

ESCP Operating Procedures

The Emergency and Strategic Communications Portal (ESCP) allows authorized personnel to stay informed about critical alerts and important announcements sent to financial institution contacts through multiple channels including SMS, email, voice calls, and mobile app notifications. Users can view all emergency and strategic communications distributed through ESCP, including alerts for emergency situations such as active threats, severe weather, man-made disasters, and closures, as well as strategic communications like important announcements, event notifications, and policy updates. Through ESCP, users can update their personal profile information and view a directory of other contacts registered for their financial institution to facilitate coordination and collaboration.

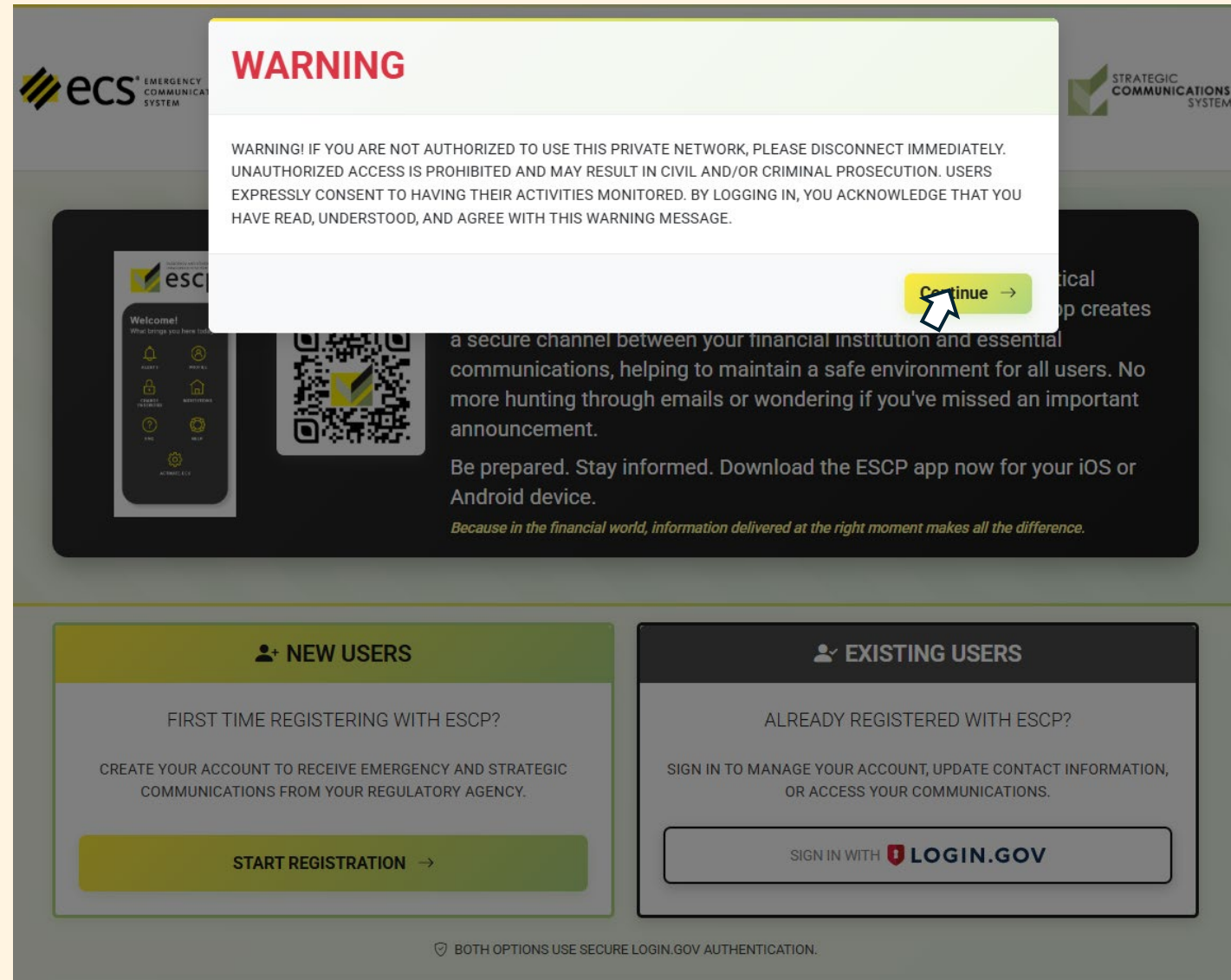
Registration Instructions

FRS and State-regulated Institutions: For registration instructions, begin on page 5

Federal Reserve Bank of New York Specialty Groups:
For registration instructions, begin on page 13

Accessing the ESCP Homepage

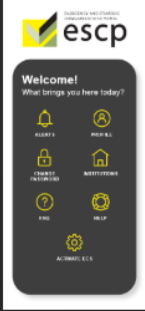
- Visit www.myescp.org to register as a contact for your financial institution.
- Click “Continue” on the WARNING banner to proceed to the ESCP homepage.



Registering for ESCP

- All new institution contacts will click “Start Registration” to begin creating their ESCP profile.
- Download the mobile app using the QR code provided on the ESCP homepage.





Download the ESCP Mobile App Today!

In today's fast-paced financial world, staying informed during critical situations isn't just important - it's essential. The ESCP mobile app creates a secure channel between your financial institution and essential communications, helping to maintain a safe environment for all users. No more hunting through emails or wondering if you've missed an important announcement.

Be prepared. Stay informed. Download the ESCP app now for your iOS or Android device.

Because in the financial world, information delivered at the right moment makes all the difference.

NEW USERS

FIRST TIME REGISTERING WITH ESCP?

