

## How to submit your FR Y-6 report in Reporting Central electronically using a Portable Document Format (PDF):

In order to submit reports via Reporting Central, the external user or reporting entity must apply for a digital certificate to get a physical token for access. There are several steps that need to be completed by each reporting entity prior to being issued a token. Please contact your End User Authorized Contact for assistance.

### Accessing and logging into Reporting Central

The Reporting Central application can be accessed on the Federal Reserve Bank Services [website](#).

### How to submit your FR Y-6 report:

1. The Reporting Central home page appears once the external user logs into Reporting Central.

The screenshot shows the Reporting Central interface. On the left, the 'Reporting Status' section includes a 'Reporters' dropdown menu with a 'Select' button. Below this is a 'Home' link and a welcome message. On the right, the 'Enter/View a Report' section contains fields for 'Reporter ID', 'Series' (with a 'Select a series...' dropdown), and 'Asof Date'. Below these is an 'Upload a File of Report Data' section with a 'Choose File' button and a 'Load' button. At the bottom right is a 'Search for a Report' section with similar fields and a 'Search' button.

2. From the 'Reporter' drop-down select your top-tier holding company then click 'Select'.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Reporter' dropdown menu in the 'Reporting Status' section. This visual cue indicates the step of selecting a top-tier holding company from the dropdown.

3. Select 'Series' and 'As of Date' from the drop down within the 'Enter/View a Report' section then click 'Continue'.

The screenshot shows a web interface with three main sections. The top-left section is titled 'Reporting Status' and contains a 'Reporters' dropdown menu with a 'Select' button. The top-right section is titled 'Enter/View a Report' and contains a 'Reporter ID' field, a 'Series' dropdown menu, and an 'As of Date' field. The 'Series' and 'As of Date' fields are highlighted with a red box. Below this section is an 'Upload a File of Report Data' section with a 'file' field and a 'Load' button. The bottom section is titled 'Search for a Report' and contains a 'Reporter ID' field, a 'Series' dropdown menu, an 'As of Date' field with radio buttons for 'Most Recent' and 'Other', and a 'Reports' section with radio buttons for 'Latest Version for Reporter', 'Reporters with Missing Report', and 'Advanced Search'. A 'Search' button is located at the bottom right of this section.

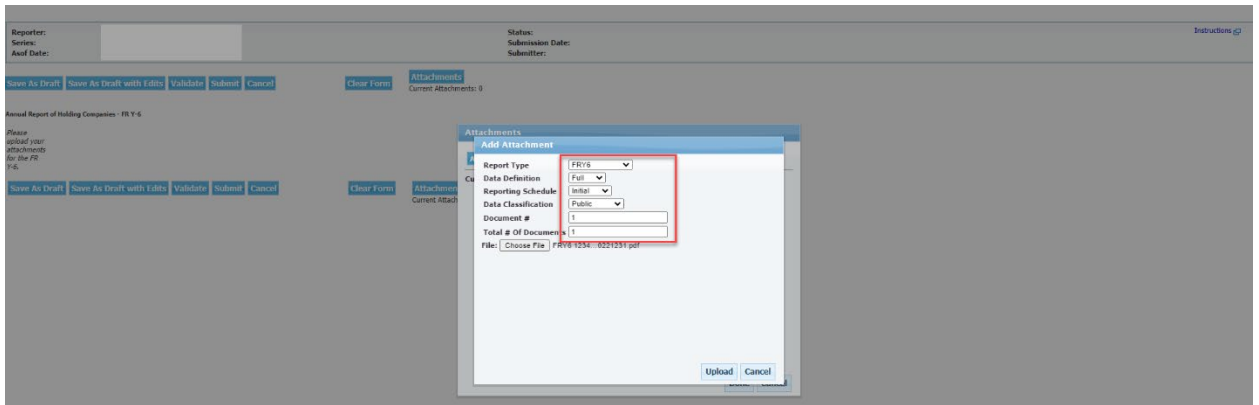
4. Click 'Attachments'.

