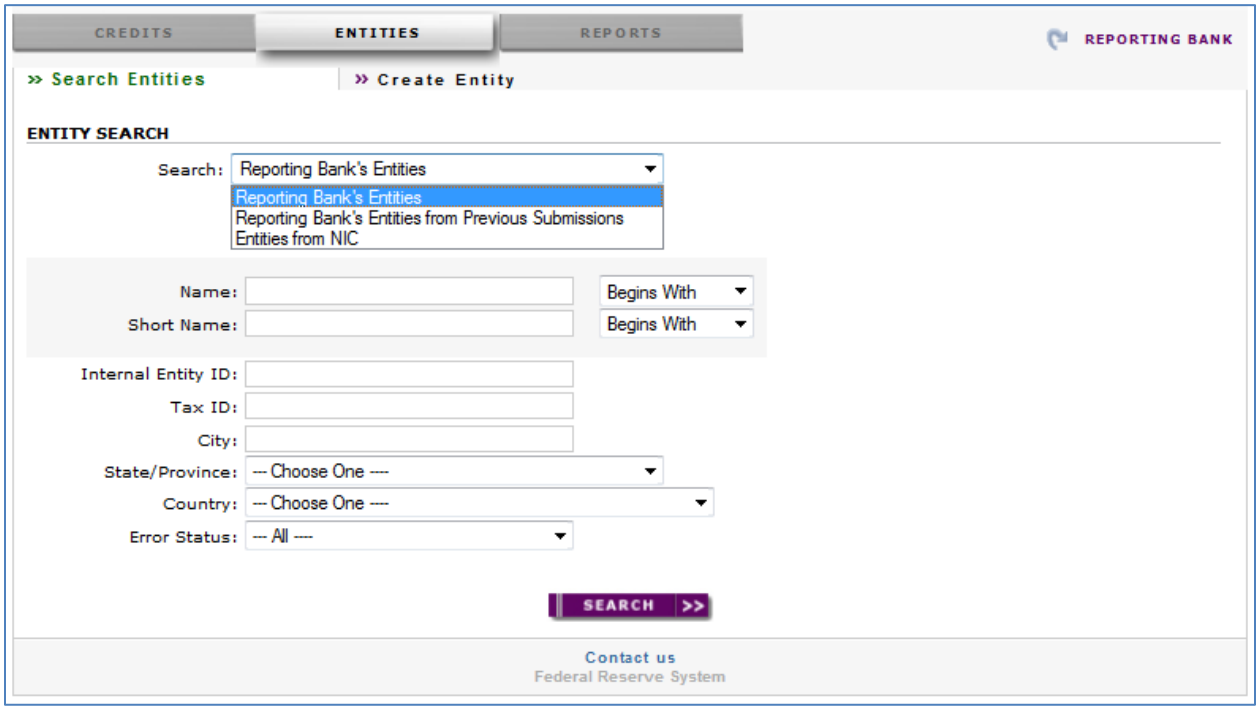


The newly created entity will be validated upon saving. Any edit failures triggered by the entity data will be displayed on the screen.

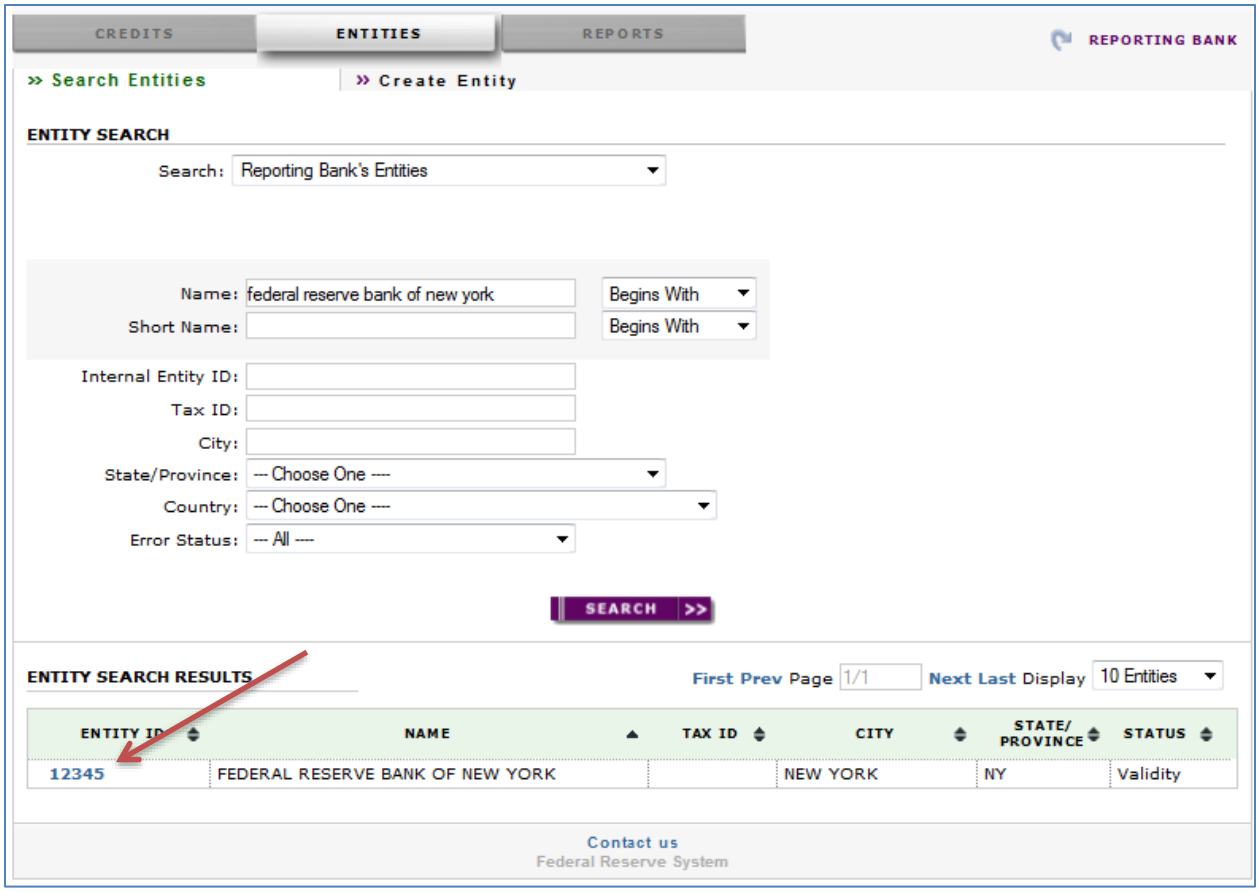
Note: An entity added using this method will be successfully saved even if it triggers validity edit failures. Validity edit failures must be corrected before you submit your SNC data.

Editing Entities

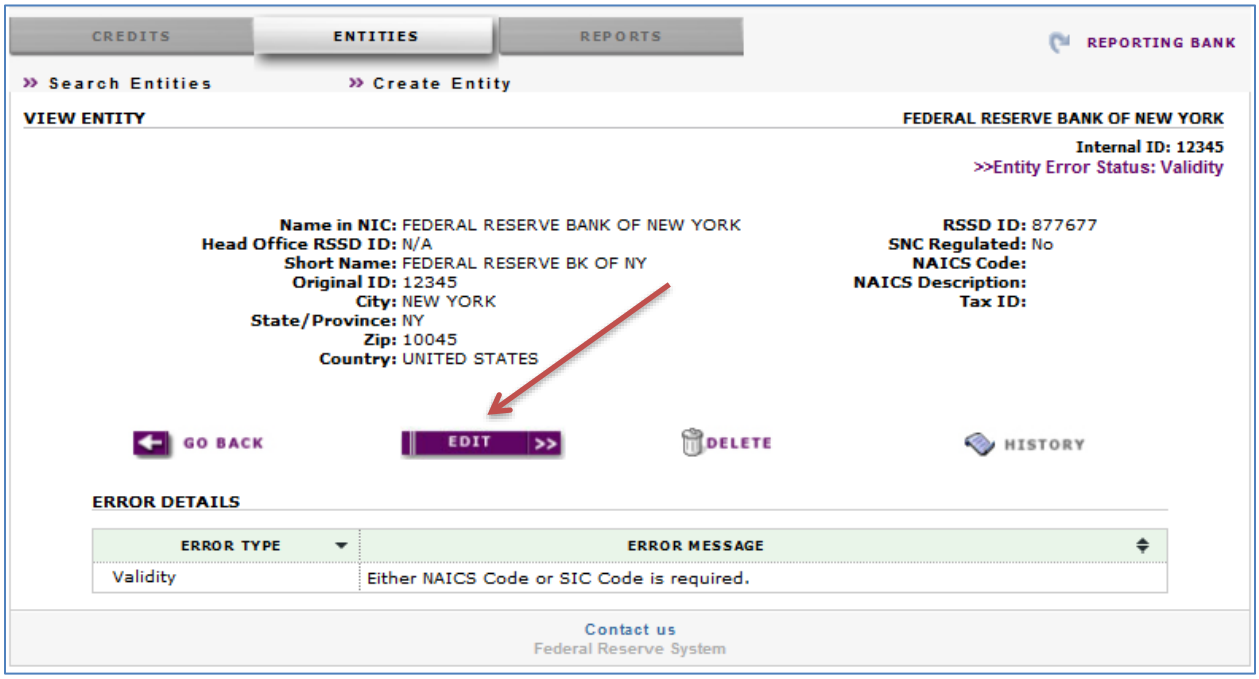
You may edit an existing entity by selecting the **Search Entities** option under the **Entities** menu. The **Reporting Bank's Entities** option within the Search menu allows you to search for existing entities in your submission.



Using the **Reporting Bank's Entities** option in the Search dropdown menu, you may populate the various search criteria to look for pre-existing entities in your submission. The eSNC application will return a list of results that match the search criteria. Locate the entity you wish to edit and click on the **RSSD ID** located to the left of the entity's name to view the entity's details.



Click on the **Edit** button to modify the entity's details.



Select the **Save** option after you make all necessary changes.

CREDITS | ENTITIES | REPORTS | REPORTING BANK

» Search Entities » Create Entity

EDIT ENTITY

>>Entity Error Status: Validity

** Required Information*

Name in NIC: FEDERAL RESERVE BANK OF NEW YORK
Head Office RSSD: N/A
* Name: FEDERAL RESERVE BANK OF
* Internal ID: 12345
* City: NEW YORK
State/Province: NEW YORK
Zip: 10045
* Country: UNITED STATES
* Industry Code Type: NAICS Code
* Industry Code: 52111 - MONETARY AUTHORITIES-CENTRAL BANK

RSSD ID: 877677
SNC Regulated: No
Short Name: FEDERAL RESERVE BK OF NY
* Original ID: 12345
Tax ID:

SAVE >> CANCEL >>

ERROR DETAILS

ERROR TYPE	ERROR MESSAGE
Validity	Either NAICS Code or SIC Code is required.

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The edited entity will be validated upon saving. Any edit failures triggered by the entity data will be displayed on the screen.

CREDITS | ENTITIES | REPORTS | REPORTING BANK

» Search Entities » Create Entity

VIEW ENTITY **FEDERAL RESERVE BANK OF NEW YORK**

Internal ID: 12345
>>Entity Error Status: Edit Free

MESSAGE(S):

Entity with Internal ID 12345 was saved successfully.

Name in NIC: FEDERAL RESERVE BANK OF NEW YORK
Head Office RSSD ID: N/A
Short Name: FEDERAL RESERVE BK OF NY
Original ID: 12345
City: NEW YORK
State/Province: NY
Zip: 10045
Country: UNITED STATES

RSSD ID: 877677
SNC Regulated: No
NAICS Code: 52111
NAICS Description: MONETARY AUTHORITIES-CENTRAL BANK
Tax ID:

GO BACK | EDIT >> | DELETE | HISTORY

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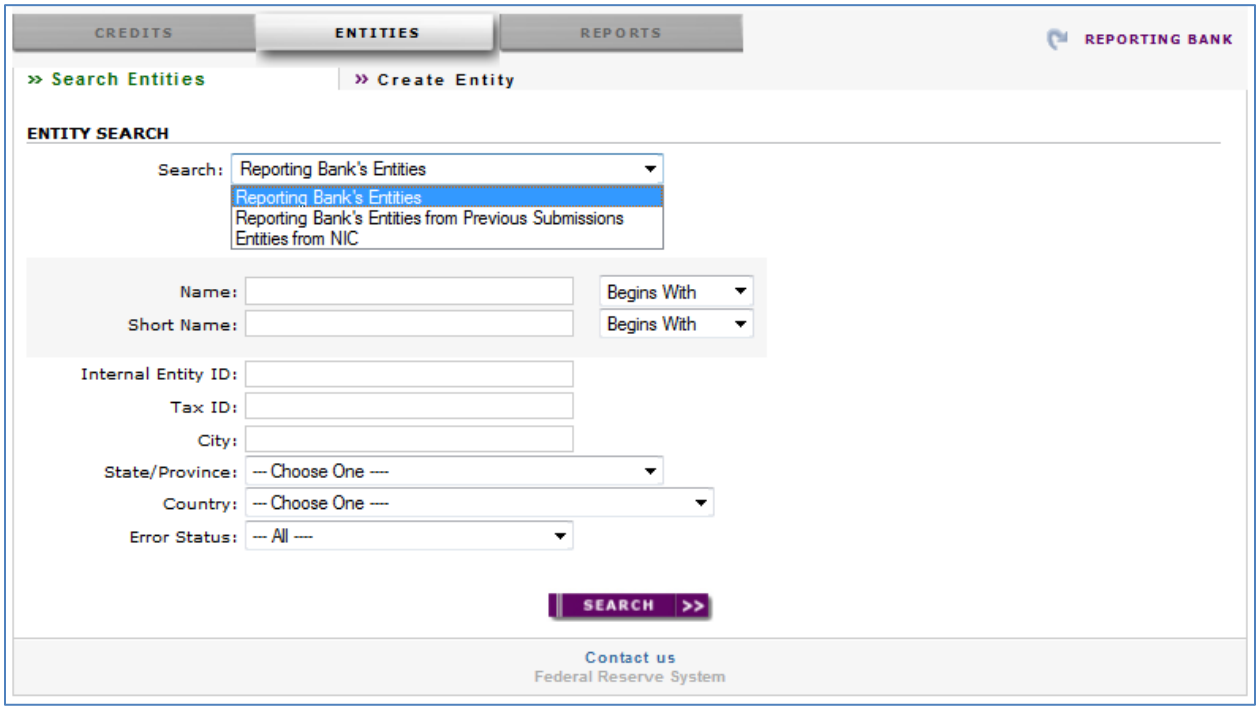
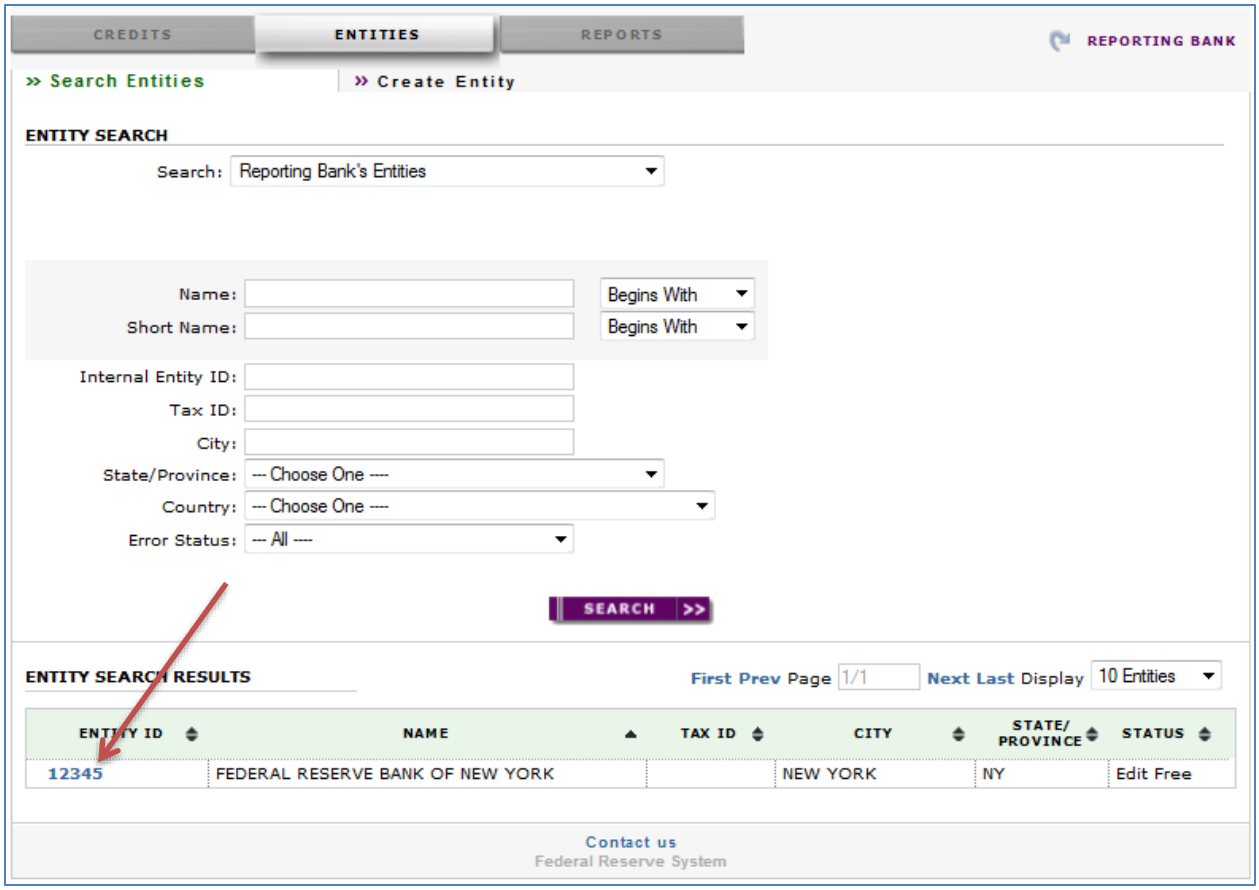
Deleting Entities