CREATE YOUR ACCOUNT TO RECEIVE EMERGENCY AND STRATEGIC COMMUNICATIONS FROM YOUR REGULATORY AGENCY.

 [START REGISTRATION →](#)

EXISTING USERS

ALREADY REGISTERED WITH ESCP?

SIGN IN TO MANAGE YOUR ACCOUNT, UPDATE CONTACT INFORMATION, OR ACCESS YOUR COMMUNICATIONS.

[SIGN IN WITH !\[\]\(291d60f8ea76bfcdc84ecdc27afad621_img.jpg\) LOGIN.GOV](#)

🔒 BOTH OPTIONS USE SECURE LOGIN.GOV AUTHENTICATION.

Step 1 of 3: Enter Institution Information

Searching by NIC Database

- Click “Search for your RSSD ID” to pull up the National Information Center (NIC).
- Enter your institution name in the “Institution Name or RSSD ID” field and click “Search” to locate your institution’s RSSD ID.

The screenshot displays the NIC National Information Center search interface. At the top, there are three tabs: 1 INSTITUTIONS (active), 2 PROFILE, and 3 COMMUNICATIONS. Below the tabs, a green banner reads: "Step 1 of 3: Find and select your financial institution(s). You can search by institution name, city, state, or RSSD ID." The main section is titled "Find Your Institution" and contains an "INSTITUTION SEARCH" form. A note states: "RSSD ID is a unique identifier assigned by the Federal Reserve. [Search for your RSSD ID.](#)". The search input field contains the placeholder text "Enter institution name, city, state, or RSSD ID". To the right of the input field is a "STATE (OPTIONAL)" dropdown menu set to "ALL STATES". Below the input field is a "Start Searching" button with a magnifying glass icon and the text "Type in the search box above to find your institution". Below the search section is a "Specialty Groups" dropdown menu. At the bottom of the search section, there are navigation buttons: "Previous" (left arrow), "STEP 1 OF 3", and "Next" (right arrow). The footer of the search section includes the "FEDERAL FINANCIAL INSTITUTIONS EXAMINATION COUNCIL" logo and the "NIC National Information Center" title, with the subtitle "A repository of financial data and institution characteristics collected by the Federal Reserve System". Below the footer, there are links for "Search Institutions", "Large Holding Companies", "BHCPR Peer Reports", "FR Y-15 Snapshots", "Data Download", and "Financial Data Download". The "Search Institutions" section is highlighted. It contains a search form with the following fields: "Institution Name or RSSD ID" (with a help icon), "City", "States" (dropdown), and "Countries/U.S. Territories" (with a help icon). The "Institution Name or RSSD ID" field contains the text "State Bank of ...". The "States" dropdown is set to "United States". Below the search fields is a "More Options" link. At the bottom right of the search form are "Clear" and "Search" buttons. An arrow points to the "Search" button.

Step 1 of 3: Enter Institution Information Continued

Searching for Institution using RSSD ID

- Type the institution's RSSD ID into the "Institution Search" field.
- The institution will populate in the "Search Results."
- Click "Select."

The image displays two sequential screenshots of a web form titled "Find Your Institution".

Top Screenshot:

- Navigation:** Three tabs at the top: "1 INSTITUTIONS" (active), "2 PROFILE", and "3 COMMUNICATIONS".
- Header:** A green box states "Step 1 of 3: Find and select your financial institution(s). You can search by institution name, city, state, or RSSD ID."
- Form Section:** "Find Your Institution" with a sub-header "INSTITUTION SEARCH".
- Search Field:** A text input field containing "5164998". To its right is a "STATE (OPTIONAL)" dropdown menu set to "ALL STATES".
- Instructions:** A note states "RSSD ID is a unique identifier assigned by the Federal Reserve. [Search for your RSSD ID.](#)"
- Buttons:** A magnifying glass icon and a "Start Searching" button.
- Footer:** Navigation buttons: "← Previous", "STEP 1 OF 3", and "Next →".

Bottom Screenshot:

- Header:** Same as the top screenshot.
- Form Section:** "Find Your Institution" with "INSTITUTION SEARCH".
- Search Field:** The text input field now contains "5164998".
- Search Results:** A section titled "Search Results (1)" displays a result for "1831 BC" located in "DEDHAM, MA" with RSSD "5164998".
- Action:** A green "Select" button with a plus icon is highlighted by a black arrow.
- Footer:** Same as the top screenshot.

Step 1 of 3: Enter Institution Information Continued

Searching by Institution

- Type the institution name into the “Institution Search” field.
- The institution will populate in the “Search Results.”
- Click “Select.”

Step 1 of 3: Find and select your financial institution(s). You can search by institution name, city, state, or RSSD ID.

Find Your Institution

INSTITUTION SEARCH STATE (OPTIONAL)

① RSSD ID is a unique identifier assigned by the Federal Reserve. [Search for your RSSD ID.](#)

ALL STATES ▼

Search Results (3)

1831 BC
📍 DEDHAM, MA # RSSD: 5164998

 **+ Select**

Step 1 of 3: Enter Institution Information Continued

Searching by Institution and state

- Type the institution name into the “Institution Search” field.
 - You can narrow down by selecting a state.
- The institution will populate in the “Search Results.”
 - If you need to remove an institution that was selected in error, click the red “x” next to the institution name.
 - If you need to remove all institutions, click “Clear All.”
- Once institutions are selected, click “Next.”

Step 1 of 3: Find and select your financial institution(s). You can search by institution name, city, state, or RSSD ID.

Find Your Institution

INSTITUTION SEARCH

① RSSD ID is a unique identifier assigned by the Federal Reserve. [Search for your RSSD ID.](#)

STATE (OPTIONAL)

ALL STATES

✓
All Results Selected
All institutions from your search have been selected. Try a different search to find more institutions.