The screenshot shows a web interface with a top navigation bar containing 'Reporter:', 'Series:', and 'As of Date:' fields. Below this bar is a row of buttons: 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', 'Cancel', 'Clear Form', and 'Attachments'. The 'Attachments' button is highlighted with a red box. Below the buttons is a section titled 'Annual Report of Holding Companies - FR Y-6' with a 'Please upload your attachments for the FR Y-6.' instruction. Below this instruction is another row of buttons: 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', 'Cancel', 'Clear Form', and 'Attachments'. The 'Attachments' button is highlighted with a red box.

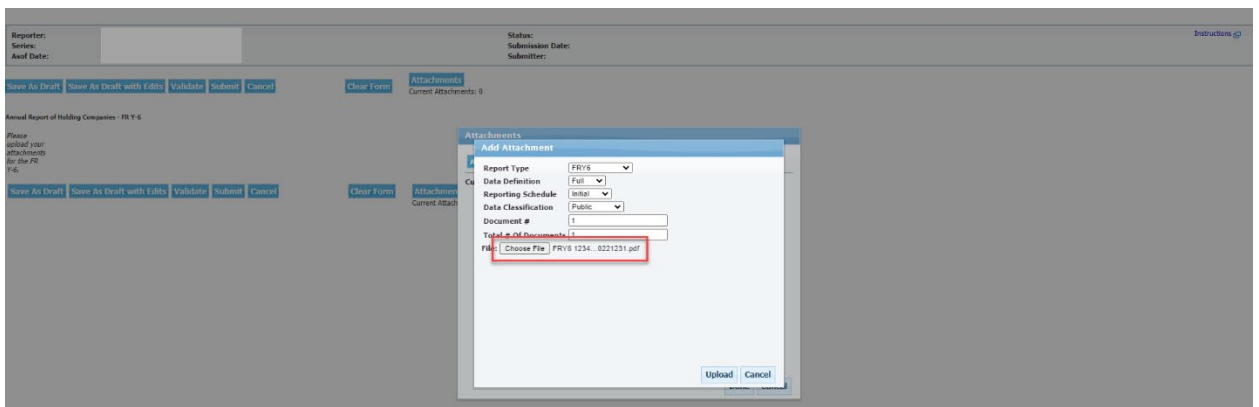
Then click 'Add Attachment' (e.g., .pdf).

The screenshot shows a web interface with a top navigation bar containing 'Reporter:', 'Series:', and 'As of Date:' fields. Below this bar is a row of buttons: 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', 'Cancel', 'Clear Form', and 'Attachments'. The 'Attachments' button is highlighted with a red box. Below the buttons is a section titled 'Annual Report of Holding Companies - FR Y-6' with a 'Please upload your attachments for the FR Y-6.' instruction. Below this instruction is another row of buttons: 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', 'Cancel', 'Clear Form', and 'Attachments'. The 'Attachments' button is highlighted with a red box. A modal window titled 'Attachments' is open, showing an 'Add Attachment' button highlighted with a red box. The modal window also contains a 'Current Attachments: 0' label and 'Done' and 'Cancel' buttons at the bottom right.

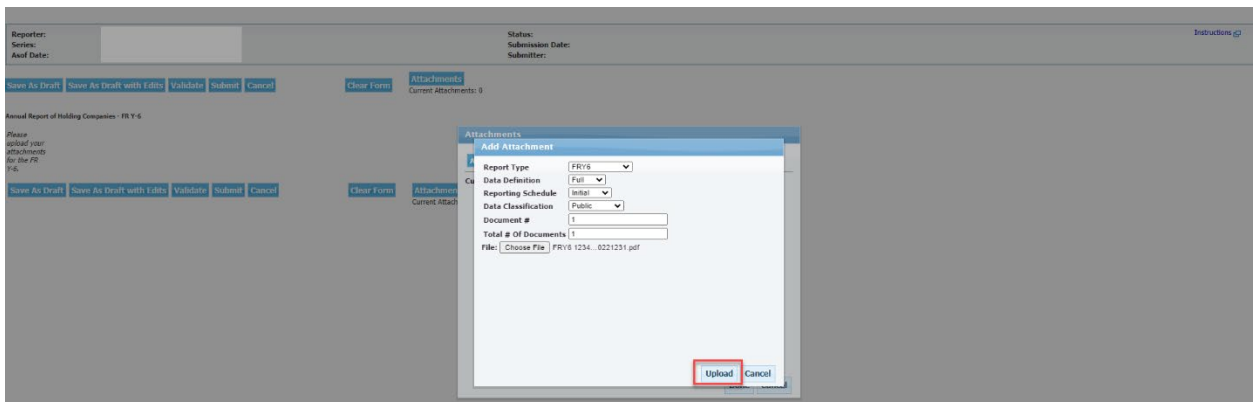
5. Using the drop-down, select from each of the drop-down fields.



