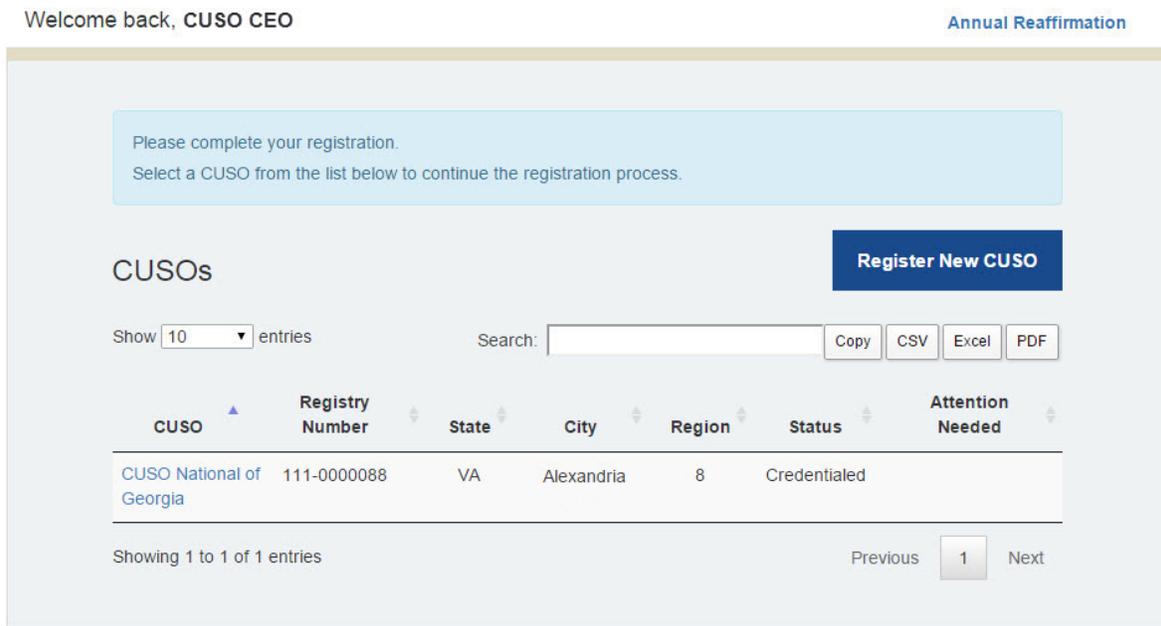


For purposes of the CUSO Registry, a schema is an Excel file created for either the *Customers* page or the *Owners* page. A schema takes information entered into an Excel file, like credit union customer lists and, when imported, will enter the information automatically into the system for the user. **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.**

**Step 1: Login to the [CUSO Registry](#) and choose the CUSO you want to work on.**



Welcome back, CUSO CEO Annual Reaffirmation

Please complete your registration.  
Select a CUSO from the list below to continue the registration process.

**CUSOs** Register New CUSO

Show  entries      Search:       Copy CSV Excel PDF

CUSO	Registry Number	State	City	Region	Status	Attention Needed
CUSO National of Georgia	111-0000088	VA	Alexandria	8	Credentialed	

Showing 1 to 1 of 1 entries Previous  Next

## Step 2: Download a Schema

There are **two** options for obtaining schema for either the Credit Union Customers or Owners section. One option allows you to obtain a schema file with all available reporting fields for that section. The second option allows you to obtain a schema file specific to your CUSO’s service offerings.

1. To obtain a file with all available reportable fields in the section you may either:
  - Select Download Schema on the desired registry page prior to entering data on the page.
  - Select Schema from the Support drop down menu which is available from every page within the CUSO Registry.

2. To obtain a Credit Union Customers schema specific to your CUSOs service offerings or an Owners schema prepopulated with credit union customer information:

**Create a Credit Union Customer schema specific to your CUSOs service offerings:**

- Complete the services section for all services offered by your CUSO and select Continue.
- On the Credit Union Customers section, select Export.
- The system will generate a schema including only the services you selected as being offered by your CUSO.

**Create an Owner’s schema specific to your CUSO:**

- Complete the services section for all services offered by your CUSO and select Continue.
- Populate your credit union customer list and select Continue.

- On the Owner’s section, select Export.
- The system will export a list prepopulated with credit union customers identified as having an investment in your CUSO.

### Step 3: Populate a Schema

#### Credit Union Customer Schema

Populate the downloaded schema with your customer information. It is **very important** to follow the guidelines below to ensure a successful upload for the credit union customer schema.