✓ **Selected Institutions** 1

1831 BC (5164998)

✕

Clear All

Specialty Groups

← Previous

STEP 1 OF 3

Next →

Step 2 of 3: Enter Contact Information

Non-Specialty Groups: Provide business contact details

- Enter your First Name and Last Name.
- Select your Job Role from the drop-down menu.
- Enter your Business Phone number.
- Enter your Business Mobile number.
- Enter your Business Email Address.

Step 2 of 3: Enter your contact information. Provide your business contact details and mailing address.

Contact Information

FIRST NAME * **LAST NAME ***

John Doe

JOB ROLE *

President

BUSINESS PHONE * **BUSINESS MOBILE PHONE ***

555-555-5555 EXT. 555 555-555-5123

BUSINESS EMAIL ADDRESS *

John.doe@1831bank.com

(i) This email will be used for your Login ID account

Step 2 of 3:

Enter Contact Information Continued

Non-Specialty Groups: Provide business contact details

- Enter your Business Street Address.
 - Enter your Business Street Address 2 for Suite Number, P.O. Box, Mail Receptacle, etc.
- Enter your City.
- Enter your State.
- Enter your Postal Code.
- Enter your Country.

 Primary Mailing Address

BUSINESS STREET ADDRESS *

BUSINESS STREET ADDRESS LINE 2

CITY *

STATE *

POSTAL CODE *

COUNTRY *

Step 2 of 3: Enter Contact Information Continued

Non-Specialty Groups: Provide business contact details – Adding a Secondary Address **(Not Required)**

- To enter secondary address information, click the “+” to roll down the “Secondary Address” form.
- Enter your Secondary Email Address.
- Enter your Secondary Street Address
 - Enter your Business Street Address 2 for Suite Number, P.O. Box, Mail Receptacle, etc.
- Enter your Secondary City.
- Enter your Secondary State.
- Enter your Secondary Postal Code.
- Enter your Secondary Country.
- Click “Remove Secondary Address” to clear this information.

**Add Secondary Address**
Optional: Add a secondary business location or mailing address

 **Secondary Address:** Use this for an alternate location or mailing address

SECONDARY EMAIL (OPTIONAL)

STREET ADDRESS (OPTIONAL)

STREET ADDRESS LINE 2 (OPTIONAL)

COUNTRY (OPTIONAL)

STATE (OPTIONAL)

CITY (OPTIONAL)

POSTAL CODE (OPTIONAL)

 **Remove Secondary Address**

Step 3 of 3: Select Communication Preferences

Non-Specialty Groups: International Contact Information

- The system you are eligible to register for will populate based on your institution.
- Check if you want to register for ECS, SCS, or both.
- Check the box for “Yes, I am my institution’s Cyberspecialist” if you would like to receive communications that are cyber-related.
- Click “Previous” to make changes or click “Submit Registration” to process your registration.

Step 3 of 3: Select your communication preferences. Choose which communications you want to receive from the Federal Reserve.

Communication Preferences

Select the communications you want to receive:

☒  **ecs**® EMERGENCY COMMUNICATIONS SYSTEM
☒ Yes, I am my institution's cyberspecialist.
[Learn more about ECS](#)
The **Emergency Communications System (ECS)** allows regulatory agencies to quickly establish a two-way communication channel between the regulatory agency and the emergency contact(s) at a financial institution during an emergency or a cyber event.

☒  **STRATEGIC COMMUNICATIONS SYSTEM**
☒ Yes, I am my institution's cyberspecialist.
[Learn more about SCS](#)
The **Strategic Communications System (SCS)** allows the Federal Reserve Districts to share supervisory policy and guidance information with the financial institutions they supervise.

← Previous

STEP 3 OF 3

Submit Registration →

Non-Specialty Groups: Skip to page 16.

Step 1 of 3: Enter Institution Information

Selecting Specialty Groups for New York

- Click the dropdown next to the specialty group.
- Click the specialty group(s) you're associated with.
- Click "Next."

Find Your Institution

INSTITUTION SEARCH

STATE (OPTIONAL)

🔍

Enter institution name, city, state, or RSSD ID

ALL STATES ▾

🔍

Start Searching

Type in the search box above to find your institution

Specialty Groups

↗

Select all specialty groups that apply to your institution(s):

PRC

CLS

➡ CLSRTGS

← Previous

STEP 1 OF 3

➡ Next →

Step 2 of 3: Enter Contact Information

ECS Specialty Groups: International Contact Information

- Enter your First Name and Last Name.
- Select your Job Role from the drop-down menu.
- Enter your Business Phone number (include country code if international).
- Enter your Business Mobile Number (include country code if international).
- Enter your Business Phone number (include country code if international).
- Enter your Business Mobile Number (include country code if international).
- Enter your Business Email Address.
- Enter your Alternate Business Email Address.

 Contact Information

FIRST NAME *	LAST NAME *	
John	Smith	
JOB ROLE *		
Officer		
BUSINESS PHONE *	EXT	BUSINESS MOBILE PHONE *
21555618897		21555618898
ALTERNATE PHONE *	EXT	ALTERNATE MOBILE PHONE *
21555618875		21555618882
BUSINESS EMAIL ADDRESS *		
Johnsmith@cls.bank		
ⓘ This email will be used for your Login ID account		
ALTERNATE EMAIL *		
Johnsmith@clsalt.bank		

Step 2 of 3:

Enter Contact Information

ECS Specialty Groups: International Contact Information

- Select your Country from the dropdown.
- Enter your Business Street Address.
 - Enter your Business Street Address 2 (if applicable).
- Enter your Region (if applicable).
- Enter your City (if applicable).
- Enter your Postal Code (if applicable).
- Repeat the steps above for a secondary mailing address if one is required.

