Importing Owner Lists Using a Schema

Last Updated: 27-January-17

About Importing an Owner List

For purposes of the CUSO Registry, a schema is a Microsoft Excel file created for either the Customers page or the Owners page during CUSO Registration or Reaffirmation. A schema takes information entered into an Excel file, such as a list of owners, and populates it automatically on the designated page when imported into the system. Each schema in the CUSO Registry is tied to a specific page: users should only upload the Customers schema to the Customers page and the Owners schema to the Owners page.

Use the following guidelines to choose your method of entering your customer list:

- For **CUSOs with less than 50 owners,** it is highly recommended you use the browser to enter your owner list, as directed in the CUSO Registry User Manual.
- For **CUSOs with 50 or more owners,** it is highly recommended you use an Excel schema to import your owner list.
- For ***CUSOs with 300 or more owners***, you will automatically be directed to use an Excel schema to import your owner list.

NOTE: The steps to import an owners list using a schema is identical for both CUSO Registration and Reaffirmation. This guide, however, will focus primarily on the reaffirmation process to detail this workflow.

Process Requirements and Resources

In order to import a list of owners via a schema, users must have the following:

- A CUSO user account (Administrator or Contributor)
- A list of owners with associated numbers
- Loan amounts, investment amounts, and ownership percentage information for the CUSO's owners

If needed, use the following resources to aid in the import process:

- CUSO Registry User Manual
- CUSO Charter or Insurance Number Lookup (found at the top of the Owners page)
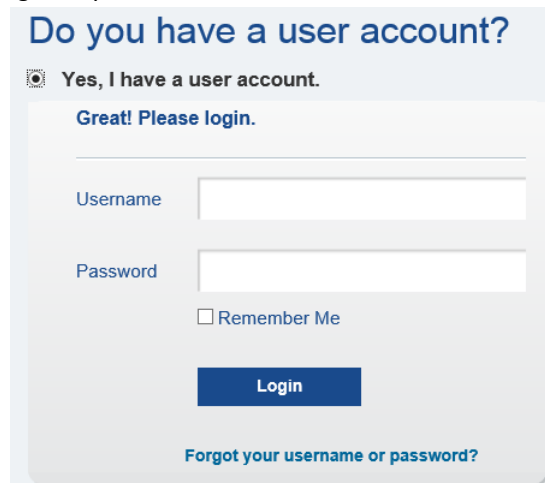
Guide Overview

The following steps detail the process of importing owners lists using a schema:

- Navigate to CUSO List
- Initiate Reaffirmation Task
- Download Owner Schema
- Populate Schema
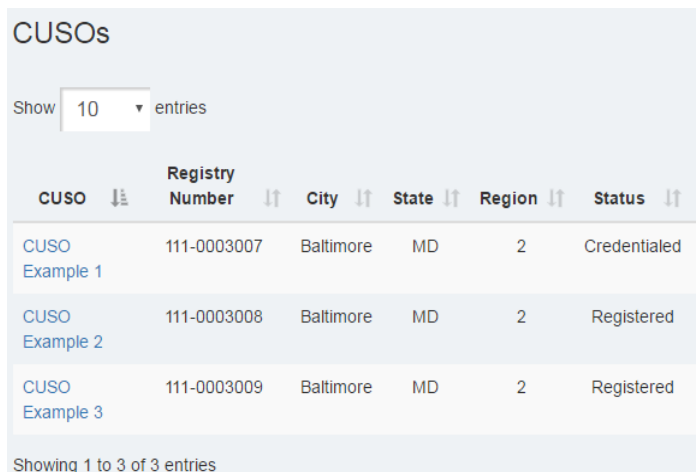- Import Schema
- Validate Owner Info
- Manage Schema Data

Step 1: Navigate to CUSO List

To begin, log in to your CUSO account and locate the appropriate CUSO.

1. Open a Web browser and navigate to the CUSO Registry application.
2. Log in to your CUSO user account.

Do you have a user account?

⦿ Yes, I have a user account.

Great! Please login.

Username [   ]

Password [   ]

☐ Remember Me

[**Login**]

Forgot your username or password?

3. Once logged in, you will see your list of CUSOs.

CUSOs

Show [10 ▾] entries

CUSO	Registry Number	City	State	Region	Status
CUSO Example 1	111-0003007	Baltimore	MD	2	Credentialed
CUSO Example 2	111-0003008	Baltimore	MD	2	Registered
CUSO Example 3	111-0003009	Baltimore	MD	2	Registered

Showing 1 to 3 of 3 entries

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Step 2: Initiate Reaffirmation Task

From the CUSO list, begin the Reaffirmation task. Tasks will be available in two statuses—"**Start**" and "**Continue**"—depending on where you are in the particular process. If you are returning to a CUSO in the midst of the Registration process, the task will display as "**Continue XXXX Registration**".
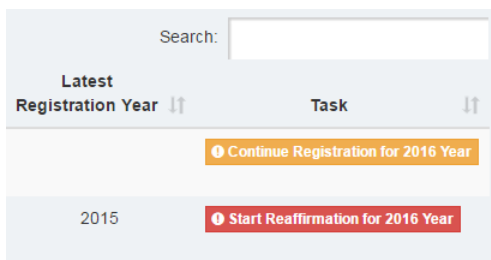
NOTE: You must complete the General Information, Services, Additional Service Information (If applicable), and Customer pages prior to starting this task.