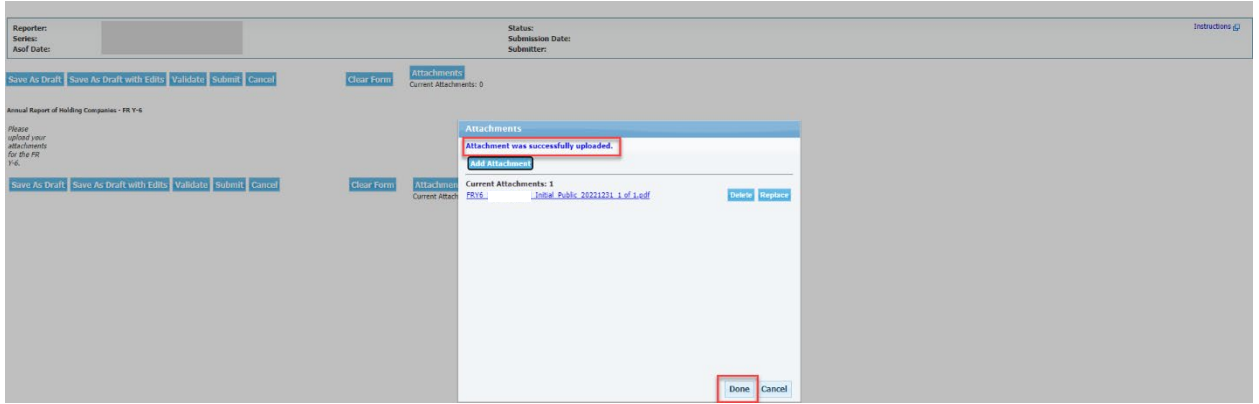
6. Select your .pdf by clicking on the 'Choose File' option.



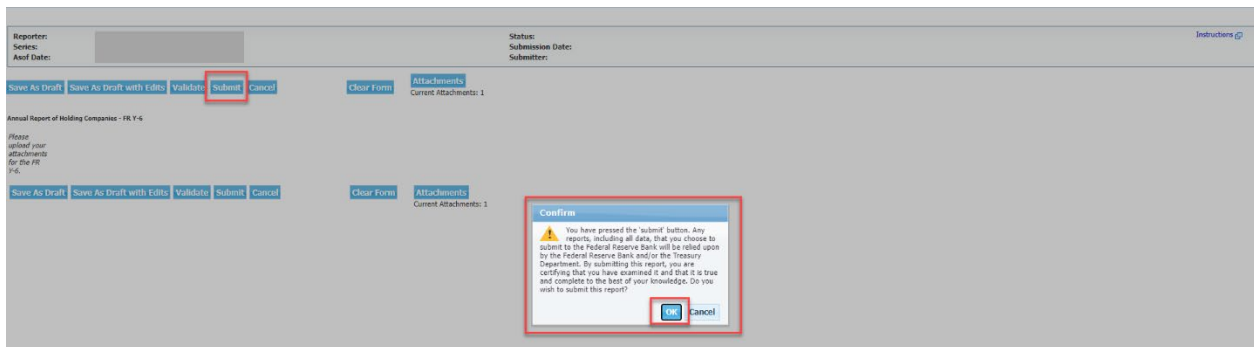
7. When your .pdf is selected, click 'Upload'.