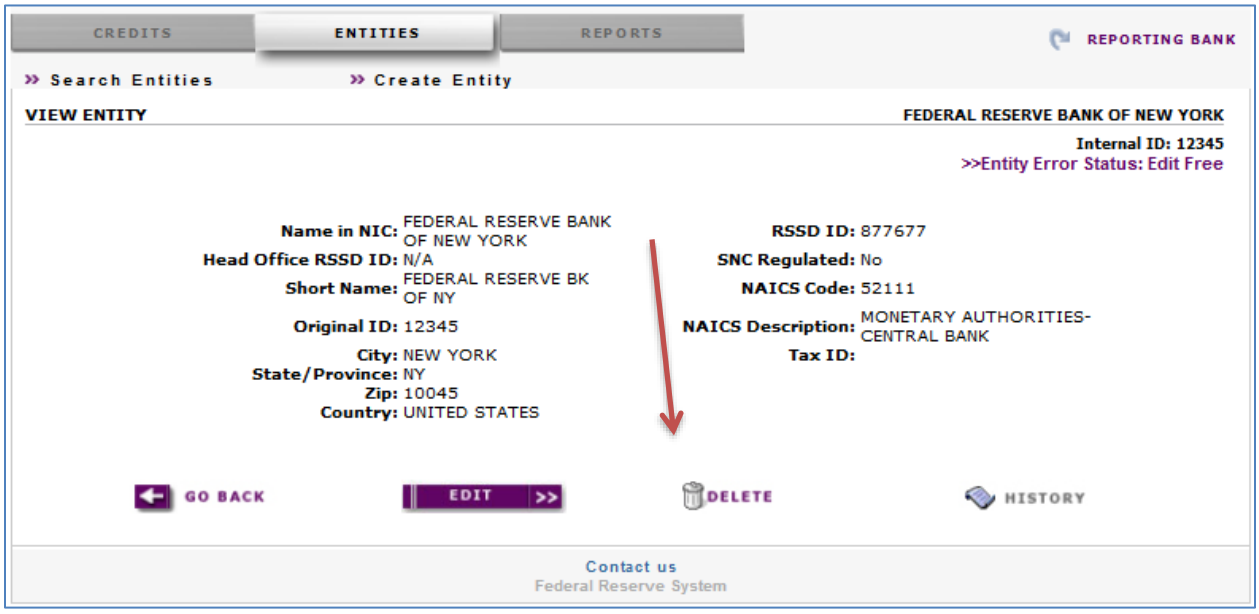
You may delete an existing entity by selecting the **Search Entities** option under the **Entities** menu. The **Reporting Bank's Entities** option within the Search menu allows you to search for existing entities in your submission.



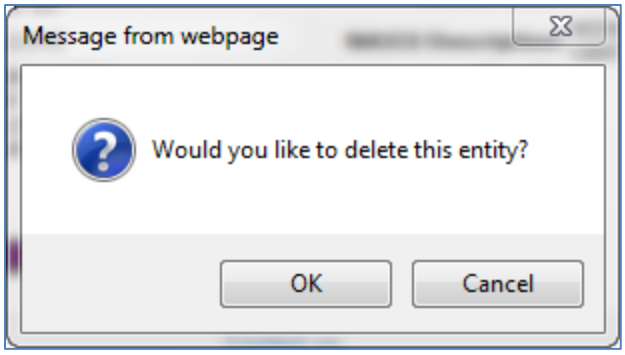
Using the **Reporting Bank's Entities** option in the Search dropdown menu, you may populate the various search criteria to look for pre-existing entities in your submission. The eSNC application will return a list of results that match the search criteria. Locate the entity you wish to delete and click on the **RSSD ID** located to the left of the entity's name to view the entity's details.



Click on the **Delete** button to delete the entity from the submission.

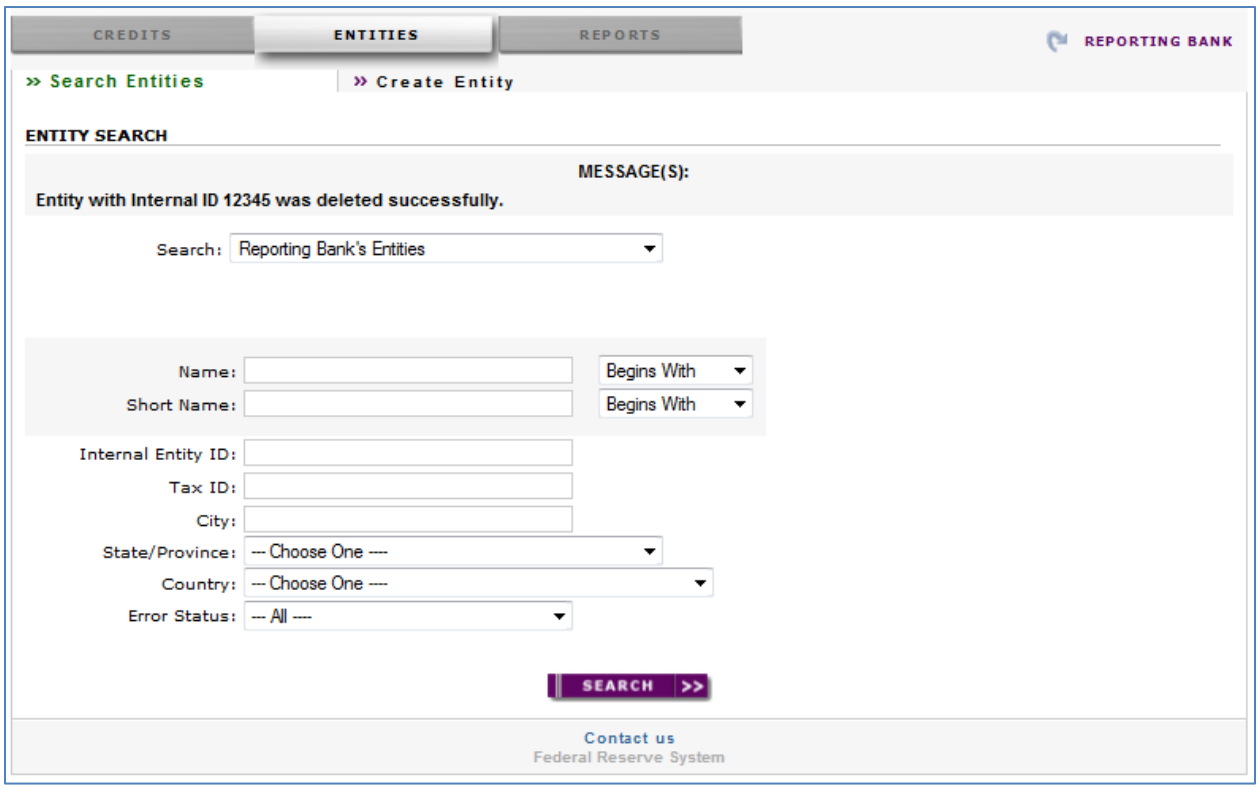


You will be prompted to confirm that you would like to delete the entity. Click **OK** to confirm.



You will receive a message that the entity was successfully deleted.

Note: An entity cannot be deleted if it is being reported in a credit within your current SNC data submission. You will receive an error message if you attempt to delete an entity if it is referenced by at least one credit. All instances of the entity must be removed from your reported credits before it can be deleted.



Note: You may delete all extraneous (unused) entities in one step using the **Remove Unused Entities** option prior to file submission. Refer to the **Data Submission** section (page 46) for more detail.

Credits

Overview

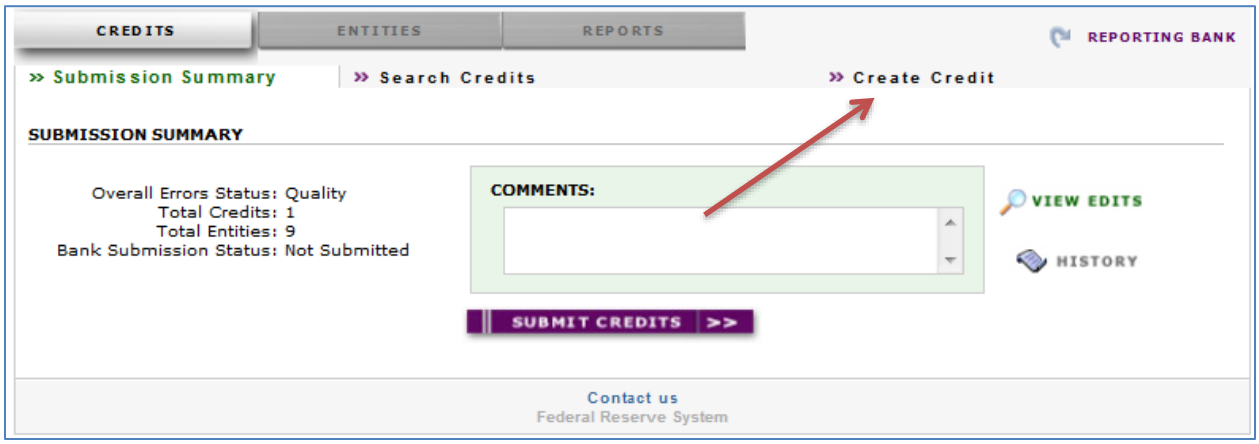
The term “credit” refers to any loan, loan commitment, credit facility, or tranche of a loan agreement. All credits, pursuant to the SNC Reporting Instructions, must be included in your SNC data submission.

Adding Credits

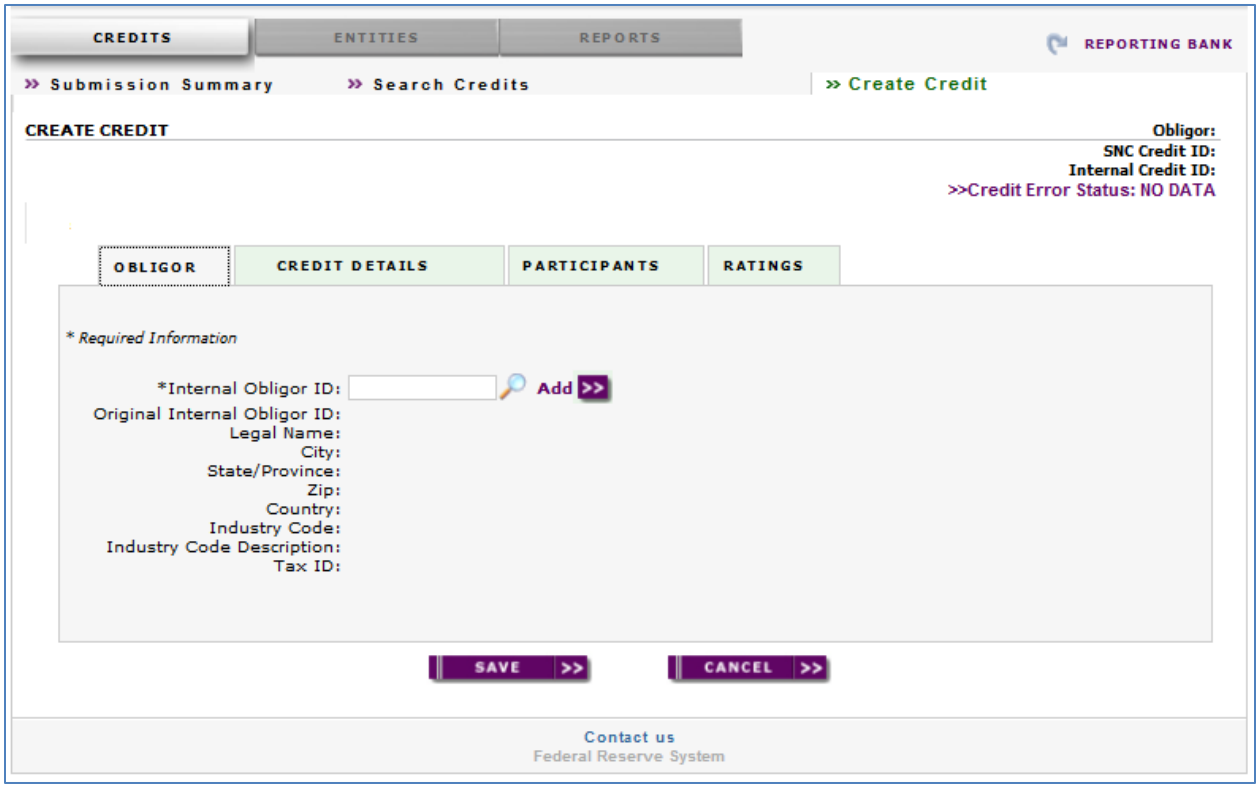
There are three methods to add credits to your SNC data submission: Creating credits, copying credits from the previous submission, and cloning credits.

Creating a Credit

The first method to add a credit is by selecting the **Create Credit** option under the **Credits** menu. This method is used to create a newly reported credit. Previously reported credits can be copied forward using the **Copying a Credit from the Last Report Date** method (page 30).



