



U.S. DEPARTMENT OF THE TREASURY

Emergency Capital Investment Program

User Guide for Submission of the Quarterly Supplemental Report

v.1, 7/19/2023

The following guide is intended to aid users to access and submit the Quarterly Supplemental Report (QSR) to Treasury through the ECIP Investment Monitoring Portal and Compliance Tracker (IMPACT). It is not the instructions for completing the substance of the report. Full instructions can be found on the Emergency Capital Investment Program (ECIP) webpage by clicking here. Please note that for purposes of this guide, only images for insured depository institutions (IDIs) and holding companies are shown. The functionality and steps are the same for credit unions. Contact the ECIP Team with any questions or concerns at ecip@treasury.gov.

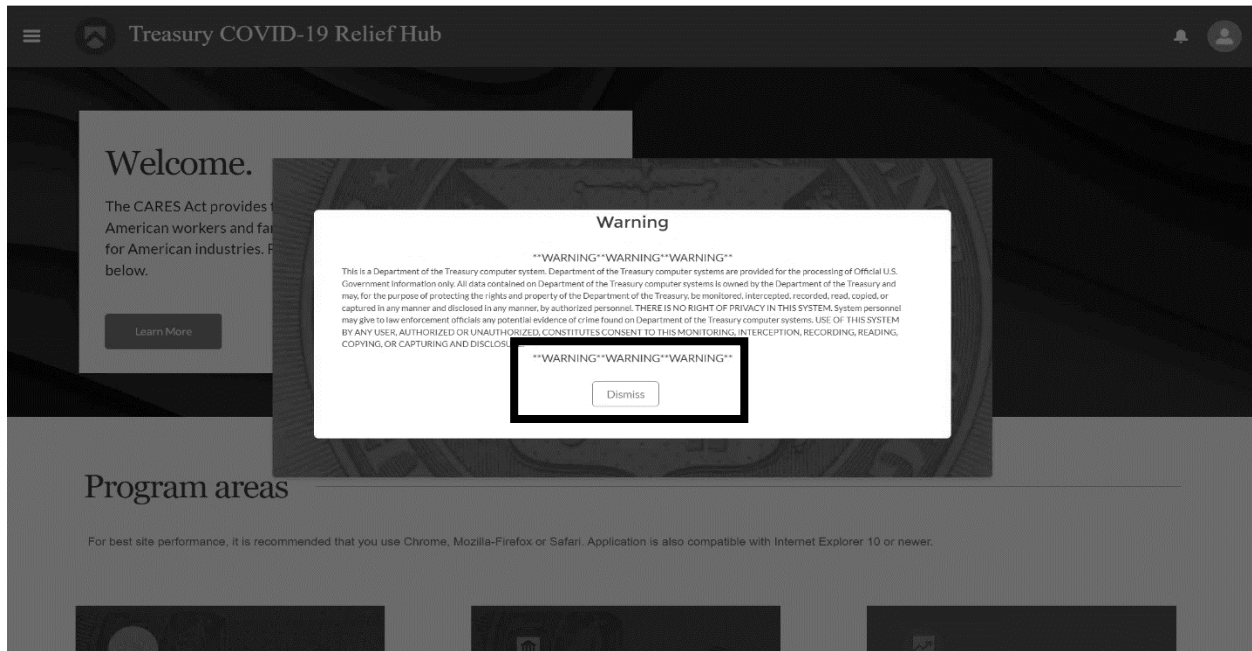
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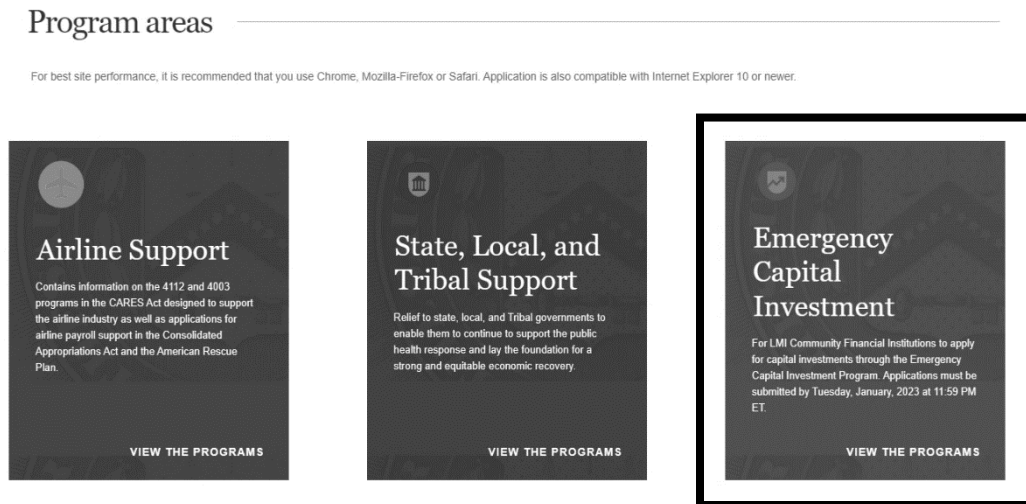
Getting Started