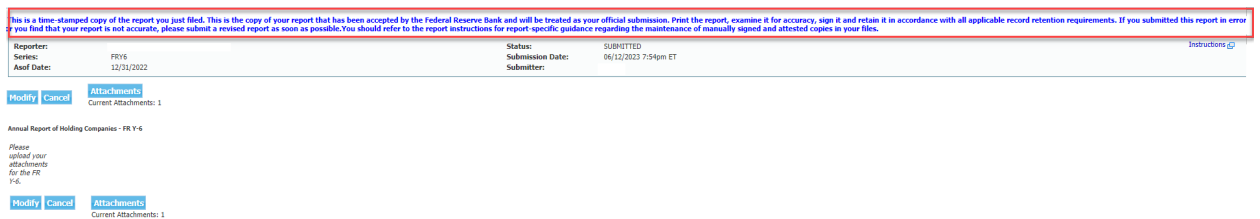
8. When your attachment is successfully loaded, you will receive a message 'Attachment was successfully uploaded'. You can now select 'Done'. If you do not receive this message, review the error message.



9. You are now ready to submit your .pdf by clicking on the 'Submit' button. When you 'Submit' you will need to confirm that you are ready, click 'OK' to proceed.



10. A successful submission of your report will include a message stating that this is a time-stamped copy of the report you just filed.



11. You have just successfully submitted your FR Y-6 report. Your assigned analyst may reach out to you with questions.

# How to submit your FR Y-6 report in Reporting Central electronically using a Portable Document Format (PDF) if revisions are requested.

## Accessing and logging into Reporting Central

The Reporting Central application can be accessed on the Federal Reserve Bank Services [website](#).

## How to submit your revised FR Y-6 report:

1. The Reporting Central home page appears once the external user logs into Reporting Central.

The screenshot shows the Reporting Central interface. On the left, the 'Reporting Status' section has a 'Reporters' dropdown menu and a 'Select' button. Below it is a 'Home' section with a welcome message. On the right, the 'Enter/View a Report' section includes fields for 'Reporter ID', 'Series' (with a 'Select a series...' dropdown), and 'Asof Date'. Below this is an 'Upload a File of Report Data' section with a 'Choose File' button and a 'Load' button. At the bottom right is a 'Search for a Report' section with similar fields to the 'Enter/View a Report' section and a 'Search' button.

2. From the 'Reporter' drop-down select your top-tier holding company then click 'Select'.

This screenshot is identical to the one above, but with a red box highlighting the 'Reporters' dropdown menu in the 'Reporting Status' section, indicating the step of selecting a top-tier holding company.

3. Select 'Series' and 'As of Date' from the drop down for each within the 'Enter/View a Report' section then click 'Continue'.

The screenshot displays four panels from a web application:

- Reporting Status:** Includes a 'Reporters' dropdown menu with a 'Select' button. Below is a 'Home' section with a welcome message: "Welcome to the FBI Reporting Central Home Page. This page displays the status of the current asof date for all reports that you are authorized to submit. Status for prior asof dates is also displayed if there is any pending activity."
- Enter/View a Report:** Features a 'Report ID' field, a 'Series' dropdown menu (highlighted with a red box), and an 'As of Date' field (also highlighted with a red box). A 'Continue' button is located at the bottom right.
- Upload a File of Report Data:** Contains a 'Specify a file to upload' section with a 'File' field and a 'Choose File' button. A 'Load' button is at the bottom right.
- Search for a Report:** Includes a 'Reporter ID' field, a 'Series' dropdown menu, and an 'As of Date' field with radio buttons for 'Most Recent' and 'Other'. Below are radio buttons for 'Reports' with options: 'Latest Version for Reporter' (selected), 'Reporters with Missing Report', and 'Advanced Search'. A 'Search' button is at the bottom right.

4. Click 'Modify'.

The screenshot shows a report detail page with the following elements:

- Header information: 'Reporter: [redacted]', 'Series: [redacted]', 'As of Date: [redacted]', 'Status: [redacted]', 'Submission Date: [redacted]', and 'Submitter: [redacted]'. An 'Instructions' link is on the right.
- Buttons: 'Modify' and 'Cancel' buttons are present.
- Section: 'Attachments' with 'Current Attachments: 1'.
- Text: 'Annual Report of Holding Companies - FR Y-6'.
- Text: 'Please upload your attachments for the FR Y-6.'
- Buttons: A second set of 'Modify' and 'Cancel' buttons is shown at the bottom, with the 'Modify' button highlighted by a red box.

