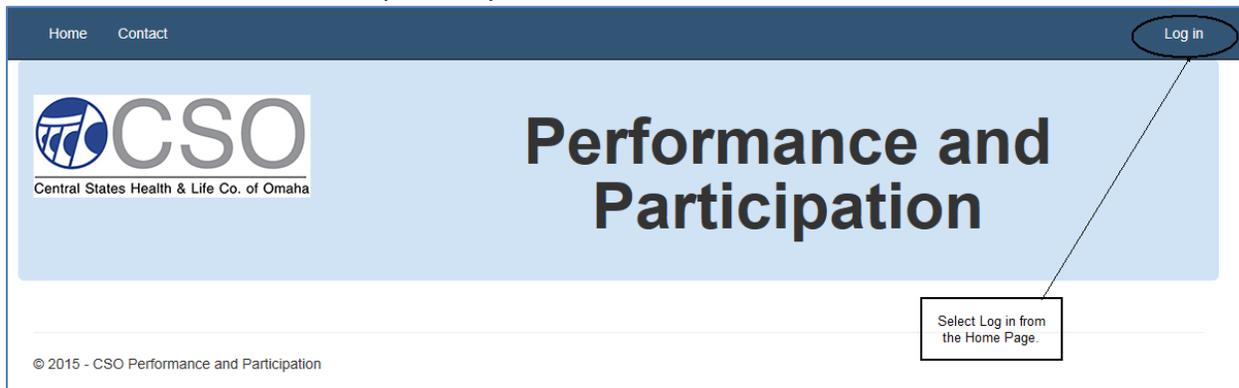
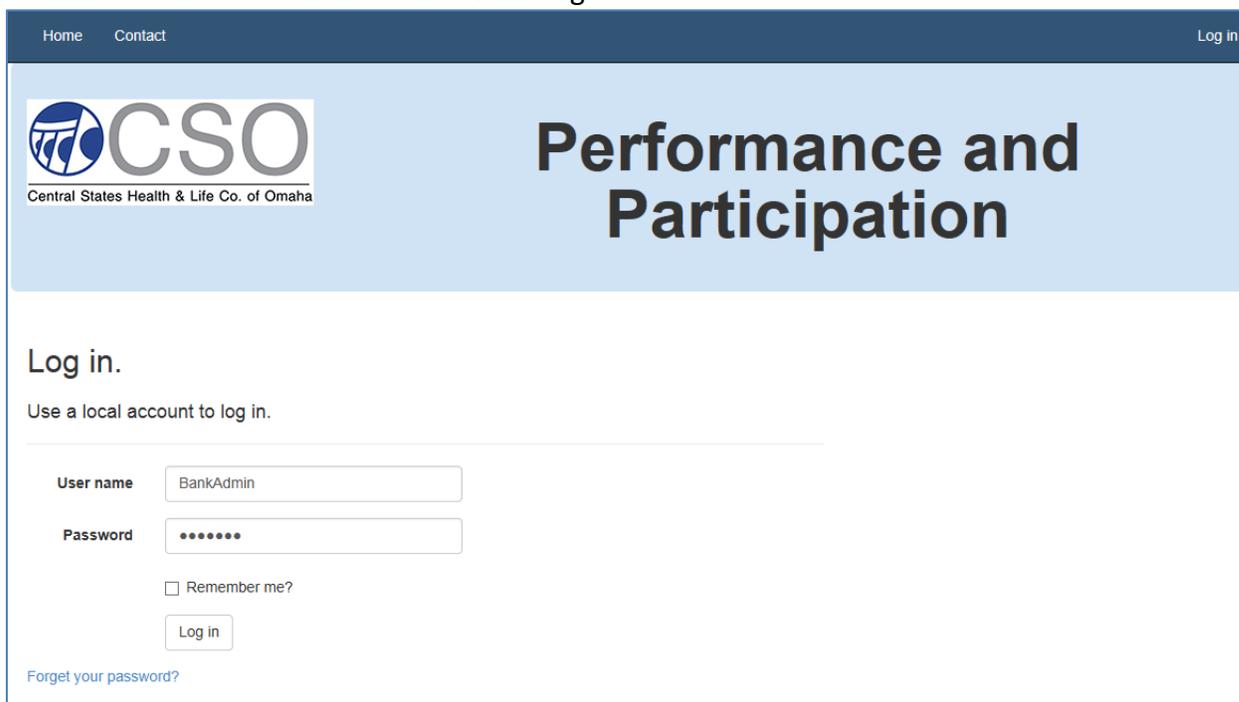


## Monthly Reporting

Log into the Performance and Participation system.