- 1. Start on the homepage of the CARES portal: https://portal.treasury.gov/CARES.
a. You will be required to log in using ID.me.
b. If you do not have an Id.me account please read detailed instructions on how to register with ID.me.
2. When you first log in to the portal, read and then dismiss the warning that pops up.

-continued on next page-

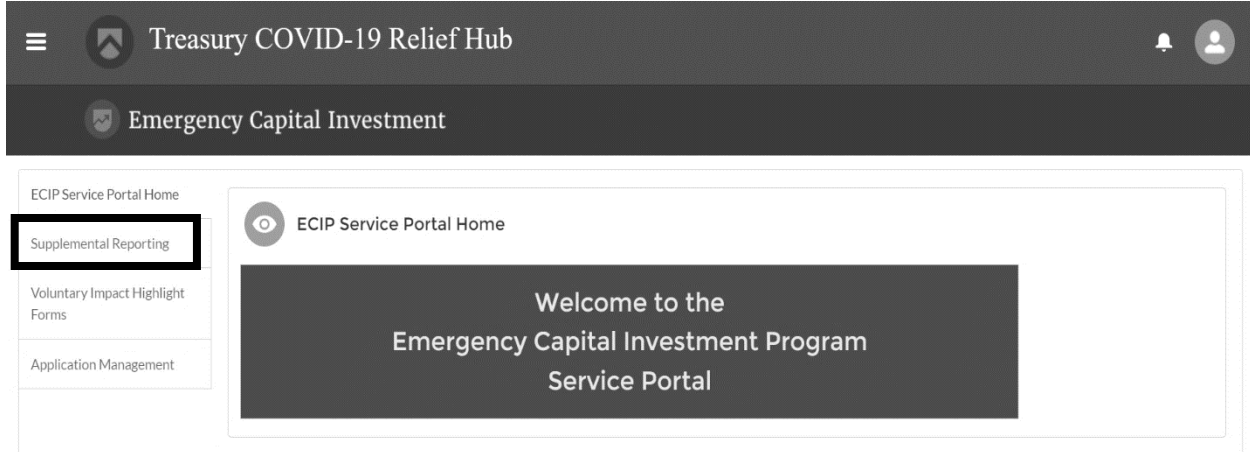


3. After you dismiss the warning, you will be taken to Treasury COVID-19 Relief Hub's Welcome banner. Scroll down and the top right card in the Program areas section should show "Emergency Capital Investment". Click on the card to go to the ECIP landing page.



Downloading and Completing the QSR Data Template

4. You are now in the ECIP IMPACT system. From the ECIP landing page, to get to the Quarterly and Baseline Reports, click on the Supplemental Reporting tab on the left side of landing page.



5. Once you click on the Supplemental Reporting tab, pre-populated QSRs for each reporting period will be shown. The reports should be sorted such that “Incomplete” reports are shown first. Look for the applicable report year and quarter, then click on the link for the corresponding report under the “ECIP Compliance Report Name” column. The status of any report that has not been submitted will be “Incomplete”.

Status ↑	ECIP Compliance Report Name	Report Quarter	Report Year	Due Date	Completed Date
1 Incomplete	EC-1871_Q4_2030_BHC Test	Q4	2030		
2 Incomplete	EC-1871_Q3_2030_BHC Test	Q3	2030	5/18/2023	
3 Incomplete	EC-1871_Q3_2030_BHC Test	Q3	2030	5/18/2023	
4 Incomplete	EC-1872_Q1_2030_CU Test	Q1	2030	5/18/2023	
5 Incomplete	EC-1871_Q2_2030_BHC Test	Q2	2030	5/18/2023	
6 Incomplete	EC-1872_Q2_2020_CU Test	Q2	2020	5/18/2023	

6. Upon landing on the next screen, note that copies of the instructions and glossary are available for reference. The templates should be prepared in accordance with the posted instructions.
 - a. Once you are ready, click the BHC Quarterly Supplemental Report Data tab (Bank or Holding Company) (or CU Quarterly Supplemental Report Data tab in the case of credit unions).

