



Reaffirm a CUSO

Last Updated: 24-January-17

About Reaffirming a CUSO

CUSO Administrators are required to reaffirm, and where applicable, update their registered CUSO's information on an annual basis. The yearly deadline to complete the reaffirmation process is March 31st. Much of your information is filled in from your previous registration, but Administrators should review and update information as needed.

Process Requirements and Resources

In order to complete reaffirmation for a CUSO, users must have the following:

- A CUSO Administrator account
- Financial Audit Information
- An accurate and up-to-date list of customers and owners with associated numbers, loan amounts, and investment amounts

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

- [CUSO Registry User Manual](#)
- Customer Quick Guide
- Owner Quick Guide

Guide Overview

The following steps detail the process of completing Reaffirmation:

- Navigate to CUSO List
- Initiate Reaffirmation Task
- Reaffirmation Decision
- Complete Reaffirmation
- Certify and Submit
- Verify Reaffirmation
- Manage Reaffirmation Data

Step 1: Navigate to CUSO List

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

1. Open a Web browser and navigate to the [CUSO Registry](#) application.
2. Log in to your CUSO Admin account.

The screenshot shows a login form with the following elements:

- Radio button selected for "Yes, I have a user account."
- Text: "Great! Please login."
- Input field for "Username"
- Input field for "Password"
- Checkbox for "Remember Me"
- Blue "Login" button
- Link: "Forgot your username or password?"

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

The screenshot shows a table of CUSOs with the following columns: CUSO, Registry Number, Status, Latest Registration Year, and Task. A search bar and a "Register New CUSO" button are also visible.

CUSO	Registry Number	Status	Latest Registration Year	Task
CUSO Sample 01	111-0000036	Registered	2015	Start Reaffirmation for 2016 Year



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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 Reaffirmation process, the task will display as "Continue Registration for XXXX Year".

Latest Registration Year	Task
	Continue Registration for 2016 Year
2015	Start Reaffirmation for 2016 Year

NOTE: You can Start Reaffirmation from your List of CUSOs, or you can begin the Reaffirmation task from the CUSO Details page.

CUSO Example

Registry Number	Status	Year	Action
111-0000039	Registered (Reset to Credentialed)	2015	Start Reaffirmation

Step 3: Reaffirmation Decision

After initiating Reaffirmation, the reaffirmation decision dialog box will open. Check the Yes checkbox if the CUSO needs to complete reaffirmation. Check the No checkbox if the CUSO does not need to be reaffirmed, and provide a reason. If Other is selected under reason, further explanation is needed.

Do you need to reaffirm?

Yes

No

Merged/Acquired
 Closed/Dissolved
 No Longer a CUSO
 Other

Step 4: Complete Reaffirmation

After selecting Yes, the General Information page is the first screen that will appear. The user will need to update and verify data on the General Information, Services, Customers, and Owners page.

CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

The information below was loaded from the last year's registration. Please update as needed and confirm all information is correct.

Registry Number: 111-0000038 (Cannot be changed)
EIN*: 11-1111111 (Cannot be changed)
CUSO Legal Name*: CUSO Sample 01
Type of Legal Organization*: Corporation
Does a corporate CU or a corporate CU's CUSO have an investment in your organization?*: Yes No
Mailing Address: 1775 Duke Street

1. Complete the **General Information** page. Please note the required Effective Audit Financial Date. All other information entered during last year's registration is pre-populated for your convenience.
2. Complete the **Services** page. The services selected last year are pre-populated for your convenience.
3. If you have high-risk or complex services selected, you will need to complete the **Additional Service Information** page. This page will not be pre-populated with data from the previous year.
4. Complete the **Customers** page. If you use the Excel upload, loan and investment amounts are populated from last year's data for your convenience.
5. Complete the **Owners** page. If you use the Excel upload, loan and investment amounts are populated from last year's data, as well as brought over from the Customers page for your convenience.
6. If you are a corporate CUSO or offer certain high-risk or complex services, you will need to complete the **Financial Audit Information** tab.



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Step 5: Certify and Submit

Once each section of the Reaffirmation process is complete, the user will need to Certify and Submit their information. Please note that a CUSO cannot Certify and Submit until all pages are complete. Each section on the tab to the left needs to have a green check mark next to the section, indicating that section is complete.

On the Certify and Submit page, check Yes next to “Yes, I certify that the information provided is current and accurate.” A Certify and Submit button will appear. Click Certify and Submit to submit your Reaffirmation data.

Step 6: Verify Reaffirmation

After Certifying and Submitting the Reaffirmation data, you can save your submitted information in an Excel sheet for your records by clicking **Export 2016 Registration**.

CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016

Note: You will also receive an email notifying you that your CUSO information for the 2017 CUSO registration period is complete.

Step 6: Verify Reaffirmation (Cont.)

Open the excel sheet and verify the information rendered is the information you entered during the Reaffirmation process. When the excel sheet opens, choose the section you would like to view from the Table of Contents.

Table Of Contents:

General Information
Services
Customers
Owners
Financial Information

You can also verify your Reaffirmation data by returning to your CUSO list. Click on the CUSO whose record you just Certified and Submitted. On the CUSO Details page, make sure the CUSO is in Registered status for 2016.

Please note that you now have the option to Amend your CUSO record using the blue Amend CUSO button.

CUSO Sample

Registry Number	Status	Year	Amend CUSO	List of CUSOs
111-0000036	Registered	2016		

Download CUSO (Excel) ▾

General Information Services Customers Owners Financial Audit Information Account Users

Note: For further instructions on amending your CUSO, please refer to the [Amend CUSO Record Quick-start Guide](#).