You will be taken to the following screen:

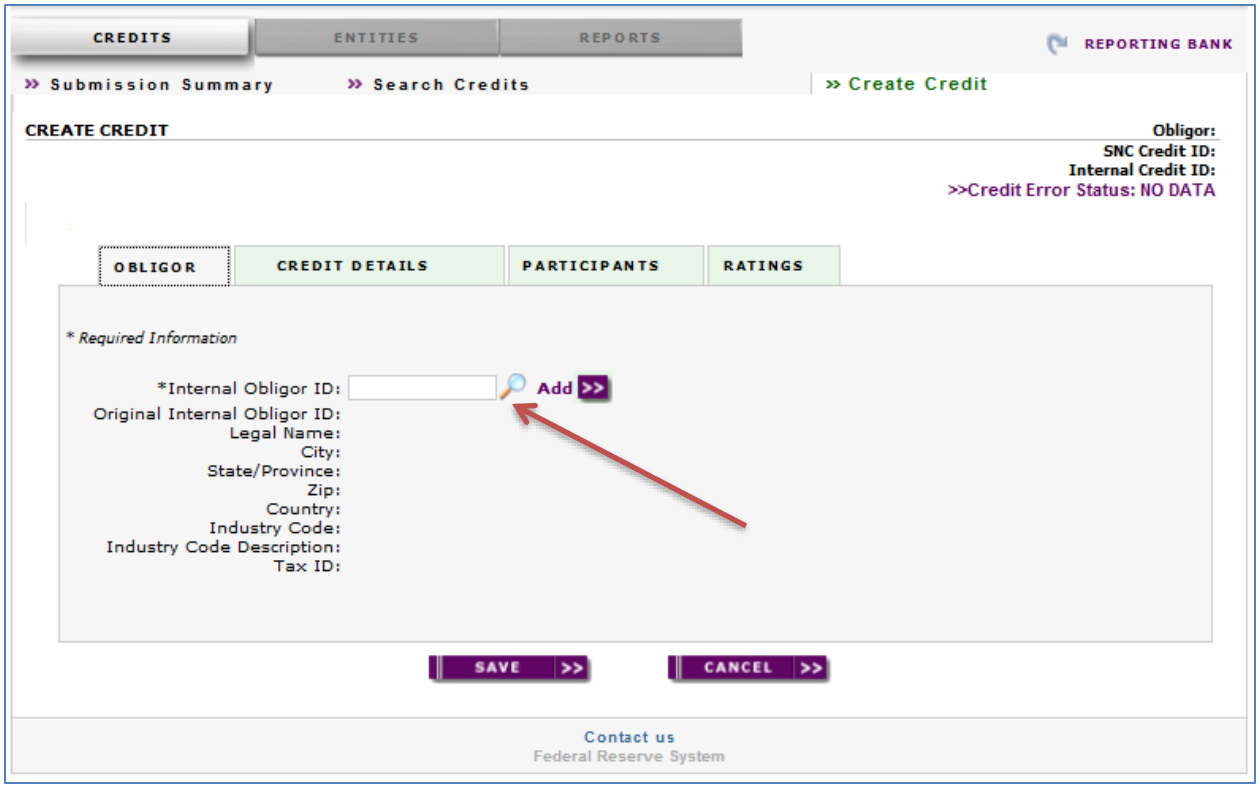


Review and populate all four tabs (Obligor, Credit Details, Participants, Ratings) of the credit. All data fields designated with an asterisk must be populated. Optional data fields, such as CUSIP, may be left blank if the corresponding information is not available. Select the **Save** option after you populate all appropriate data fields.

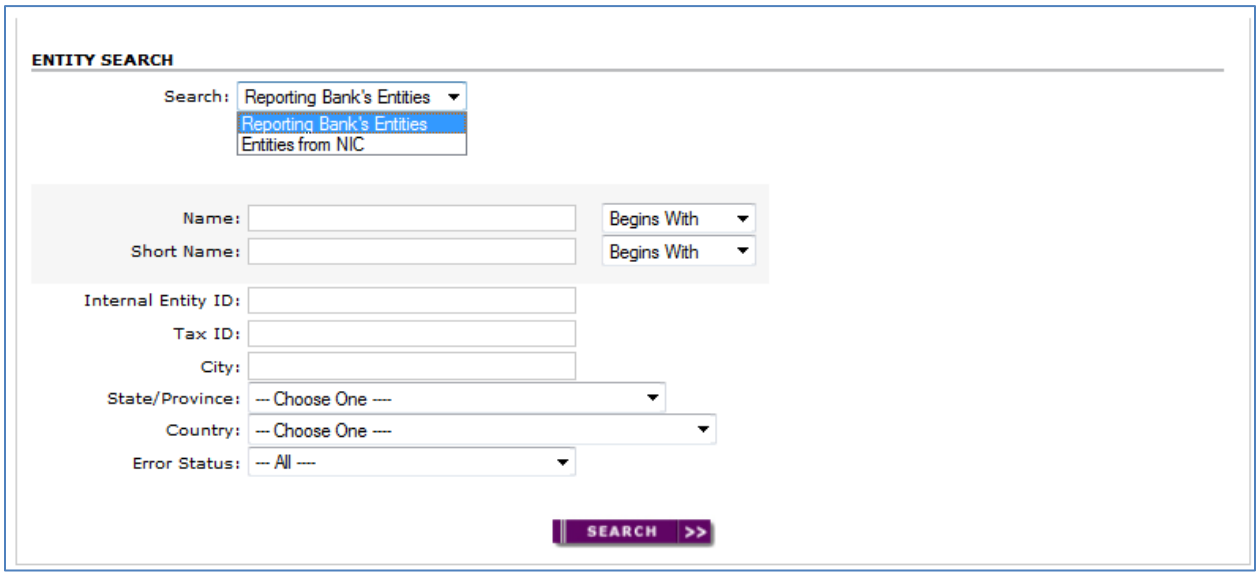
Obligor

If you know the Internal Entity ID of the obligor you want to add to the credit, key the Internal Entity ID into the **Internal Obligor ID** field and click on the **Add** button.

If you do not know the Internal Entity ID of the obligor you want to add to the credit, click on the magnifying glass icon next to the **Internal Obligor ID** field to search for the entity in your submission and/or NIC.



You will receive an **Entity Search** popup screen. You may populate the various search criteria to look for pre-existing entities in your **Reporting Bank's Entities** or **Entities from NIC**. The eSNC application will return a list of results that match the search criteria.



If your search returns a match, you may click on the **Entity ID** located to the left of the entity's name to select the entity as the obligor.

ENTITY SEARCH

Search: Reporting Bank's Entities

Name: Begins With

Short Name: Begins With

Internal Entity ID:

Tax ID:

City:

State/Province: --- Choose One ---

Country: --- Choose One ---

Error Status: --- All ---

SEARCH >>

ENTITY SEARCH RESULTS

First Prev Page 1/1 Next Last Display 10 Entities

ENTITY ID	NAME	TAX ID	CITY	STATE/ PROVINCE	STATUS
TESTAGE	Test Agent		New York	NY	Edit Free
TESTBOR	Test Borrower		Chicago	IL	Edit Free
TESTLE1	Test Lender 1		New York	NY	Edit Free
TESTLE2	Test Lender 2		Charlotte	NC	Edit Free

The entity's information will automatically populate the data fields on the Obligor tab.

CREDITS | ENTITIES | REPORTS

REPORTING BANK

» Submission Summary » Search Credits » Create Credit

CREATE CREDIT

Obligor:
SNC Credit ID:
Internal Credit ID:
>>Credit Error Status: NO DATA

OBLIGOR | CREDIT DETAILS | PARTICIPANTS | RATINGS

* Required Information

*Internal Obligor ID: TESTBOR Add >>

Original Internal Obligor ID: TESTBOR
Legal Name: Test Borrower
City: Chicago
State/Province: IL
Zip: 60603
Country: UNITED STATES
Industry Code: 33291
Industry Code Description: METAL VALVE MANUFACTURING
Tax ID:

SAVE >> CANCEL >>

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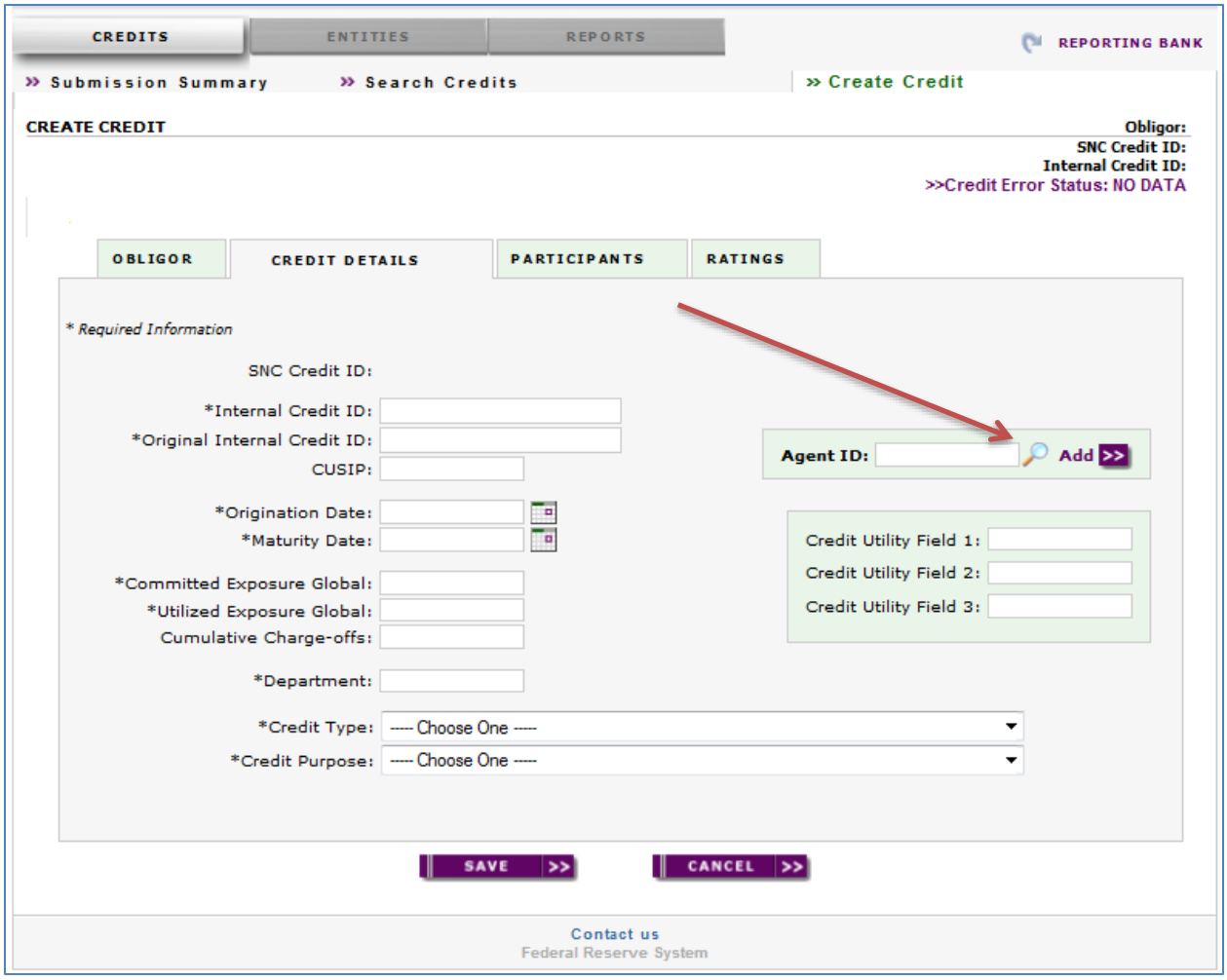
Federal Reserve System

Credit Details

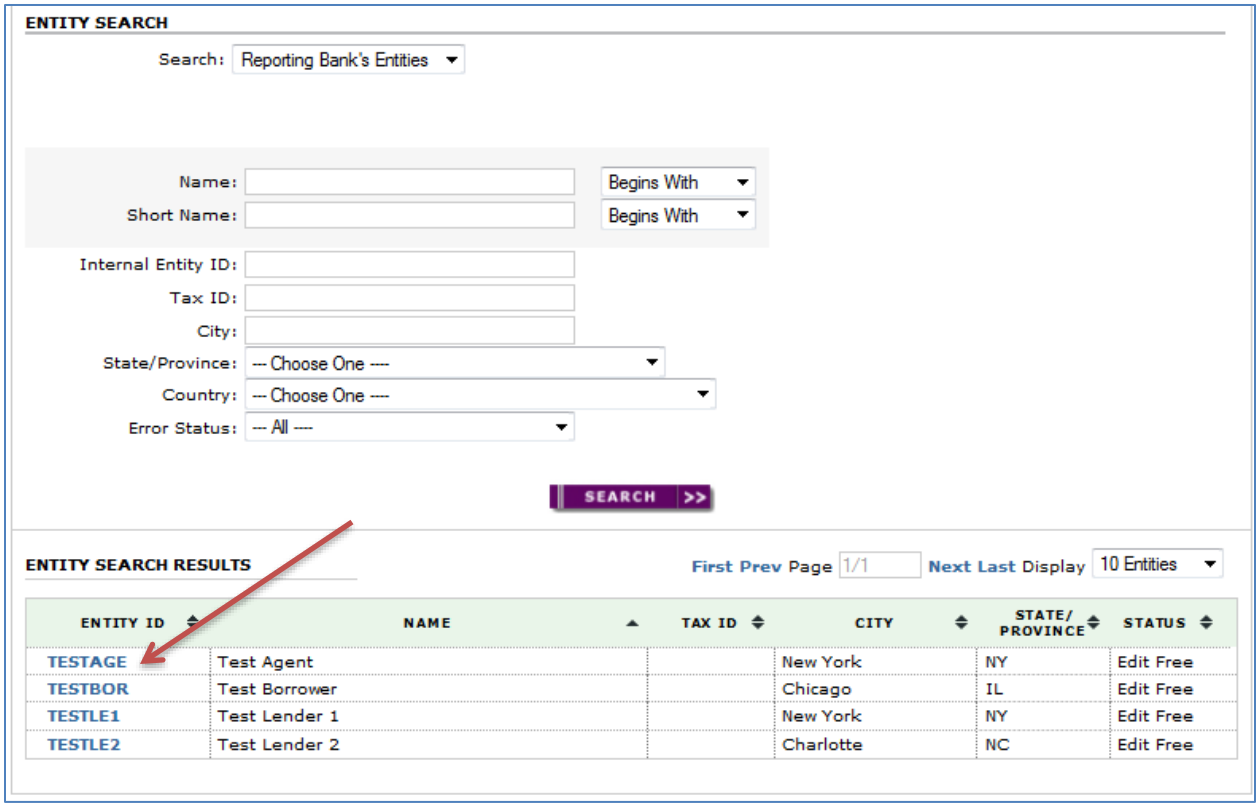
If you know the Internal Entity ID of the agent bank you want to add to the credit, key the Internal Entity ID into the **Agent ID** field and click on the **Add** button.

If you do not know the Internal Entity ID of the agent you want to add to the credit, click on the magnifying glass icon next to the **Agent ID** field to search for the entity in your submission and/or NIC.



You will receive an **Entity Search** popup screen. You may populate the various search criteria to look for pre-existing entities in your **Reporting Bank's Entities** or **Entities from NIC**. The eSNC application will return a list of results that match the search criteria.

If your search returns a match, you may click on the **Entity ID** located to the left of the entity's name to select the entity as the agent.



The entity's **Entity ID** will automatically populate the **Agent ID** field. After you are done adding the agent, populate all other applicable data fields on the Credit Details tab.

CREDITS | ENTITIES | REPORTS | REPORTING BANK

» Submission Summary » Search Credits » Create Credit

CREATE CREDIT

Obligor:
SNC Credit ID:
Internal Credit ID:
>>Credit Error Status: NO DATA

OBLIGOR | CREDIT DETAILS | PARTICIPANTS | RATINGS

* Required Information

SNC Credit ID:
*Internal Credit ID: TESTCREDIT1
*Original Internal Credit ID: TESTCREDIT1
CUSIP:
*Origination Date: 03/23/2011
*Maturity Date: 04/13/2018
*Committed Exposure Global: 53,000,000
*Utilized Exposure Global: 17,263,000
Cumulative Charge-offs:
*Department: A1
*Credit Type: TERM LOAN
*Credit Purpose: GENERAL CORPORATE PURPOSES

Agent Bank Name: Test Agent
Agent ID: TESTAGE Add >>

Credit Utility Field 1:
Credit Utility Field 2:
Credit Utility Field 3:

SAVE >> CANCEL >>

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Participants

If you know the Internal Entity ID of a lender you want to add to the credit, key the Internal Entity ID into the **Participant Internal ID** field and click on the **Add Participant** button.

If you do not know the Internal Entity ID of the participant you want to add to the credit, click on the **Click Here to Search for Participants** link below the **Add Participant** button to search for the entity in your submission and/or NIC.

