



U.S. DEPARTMENT OF THE TREASURY

Emergency Capital Investment Program

User Guide for Downloading of the Initial Supplementary Report

v.1, 8/15/2023

The following guide is intended to aid users to access and download a previously submitted Initial Supplementary Report (ISR) from the ECIP Investment Monitoring Portal and Compliance Tracker (IMPACT). This guide does not offer instructions or guidance on the substance of the ISR. 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.

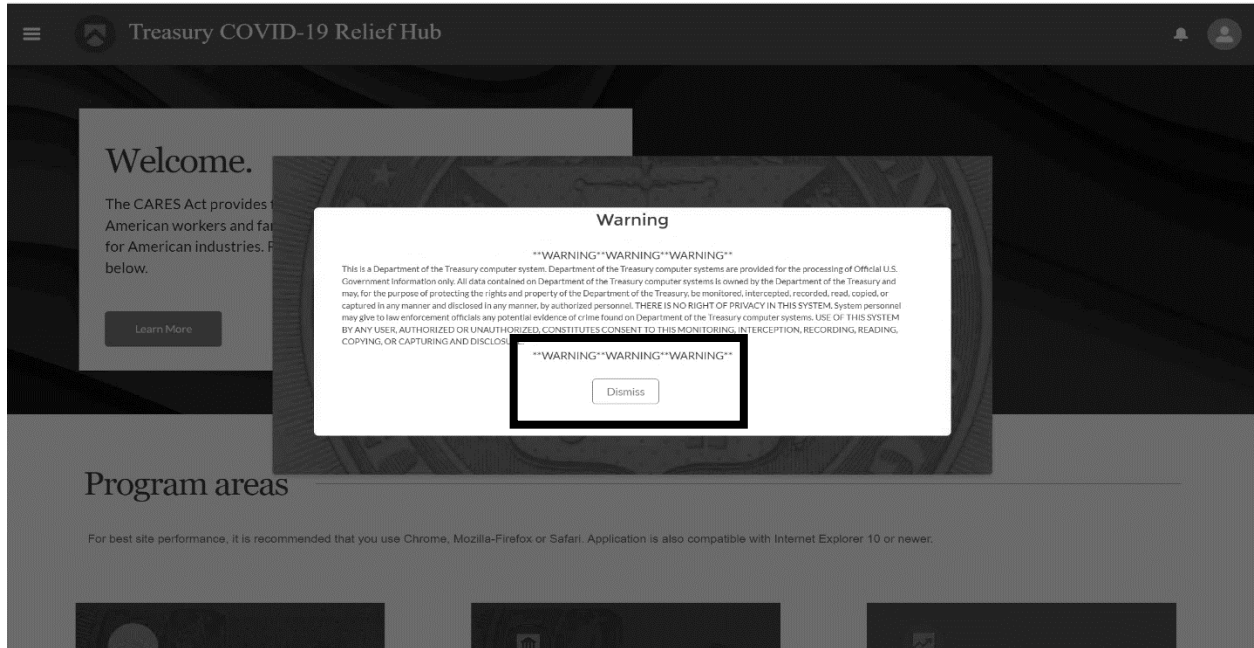
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Getting Started

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.

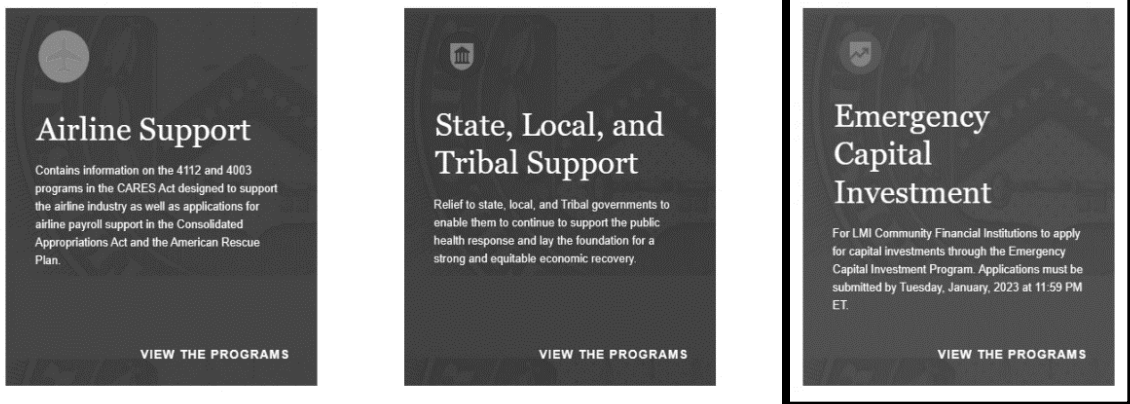
-continued on next page-



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.