- b. Check the header information to verify that the reporting period matches the period for which you want to report.

Treasury COVID-19 Relief Hub

Emergency Capital Investment

ECIP Applicant ID	EC-1871	Applicant Institution Type	Bank or Holding Company	Applicant DUNS Number	11-111-1111
Applicant Name	BHC Test	Applicant Taxpayer ID	11-1111111	QSR Report Status	Incomplete
QSR Report Period	2030 - Q4	QSR Report Due Date			

Technical questions or issues related to the electronic application should be directed to ecip@treasury.gov. All emails will be answered within one business day.

← Return to Supplemental Reports 🏠 ECIP Home

General and QSR Instructions

- BHC Quarterly Supplemental Report Data
- Paperwork Reduction Act Notice

1 / 1 | 100% | BHC Instructions Placeholder

- 7. General instructions are provided on the BHC (or CU) Quarterly Supplemental Report Data Page. Below those instructions is a link to the QSR reporting template. Please note that the versions on the Treasury ECIP webpage and within the IMPACT portal are the same, so either can be used.

Download and Complete QSR Template Data

Step 1 - Download the QSR Template.
 Step 2 - Open the downloaded .XLSX file.
 Step 3 - Follow QSR instructions to populate the .XLSX file.
 Step 4 - Upload the populated QSR file.

Click here to download Bank and Holding Company Schedule Excel Template

- 8. When you download and open the template, you should see several tabs at the bottom. These correspond to the Schedules to be filled out. **ONLY certain Schedules are required at certain times.** In the case where a particular schedule is not required, you do not need to fill it out with any data.
 - a. **Do not change any formatting, add rows or columns, or make any other alteration to the template.**

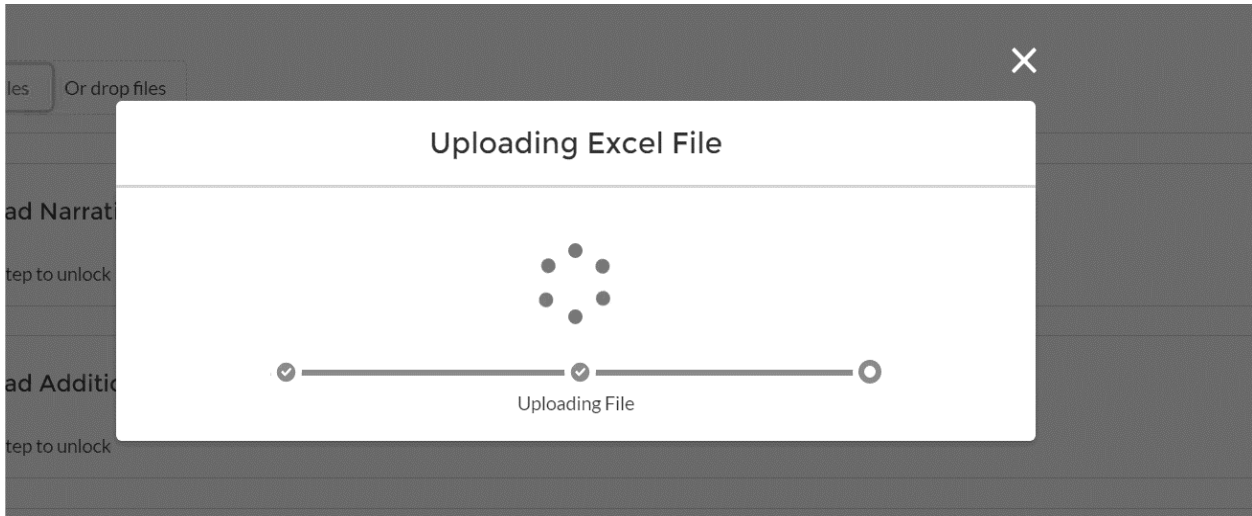
- b. Do not enter commas, decimal points, dollar signs, letters, or symbols. For all Schedules other than any of the Schedule D's, Participants are to enter zeros in any column or row for which the Participants does not have origination data to report. Do not leave data blank.
- c. For the Schedule D's, an entire row can be left blank, or should be completely filled out.
- d. Make sure you fill out all the sheets that are required for the current Report.

