

Shared National Credit (OASIS-SNCnet) Contact Form Instructions

Maintaining accurate contact information is essential to the success of the SNC program. A Firm Admin (see bottom of page 2) will be designated at your bank and will be responsible for ensuring that contact information is kept up to date and reviewed on a regular basis. **Users with the Firm Admin role** should also ensure that updated Contact Forms are sent when necessary so the appropriate persons at your bank are provisioned access to the SNC Reporting Application, SNCnet, hosted on the OASIS platform.

Using the Excel form found on the [Shared National Credit Reporting website](#) , please provide any updates to the contacts for SNC Reporting, SNC Exam, SNC Exam Results, and Administration.

Instructions for filling out Form

Contact Information

The following information is required for each updated contact:

- Change Type (New, Update, Delete)
- Bank Name (legal name of your bank, as displayed in the SNCnet application)
- Bank RSSD ID (RSSD of your bank(s), as displayed in the SNCnet application)
- First Name
- Last Name
- Position/Title
- Personal Business Email Address (group mailbox not accepted)
- Business Phone Number
- U.S. Based? (denotes if the contact is located inside or outside the United States)
- Contact Type (see below)

Selecting Contact Type

Select the contact type(s) that applies for each contact. For example, if one of your contacts reports data, assists with exam requests, and receives examination results, select all three contact types for this individual.

SNC Reporting Questions Contact

This person will be contacted in the event of questions regarding the reported data. This person may or may not have other contact roles for reporting, exam, and/or results distribution purposes. Please provide at least two contacts for this contact type. If this contact is not designated as any other type, they will not receive SNCnet access.

SNC Bank Reporter Role

Persons with this role will have access to enter and submit SNC data on behalf of the institution as required on a quarterly basis. **(There are no longer two types of reporting access.)** This person will also have permission to upload exam documentation, such as credit file documents on obligors in the Read List, into SNCnet.

For each person with this role, they will be expected to perform **only** the responsibilities associated with the Contact Type(s) described below.

SNC Reporting Contact

This person is responsible for entering and submitting data. During the data collection process, this person may be contacted regarding input, deletion, and submission of SNC data using the reporting application. Please provide at least two contacts for this contact type.

SNC Exam Contact

This person will act as a point of contact during the exam and should be used to coordinate the Shared National Credit Reviews, handle correspondence to and from your primary regulator, and answer questions regarding credits agented and/or reviewed at this organization. Please provide at least two contacts for this contact type.

SNC Exam Document Upload Contact

This person is responsible for uploading exam documentation, such as credit file documents on obligors in the Read List, into SNCnet. Please provide at least two contacts for this contact type.

SNC Results Recipient Role

The persons designated with this role will have access to download examination results on behalf of the bank. Please provide at least two contacts for this contact type.

SNC Firm Admin Role

The persons designated with this role will have access to view the list of contacts for the bank and the authority to deactivate bank contacts. Please provide at least two (no more than four) contacts for this contact type.

Submitting the Form

Contact change requests will only be accepted from an established SNC Firm Admin. Banks regulated by the OCC should email the completed form to (SNC@occ.treas.gov). FDIC and FRS regulated banks should email the completed form to (kc.srm.snc.reporting@kc.frb.org). Submission of the completed form acts as approval for each of the included contacts to access and perform duties within the application on behalf of the bank based on their role(s).

Please ensure the submitter name and form submission date are filled out on the form prior to returning the completed form.