

# BIS Reporting User Guide



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FINANCIAL SERVICES AUTHORITY

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*Lught-Reill Shirveishyn Argidoil Ellan Vannin*

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### Process – reporting user

- Go to <https://www.fscreturns.co.im>
- Log in with a user assigned to Reporting role
- Select “FRS – SUBMISSION” under “REPORTING” menu. If the user is a Signatory only then the entry will be “FRS – SIGNING”



On the Institution Reports Awaiting Completion/Signatories screen, if you have Reporting AND Signatory roles then select the Reporting role you at the top of the screen.



In Reporting mode, if a BIS report is due for completion then the report entry will have underneath it Create Report or Edit Report (if data has already been saved to this report). In Signatory mode if the report has been submitted for signing then there will be an entry of Sign Report. Click on the appropriate entry to go into the report screen.

If a report has a Report Activity entry then clicking that will display a list of the actions performed on that document (i.e. saving, submitting and signing) and who performed them.

Once a report has been signed off then it appears as an historic entry, which can be displayed by clicking on the View Report option. Historic reports up to a year old are displayed.

- Click on the “create report” option. You will then be presented with the following screen:

ID	Report Family	Documents	Created On
33	BIS - Stage 2	<a href="#">Report Data</a>	29/9/2015

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- Click on the “report data” link and you will be presented with the following screen:

## BIS Reports

To upload your BIS report, press the “upload file” button, then select your BIS Excel template and press the “upload” button.

If the file was uploaded successfully “file loaded” will be displayed under the file upload status menu.

Please then make sure you press the “save reports” button in order for the data to be available for signatory viewing.

Document Name	Document Date	Status	File Upload Status
BIS - Stage 2		Pending	<a href="#">Upload File</a>

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- To upload your BIS template, click on the “upload file” button, then select your file to upload and press the “upload” button:

## BIS Reports

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Document Name	Status
BIS - Stage 2	

**Upload a File**

[Browse...](#)

[Upload](#)
[Return to the upload page](#)

- If the file was uploaded successfully “file loaded” will be displayed:

## BIS Reports

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If the file was uploaded successfully "file loaded" will be displayed under the file upload status menu.

Please then make sure you press the "save reports" button in order for the data to be available for signatory viewing.

Document Name	Document Date	Status	File Upload Status
BIS - Stage 2	29/09/2015 09:43:51	FilePending	<input type="button" value="File Loaded"/>

- To submit the report to the Signatory for signing, press the "save reports" button. You will then be presented with the following screen:



**Financial Supervision Commission**  
*Barrantee Oaseirys Argidol*



**No Report To Be Input**

- If the report has **not** been submitted, the reporting user will be emailed with a weblink where the files for download are errors in a PDF document.
- If the submission is successful, an email is sent to the reporting user advising that the report has been submitted and is ready for signing by a signatory. **The weblink contained in the email will not work for the reporting user.**
- All signatory users set up against the licenceholder will also receive an email with a weblink to the BIS report that requires signing or rejecting.

### Process – signatory user

- The signatory will received an email when a BIS report is ready for signing. Contained in the email is a weblink to submitted BIS report
- The signatory should click on the weblink and they will be directed to the login page on <https://www.fscreturns.co.im>
- Log in with a user assigned to Signatory role and you will be presented with:

## Confirmation – BIS Reports Are Ready To Sign



All the reports uploaded are ready to be signed off, a copy of the reports uploaded can be downloaded in Excel format from the links below.

[Sign Report](#)

[Reject Report](#)

ID	Description	Documents	Created On
127	Uploaded Spreadsheet	<a href="#">Document</a>	30/9/2015

[Home Page](#)

- The signatory can view the submitted report by clicking on the “Document” link and can either sign or reject the report.