Quarterly Supplemental Report (QSR) Schedule A - Summary Qualified Lending									
ID	Lending Activity Categories	Total Originations			Qualified Lending Originations**			Deep Imp	
		(Column A) # of Originations	(Column B) \$ of Originations	(Column C) # of Originations	(Column D) \$ of Originations	(Column E) # of Originations	(Column F) \$ of Originations	(Column G) # of Originations	(Column H) \$ of Originations
1	Loans secured by construction, land development, and other land loans	1A	0 1B	\$ -	1C	0 1D	\$ -	1E	
2	Loans secured by farmland	2A	0 2B	\$ -	2C	0 2D	\$ -	2E	
3	Loans secured by 1-4 family residential properties	3A	0 3B	\$ -	3C	0 3D	\$ -	3E	
4	Loans secured by multifamily (5 or more) residential properties	4A	0 4B	\$ -	4C	0 4D	\$ -	4E	
5	Loans secured by nonfarm nonresidential properties	5A	0 5B	\$ -	5C	0 5D	\$ -	5E	
6	Loans to finance agricultural production and other loans to farmers	6A	0 6B	\$ -	6C	0 6D	\$ -	6E	
7	Commercial and industrial loans	7A	0 7B	\$ -	7C	0 7D	\$ -	7E	
8	Loans to individuals for household, family, and other personal expenditures	8A	0 8B	\$ -	8C	0 8D	\$ -	8E	
9	Lease financing receivables	9A	0 9B	\$ -	9C	0 9D	\$ -	9E	
10	Direct and indirect investments in real estate ventures	10A	0 10B	\$ -	10C	0 10D	\$ -	10E	
11	Equity investments without readily determinable fair values	11A	0 11B	\$ -	11C	0 11D	\$ -	11E	
Totals									
12	Total	12A	0 12B	\$ -	12C	0 12D	\$ -	12E	


Sch A | Sch B | Sch C1 People | Sch C2 Business | Sch D1 Rural | Sch D2 Urban | Sch D3 Underserved | Sch D4 Mini ...

Uploading the QSR Data Template


9. After the template has been filled out, return to the IMPACT portal using the initial steps and navigate to the BHC (or CU) BHC Quarterly Supplemental Report Data page again. Below the template download section is the "Upload Schedule Data" section. Note that the system will indicate which tabs of the template it will read and upload. To upload your template, either move a copy of the file to the area that says "drop files" or use the traditional "upload files" function. **Tip:** Until you upload a Report template in the Schedule Data section, the Upload Narrative and Upload Additional Documents sections will be unavailable. Once you upload the schedules successfully, the Narrative section will open and become available.
10. After sending the file for upload, you should see a pop up letting you know the upload is taking place.



11. After the file is uploaded, it begins to process the data within the file. It should show a few lines and metrics showing the progress.

 **Upload Schedule Data**


Total records to process: 22
Processing 11 records: Sch B:0
22 records in queue... 0 records saved...



Processing status: 0%

Please DO NOT refresh your browser or navigate away from this page until all data processing has completed.

12. After the data is done being processed, the page will refresh, and a list of files uploaded should appear in the relevant Upload section. You can upload as many files as you need, and the most recent file should overwrite all prior data. Make sure the latest file you upload has accurate data across all Required Sheets, as the latest upload will overwrite existing data.

 Upload Schedule Data

Required Schedules

Sch A

Sch B


Or drop files

Check one or more boxes to enable downloading or deleting files

<input type="checkbox"/> Title	Upload Date	File Prefix
<input type="checkbox"/> QSR_EC1871_2030_Q4_BHC Final v9.xlsx	May 1, 2023	QSR_EC1871_2030_Q4

13. If you click on the checkbox next to any file or next to Title, it will select the file(s), and allow you to download a copy of them, or delete them. **This applies to all the File Upload sections, not just the Schedule Data section.**

- a. Please note for Schedule Data, even if you Delete the most recent uploaded file, its data will still have been processed and put into the system. You will need to make sure you uploaded the latest, most accurate file to overwrite all existing, possibly inaccurate data.

