BEEDS portal | Bank of England Electronic Data Submission Portal User guide

Amend Principal User

This User guide explains how to submit a return BEEDS

1. Once you are logged in navigate to the Menu and Returns

Bank of England		BEEDS Portal	
	Scott Simmons , BoE Test Reporter (CDOD use only) (Change firm)	& G	
Menu	Welcome to the BEEDS portal		
	The BEEDS (Bank of England Electronic Data Submission) portal can be used to create, edit and su	bmit returns online.	
	Outstanding returns that are ready for completion can be found under "Upload/Edit Returns" in the m	ienu.	
	The submission functionality can be used to:		
	 Submit finalised returns. 		
	 View the firm's submission history. Request resubmissions of returns where necessary. 		
	The portal can also be used for user account management and viewing the firm profile.		
	Further guidance on the portal is available in the user guide which can be found under "Help and G	uidance" in the menu.	

2. Click 'Create Return'

B	ank of England	BEEDS Portal
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Menu	Draft Returns This page allows you to perform all activities related to managing returns.	
	Create Return	
	Upload/Edit Returns Name Reference Revision Categories Status End date	Due date Actions
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3. Fill in the details as require and click 'Create'

Bo	ank of England	l	BEEDS Portal
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Menu	Create Return		
	An ad hoc return can be created b is the earliest date from when the	y inputting a return name and selecting the return type from the information is effective.	a list below. The 'Effective Date'
	Returns cannot be deleted by BEE Contact details can be found in the	DS portal users. If a return has been created in error, please c e user guide, in the Help and Guidance section of the menu.	ontact the Bank of England.
	Return name:	*	
	Select return type:	Additional Notes Amend Group Structure Amend Principal User Banking Stress Test Unstructured Insurance Stress Test Unstructured Occasional Submission	 ▼
	SII Full	~	
	Credit Union Returns	~	
	CAP	~	
	Periodicity	~	
	MREL Full	×	
	NST Full	~	
	IMO Full	×	
	ASFV Full	~	
	BSTX Full	~	
	BSTSE Full		
	BSTU Full	×	
	CCPSTU Full	×	
	CCP STL Number Scenarios	~	
	CCP STC Number Scenarios	~	
	Stats Full	~	
	LVR Full	×	
	ISTSE Full	~	
	ISTU Full	×	
	Effective Date:	dd/mm/yyyy 〕 🗮 *	
		Create	

4. Go to Menu > Returns and select the return you have just created. Click on the return name and click 'Edit'



4. Fill in the details on the form as required then click 'Validate and save'

Details of new principal user	
First name	*
Surname	*
Telephone number	*44
	International Area Code Number The telephone number provided determines where the session security code is sent each time the user logs into the portal.
Email address	
	The email address provided is the username required to log into the portal and determines where notifications are sent.
Reporting requirement	▼)* Delete
	Add
Current principal user's name (if known)	
Reason for change of principal user	* Firms can have only one
	principal user per reporting requirement
What should happen to the existing principal user(s) account?	*
Contact details for confirmation of char	nge
The below user will be emailed to confirm	the change to Principal User has been accepted.
First name	*
Surname	*
Email address	*

6. Click 'Validate & Submit'

View Return	
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Return name:	APU test	Return reference:	APU44455
Return end date:	21/02/2023	Return due date:	
Return status:	Complete	Categories:	
Actions			