CREDITS | ENTITIES | REPORTS | REPORTING BANK

» Submission Summary » Search Credits » Create Credit

CREATE CREDIT

Obligor:
SNC Credit ID:
Internal Credit ID:
>>Credit Error Status: NO DATA

OBLIGOR | CREDIT DETAILS | PARTICIPANTS | RATINGS

* Required Information

*Enter Participant Internal ID: Add Participant >>

If you do not know the participant's internal ID, click here to search for participants.

SUBTOTALS				
	COMMITTED EXPOSURE:	$53,000,000	UTILIZED EXPOSURE:	$17,263,000
	PARTICIPANT SUBTOTALS:	$0	PARTICIPANT SUBTOTALS:	$0
	DIFFERENCE:	$53,000,000	DIFFERENCE:	$17,263,000

NAME	SHARE OF COMMITTED EXPOSURE ($)	SHARE OF UTILIZED EXPOSURE ($)

SAVE >> CANCEL >>

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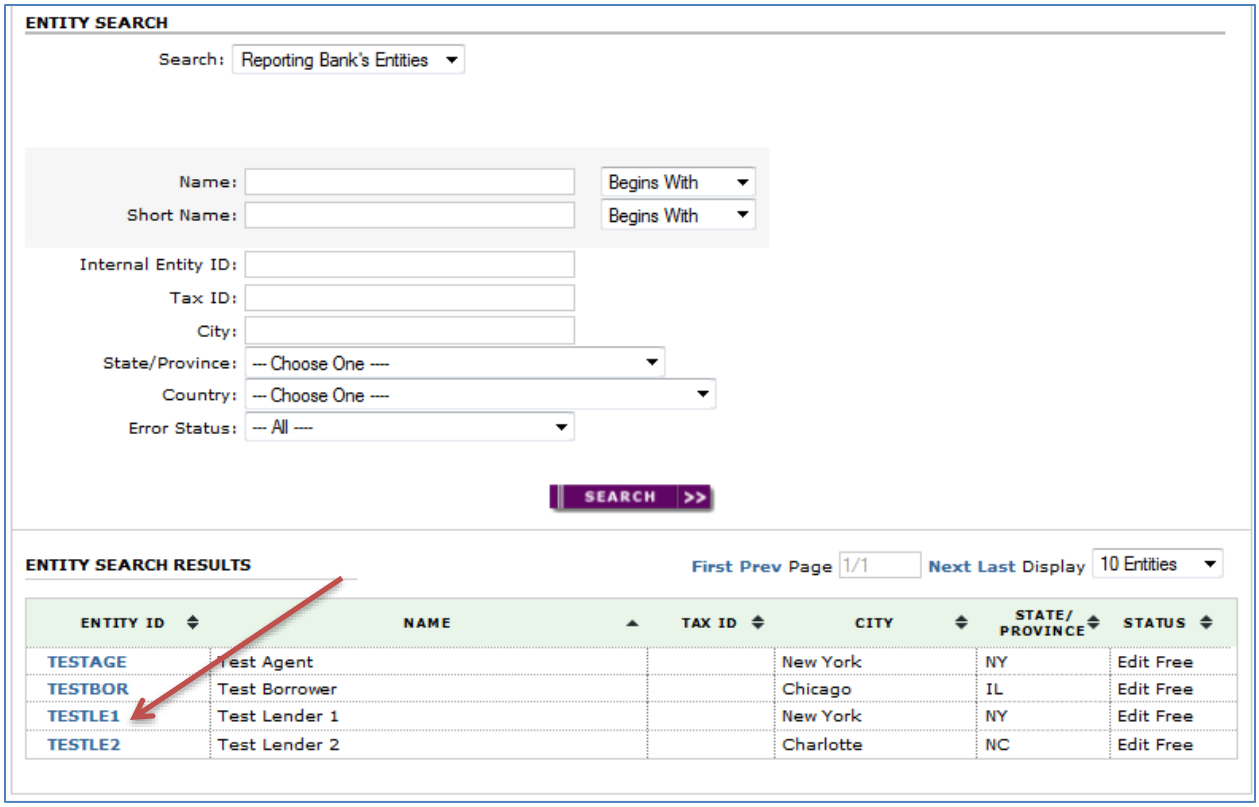
You will receive an **Entity Search** popup screen. You may populate the various search criteria to look for pre-existing entities in your **Reporting Bank's Entities** or **Entities from NIC**. The eSNC application will return a list of results that match the search criteria.

If your search returns a match, you may click on the **Entity ID** located to the left of the entity's name to select the entity as a participant.

Note: Remember to include the agent bank in the list of participants on the Participants tab if the agent bank holds a share of the credit exposure.



Repeat this action until you have added all appropriate entities to the list of participants. After you are done adding participants, assign the appropriate dollar values to the Share of Commitment Exposure and Share of Utilized Exposure data fields for each participant.

Note: You can remove an entity from the list of participants by clicking on the trash can icon located to the right of the lender's Share of Utilized Exposure.

CREDITS | ENTITIES | REPORTS | REPORTING BANK

» Submission Summary » Search Credits » Create Credit

CREATE CREDIT

Obligor:
SNC Credit ID:
Internal Credit ID:
>>Credit Error Status: NO DATA

OBLIGOR | CREDIT DETAILS | PARTICIPANTS | RATINGS

* Required Information

*Enter Participant Internal ID: Add Participant >>

If you do not know the participant's internal ID, click here to search for participants.

SUBTOTALS				
COMMITTED EXPOSURE:	$53,000,000	UTILIZED EXPOSURE:	$17,263,000
PARTICIPANT SUBTOTALS:	$53,000,000	PARTICIPANT SUBTOTALS:	$17,263,000
DIFFERENCE:	$0	DIFFERENCE:	$0

NAME	SHARE OF COMMITTED EXPOSURE ($)		SHARE OF UTILIZED EXPOSURE ($)	
+ Test Agent	13,000,000	24.53%	4,234,614	24.53%
+ Test Lender 2	20,000,000	37.74%	6,514,193	37.73%
+ Test Lender 1	20,000,000	37.74%	6,514,193	37.73%

SAVE >> CANCEL >>

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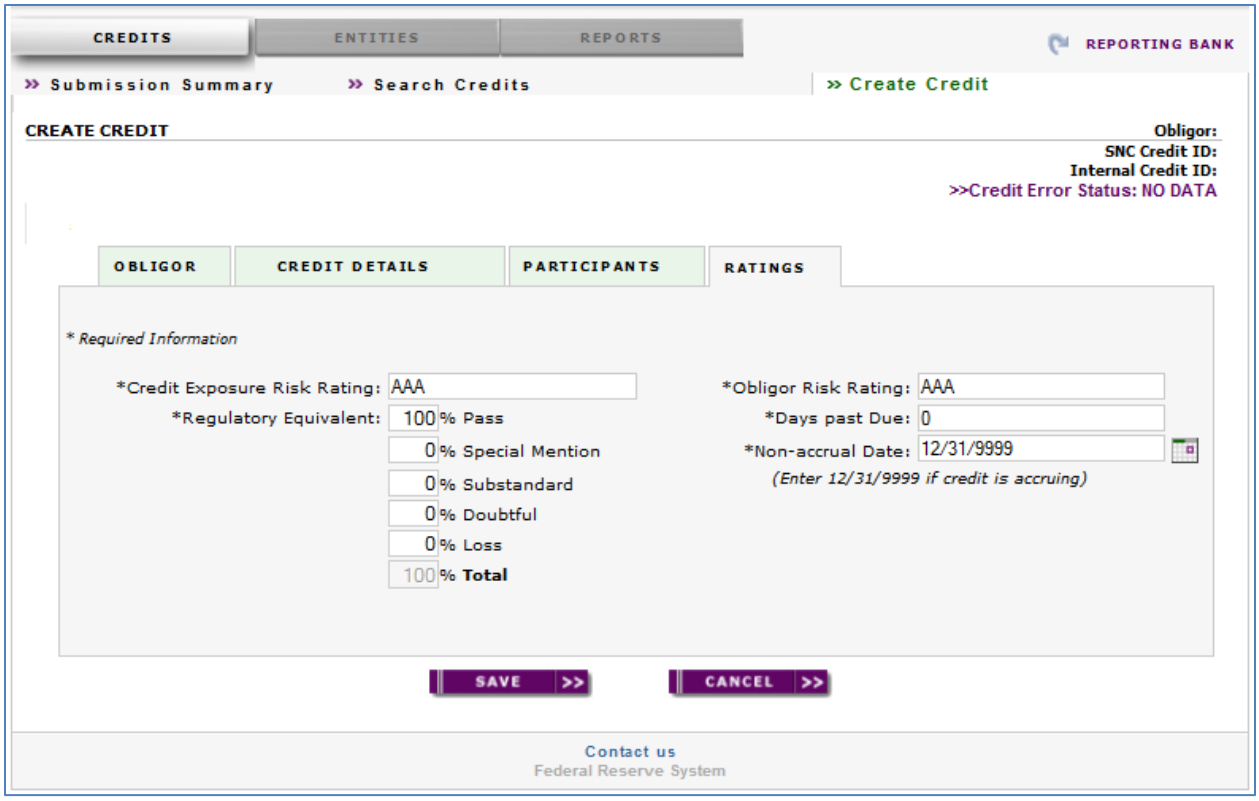
Ratings

Note: The following screenshot illustrates how the Ratings tab appears to a Basic reporter. Expanded reporters will see additional data fields on the Ratings tab. These additional fields are Basel-related items. Refer to the SNC Reporting Instructions for more information.



Copying a Credit from the Last Report Date

The second method to add a credit is by copying a previously reported credit from the last report date.

You may copy a credit from the last report date by selecting the **Search Credits** option under the **Credits** menu. Click on the **Copy Credits From the Last Report Date** button.

CREDITS | ENTITIES | REPORTS | REPORTING BANK

» Submission Summary | » Search Credits | » Create Credit

CREDIT SEARCH

Search:

Internal Credit ID:
SNC Credit ID:
Credit Error Status: All
SNC Flag: All

Obligor Internal ID:
Obligor Name:
Obligor RSSD:

Find Anywhere

SEARCH >>

Copy Credits From the Last Report Date >>

CREDIT SEARCH RESULTS

CREDIT ID	SNC CREDIT ID	OBLIGOR NAME	TOTAL EXPOSURE	STATUS	SNC FLAG	
TESTCREDIT1	None Assigned	Test Borrower	$53,000,000	Edit Free		PRINT

First Prev 1/1 Next Last Display 10 records

Contact us
Federal Reserve System

You will receive a popup screen listing all previously reported credits. You may copy all or only some of the credits by using the **Copy Selected** or **Copy All** buttons.

CLOSE

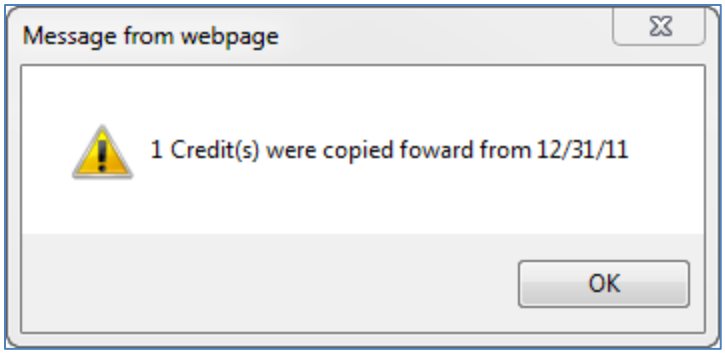
CREDITS FROM REPORT DATE: 12/31/2011

Select Credits to be copied into the new report date. COPY SELECTED COPY ALL

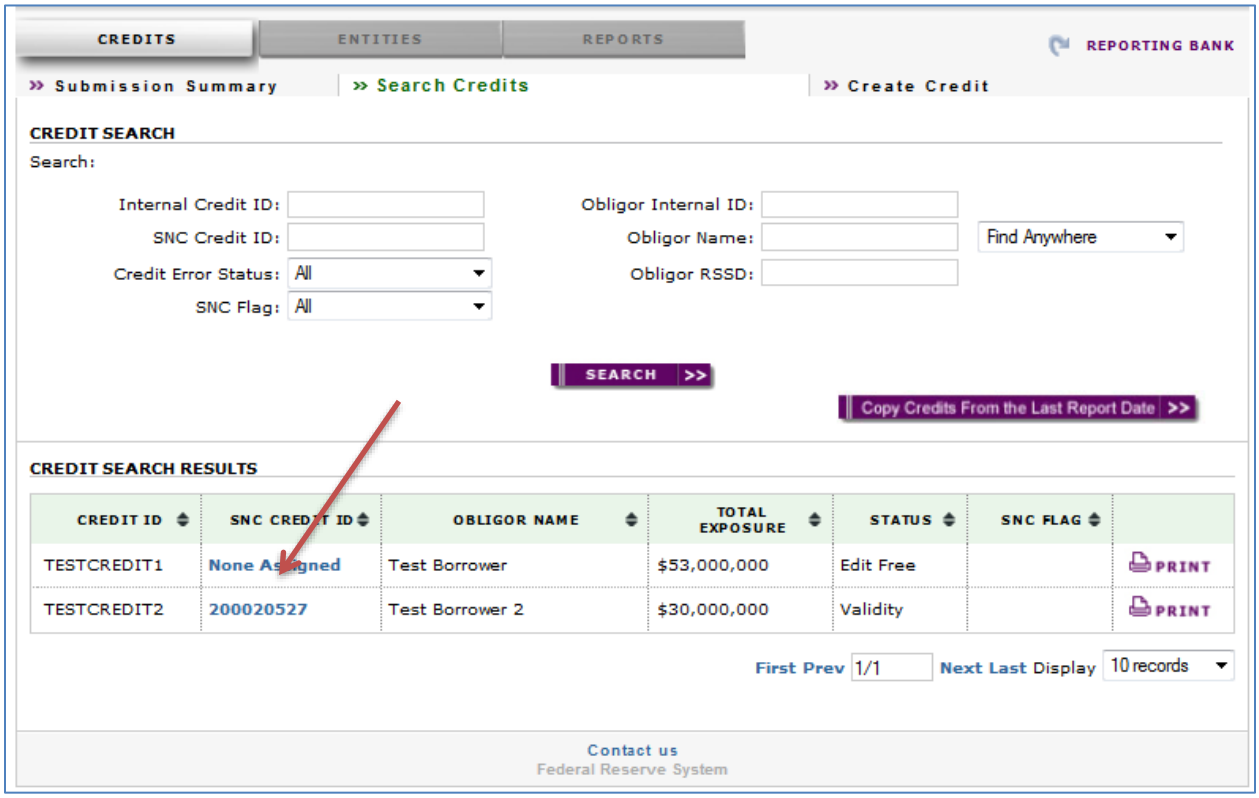
	INTERNAL CREDIT ID	OBLIGOR NAME	TOTAL EXPOSURE	TOTAL UTILIZED
☐	TESTCREDIT2	Test Borrower 2	$30,000,000	$15,000,000

First Prev 1/1 Next Last

You will receive a popup message indicating how many credits were successfully copied from the last report date. Click **OK** to be taken back to the **Search Credits** screen.



The copied credit(s) will appear in your submission.