 Primary Mailing Address

BUSINESS STREET ADDRESS *

1234 Japan Test

BUSINESS STREET ADDRESS LINE 2

Test Area 2332

COUNTRY *

JAPAN

✓

REGION

Kanto

CITY

Tokyo

POSTAL CODE

106-0022

Step 3 of 3: Select Communication Preferences

ECS Specialty Groups: International Contact Information

- ECS will already be preselected.
- Check the box for “Yes, I am my institution’s Cyberspecialist” if you would like to received communications related to cyber-emergencies.
- Click “Previous” to make changes or click “Submit Registration” to process your registration.

Step 3 of 3: Select your communication preferences. Choose which communications you want to receive from the Federal Reserve.

Communication Preferences

Select the communications you want to receive:

☒  **ecs** EMERGENCY COMMUNICATIONS SYSTEM

☒ Yes, I am my institution's cyberspecialist.

The **Emergency Communications System (ECS)** allows regulatory agencies to quickly establish a two-way communication channel between the regulatory agency and the emergency contact(s) at a financial institution during an emergency or a cyber event.

[Learn more about ECS](#)

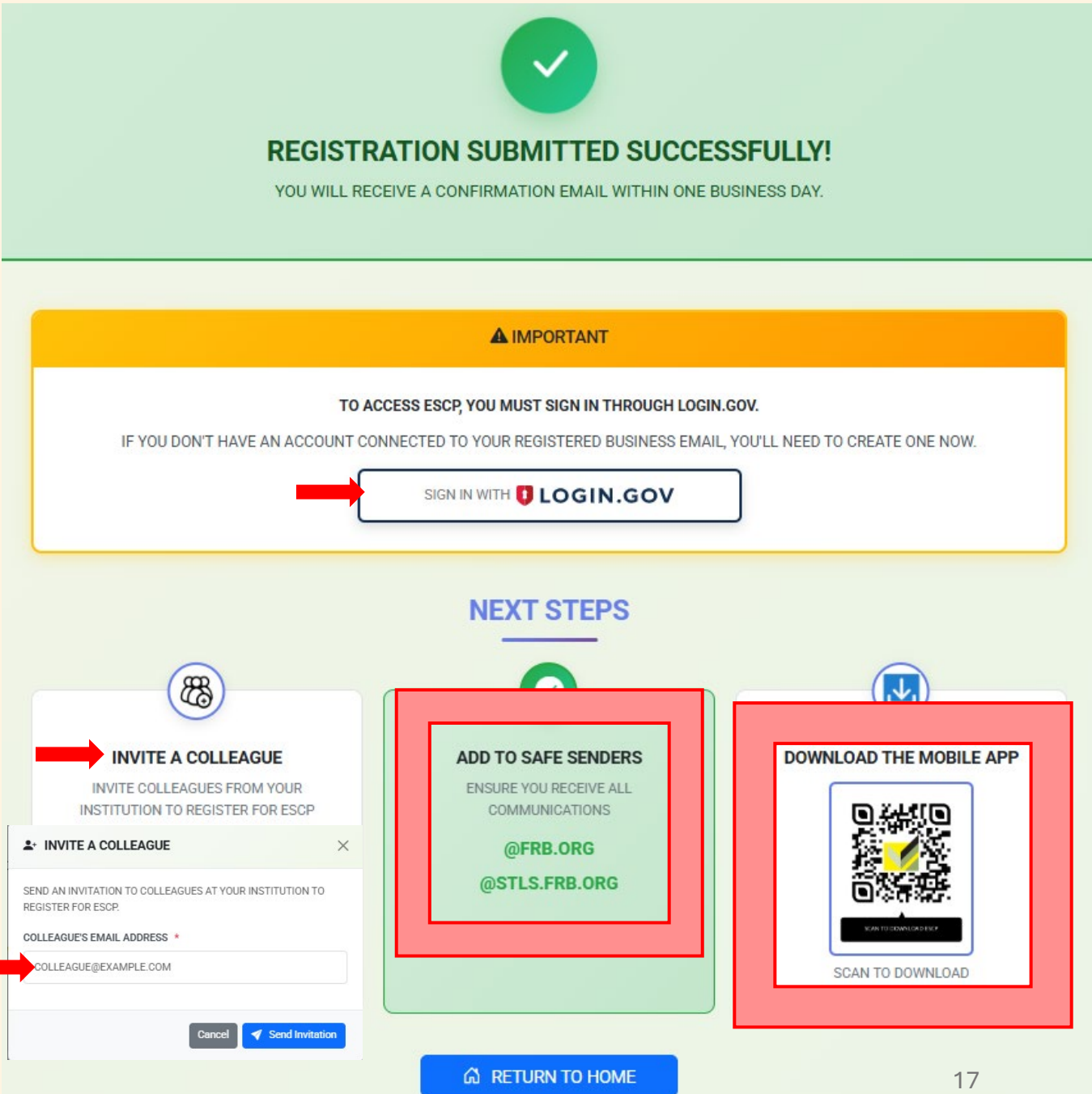
← Previous

STEP 3 OF 3

Submit Registration

Successful Registration Screen

- This is the screen that will display upon a successful registration.
- Click on the Login.gov link to be redirected to their website.
 - From there you will log in or create a new account using the bank email address you provided during your registration.
- Click on “Invite a Colleague” to receive a pop-up to invite someone else to register.
 - Enter their email address and click “Send Invitation,” or click “Cancel” to close pop-up.
- Add the provided domains to your “Safe Senders” list.
- Scan the QR code to add our mobile app.
- Click “Return to Home” to go back to the homepage.