1. In the Task column, click **Start XXXX Reaffirmation.**

2. A question will populate asking whether or not you would like to use Microsoft Excel as the method for updating your owner list. Select the **Yes** radio button and then click **Continue**.
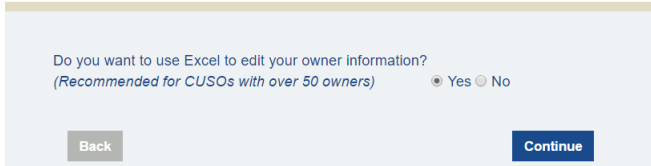
3. The Owners Download dialog will open.

   NOTE: This question will not display if your CUSO has **300 or more owners**. In this instance, you will automatically be redirected to the Owners Download dialog, as demonstrated in Step 3.

Step 3: Download Owner Schema

When downloading a schema, a few different scenarios will dictate what will display within the Excel file:

- To use a schema that has all available reporting fields, click **Download Empty Schema** from the Owners page.

- To use a schema that includes a list of owners from the previous year, as well as owners brought over from your customers list (indicated by an investment), click **Download Prepopulated Template** from the Owner page. This is only available when conducting a CUSO Reaffirmation.

Step 3: Download Owner Schema (Cont.)

Based on the applicable scenario, perform the following actions from the Owner Download dialog:

1. Select the appropriate schema template (i.e., "**Download Empty Schema**" or "**Download Prepopulated Template**").

2. Use the File Download dialog to save (**Save** drop-down

   icon > **Save As**) the template to your local machine.

   NOTE: For Chrome users, click **Open** and then perform a Save As (**File** > **Save As**) from within Microsoft Excel.

Step 4: Populate Owner Schema

Populate the downloaded schema with your CUSO's owner information. It is **critical** to do so according to the guidelines itemized on the Instructions worksheet of the schema file. For quick reference, those guidelines are included below:

1. Do not modify **ANY** headings in the schema

2. Specify a Type: Bank, Business, Other, Credit Union, CUSO

3. Enter valid associated numbers in the proper format

4. Do not use characters in any fields (e.g., #, $, %, etc.)

5. Ownership percentage can go out to 9 decimal places. Do not use decimals for any field except ownership percentage.

6. Enter whole numbers only (e.g., 0, 1000, 252, 5789752)

7. Ensure each field is accurate and has an appropriate value

8. If you enter an owners under the "Other" Type, make sure to enter 0 under Associated Number to have a successful upload.

Step 5: Import Owner Schema

Once all the owner information for the CUSO has been entered and saved to the schema file, import the data into the CUSO Registry application:

1. Scroll to the bottom of the Owners Download page and click **Upload Owners**.

2. Upload your complete owner template

We'll check your owner list for errors during upload. You'll have the opportunity to make corrections if needed. You must provide a valid Excel (xlsx) file.

2. An instance of Windows Explorer opens. Navigate to where you saved the file on your local machine, select it, and then click **Open**.

3. The import process will begin, validating the schema for any errors.

4. Upon successful completion, a confirmation message appears. Click **Continue** to view the CUSO owner list, which is now populated on the Owners page in a static table.

Processing File
We are validating and processing your file. This may take a few minutes depending on the number of entries.

Import Complete! Please verify your owner list by clicking continue.

Continue

NOTE: If you receive an error during the import process, ensure the schema is compliant with the guidelines included in Step 4. If the error persists, contact NCUA OCIO Technical Support for assistance.

Step 6: Validate Owner Info

Following successful import of the CUSO owners list, you will be able to see your owner list in the browser. Note that you can not edit your owner list from this page. Perform the following checks of the data:

1. Verify the count of imported institutions against your owners list

2. Verify owner names; they will autocorrect to the official name on record with NCUA, based upon a valid charter, insurance, or other associated number entered.

Step 6: Validate Owner Info (Cont.)

It is important to note the following:

- Inactive or unknown charter or insurance numbers will be flagged by the system during the import process.
- If the imported schema file contains an incorrect or invalid charter or insurance number, enter the official credit union name on the Owners page…

Or use the Charter Number Lookup at the top of the Owners page.

Step 7: Manage Schema Data

Should you need to perform edits to the uploaded schema file, at any time:

1. Navigate to the Owners page for the desired CUSO.

2. Click **Download Submitted Owner List** at the top of the page to export the prepopulated list.

NOTE: If desired, you may also make edits to a copy of the schema file saved to your local machine and then re-import the list, as described in Step 5.