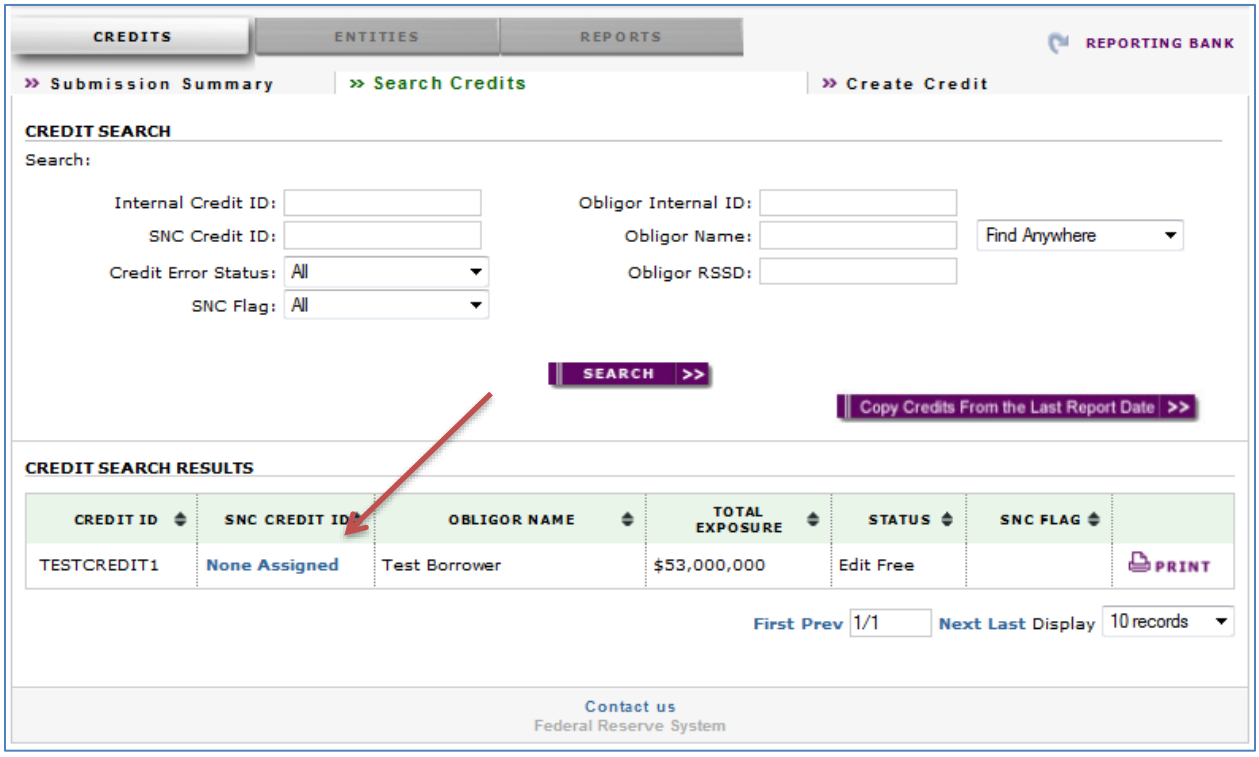


Certain credit details, such as Utilized Exposure Global, Non-Accrual date, etc. will not be copied from the last report date. Review and populate all four tabs (Obligor, Credit Details, Participants, Ratings) of each credit. All data fields designated with an asterisk must be populated. Optional data fields, such as CUSIP, may be left blank if the corresponding information is not available. Select the **Save** option after you populate all appropriate data fields for each credit.

Cloning an Existing Credit

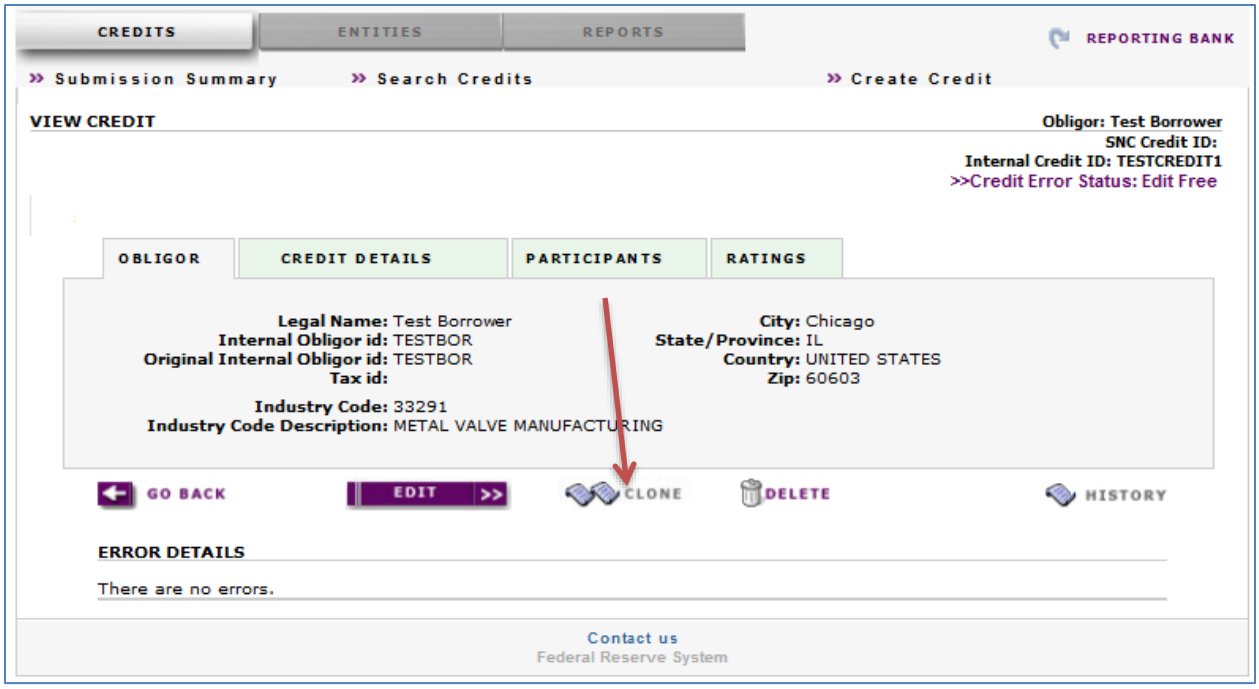
The third method to add a credit is by cloning an existing credit within your current submission. To clone a credit, first select the credit you wish to copy by selecting the **Search Credits** option under the **Credits** menu. You may populate the various search criteria to look for pre-existing credits in your current submission. The eSNC application will return a list of results that match the search criteria.

Locate the credit you wish to clone and click on the **SNC Credit ID** located to the left of the obligor's name to view the credit's details.

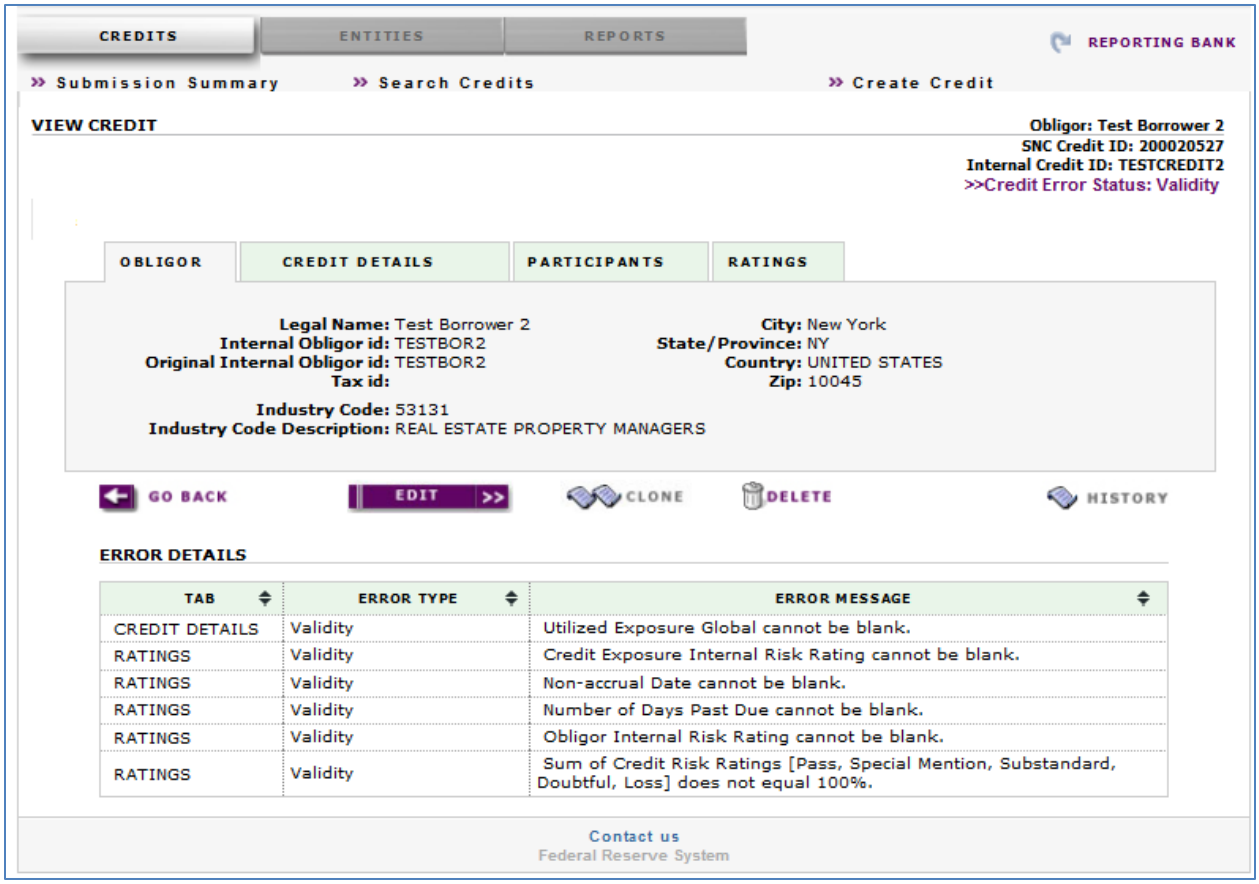


Note: The SNC Credit ID for newly created credits will be listed as **None Assigned**. This is because credits are not assigned SNC Credit IDs until your SNC data file is submitted.

Click on the **Clone** button to create a copy of the selected credit.



You will be taken to the Obligor tab of the newly cloned credit. Certain credit details, such as Internal Credit ID, Utilized Exposure Global, etc. will not be copied from the original credit. Review and populate all four tabs (Obligor, Credit Details, Participants, Ratings) of the credit. All data fields designated with an asterisk must be populated. Select the **Save** option after you populate all appropriate data fields.

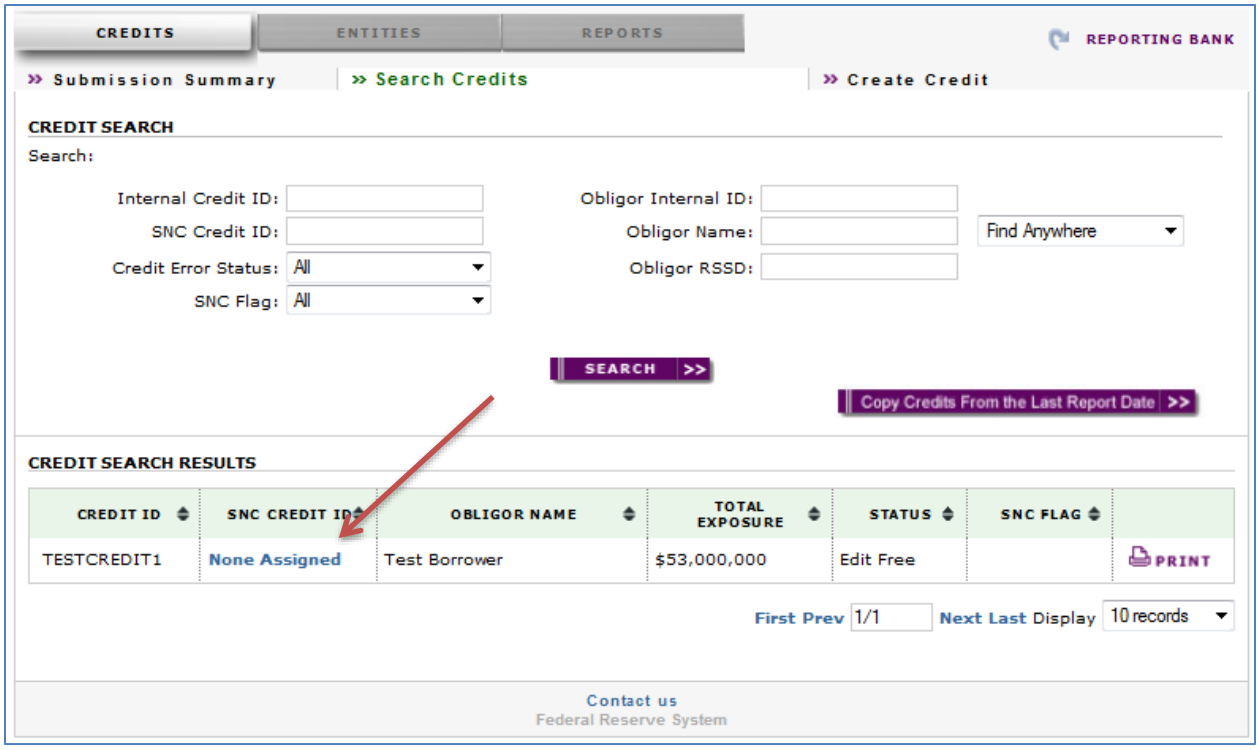


Editing Credits

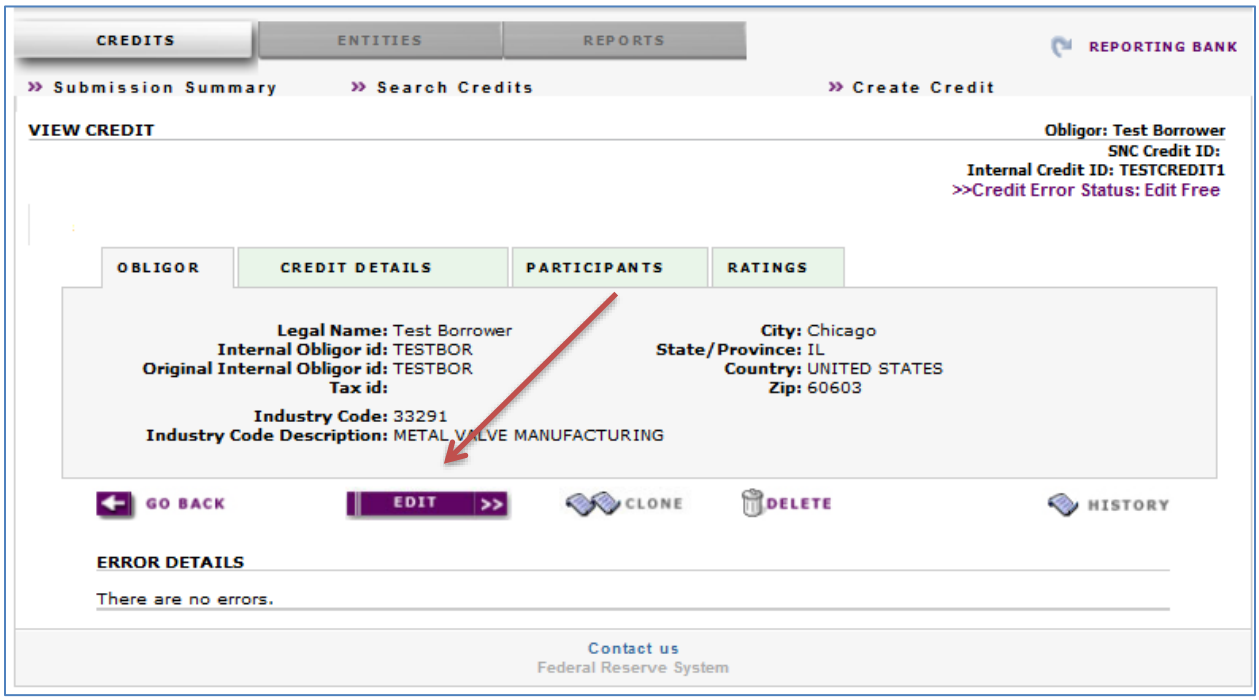
You may edit an existing credit by selecting the **Search Credits** option under the **Credits** menu.

You may populate the various search criteria to look for pre-existing credits in your submission. The eSNC application will return a list of results that match the search criteria. Locate the credit you wish to edit and click on the **SNC Credit ID** located to the left of the obligor's name to view the credit's details.

