

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

Create users

This User guide explains how to submit a return BEEDS

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

Bank of England BEEDS Portal

Scott Simmons , BoE Test Reporter (CDOD use only)
(Change firm)

Menu

Welcome to the BEEDS portal

The BEEDS (Bank of England Electronic Data Submission) portal can be used to create, edit and submit returns online.

Outstanding returns that are ready for completion can be found under "Upload/Edit Returns" in the menu.

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 Guidance" in the menu.

2. Click 'Create New User'

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Menu

View BEEDS portal Users

To view more detail than that displayed, or to edit the user's details, click on the user's associated View/Edit link.

Create New User

First Name	Surname	Email Address	Status	Action
Adeola	Adewumi	adeola.adewumi@bankofengland.co.uk	Active	
Andrew	Calver	Andrew.Calver@bankofengland.co.uk	Active	
Aslam	Admani	aslam.admani@bankofengland.co.uk	Active	
Bilqees	Wright TEST	bilqees.wright@bankofengland.co.uk	Active	
Cathy	OConnor	cathy.OConnor@bankofengland.co.uk	Active	
David	Loughran	david.loughran@bankofengland.co.uk	Active	
Dennis	Bergkamp	db@10.com	Active	
Emile	SmithRowe	ESR@10.com	Active	
Ian	Brown	IB@Stoneroses.com	Active	
John	Smith	smmons.scott@live.com	Active	

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Create New User

3. Fill in the details on the page displayed below with the correct phone number format XX XXXX XXXXXX and click 'Create'

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Menu

Create BEEDS portal User

A principal user can create additional user accounts to assist with submitting returns in the BEEDS portal.
Details of the roles can be viewed by clicking on the role names.

First name:

Surname:

Email address:

Telephone number:

International Area code Number

Permission:

- Solvency II Additional User
- Solvency II Create Ad Hoc Returns
- Credit Union Additional User
- Create Amend Principal User
- Banking Additional User
- Buy-to-let Additional User
- Non-Directive Additional User
- MREL Additional User
- CSDR Additional User
- AS Additional User
- FV Additional User
- Banking Stress Testing Create Ad Hoc
- Banking Stress Testing Additional User
- CCP Stress Testing Additional User
- Ad-hoc Additional User
- Stats Additional User
- SMMA - Additional User
- Branch Returns - Additional User
- Insurance Stress Testing Create Ad Hoc
- Insurance Stress Testing - Additional User

Create