



### Contacts

For queries relating to validation or plausibility errors, contact the Regulatory Data Group:

[InsuranceData@bankofengland.co.uk](mailto:InsuranceData@bankofengland.co.uk) | 020 3461 7775

All other queries, contact PRA Firm Enquiries:

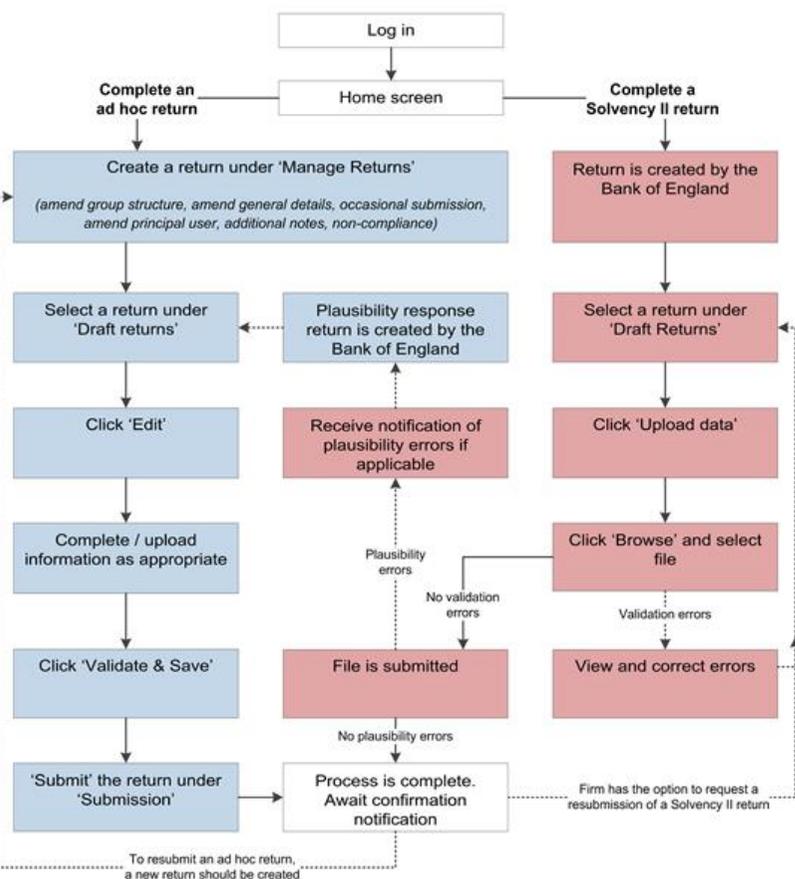
[PRA.FirmEnquiries@bankofengland.co.uk](mailto:PRA.FirmEnquiries@bankofengland.co.uk) | 020 3461 7000

## BEEDS portal | Bank of England Electronic Data Submission portal | Quick Start Guide, Solvency II

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

### Submission process

More detail in the user guide, **section 1 page 4**



#### Key

Ad hoc returns submission process

Solvency II returns submission process

essential steps

additional steps

### Log in

More detail in the user guide, **section 3 page 6**

- 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 Solvency II return

More detail in the user guide, **section 4 page 8**

- The Solvency II returns will be scheduled for release by the Bank of England and users will be notified when a return is available for completion. Returns can be viewed under 'Draft Returns'.
- To view the templates in a return, click on the return's name.
- To populate a Solvency II return with data, click 'Upload Data' then click 'Browse' to select a file to upload.
- Data that pass all validation checks will be populated into the return and be automatically submitted. The user will then receive a confirmation email.

### Status of a Solvency II submission

More detail in the user guide, **section 4 page 8**

- **No data** – templates have not been populated with data, or upload has been attempted but the file was invalid (file type, XBRL or EIOPA validation errors)
- **Complete (with errors)** – the return has failed EIOPA filing rules - a resubmission will be required
- **Pending approval** – return has been submitted and is undergoing plausibility checks. A return will remain in this state if the firm has provided explanations for 'implausible' data, and the return requires approval by the Bank of England
- **Accepted** – return has been approved by the Bank of England

## Checks performed on a file

More detail in the user guide, [section 4 page 10](#)

- **File type checks** – Only XBRL files (zipped or unzipped) will be accepted for Solvency II returns.
- **EIOPA validation checks and filing rule errors** – If errors are found, the user will receive an email and the errors will be available to view in the portal by clicking on the error icon  under 'Draft Returns'.
- **PRA plausibility checks** – If figures are thought to be implausible, the user will receive an email and the PRA may create a 'plausibility response' return for the user to complete and submit.

## Request resubmission

More detail in the user guide, [section 4 page 10](#)

- This enables users to alert the Bank of England of a mistake in a previously submitted Solvency II 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'.