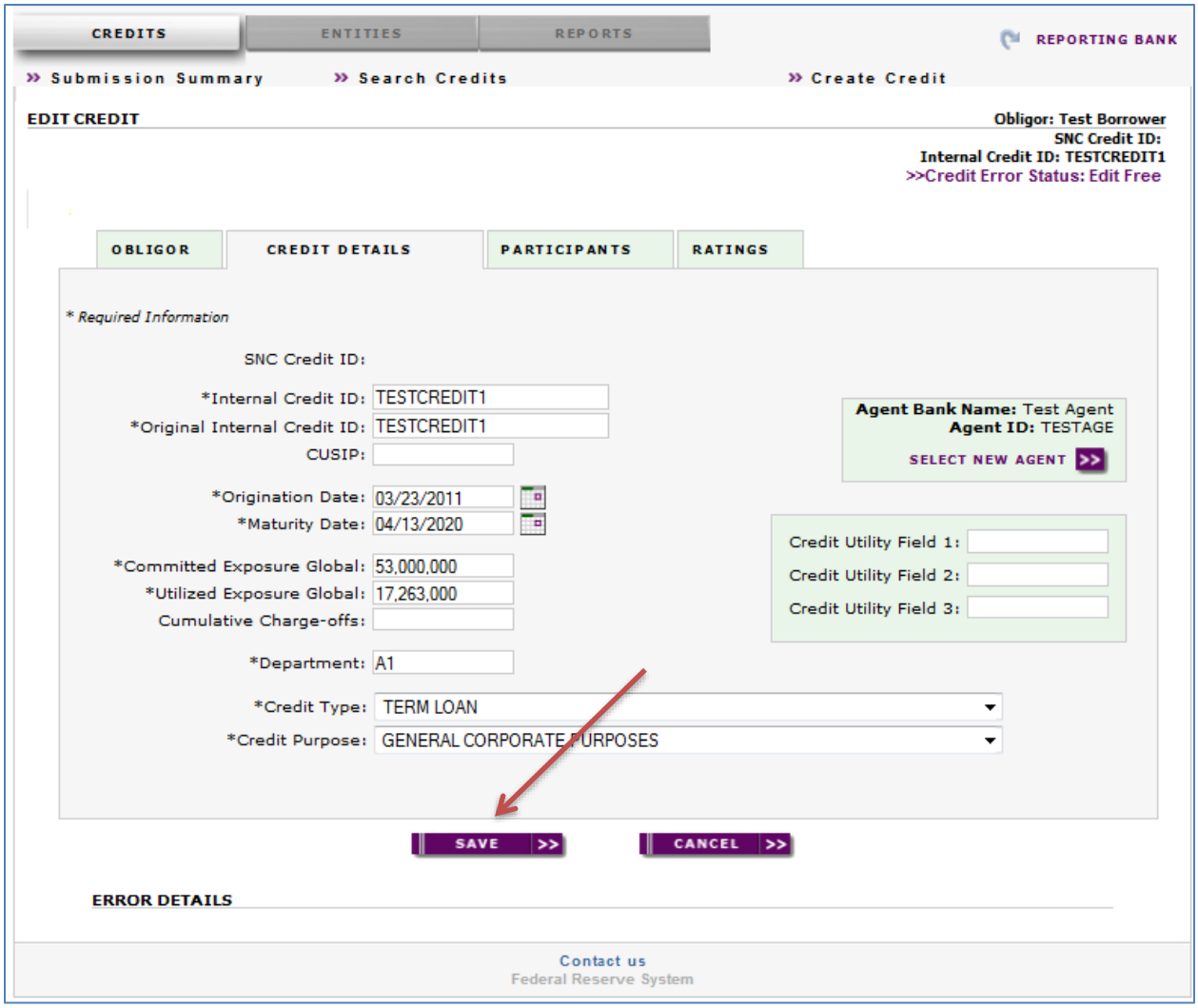
Note: The SNC Credit ID for newly created credits will be listed as **None Assigned**. This is because credits are not assigned SNC Credit IDs until your SNC data file is set to Submitted status.



Click on the **Edit** button to modify the credit's details.



Select the **Save** option after you make all necessary changes.

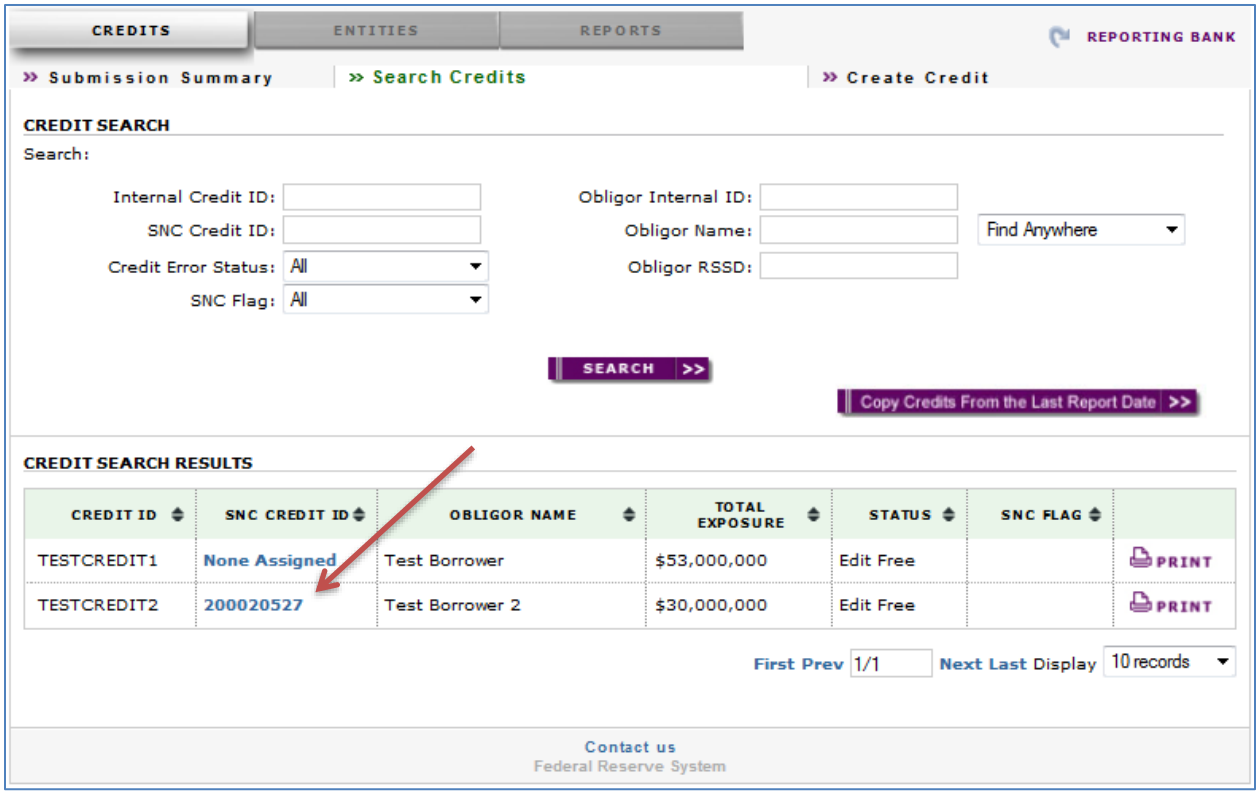


Deleting Credits

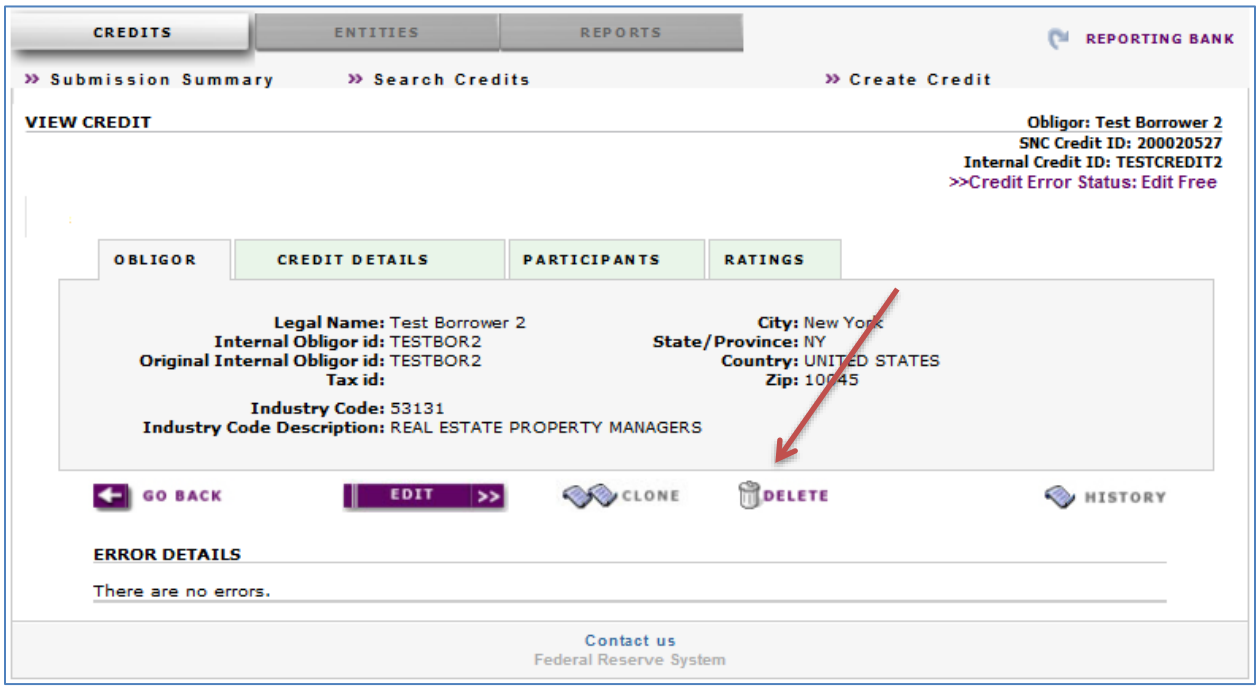
You may delete an existing credit by selecting the **Search Credits** option under the **Credits** menu.

You may populate the various search criteria to look for pre-existing credits in your submission. The eSNC application will return a list of results that match the search criteria. Locate the credit you wish to delete and click on the **SNC Credit ID** located to the left of the obligor's name to view the credit's details.

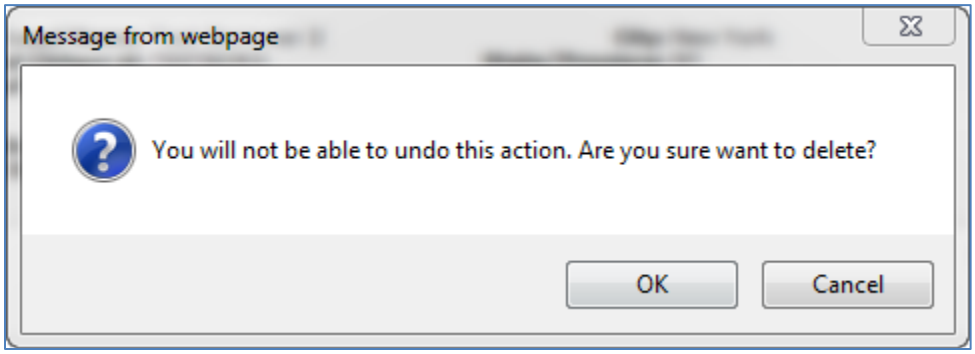
Note: The SNC Credit ID for newly created credits will be listed as **None Assigned**. This is because credits are not assigned SNC Credit IDs until your SNC data file is set to Submitted status.



Click on the **Delete** button to delete the credit.



You will receive a popup screen asking you to confirm the deletion. Click **OK** to continue.


Message from webpage
You will not be able to undo this action. Are you sure want to delete?
OK
Cancel

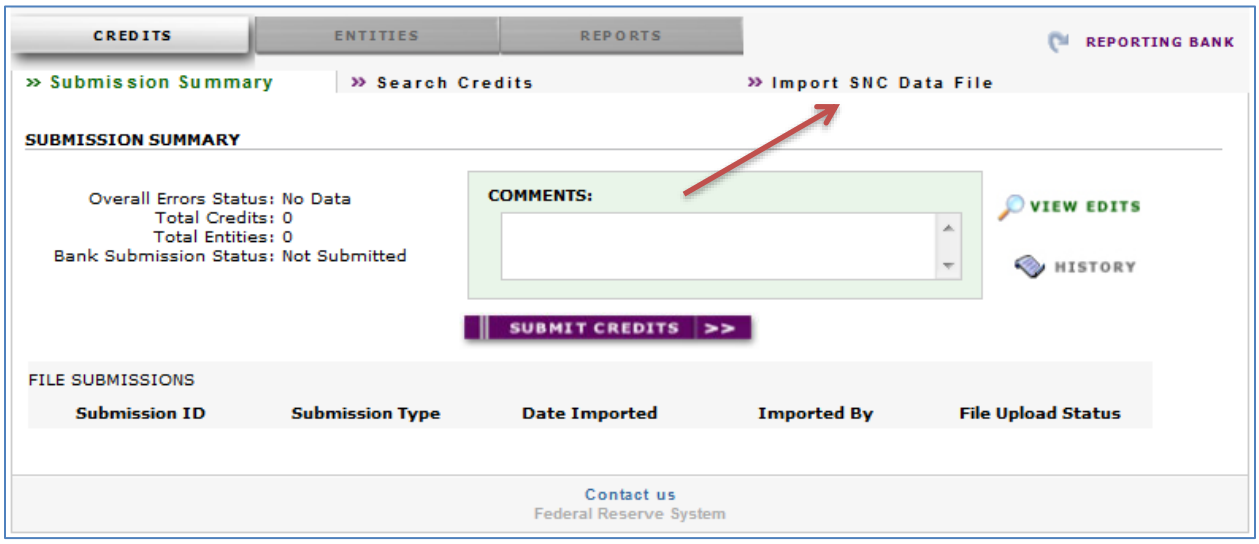
System-to-System (STS) Reporters

STS reporters submit SNC data by uploading an XML file into the eSNC application. The XML file must be free of fatal (formatting) errors before it can be successfully loaded. Upon a successful XML data load, all entity and credit data will be transferred into eSNC. A successful XML data load does not automatically submit your SNC data; you may manually add, delete, or change data before submitting your SNC data. Validity edit failures must be corrected prior to file submission, while quality edit failures must be acknowledged.

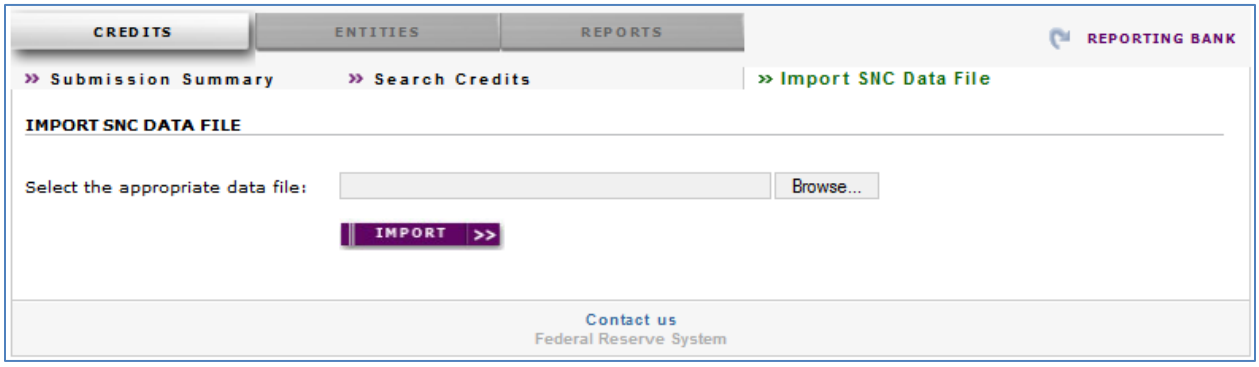
A copy of the current XML schema for Basic (Agent) and Expanded (Agent & Participant) reporters is available on Federal Reserve Bank of Kansas City's Shared National Credit website.

XML File Upload

You may upload your XML data file by selecting the **Import SNC Data File** option under the **Credits** menu.