- Do not modify **ANY** headings in the schema (example highlighted in red):

	A	B	C	D
1	<b>Charter/Insurance #</b>	<b>Credit Union Name</b>	<b>Loan</b>	<b>Investment</b>
2	12345	Example Customer Name (Alexandria)	10000	20000
3				
4				

- Enter in valid charter or insurance numbers in the proper format (e.g., 5-digits or less).
- Do not place characters in any fields such as #, \$, %, etc.
- Do not use commas or decimal places.
- Enter whole numbers only e.g., 0, 1000, 252, 5789752.
- Always save the file when finished.
- Ensure that each field is completed and has a value: Charter/Insurance # has a number; Credit Union Name has a name; Loan has a number; and Investment has a number.
- If a CUSO only provides low-risk services, use ‘0’ to indicate the customer has “No” Loan or Investment in the CUSO and ‘1’ for indicating “Yes,” the customer has a Loan or an Investment in the CUSO.

Example below for a credit union with a loan to the CUSO and no investment:

	A	B	C	D
1	<b>Charter/Insurance #</b>	<b>Credit Union Name</b>	<b>Loan</b>	<b>Investment</b>
2	12345	Example Customer Name (Alexandria)	(Yes) 1	(No) 0

When providing complex services that are represented on the customer list, indicate “Yes” or “No” for each service offered to each client:

	A	B	C	D	E	F
1	<b>Charter/Insurance #</b>	<b>Credit Union Name</b>	<b>Loan</b>	<b>Investment</b>	<b>Electronic Income Tax Filing</b>	<b>Information Technology (IT) Con</b>
2	12345	Example Customer Name (Alexandria)	76346373	63463	No	No
3	42334	Example Customer 2	7347437	73473	Yes	Yes
4	32131	Example Customer 3	534634	12312315	Yes	Yes
5	56437	Example Customer 4	73473	452342	No	No
6	86789	Example Customer 5	7347347	4234	Yes	Yes

## Owners Schema

Populate the downloaded schema with your owner information. It is **very important** to follow the guidelines below to ensure a successful upload for the owner schema.

- Do not modify the headings in the schema (highlighted in red).

	A	B	C	D	E	F	G	H
1	Associated Number	Type	Name	Loan Amount	Ownership Percentage	Investment Amount	City	State
2	12345	Credit Union	Credit Union Name	20000	100	10000		
3								

- Specify a Type: Bank, Business, Other, Credit Union, CUSO.
- Enter associated number for the type of owner:
  - Bank: FDIC # (5-digits)
  - Business: EIN (9-digits)
  - Other: None
  - Credit Union: Charter/Insurance # (5 digits or less if leading zeros)
  - CUSO: EIN (9-digits)
- Do not place characters in any fields such as #, \$, %, etc.
- Do not use commas.
- Only use decimals (up to two decimal places maximum) for *Ownership Percentage* as indicated below:

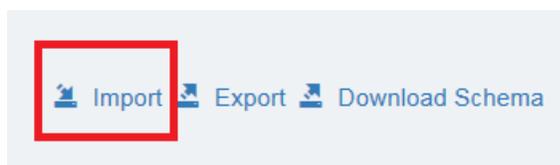
	E
	<b>Ownership Percentage</b>
1	50.05
2	49.95

- Do not use decimals for any field except Ownership Percentage.
- Enter whole numbers only e.g., 0, 1000, 252, 5789752, except for Ownership Percentage.
- Always save the file when finished.
- Ensure that each field is completed and has a value: Associated Number has a number; Type has an owner type selected; Name has the owner's name; Loan Amount has a number; Ownership Percentage has a percentage of ownership for that owner; Investment has a number; and **City and State contain values if the Owner Type is "Other."**

**Only provide City/State for Owner Types that are identified as "Other."**

### Step 4: Import the Schema

On the applicable registry section – Credit Union Customers or Owners – select Import.



Chose the file you want to upload and select Open.

- The system will begin to upload and process the file.
- If you receive an error, confirm your schema is in compliance with the preceding guidance. If you have an error you cannot resolve, please call our support desk at 800-827-3255 for assistance.

**Step 5: Confirm the accuracy of the information imported.**

Check the count of imported institutions against your list. Also note:

- The institutions are listed in the same order as they are in the import file.
- Credit union names will autocorrect to the official name on record with NCUA based upon a valid charter or insurance number entered.
- Invalid charter or insurance numbers are identified by the CUSO Registry upon selecting Continue.
- If the import contains an incorrect or invalid charter or insurance number, you can locate the proper charter number by entering the credit union name.

The screenshot shows a user interface for adding a credit union. It has two columns: 'Charter/Insurance #' and 'Credit Union Name'. Under 'Charter/Insurance #', there is a search icon, the number '1', and a text input field containing 'Charter/Insurance #'. Under 'Credit Union Name', there is a text input field containing 'Credit Union Name'. A red rectangular box highlights the 'Credit Union Name' input field. Below these fields is an orange button with the text 'Add Credit Union +'.

Once information is entered in the Credit Union Customers or Owners pages, it is available for export and modification for corrections or future registration. Select Export on the Credit Union Customers or Owners pages to get your prepopulated list exported out of the system into Excel.