The image shows a 'Successful Registration' screen with a green header and a large green checkmark icon. Below the header, a yellow box contains an 'IMPORTANT' message: 'TO ACCESS ESCP, YOU MUST SIGN IN THROUGH LOGIN.GOV. IF YOU DON'T HAVE AN ACCOUNT CONNECTED TO YOUR REGISTERED BUSINESS EMAIL, YOU'LL NEED TO CREATE ONE NOW.' A red arrow points to a 'SIGN IN WITH LOGIN.GOV' button. Below this, the 'NEXT STEPS' section features three cards: 'INVITE A COLLEAGUE' (with a red arrow pointing to it), 'ADD TO SAFE SENDERS' (with a red box around it), and 'DOWNLOAD THE MOBILE APP' (with a red box around it). The 'INVITE A COLLEAGUE' card is a pop-up showing a form to enter a colleague's email address and a 'Send Invitation' button. At the bottom, there is a 'RETURN TO HOME' button. The page number '17' is in the bottom right corner.

REGISTRATION SUBMITTED SUCCESSFULLY!
YOU WILL RECEIVE A CONFIRMATION EMAIL WITHIN ONE BUSINESS DAY.

IMPORTANT

TO ACCESS ESCP, YOU MUST SIGN IN THROUGH LOGIN.GOV.
IF YOU DON'T HAVE AN ACCOUNT CONNECTED TO YOUR REGISTERED BUSINESS EMAIL, YOU'LL NEED TO CREATE ONE NOW.

SIGN IN WITH **LOGIN.GOV**

NEXT STEPS

INVITE A COLLEAGUE
INVITE COLLEAGUES FROM YOUR INSTITUTION TO REGISTER FOR ESCP

ADD TO SAFE SENDERS
ENSURE YOU RECEIVE ALL COMMUNICATIONS
@FRB.ORG
@STLS.FRB.ORG

DOWNLOAD THE MOBILE APP
SCAN TO DOWNLOAD

RETURN TO HOME

17

LOGIN.GOV

Two Ways to Access Login.gov

- Access Login.gov by clicking “Sign in with Login.gov” from the registration successful page.
- Access Login.gov by clicking “Sign in with Login.gov” under “Existing Users” from the ESCP homepage.

⚠ IMPORTANT

TO ACCESS ESCP, YOU MUST SIGN IN THROUGH LOGIN.GOV.
IF YOU DON'T HAVE AN ACCOUNT CONNECTED TO YOUR REGISTERED BUSINESS EMAIL, YOU'LL NEED TO CREATE ONE NOW.

SIGN IN WITH  LOGIN.GOV

NEXT STEPS

**INVITE A COLLEAGUE**
INVITE COLLEAGUES FROM YOUR INSTITUTION TO REGISTER FOR ESCP

**ADD TO SAFE SENDERS**
ENSURE YOU RECEIVE ALL COMMUNICATIONS
[@FRB.ORG](#)
[@STLS.FRB.ORG](#)

**DOWNLOAD THE MOBILE APP**

SCAN TO DOWNLOAD

 RETURN TO HOME



Download the ESCP Mobile App Today!
In today's fast-paced financial world, staying informed during critical situations isn't just important - it's essential. The ESCP mobile app creates a secure channel between your financial institution and essential communications, helping to maintain a safe environment for all users. No more hunting through emails or wondering if you've missed an important announcement.
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 NEW USERS

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CREATE YOUR ACCOUNT TO RECEIVE EMERGENCY AND STRATEGIC COMMUNICATIONS FROM YOUR REGULATORY AGENCY.
START REGISTRATION →

 EXISTING USERS

ALREADY REGISTERED WITH ESCP?
SIGN IN TO MANAGE YOUR ACCOUNT, UPDATE CONTACT INFORMATION, OR ACCESS YOUR COMMUNICATIONS.
SIGN IN WITH  LOGIN.GOV

LOGIN.GOV

Signing In and/or Creating an Account

- To sign in, enter your bank email address in the “Email address” field.
- Enter the password you set up when you created your Login.gov account in the “Password” field.
- Click “Submit.”
- To create an account, click on “Create an account.”
- Follow the instructions in the hyperlinks below to create your account and verify your identity.
 - **Note:** Your email address must match your business email address you registered in ESCP.
 - [How do I create a Login.gov account | Login.gov](#)
 - [Verify my identity | Login.gov](#)



Emergency and Strategic Communications Portal is using Login.gov to allow you to sign in to your account safely and securely.

Sign in



Create an account

Sign in for existing users

Email address

→ john.doe@1831.bank

Password

→

☐ Show password

→ Submit

Account Details

- You will receive a pop-up for any New Messages that are unread upon successful login.
- Click “Dismiss” to go to your Account Details page.

ACCOUNT DETAILS

EDIT PROFILELogout

PROFILE

NAME

JOHN DOE

JOB ROLE

PRESIDENT

OFFICE PHONE

(555) 555-5555

BUSINESS MOBILE PHONE

(555) 555-5123

EMAIL

JOHN.DOE@1831.BANK

BUSINESS MAILING ADDRESS

456 BANK BLVD
MC98765
NEW YORK, NY 01212
UNITED STATES

INBOX7 UNREAD

NEW

SCS

SCS GUIDANCE - NEW INFORMATION ISSUED

08/05/2026

NEW

ECS

ECS SEMI-ANNUAL TEST

08/05/2026

NEW

ECS

ECS SEMI-ANNUAL TEST

08/05/2026

NEW

ECS

TEST OF CYBER

07/24/2026

NEW

ECS

TEST OF CYBER

07/24/2026

NEW

ECS

TEST

07/24/2026

NEW

ECS

TEST

07/24/2026

NEW MESSAGES

X

YOU HAVE 7 UNREAD MESSAGES.