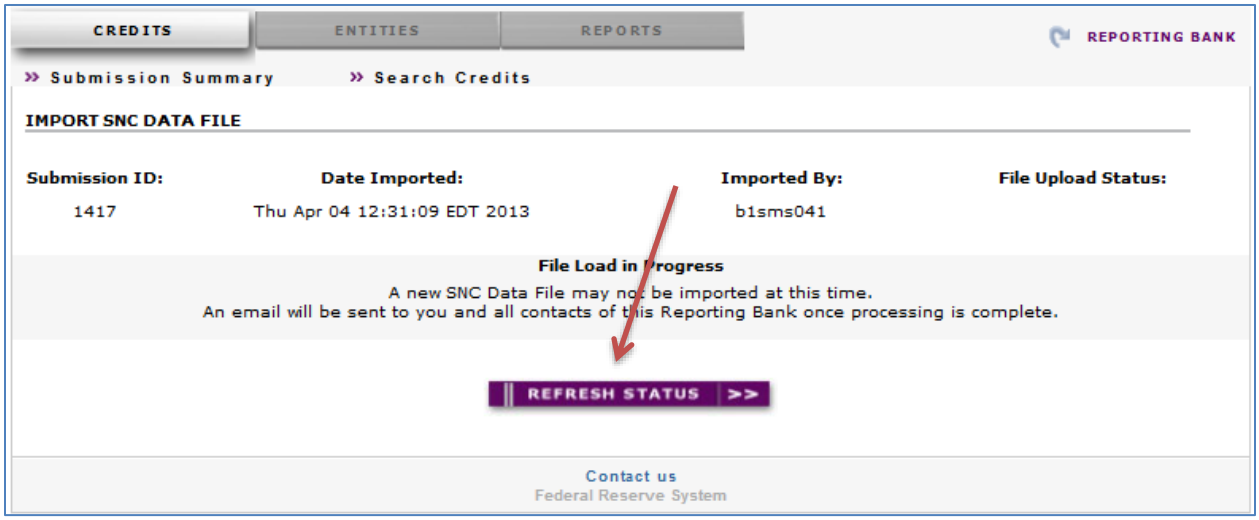


You will be taken to the following screen:

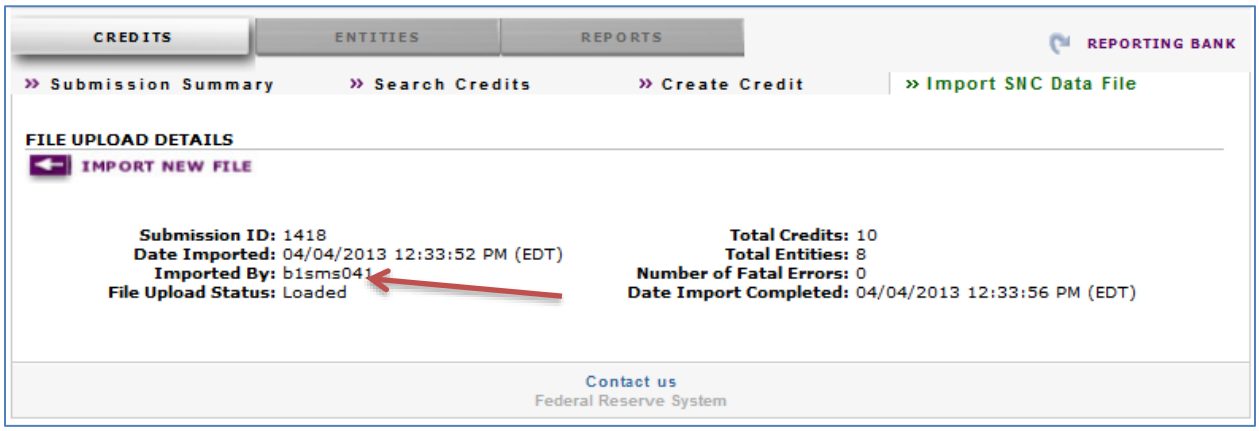


Click on the **Browse** button to locate the XML file then click on the **Import** button to load the file into eSNC.

You will be taken to a **File Load in Progress** screen. Wait several minutes then click on the **Refresh Status** button to determine if the file load was successful.

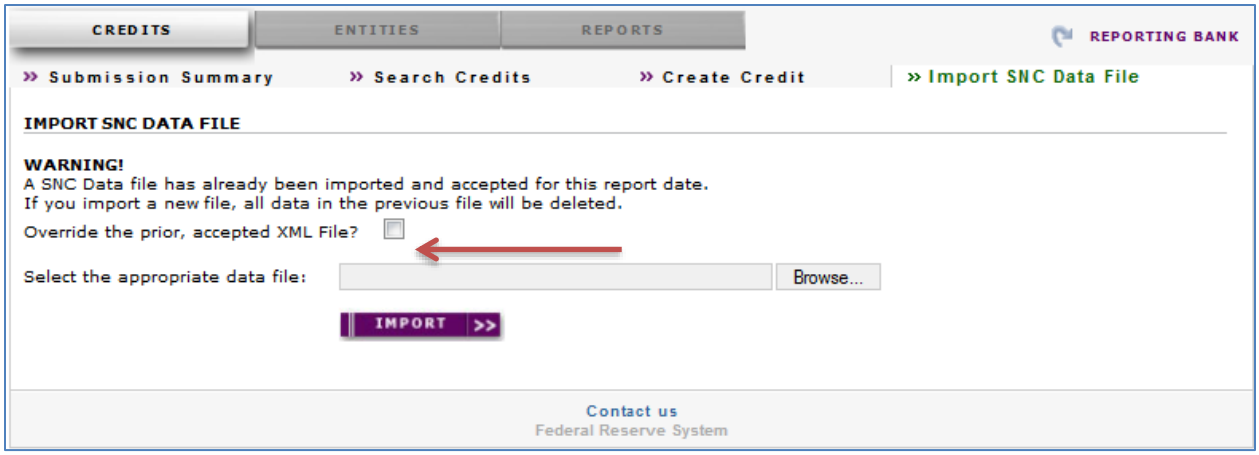


If the XML file upload is successful, the **File Upload Status** will indicate **Loaded**. All credit and entity data will be transferred into eSNC.



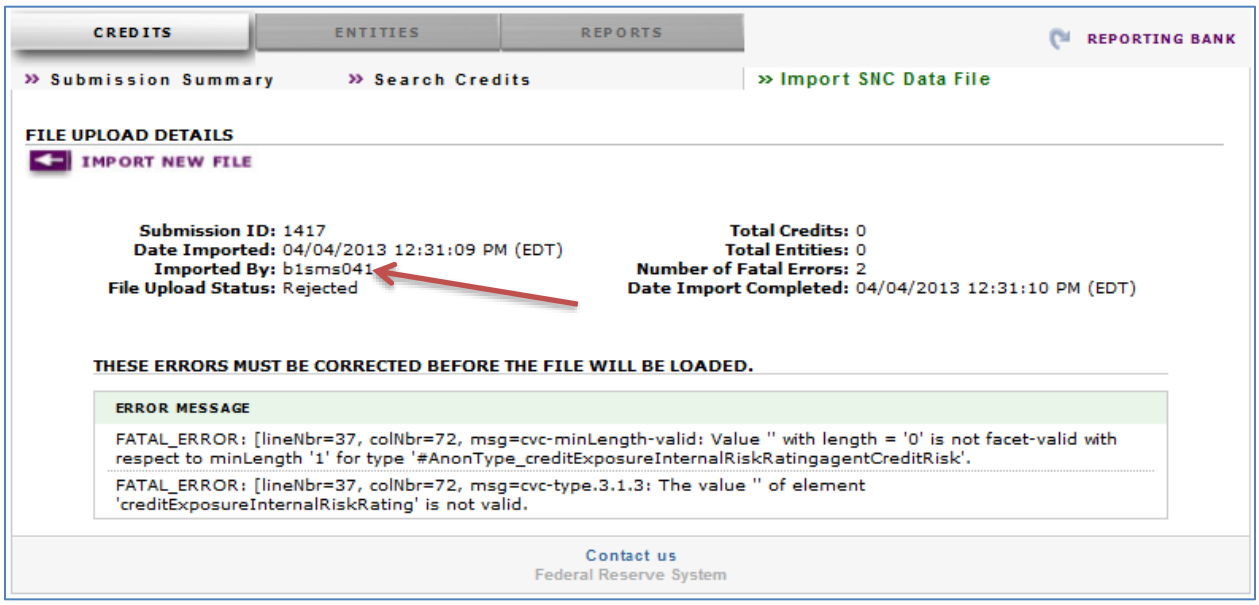
You may replace previously loaded data by checking the box next to the override option and uploading a new XML file.

Note: Loading a subsequent XML file will delete all previously loaded data, including any manual additions or changes you may have already made.



Fatal Error Resolution

If the XML file upload is unsuccessful due to fatal (formatting) errors, the **File Upload Status** will indicate **Rejected**. The eSNC application will display a list of fatal errors and the total number of errors.

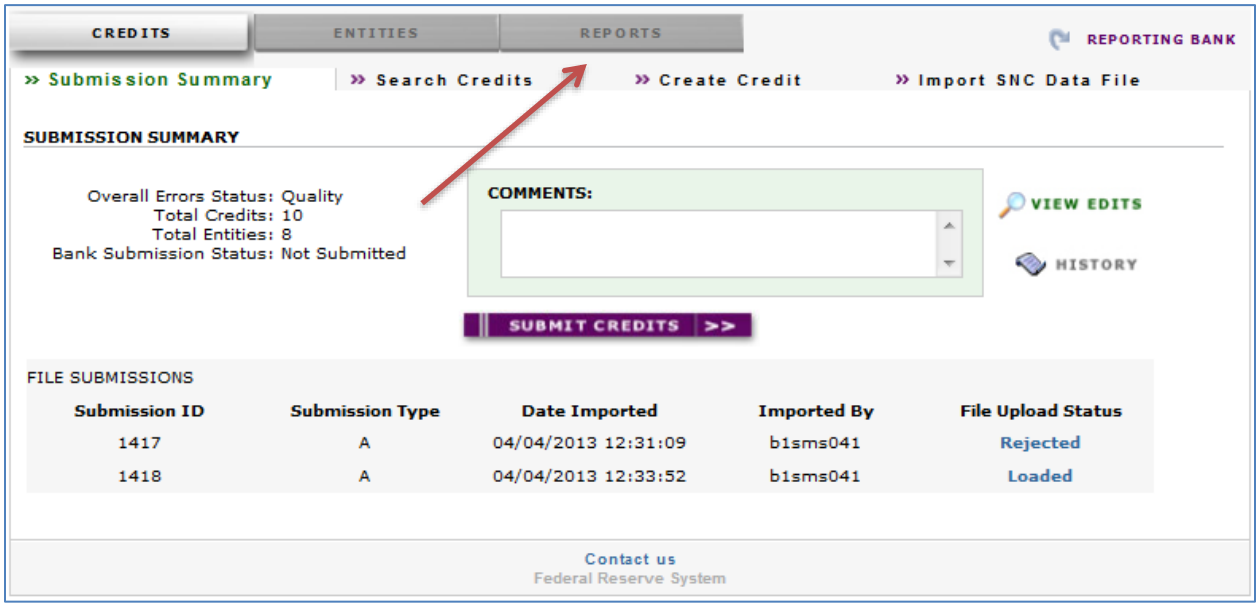


The XML file must be free of fatal errors before it can be successfully loaded. Resolve all fatal errors before attempting to reupload the XML file.

Reports

Prior to submitting your SNC data, you may access a variety of reports within eSNC to ensure that your reported data are accurate. There are various reports you may generate in three different file formats: PDF, Word, and CSV. You may access these reports by selecting the **Reports** menu.

Note: The Shared Credit Review Report can only be generated in the PDF file format.



The ten reports you can access are organized into four categories: **Admin** Reports, **Credit** Reports, **Data Quality** Reports, and **Entity** Reports.

A brief description of each report is listed below:

Credit Type and Purpose Codes Report

This report generates a list of all credit type and purpose codes and their corresponding descriptions.

Credit Information Summary Report

This report provides high-level information about reported credits. This report also identifies credits as NEW, UPDATED, or DELETED by comparing the reporting institution's current data to the prior period's submission.

Shared Credit Review Report

This report displays all data elements for the selected credits in the reporting institution's submission.

Data Exception Report

This report identifies all validity and quality edit failures in the reporting institution's submission.

Potential Duplicate Credits Report

This report identifies all potential duplicate credits in the reporting institution's submission by detecting common data elements between credits.

NIC Updates to SNC Entities Report

This report identifies NIC structure changes made to entities in the reporting institution's submission.

Obligor Summary Report

This report identifies all borrowers reported in the institution's submission.

Participant Summary Report

This report identifies all lenders reported in the institution's submission.

Reported Entities Compared to NIC Report

This report compares entity attributes between the institution's reported entities and their corresponding mapped entities in NIC.

Report of Entities in NIC Report

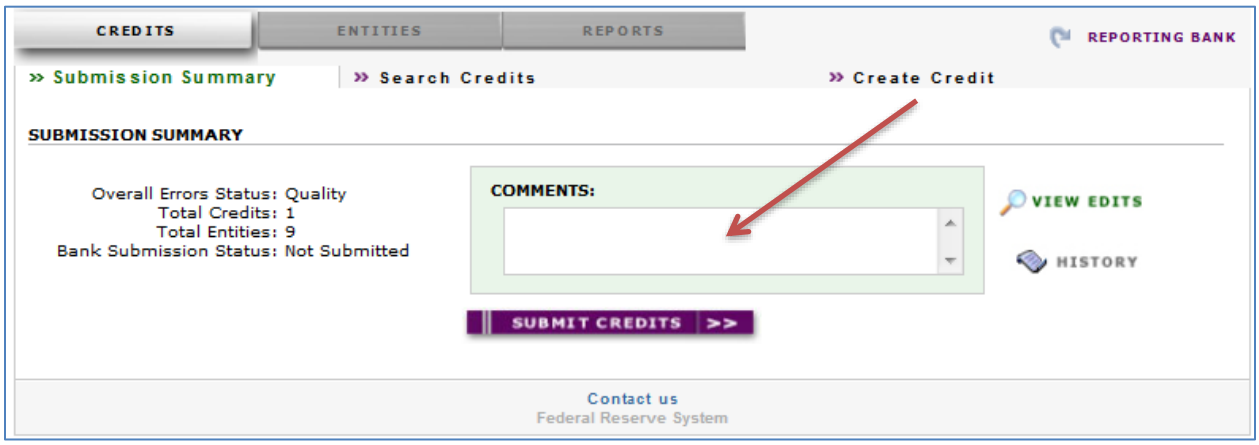
This report provides high-level information about all entities in NIC.

Data Submission

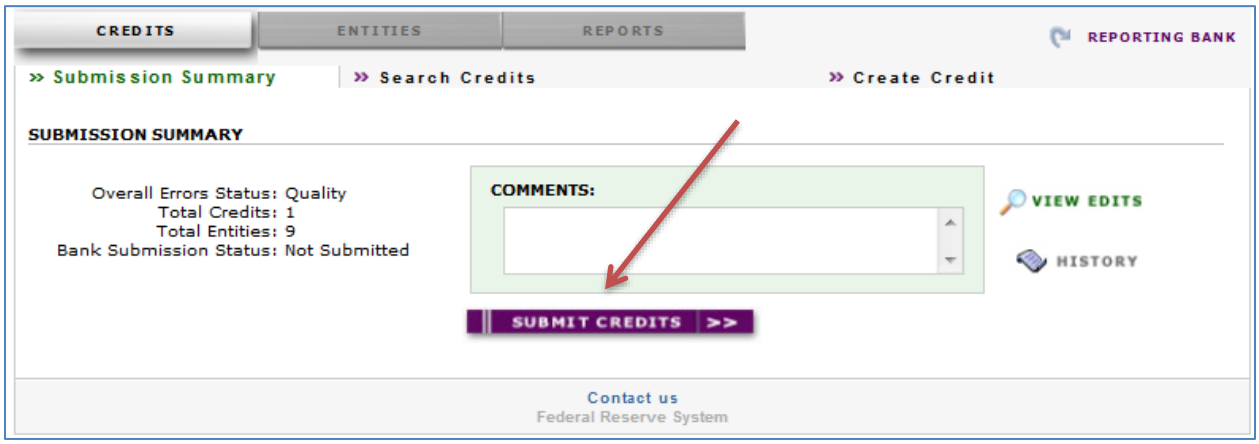
After you input all reportable data and resolve all validity edit failures, you may submit your SNC data file by selecting the **Submission Summary** option under the **Credits** menu.