 Upload Schedule Data

Required Schedules

Sch A

Sch B


Check one or more boxes to enable downloading or deleting files

<input checked="" type="checkbox"/> Title	Upload Date	File Prefix
<input checked="" type="checkbox"/> QSR_EC1871_2030_Q4_BHC Final v9.xlsx	May 1, 2023	QSR_EC1871_2030_Q4
<input checked="" type="checkbox"/> QSR_EC1871_2030_Q4_BHC Final v9.xlsx	May 1, 2023	QSR_EC1871_2030_Q4

Uploading the QSR Narrative and Additional Documents

14. After a file has been uploaded to the Schedule Data section, the Upload Narrative section will be unlocked. It will tell you what is required in the text that appears. Just like the Schedule Data section, you can click Upload Files or drag files to that section on the web page.



- a. You may need to upload more than one file.

 **Upload Schedule Data**

Required Schedules


Sch A

Sch B



 Upload Files  Or drop files


Check one or more boxes to enable downloading or deleting files

<input type="checkbox"/> Title	<input type="checkbox"/> Upload Date	<input type="checkbox"/> File Prefix
<input type="checkbox"/> QSR_EC1871_2030_Q4_BHC Final v9.xlsx	May 1, 2023	QSR_EC1871_2030_Q4
<input type="checkbox"/> QSR_EC1871_2030_Q4_BHC Final v9.xlsx	May 1, 2023	QSR_EC1871_2030_Q4

 **Upload Narrative**


REQUIRED - Upload QSR methodology narrative here. See Instructions in Section E.
 CONDITIONALLY REQUIRED - Upload incomplete data narrative here. See Instructions in Section E.
 DO NOT upload schedule data here

 Upload Files  Or drop files



 **Upload Additional Documents**

Complete prior step to unlock

15. After a file has been uploaded to the Upload Narrative section, the system will show a list of all the files uploaded to that section, and the Upload Additional Documents section should be unlocked.


 **Upload Narrative**

REQUIRED - Upload QSR methodology narrative here. See Instructions in Section E.
 CONDITIONALLY REQUIRED - Upload incomplete data narrative here. See Instructions in Section E.
 DO NOT upload schedule data here



 Upload Files  Or drop files

Check one or more boxes to enable downloading or deleting files

<input type="checkbox"/> Title	<input type="checkbox"/> Upload Date	<input type="checkbox"/> File Prefix
<input type="checkbox"/> Narr_EC1871_2030_Q4_file type test upload txt	May 1, 2023	Narr_EC1871_2030_Q4

 **Upload Additional Documents**

OPTIONAL - Upload any additional documents such as, materials related to the QSR methodology, additional info on data collection, etc..

 Upload Files  Or drop files

16. A list of files that were uploaded to the Additional Documents section should then appear, when applicable

 Upload Additional Documents

OPTIONAL - Upload any additional documents such as, materials related to the QSR methodology, additional info on data collection, etc..


 Upload Files Or drop files

Check one or more boxes to enable downloading or deleting files

<input type="checkbox"/> Title	<input type="checkbox"/> Upload Date	<input type="checkbox"/> File Prefix
<input type="checkbox"/> AddDoc_EC1871_2030_Q4_file type test upload.txt	May 1, 2023	AddDoc_EC1871_2030_Q4

CEO/CFO Certification

17. Once you have finalized all the data and files to be uploaded, and the latest ones are accurate, you can scroll down to the Certification section, and click on the Click to Certify button.

 Certification


I, the undersigned CEO or CFO (or equivalents) of the Recipient, attest that this Quarterly Supplemental Report has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.

Certifying Person Name

Certifying Person Title

Click to Certify

18. The Name and Title fields will be unlocked, and you can then fill them in with the Certifying individual. Either the CEO or CFO (or authorized representative) of the Participant must print their name and title to sign the report, certifying that all the amounts listed in the report are complete and accurate. Then press the submit button.


 **Certification**

I, the undersigned CEO or CFO (or equivalents) of the Recipient, attest that this Quarterly Supplemental Report has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.

Certifying Person Name

Certifying Person Title

19. After hitting Submit, the Report will be locked down. You will not be able to Upload or Delete any more files, but you can still Download copies of any previously uploaded, including the completed schedule data.

 **Certification**

I, the undersigned CEO or CFO (or equivalents) of the Recipient, attest that this Quarterly Supplemental Report has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.

Certifying Person Name

Certifying Person Title

QSR has been submitted and locked.
If you need assistance, please contact the ECIP team at ECIP@treasury.gov

20. Once fully certified, the report will then show up in the Supplemental Report list with a status of Complete. If it still shows as “Incomplete”, please review steps 4 through 19.

Contact the ECIP Team with any questions or concerns at ecip@treasury.gov
Resources on the Quarterly Supplemental Report are available on the [ECIP webpage](#)