Dismiss

Account Details

Edit Profile

- Click on “Edit Profile” to enter the Edit screen.
- Make any necessary changes to your profile and click “Save Changes.”
- To go back to the Account Details page, click “Cancel.”
 - **Note:** The cancel button is located at the top and bottom of the page.

ACCOUNT DETAILS

PROFILE

NAME
JOHN DOE

JOB ROLE
PRESIDENT

OFFICE PHONE
(555) 555-5555

BUSINESS MOBILE PHONE
(555) 555-5123

EMAIL
JOHN.DOE@1831.BANK

BUSINESS MAILING ADDRESS
456 BANK BLVD
MC98765
NEW YORK, NY 01212
UNITED STATES

EDIT PROFILE

PERSONAL INFORMATION

FIRST NAME * JOHN ✓ **LAST NAME *** DOE ✓

JOB ROLE * PRESIDENT ✓

BUSINESS PHONE * (555) 555-5555 ✓ **EXT** **BUSINESS MOBILE PHONE *** (555) 555-5123 ✓

EMAIL JOHN.DOE@1831.BANK

SECONDARY EMAIL ENTER SECONDARY EMAIL

ALTERNATE CONTACT INFORMATION (REQUIRED FOR SPECIALTY GROUPS)

ALTERNATE PHONE * (555) 555-5222 ✓ **EXT**

ALTERNATE MOBILE PHONE * (555) 555-5321 ✓

ALTERNATE EMAIL * JOHN.DOE@1831BANK.COM ✓

PRIMARY ADDRESS

BUSINESS MAILING ADDRESS LINE 1 * 456 BANK BLVD ✓

BUSINESS MAILING ADDRESS LINE 2 (OPTIONAL) MC98765

COUNTRY * UNITED STATES ✓ **STATE *** NEW YORK ✓

CITY * NEW YORK ✓ **ZIP CODE *** 01212 ✓

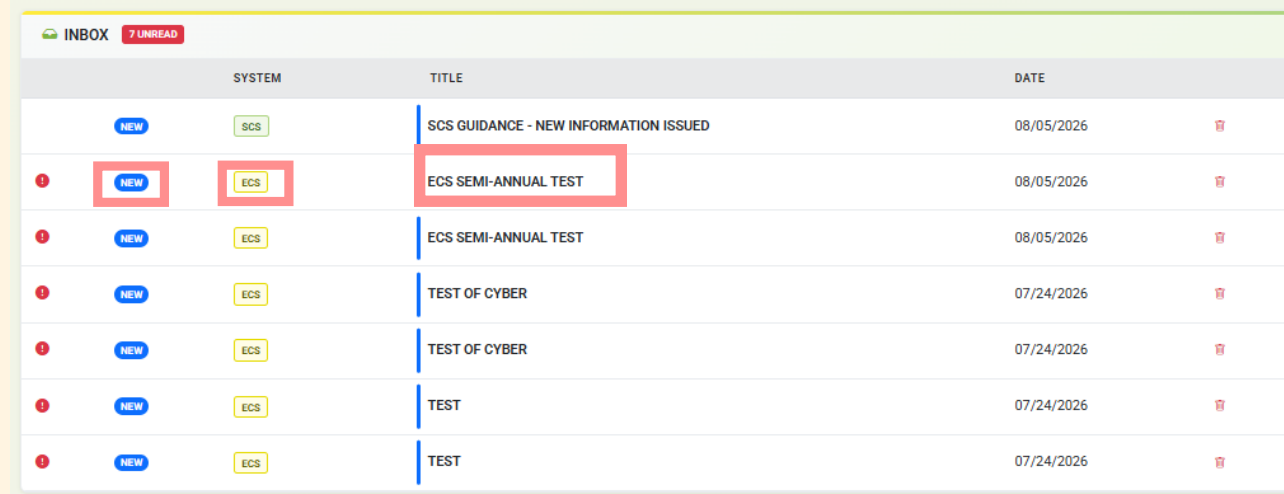
SECONDARY MAILING ADDRESS + Add Secondary Address

Cancel **Save Changes**

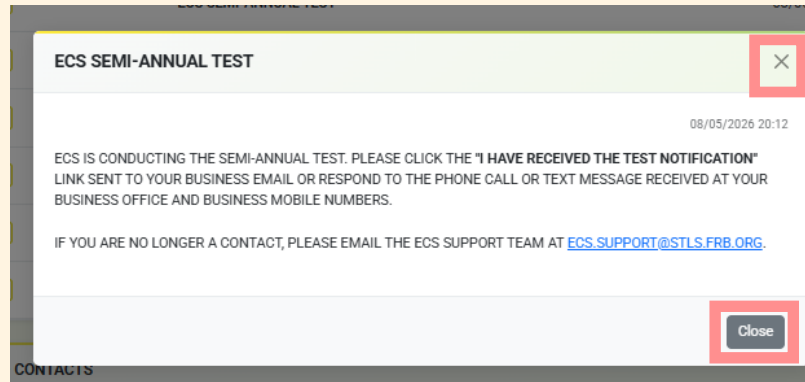
Account Details

Inbox - Inbox Messages will be displayed on the homepage.

- Click on the title to view the message.
 - New messages will show “New” in blue to the left of the message.
 - Under System, to the left, it will specify whether the message is ECS or SCS related.
- Click “Close” or the “X” in the upper-right corner to minimize the message.
- Click the trash can to the right of the message to delete it from your inbox.



