

INSTRUCTIONS FOR REQUESTING AN ELECTRONIC APPLICATIONS (E-APPS)[®] CERTIFICATE FOR AGENT FIRMS (SUCH AS A LAW FIRM OR CONSULTANT)

Requesting a certificate is as easy as...

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Step 1 – Download the forms

E-Apps forms are posted on the Federal Reserve Board's E-Apps sign up page at the following URL:
(<http://www.federalreserve.gov/bankinfo/eappsignup.htm>)

Forms also may be requested from the Federal Reserve's Customer Contact Center (CCC) at (888) 333-7010 or (612) 204-7010.

Step 2 – Fill out all necessary forms

All forms can be downloaded in PDF format for offline completion.

Agent Official Form

Third party firms that seek to submit application documents through E-Apps on behalf of client banking organizations **must** appoint **at least one** Agent Official for their organization.

Who can appoint an Agent Official? A senior executive at the agent firm who is authorized to file applications

Who can be an Agent Official? An officer at the firm who has responsibility for the oversight of applications. An officer may appoint himself or herself as an Agent Official.

Agent Official Duties:

- Identify employees who are authorized to submit application documents to the Federal Reserve.
- Submit Filing Employee Designation and Credential Request Forms to the CCC for each Filing Employee.
- Communicate any changes concerning Filing Employees to the CCC.
- Ensure all Filing Employees comply with the terms and conditions of the Certification Practice Statement ("CPS") (<http://www.federalreserve.gov/bankinfo/CPS.pdf>) and applicable security procedures.

Filing Employee Form

All Agent Firms that seek to submit application filings through E-Apps **must** appoint **at least one** Filing Employee for their organization. The Filing Employee is appointed by the Agent Official and is responsible for accessing E-Apps and submitting application materials on behalf of a filing organization. An Agent Official may not appoint himself or herself as Filing Employee.

"E-Apps" and the E-Apps logo are registered trademarks of the Federal Reserve Banks.

- The Agent Official must complete a Filing Employee Designation and Credential Request Form for **each** employee authorized to act on behalf of the organization.
- Firms are encouraged to appoint more than one Filing Employee to minimize the possibility of disruption or delay in their access to E-Apps.
- The form may be submitted with the Agent Official Forms or at any time thereafter.

Step 3 – Mail forms to the CCC

Mail the Agent official and Filing Employee Forms to:

Customer Contact Center P.O. Box 219416 Kansas City, MO 64121-9416 E-Mail: ccc coordinators@kc.frb.org Phone: (888) 333-7010 or (612) 204-7010, Option 2 Fax: 866-333-8076
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What happens next?

Review Process

The CCC reviews all forms. If any of the forms are not complete or otherwise appear to be inaccurate, the CCC will contact the Agent Official for clarification or to request additional information.

Certificate is Issued

The CCC issues the certificate(s) and e-mails will be generated to both the Agent Official and the Filing Employee.

Download the Certificate!

Instructions for downloading the certificate are contained in the e-mails sent to the Agent Official and Filing Employee. Personal assistance also is available from the CCC.

File on Behalf of an Institution

As an agent filer, you can file on behalf of any institution or individual that mails a notarized letter to the CCC designating your firm as its agent.

Helpful Tips on Using Your Certificate

- There is no charge to a filing organization for certificates.
- Certificates must be downloaded within 18 days after receiving the e-mails regarding the issuance of the certificates, or a new certificate must be issued.
- Each Filing Employee will receive only one certificate regardless of how many filing entities they are authorized to act on behalf of.
- Certificates are valid for three years. Filing Employees and Agent Officials will be notified prior to the certificate's expiration date.
- A password must be created by the Filing Employee and cannot be reset; the Employee must keep the password confidential; if a password is forgotten, a new certificate must be issued.
- New certificates must be issued any time a Filing Employee's name changes. Other changes (i.e., new location, e-mail address, phone number) can be made without having a new certificate issued.
- The Agent Official is obligated to report any compromised certificates or passwords and/or request that a certificate be revoked when a Filing Employee no longer requires access to E-Apps.