## 5. Click 'Attachments'.

This screenshot shows the top portion of the 'Annual Report of Holding Companies - FR Y-6' form. At the top, there are fields for 'Reporter: Series: Asof Date:' and 'Status: Submission Date: Submitter:'. Below these are several action buttons: 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', 'Cancel', 'Clear Form', and 'Attachments'. The 'Attachments' button is highlighted with a red box. Below the main form area, there is a section titled 'Please upload your attachments for the FR Y-6.' with another set of buttons: 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', 'Cancel', 'Clear Form', and 'Attachments'. The 'Attachments' button in this section is also highlighted with a red box. The text 'Current Attachments: 1' is visible below the second set of buttons.

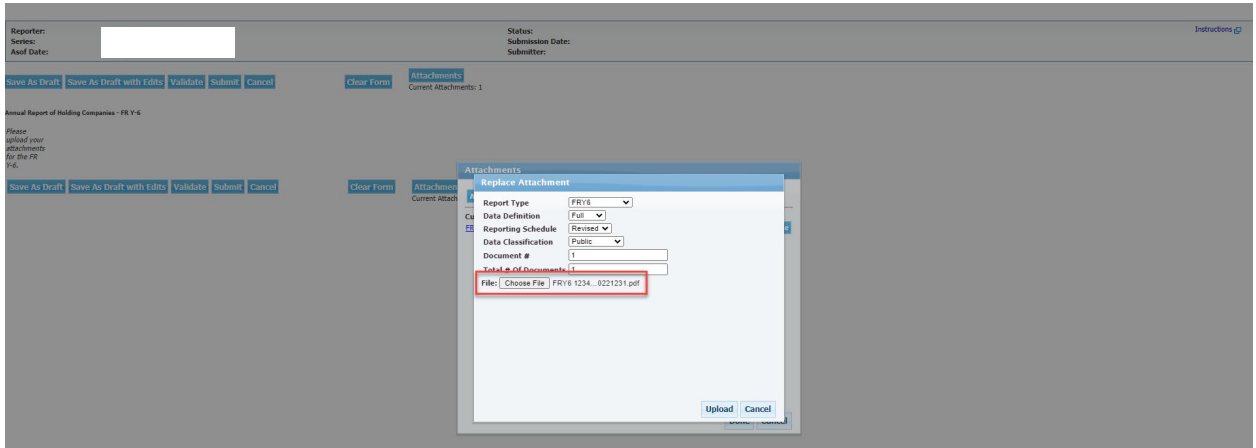
Then click 'Replace' (e.g., .pdf).

This screenshot shows the 'Attachments' dialog box open over the form. The dialog has a title bar 'Attachments' and a sub-header 'Add Attachment'. It lists 'Current Attachments: 1' with a table entry: 'FRY6 - Full Intel Public 20221231 - 1 of 1.pdf'. To the right of this entry are 'Delete' and 'Replace' buttons, with the 'Replace' button highlighted by a red box. At the bottom of the dialog are 'Done' and 'Cancel' buttons.

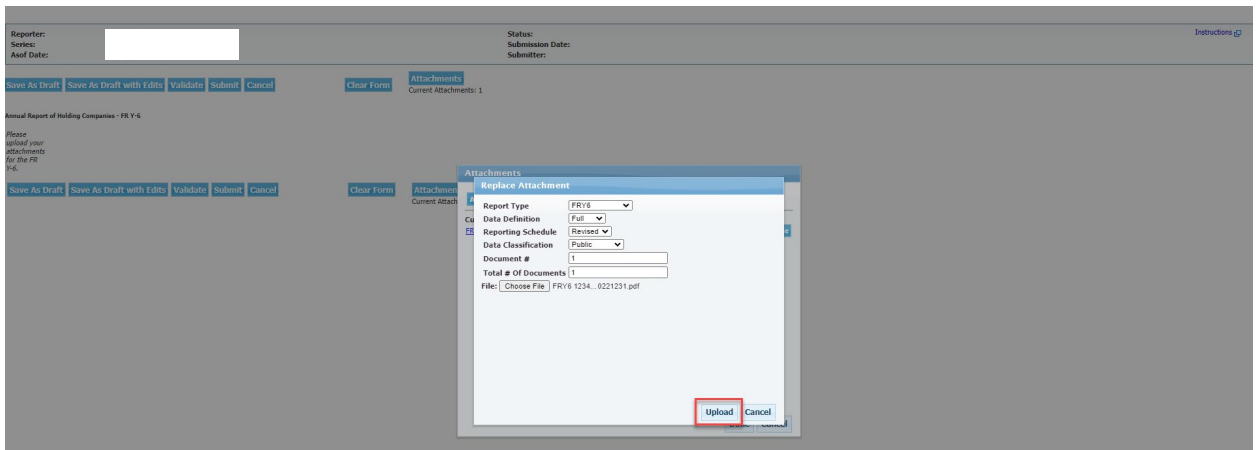
## 6. Using the drop-down, select from each of the drop-down fields.

