FDIC*connect* and Summary of Deposits Registration Instructions

1. ***Is your institution already a registered user of FDICconnect?***

   If yes, proceed to Step 2.

   If no, please contact the FDIC*connect* Help Desk at 1-877-275-3342 (select option 4 for the FDIC*connect* Help Desk) for assistance.

2. ***Is the person responsible for submitting the SOD already an FDICconnect user?***

   If yes, proceed to Step 3.

   If no, follow the instructions below:

   a. Access FDIC*connect* at https://www2.fdicconnect.gov/.
   b. Click on "Registration Overview" and follow the "User Steps to Apply" to register as a new FDIC*connect* user.

3. ***Assigning SOD transaction privileges to the person responsible for submitting the SOD.***

   These steps must be performed by an FDIC*connect* coordinator at your institution:

   a. Access FDIC*connect* at https://www2.fdicconnect.gov/.
   b. Click on "Sign In" and sign in to FDIC*connect* using your user name and password.
   c. Click on "Continue."
   d. Select "Coordinator Functions" from the FDIC*connect* Business Center Menu.
   e. Select "Manage Transactions."
   f. Click on the radio button (located in the select column) next to "Summary of Deposits" and click the "Manage Transaction Users" button at the bottom of the screen.
   g. Select "Execute" in the "Privileges" column next to the name of the FDIC*connect* user who has responsibility for SOD and click the "Update Privileges" button on the bottom of the screen.
   h. Select "Menu" (located in the upper-right corner) to return to the Business Center Menu. (The blue Menu is the "Back button" for FDIC*connect*.) The Summary of Deposits Transaction now will appear on the user's menu.