	SYSTEM	TITLE	DATE	
	NEW SCS	SCS GUIDANCE - NEW INFORMATION ISSUED	08/05/2026	
1	NEW ECS	ECS SEMI-ANNUAL TEST	08/05/2026	
1	NEW ECS	ECS SEMI-ANNUAL TEST	08/05/2026	
1	NEW ECS	TEST OF CYBER	07/24/2026	
1	NEW ECS	TEST OF CYBER	07/24/2026	
1	NEW ECS	TEST	07/24/2026	
1	NEW ECS	TEST	07/24/2026	



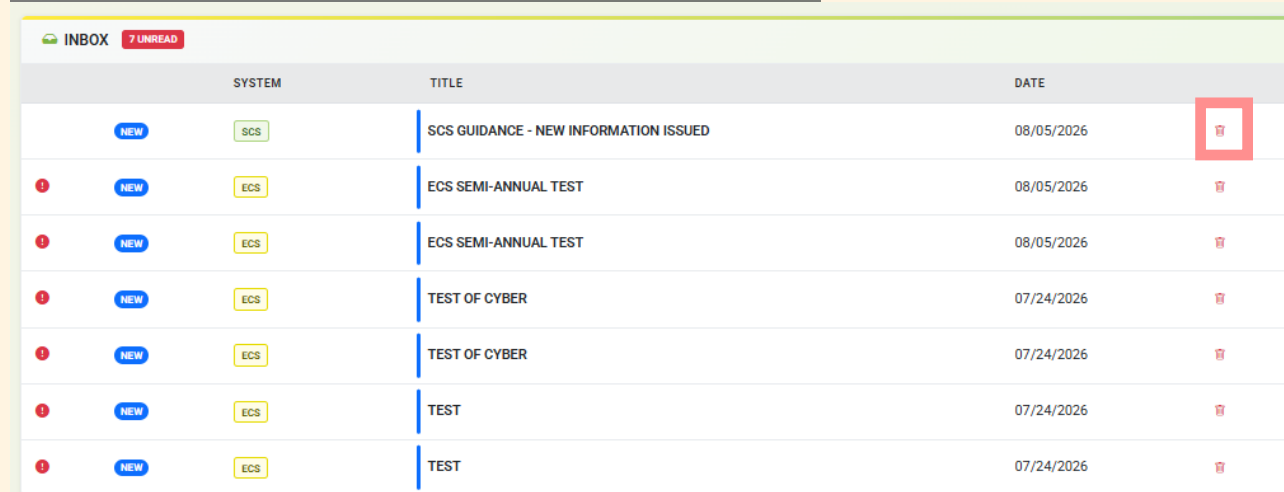
ECS SEMI-ANNUAL TEST

08/05/2026 20:12

ECS IS CONDUCTING THE SEMI-ANNUAL TEST. PLEASE CLICK THE "I HAVE RECEIVED THE TEST NOTIFICATION" LINK SENT TO YOUR BUSINESS EMAIL OR RESPOND TO THE PHONE CALL OR TEXT MESSAGE RECEIVED AT YOUR BUSINESS OFFICE AND BUSINESS MOBILE NUMBERS.

IF YOU ARE NO LONGER A CONTACT, PLEASE EMAIL THE ECS SUPPORT TEAM AT ECS.SUPPORT@STLS.FRB.ORG.

Close



	SYSTEM	TITLE	DATE	
	NEW SCS	SCS GUIDANCE - NEW INFORMATION ISSUED	08/05/2026	
1	NEW ECS	ECS SEMI-ANNUAL TEST	08/05/2026	
1	NEW ECS	ECS SEMI-ANNUAL TEST	08/05/2026	
1	NEW ECS	TEST OF CYBER	07/24/2026	
1	NEW ECS	TEST OF CYBER	07/24/2026	
1	NEW ECS	TEST	07/24/2026	
1	NEW ECS	TEST	07/24/2026	

Account Details

Institutions, Contacts, and Specialty Groups

- Institutions that are Confirmed or Pending will display under “Status.”
- Click the “+” to the left of your institution to view other contacts registered for your bank.
- Click it again to minimize the list.

ECS - MY INSTITUTIONS AND CONTACTS

VIEW CONTACTS

INSTITUTION NAME

RSSD ID

STATUS

ACTION

+

1831 BC

5164998

CONFIRMED

SCS - MY INSTITUTIONS AND CONTACTS

VIEW CONTACTS

INSTITUTION NAME

RSSD ID

STATUS

ACTION

1831 BC

5164998

PENDING

SPECIALTY GROUPS

NO SPECIALTY GROUPS ASSIGNED.

ECS - MY INSTITUTIONS AND CONTACTS

VIEW CONTACTS

INSTITUTION NAME

RSSD ID

STATUS

ACTION

+

1831 BC

5164998

CONFIRMED

CONTACTS FOR 1831 BC

Account Details

Adding Institution(s)

- Click “Add Institutions (ECS and SCS).”
- You can type in an institution name into the free form text field and click “Search.”
- You can type the RSSD ID into the free form text field and click “Search.”
- Sort by specific system or scroll.
- Once you’ve selected the institution, click “Add Selected.”
- They will display on your homepage as Pending until approved by the Support Team.
- Click “Cancel” to go back, or if your institution is not in scope for either system.

The screenshot displays the 'ECS - MY INSTITUTIONS AND CONTACTS' and 'SCS - MY INSTITUTIONS AND CONTACTS' sections. The ECS section shows a table with columns: VIEW CONTACTS, INSTITUTION NAME, RSSD ID, STATUS, and ACTION. It lists one institution: 1831 BC with RSSD ID 5164998 and status CONFIRMED. The SCS section shows a similar table with one institution: 1831 BC with RSSD ID 5164998 and status PENDING. Below these is a 'SPECIALTY GROUPS' section with a button 'Add Specialty Group' and a message 'NO SPECIALTY GROUPS ASSIGNED.'.