This screenshot shows the 'Replace Attachment' dialog box open. It contains several dropdown menus and input fields: 'Report Type' (FRY6), 'Data Definition' (Full), 'Reporting Schedule' (Revised), and 'Data Classification' (Public). Below these is a 'Document #' input field with the value '1'. A 'Total # Of Documents' field shows '1'. At the bottom, there is a 'File:' field with a 'Choose File' button and the filename 'FRY6 1234 - 0221231.pdf'. An 'Upload' button is highlighted with a red box, and a 'Cancel' button is also visible.

7. Select your .pdf by clicking on the 'Choose File' option.

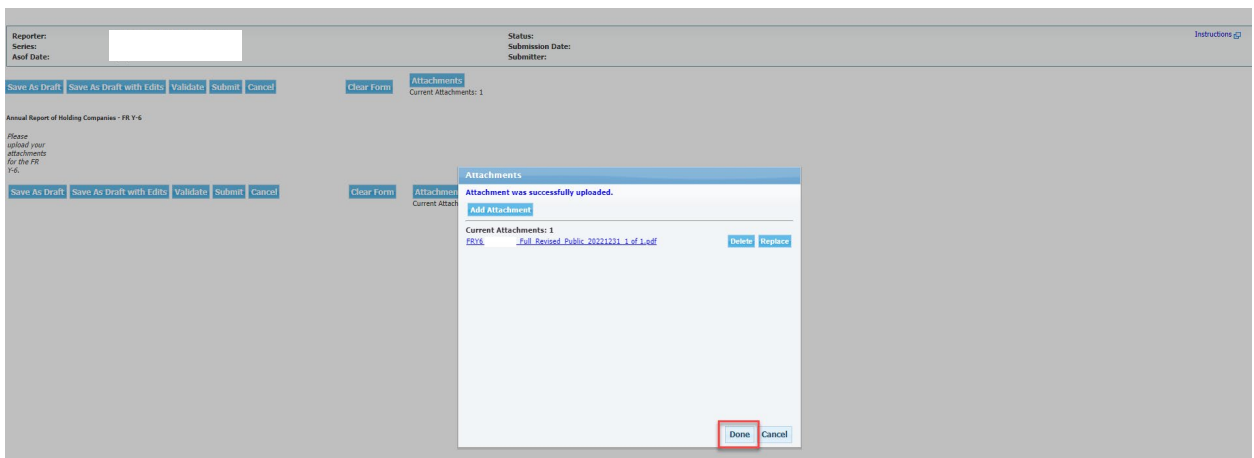
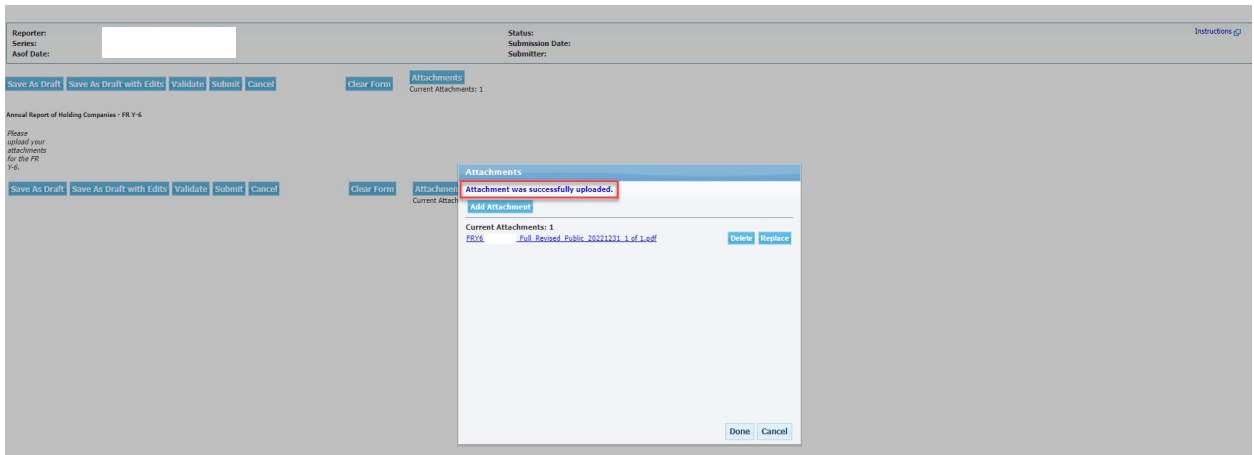