## Complete Ad hoc returns

More detail in the user guide, [section 5 page 12](#)

- **Amend group structure** – This return allows a firm to change names within the group structure including changing the name of the parent firm, removing, adding or editing subsidiary firms.
- **Amend general details** – This return allows a firm to update their general details such as parent group branch, type of business, category of undertaking and SCR calculation.
- **Occasional submission** – This return allows a firm to submit any other unscheduled, unstructured returns, for example Board minutes, other documents requested by the Supervisors, Own Risk and Solvency Assessment (ORSA) etc.
- **Amend principal user** – This return allows a firm to request a change to a principal user. Once this return has been submitted, a letter will be sent to the firm's CEO for approval.
- **Additional notes** – This return allows a firm to add any additional comments or notes against a return and a template within a return, and also mark data as market sensitive.
- **Non-compliance** – In exceptional circumstances, a firm may request an extension to the deadline for submission of a return. The request will be considered by the firm's PRA supervisor and by the Regulatory Data Group and a response will be provided.
- **Plausibility response for annual and quarterly returns** – This return will be populated with failed plausibility messages and a message from the Regulatory Data Group to which a firm is expected to respond.

## Submission history

More detail in the user guide, [section 6 page 15](#)

- This functionality allows users to review all Solvency II and ad hoc returns that have been previously submitted. To view submitted returns, navigate to the 'Submission' menu and click 'Submission History'.

## User roles

More detail in the user guide, [section 10 page 18](#)

- Each firm has one nominated principal user who may wish to create additional users. Newly created users can be assigned roles which define the level of access.
- Firms should implement regular audits of user accounts, roles and application usage.

|                               | Roles  |                |               |           |                        |                      |                    |
|-------------------------------|--|----------------|---------------|-----------|------------------------|----------------------|--------------------|
|                               | Principal User                               | Corporate Data | Standard User | View Only | Firm Profile View Only | Create Ad Hoc Return | Upload SII Returns |
| <b>Functional Permissions</b> | Edit return                                  | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | View return                                  | Y              | Y             | Y         | Y                      | N                    | Y                  |
|                               | Clear / delete data                          | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Upload data                                  | Y              | Y             | Y         | N                      | N                    | Y                  |
|                               | Submit return                                | Y              | Y             | N         | N                      | N                    | Y                  |
|                               | Create return                                | N              | N             | N         | N                      | Y                    | N                  |
|                               | Delete return                                | N              | N             | N         | N                      | Y                    | N                  |
|                               | View firm profile                            | Y              | Y             | N         | Y                      | Y                    | N                  |
|                               | Manage users                                 | Y              | N             | N         | N                      | N                    | N                  |
|                               | View resources                               | Y              | Y             | Y         | Y                      | Y                    | N                  |
| <b>Returns accessible</b>     | Solvency II returns                          | N              | N             | N         | Y                      | N                    | Y                  |
|                               | Firm Profile                                 | Y              | Y             | Y         | Y                      | N                    | N                  |
|                               | Occasional submission                        | Y              | Y             | Y         | Y                      | Y                    | N                  |
|                               | Additional notes                             | Y              | Y             | Y         | Y                      | N                    | N                  |
|                               | Plausibility response quarterly and annually | Y              | Y             | Y         | Y                      | N                    | N                  |
|                               | Amend principal user                         | Y              | Y             | Y         | Y                      | Y                    | N                  |
|                               | Amend group structure                        | Y              | Y             | Y         | Y                      | Y                    | N                  |
|                               | Non-compliance                               | Y              | Y             | Y         | Y                      | Y                    | N                  |
|                               | Amend general details                        | Y              | Y             | Y         | Y                      | N                    | N                  |
| <b>Emails</b>                 | Return available for completion              | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Submission confirmation*                     | Y              | N             | N         | N                      | N                    | N                  |
|                               | SII return accepted*                         | Y              | Y             | Y         |                        |                      |                    |
|                               | SII return rejected*                         | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Ad hoc return accepted*                      | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Ad hoc return rejected*                      | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Passed validation and plausibility checks*   | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Passed validation checks*                    | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Additional validation errors                 | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Submission deadline approaching              | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Submission overdue                           | Y              | Y             | N         | N                      | N                    | N                  |
|                               | XBRL validation errors*                      | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Return resubmitted                           | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Resubmission requested*                      | Y              | Y             | Y         | N                      | N                    | N                  |
|                               | Resubmission request approved*               | Y              | Y             | Y         | N                      | N                    | N                  |
| Resubmission request denied*  | Y  | Y              | Y             | N         | N                      | N                    |                    |

\*Emails will also be sent to the user who triggers the notification.