Note: You will be unable to modify your SNC data file after it is submitted. If you need to make a subsequent correction to your SNC data, your file will have to be opened to allow for an amendment to be made. Refer to **Amendments** section (page 50) for more detail.

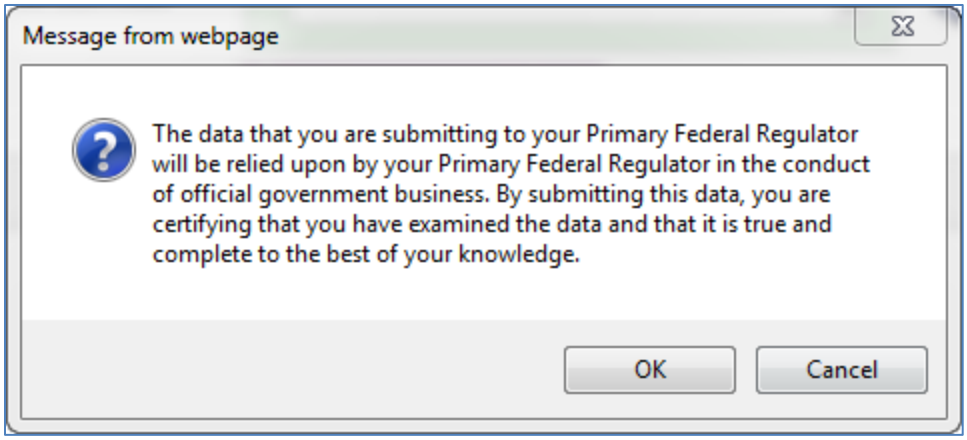
Note: Prior to Data Submission, you may preemptively explain significant data changes or discrepancies by inserting your comments into the **Comments** box included on the **Submission Summary** screen. Your comments may expedite the SNC validation process of your SNC data file.



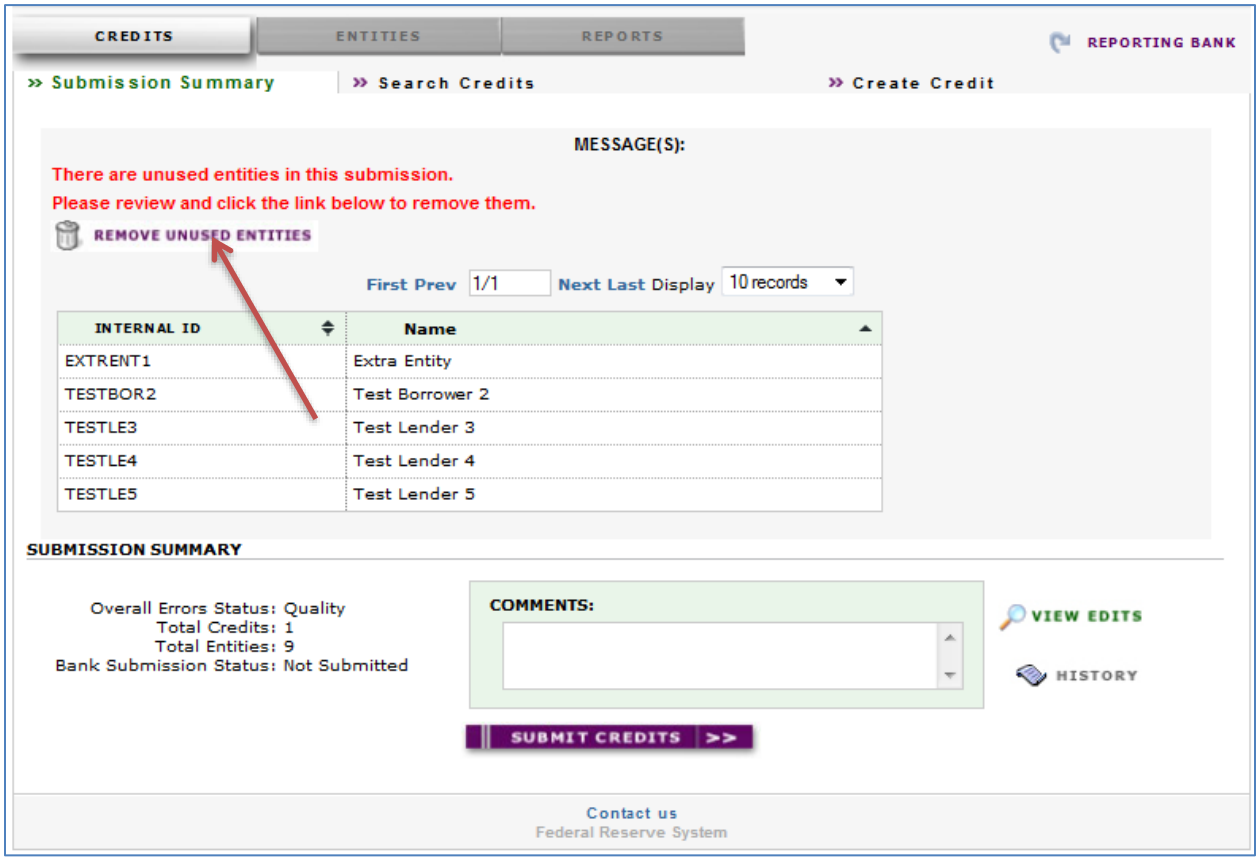
Click on the **Submit Credits** button to submit your SNC data file.



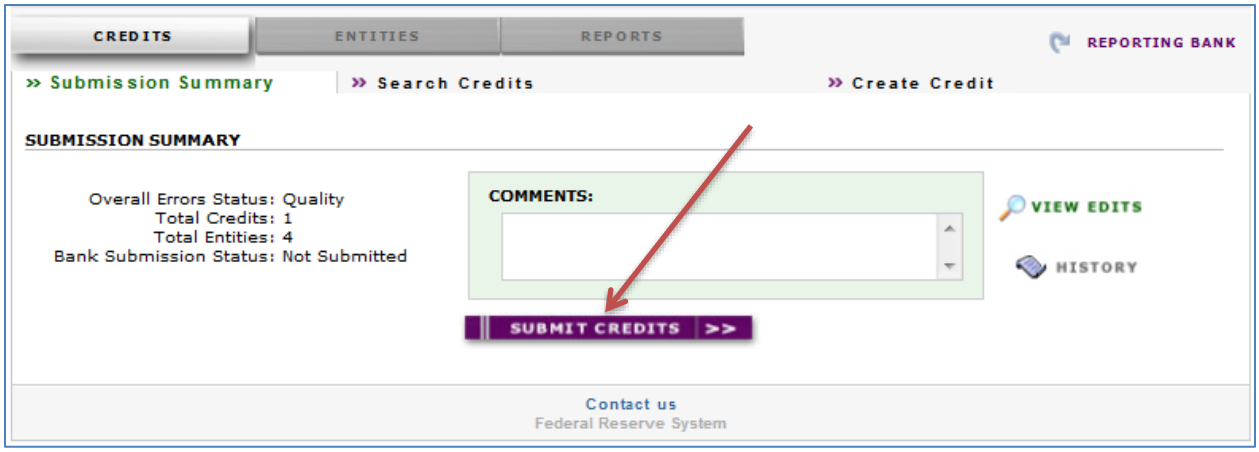
You will receive a popup screen asking you to confirm the accuracy of your data. Click **OK** to continue.



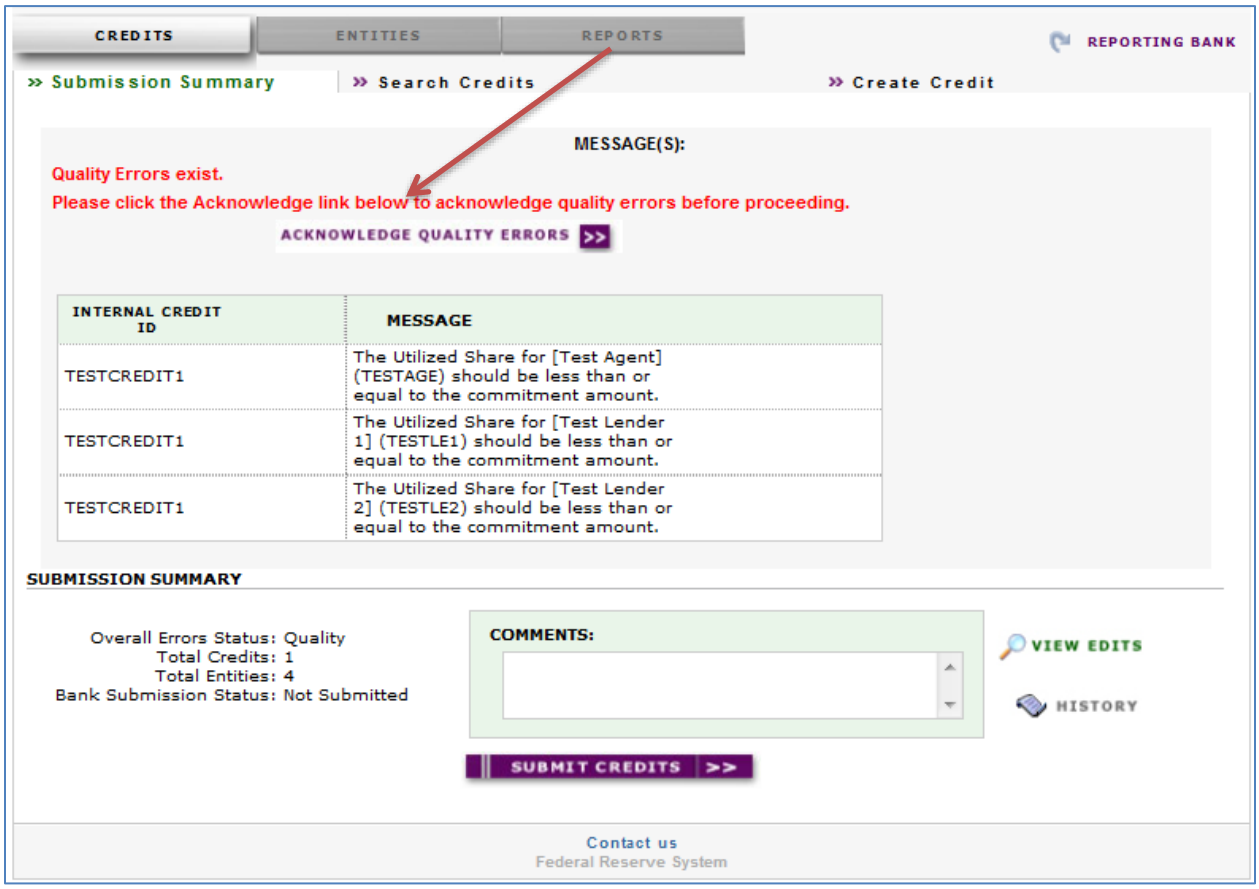
If your file contains extraneous (unused) entities, you will be prompted to remove them. You must remove all unused entities before you can submit your file. You may do this by clicking on the **Removed Unused Entities** button.



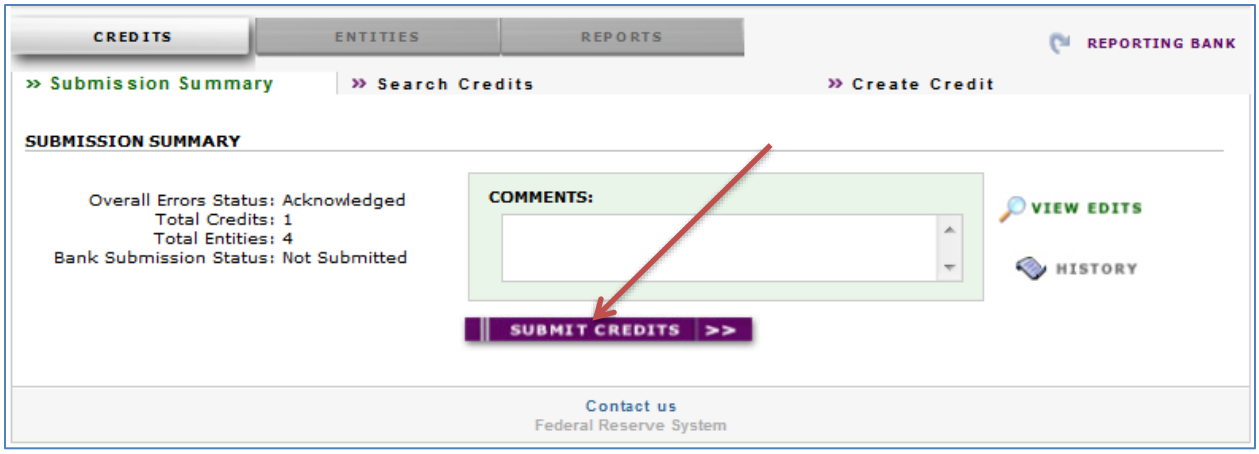
All unused entities will be removed and you will be taken back to the **Submission Summary** screen. Click on the **Submit Credits** button again to submit your SNC data file.



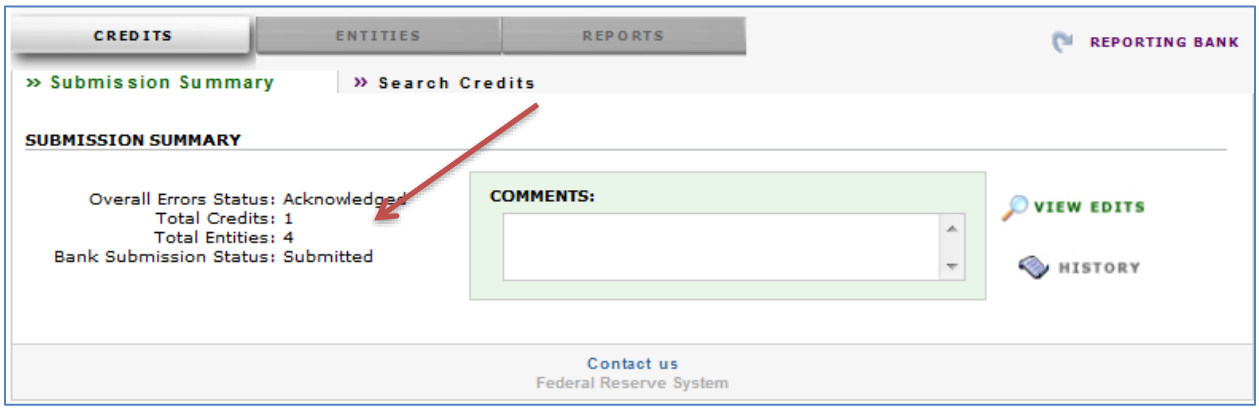
If your file contains outstanding quality edit failures, you will be prompted to acknowledge them. You may do this by clicking on the **Acknowledge Quality Errors** button. Please review your quality edit failures and correct your data if necessary before you click this button.



All quality edit failures will be acknowledged and you will be taken back to the **Submission Summary** screen. Click on the **Submit Credits** button again to submit your SNC data file.



Your SNC data file will be **Submitted**.



Amendments

You may make changes to a previously submitted SNC data file by requesting an amendment. After all necessary changes are made, please set the file back to **Submitted** status by clicking on the **Submit Credits** button. Validity edit failures must be corrected prior to file submission, while quality edit failures must be acknowledged.

If you need to amend submitted SNC data, please contact:

FRS and FDIC-regulated reporters:

KC.SRM.SNC.Reporting@kc.frb.org

OCC-regulated reporters:

Jeffrey.Speak@occ.treas.gov

Jeffrey Speak: (202) 631-9344

Contacts

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