8. When your .pdf is selected, click 'Upload'.

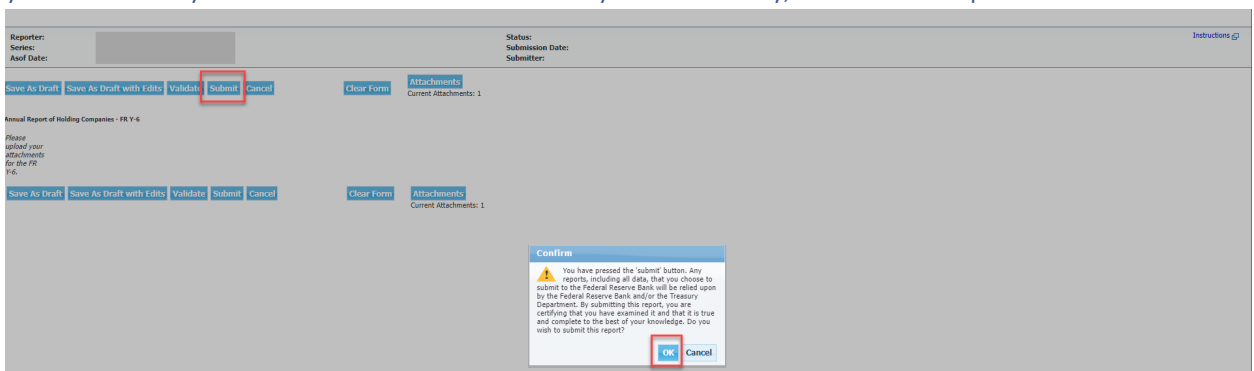




9. When your attachment is successfully loaded, you will receive a message 'Attachment was successfully uploaded'. You can now select 'Done'. If you do not receive this message, review the error message.



10. You are now ready to submit your .pdf by clicking on the 'Submit' button. When you 'Submit' you will need to confirm that you are ready, click 'OK' to proceed.



11. A successful submission of your report will include a message stating that this is a time-stamped copy of the report you just filed.

This is a time-stamped copy of the report you just filed. This is the copy of your report that has been accepted by the Federal Reserve Bank and will be treated as your official submission. Print the report, examine it for accuracy, sign it and retain it in accordance with all applicable record retention requirements. If you submitted this report in error or you find that your report is not accurate, please submit a revised report as soon as possible. You should refer to the report instructions for report-specific guidance regarding the maintenance of manually signed and attached copies in your files.

Reporter:	Status:	SUBMITTED	<a href="#">Instructions</a>
Series:	Submission Date:	06/27/2023 11:42am ET	
Asof Date:	Submitter:		

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[Modify](#) [Cancel](#) [Attachments](#)  
Current Attachments: 1

Annual Report of Holding Companies - FR Y-6

Please  
upload your  
attachments  
for the FR  
Y-6.

[Modify](#) [Cancel](#) [Attachments](#)  
Current Attachments: 1

12. You have just successfully submitted your revised FR Y-6 report. Your assigned analyst may reach out to you with questions.