FR Y-10 Online
User Account Request Form

This form must be completed by reporting institutions that wish to file the *Report of Changes in Organizational Structure* (FR Y-10) electronically via FR Y-10 Online. Reporting institutions and their designated users will comply with all terms and conditions specified in Operating Circular No. 5 (Electronic Access) and, where applicable, the Certification Practice Statement (both located at www.frbservices.org/OperatingCirculars/index.html) as well as all applicable security procedures.

Reporting institutions are responsible for monitoring their authorized FR Y-10 Online user accounts to ensure the appropriateness of access levels for all who report on their behalf. Completed forms should be sent to the appropriate Federal Reserve Bank. Application login IDs and passwords will be provided to authorized individuals of reporting institutions.

Action Requested (check one)

☐ New or additional user account
☐ Change user information or reissue password
☐ Change account access level for existing user accounts
☐ Delete an existing user account
☐ Change the reporting institution's report submission confirmation e-mail address

FRB Use Only

Login ID _____

ID_RSSD _____

User Information

_____
First Name   *Middle Initial*   *Last Name*

_____
Phone Number   *Existing User Login ID (if applicable)*

Account Access Level:

☐ View Reports Only — Allows users to view saved drafts and final reports submitted by their institution.

☐ View and Modify Reports — Allows users to view their institution's saved or submitted reports and to create or modify reports. Users with this access level cannot submit reports.

☐ View, Modify and Submit Reports — Allows users to create new reports, view or modify all of their institution's reports, and submit completed reports to the Federal Reserve Bank.

Submission Confirmation E-mail Address

☐ Add ☐ Delete _____
User E-mail Address for Report Submission Confirmation

☐ User Report Submissions Only
☐ All Report Submissions

☐ Add ☐ Delete _____
Additional E-mail Address for Report Submission Confirmation (optional)

(All Report Submissions)

☐ Add ☐ Delete _____
Additional E-mail Address for Report Submission Confirmation (optional)

(All Report Submissions)

Reporting Institution's Name and Address

_____
Legal Name

_____
Street Address

_____
City   *State/Province/Country*   *Zip/Postal Code*

Reporting Institution's Authorized Officer

☐ For a new or additional user account:

I am an authorized officer of the company named above, and hereby declare that FR Y-10 reports submitted using the user account requested above are true and complete to the best of my knowledge and belief.

☐ For all other requested actions:

_____
Print Name and Title

_____
Signature of Officer   *Date of Signature*

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Security Features

To ensure that only you can submit online reports for your organization, the FR Y-10 Online application uses:

- A unique User ID and password that you control. If you forget your password, your local Federal Reserve Bank can quickly issue a replacement.

- 128-bit secure sockets layer (SSL) encryption version 3.0.

- Server-side digital certification. This certificate authenticates that the web site to which you are transmitting data is the Federal Reserve's site.

User Requirements

To access the FR Y-10 Online application, you must:

- Agree to the terms as stated in the Federal Reserve System's Operating Circular No. 5, Electronic Access. For details, go to www.frbservices.org/regulations/operating_circulars.html.

- Have a personal computer with 2 GB of RAM (recommended) and running Internet browser software with 128-bit SSL 3.0 encryption (Internet Explorer 6.0 or higher and Mozilla Firefox 2.0 or higher). When submitting report with a large number of events and/or schedules, additional RAM may be required. The use of pop-up window blocking software may also cause difficulties in some cases.

- Advanced edit preferences set in Browser to enable style sheets and JavaScript.

- Have Adobe Acrobat Reader 6.0 (or higher) plugin for PDF files installed. The software can be downloaded free of charge from Adobe Systems Incorporated (www.adobe.com). Confirm that only one version of Acrobat Reader exists on your computer. In addition, enable the *Display PDF in browser* setting under Internet preferences in Acrobat Reader (Go to Edit → Preferences → Internet). You will need to repeat these steps for all editions of Acrobat Reader and Acrobat Professional.