



Contacts

For general queries relating to the BEEDS Portal, contact PRA Firm Enquiries

PRA.FirmEnquiries@bankofengland.co.uk | 020 3461 7000

For queries relating to access & submission, contact PRA Authorisations

PRA-AuthsVoPsCancellations@bankofengland.co.uk

BEEDS portal | Bank of England Electronic Data Submission portal | Quick Start Guide, New PRA Authorisation Return

This summarises key areas of the user guide, which contains further details and information

Checks performed on a file

- **File type checks** – Acceptable file types are: .doc, .docx, .xml, .xls, .xlsx, .xlsm, .ppt, .pptx, .pdf, .rtf, .txt, .csv, .zip. If users attempt to upload an unacceptable file type the file will be blocked and the user alerted.
- **File size checks** - Each of the 15 file uploads can accept a file up to 30MB in size. If a user attempts to upload a file larger than this the file will be blocked and the user alerted.
- **Malware checks** – Beeds scans every single file uploaded to BEEDS to ensure they do not contain any malicious software.

Request resubmission

Additional detail in the user guide, section 4 page 9

- This enables users to alert the Bank of England of a mistake in a previously submitted return that requires correcting. All requests for resubmission will be automatically granted. To request a resubmission, navigate to the 'Submission' menu and click 'Request Resubmission'.

Submission history

Additional detail in the user guide, section 5 page 9

- This functionality allows users to review all returns that have been previously submitted.
- To view submitted returns, navigate to the 'Submission' menu and click 'Submission History'. Click on the return name to view the most recent version and click on the revision number to see a list of submitted versions.

Log in

Additional detail in the user guide, section 3 page 5

- The portal can be accessed with the user's email address as their username and their password. Initially this will be a randomly generated password sent to the user via email.
- Each time a user logs in a session security code (valid for ten minutes) is sent to the telephone number associated with the account. The log in process should be restarted if the code has not been entered within the time limit. Email PRA Firm Enquiries if a code is not received.
- If a user enters their login details incorrectly, a CAPTCHA code will be displayed which will need to be entered before continuing.
- Users will have four attempts to log in before the account is locked. After this, the 'Forgotten Password' link can be used to unlock the account.

Completing a New PRA Authorisation return

Additional detail in the user guide, section 4 page 7

- **The New PRA Authorisation return will be created by the PRA and users will be notified when a return is available for completion. Returns can be viewed under 'Draft Returns'.**
- **To view the return, click on the return's name.**
- **To populate a New PRA Authorisation return with data, click 'Upload' against any of the 15 file uploads, ensuring at least the mandatory upload button has a file uploaded against it.**
- **Once the return has been populated with all required documents, click 'Validate & Save'. If only some of the documents are ready to be uploaded the return can be saved by clicking 'Save as draft'**
- **To submit the return users must navigate to the 'Submission' tab and click 'Submit' against the return.**
- **Uploads are limited to a maximum of 30 MB per file. One return can contain 15 file uploads.**

Status of a submission

Additional detail in the user guide, section 4 page 6

- **No data** – return has not been populated with data.
- **In draft** – return has been partially completed
- **Complete** – return has been validated and is ready to be submitted.
- **Accepted** – return has been submitted to and approved by the Bank of England



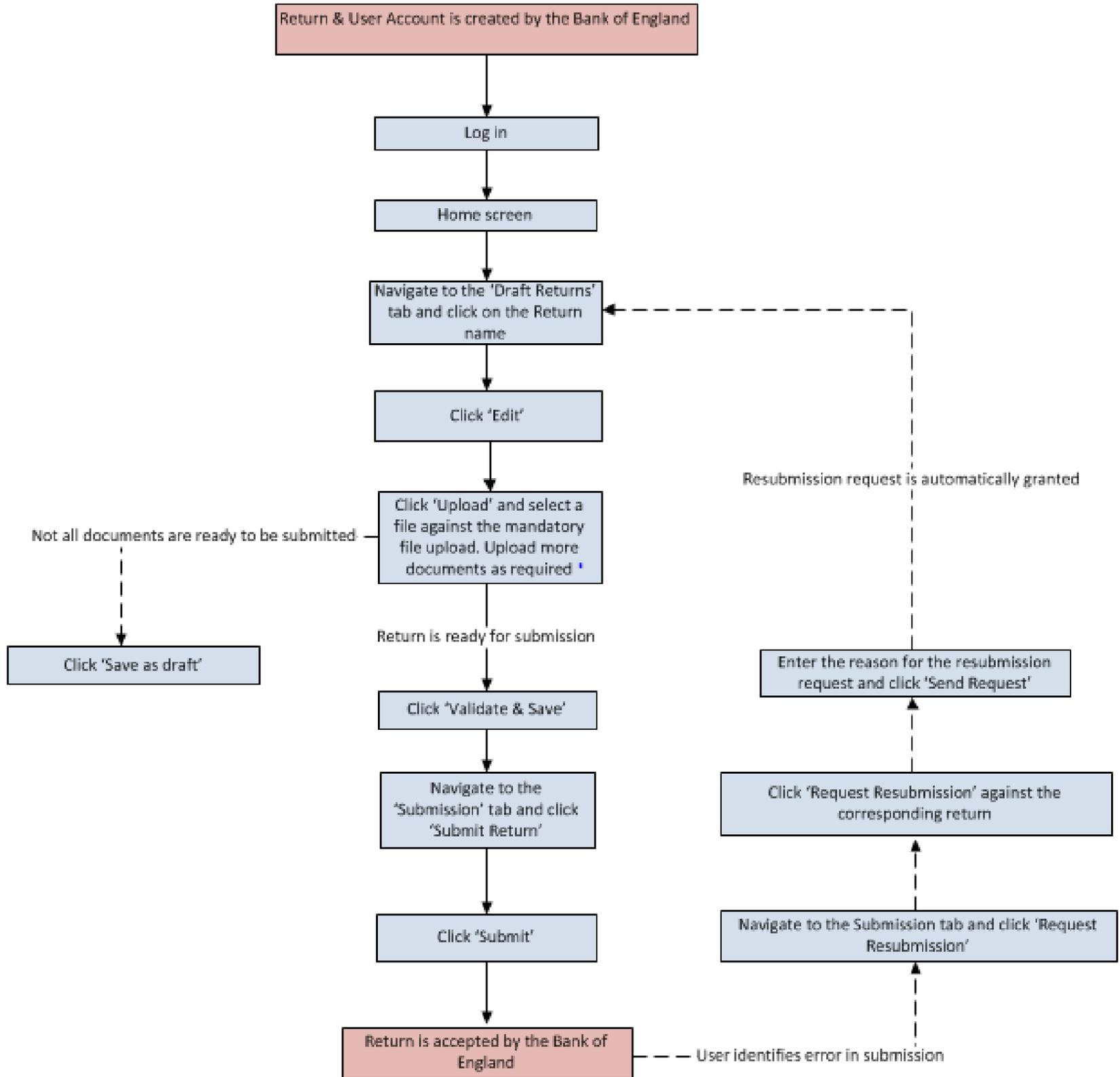
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Submission Process



Key