The 'ADD INSTITUTIONS' modal is open, showing a search interface. It has a text field 'INSTITUTION NAME, RSSD, CITY, OR STATE', a dropdown 'ALL SYSTEMS' with options 'ALL SYSTEMS', 'ECS', and 'SCS', and a 'Search' button. Below the search field, it says '7838 INSTITUTION(S) FOUND'. A list of institutions is shown, each with an 'ADD ECS' and 'ADD SCS' button. The institutions listed are: 1850 FNCL (RSSD: 6128353 - WARE, MASSACHUSETTS - BHC), 1850 FNCL MHC (RSSD: 6083434 - WARE, MASSACHUSETTS - BHC), 1854 BC (RSSD: 4459820 - CAMBRIDGE, MASSACHUSETTS - BHC), 1864 BC (RSSD: 5907524 - SOUTH EASTON, MASSACHUSETTS - BHC), 1864 BC MHC (RSSD: 5887019 - SOUTH EASTON, MASSACHUSETTS - BHC), and 1867 WESTERN FC (RSSD: 1399765 - STOCKTON, CALIFORNIA - BHC). At the bottom of the modal, it says '0 INSTITUTION(S) SELECTED' and has 'Cancel' and 'Add Selected' buttons.

Red arrows indicate the following actions: 1. Clicking 'Add Institutions (ECS and SCS)' in the top right. 2. Clicking the search field in the 'ADD INSTITUTIONS' modal. 3. Clicking the 'ALL SYSTEMS' dropdown. 4. Clicking the 'Search' button. 5. Clicking the 'Add Selected' button at the bottom right of the modal. 6. Clicking the 'PENDING' status button in the SCS table.

Account Details

Adding Specialty Group(s)

- Click “Add Specialty Group.”
- Click the box(es) of your Specialty Groups.
- Enter your Alternate Contact Information (this is a required field).
 - **Note:** If you’re already registered for a Specialty Group, the Alternate Contact information will not display.
- Click “Save.”
- Your Status will appear as “Pending” on your account page until approved by the Support Team.
- Once confirmed, your status will flip from “Pending” to “Confirmed.”

ECS - MY INSTITUTIONS AND CONTACTS

VIEW CONTACTS

+

INSTITUTION NAME

1831 BC

RSSD ID

5164998

STATUS

CONFIRMED

ACTION

SCS - MY INSTITUTIONS AND CONTACTS

VIEW CONTACTS

INSTITUTION NAME

1831 BC

RSSD ID

5164998

STATUS

PENDING

ACTION

SPECIALTY GROUPS

Add Specialty Group

NO SPECIALTY GROUPS ASSIGNED.

ADD SPECIALTY GROUP

SELECT SPECIALTY GROUPS

☐ PRC
☒ CLS
☒ CLSRTGS

WHEN JOINING A SPECIALTY GROUP, ALTERNATE CONTACT INFORMATION IS REQUIRED.

ALTERNATE CONTACT INFORMATION

ALTERNATE PHONE *



(555) 123-4567

EXT

ALTERNATE MOBILE PHONE *



(555) 123-4567

ALTERNATE EMAIL *

ALTERNATE@INSTITUTION.COM

Cancel

Save

SPECIALTY GROUPS			Add Specialty Group	
VIEW CONTACTS	GROUP NAME	STATUS	ACTION	
	PRC	PENDING		
	CLSRTGS	PENDING		

SPECIALTY GROUPS			Add Specialty Group	
VIEW CONTACTS	GROUP NAME	STATUS	ACTION	
	PRC	CONFIRMED		
	CLSRTGS	CONFIRMED		

Account Details

Subscriptions are the communications you have enrolled to receive. A lock means they can not be removed from your profile.

- Application Service is the system to which the subscription is associated.
- Click the trash can to the left of the subscription from your profile.
- To add a subscription, click “Add Receive Subscription.”
- Select the subscriptions you want to start receiving.
- Note: If you know the name, you can search in the free form text field.
- Click “Add Selected.”
- The added subscriptions will display in your list.
- Click “Cancel” to go back to your Account page.

RECEIVE SUBSCRIPTIONS20

Add Receive Subscription

ACTION	NAME	APPLICATION SERVICE	DISTRICT
	AG CONCENTRATED BANK	SCS	BOSTON
	APPLICATION NOTICES	SCS	ST. LOUIS
	BHC	SCS	ST. LOUIS
	BOSTON SELF SUBSCRIBERS	SCS	BOSTON
	CA GUIDANCE	SCS	ST. LOUIS
	CA LETTERS	SCS	ST. LOUIS
	CBRO ACADEMIC	SCS	ST. LOUIS
	CREDIT AND RISK PAYMENTS	SCS	ST. LOUIS
	ECS SEMI ANNUAL TEST - AMANDA TEST OF REQUIRED ALL	ECS	

ADD RECEIVE SUBSCRIPTION

SELECT THE SUBSCRIPTIONS YOU WOULD LIKE TO RECEIVE

CLICK TO ADD

NAME

☒

ECS

PUSH NOTIFICATIONS

☐

ECS

SS SUB FOR ECS

☒

SCS

STL - ALI TEST SCS SUB 01

2 SUBSCRIPTION(S) SELECTED

Cancel

Add Selected

26

Log Out of Account Profile

- Once you’ve made any necessary changes or reviewed your account, you can log out by clicking the “Logout” button in the top-right corner of your profile page.
- This action will take you back to the Registration/Login page.