Enter your User Name and Password then select Log In.



- **FileUpload Tab**

This section of the website allows you to upload your monthly loan information. You will need to create your monthly loan file in the format listed on the FileUpload section of the website in a .csv (Comma Separated Value) or an Excel file.

- Select FileUpload



- The next screen shows you the format required for your monthly loan file. You can download a sample input file as a CSV or Excel file with or without headings.



# Performance and Participation

## File Upload For Test Bank 1

Column Names in the first data row?

File layout for uploads to the Performance and Participation System  
Files uploaded must contain column data in the order specified. Columns in bold are required. Files uploaded can be in any of the following formats:

- xlsx
- xls
- csv

There is a link below to sample files for download that can be used for reference or as a model for input into the system.

Column	Definition	Type	Length	Description
1	<b>Holding Company Code</b>	Text	10	Highest level of reporting. Unique code that will be used to identify the name of the corporation or company that owns all banks that you want to report on.
2	<b>Bank Name Code</b>	Text	10	Unique code that will be used to identify the bank name.
3	<b>District/Region Code</b>	Text	10	Use this field to report by District or Region
4	<b>State</b>	Text	2	Two digit State Abbreviation
5	<b>Branch Code</b>	Text	10	Branch location identifier
6	<b>Officer Code</b>	Text	10	Loan Officer Identifier.
7	<b>Post Date</b>	MM/YYYY	6	The month and year that this loan should be posted as to the P&P system. Examples: 09/2014 or 09/2014
8	<b>Transaction Date</b>	MM/DD/YYYY	8	Loan Closing Date. Examples: 09/15/2014 or 09/15/2014
9	<b>Loan ID</b>	Text	12	Unique number that identifies the loan
10	<b>Life Refund Amount</b>	Numeric	7	If premium was refunded on an existing loan, place the Credit Life Refund Amount in this field. Include up to 2 decimal places. Example: 234.12
11	<b>A&amp;H Refund Amount</b>	Numeric	7	If premium was refunded on an existing loan, place the Credit Disability Refund Amount in this field. Include up to 2 decimal places. Example: 234.12
12	<b>Note Principal</b>	Numeric	9	The amount financed. Include up to 2 decimal places. Example: 35234.12
13	<b>Total Note</b>	Numeric	9	Sum of total payments. Include up to 2 decimal places. Example: 35234.12
14	<b>Annual Percentage Rate</b>	Numeric	5	Annual Percentage Rate of the loan. Include up to 4 decimal places. Example 0.05
15	<b>Loan Term (in months)</b>	Numeric	3	The number of months financed.
16	<b>Insurance Term (in months)</b>	Numeric	3	The length of the insurance term in months. This could be less than the loan term.
17	<b>Life Premium Written</b>	Numeric	7	The amount of Credit Life Premium in dollars and cents. Include up to 2 decimal places. Example: 205.03
18	<b>A&amp;H Premium Written</b>	Numeric	7	The amount of Disability Life Premium in dollars and cents. Include up to 2 decimal places. Example: 205.03
19	<b>Life Eligibility Indicator</b>	Text	1	Defaults to "Y". Place "N" if loan ineligible
20	<b>A&amp;H Eligibility Indicator</b>	Text	1	Defaults to "Y". Place "N" if loan ineligible

Your Monthly Loan File must be in this order and format.

Select this link to download a sample file.

- Here's a sample of the file in an Excel format.

HoldingCo	BankCode	DistrictCode	State	BranchCode	OfficerCode	PostDate	TranDate	LoanId	LFRRefAmt	AHRefAmt	Principal	TotalNote	APR	LoanTerm	InsTerm	LPrem	AHPrem	LifeEligInd	AHEligInd
TestBk1			NE	B1	1234	09/2015	9/2/2015	123456			10000	11000	0.0375	48	48	200	98.5	Y	Y
TestBk1			NE	B1	1234	09/2015	9/25/2015	234567			20000	22150.5	0.065	60	60	300	187.65	Y	Y
TestBk1			NE	B5	4567	09/2015	9/15/2015	345678			15000	17000	0.05	60	60	250	122.5	Y	Y
TestBk1			NE	B5	4567	09/2015	9/15/2015	456789			17500	19750	0.045	72	72	350	200	Y	Y

- Create and save your file in the format indicated above. This file can be created manually or extracted from your existing system.
  - Browse for the file.
    - If the first row of your file contains the column names, check the box.