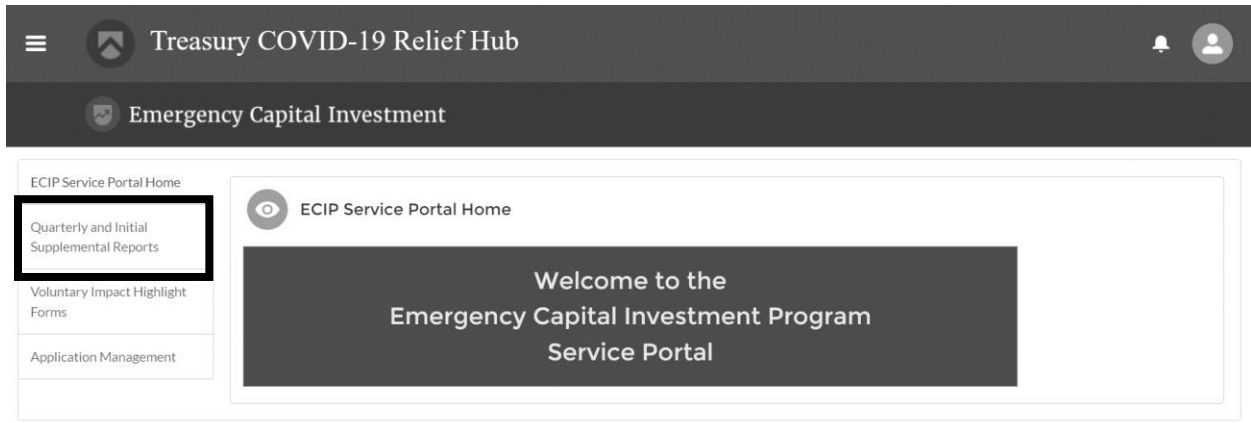
Program areas

For best site performance, it is recommended that you use Chrome, Mozilla-Firefox or Safari. Application is also compatible with Internet Explorer 10 or newer.

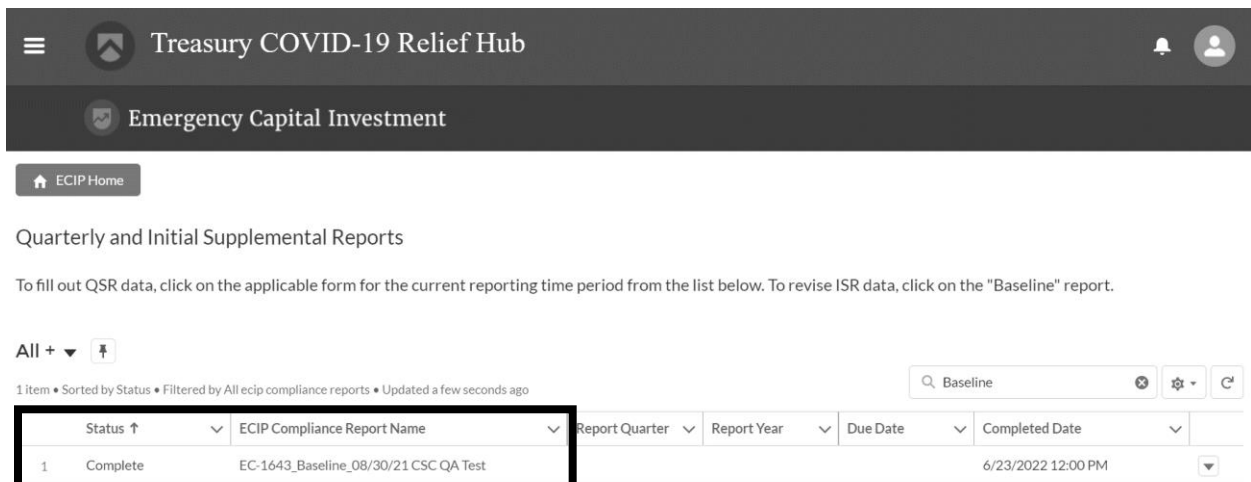


Downloading Your ISR

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



5. Once you click on the “Quarterly and Initial Supplemental Reporting” tab, pre-populated QSRs and ISRs for each reporting period will be shown. The reports should be sorted such that “Incomplete” reports are shown first, and reports you have already completed are shown at the bottom of the list. Look for the applicable ISR, which will be identified by the word “Baseline” in the report name, then click on the link for the corresponding report under the “ECIP Compliance Report Name” column.



6. Upon landing on the next screen, check the header information on your ECIP Applicant ID, ISR Report Period, and other relevant identifiers to assure you have opened the report whose previous submission you aim to download.
 - a. Once you are ready, click the “Supplemental Data” tab on the lefthand side of the screen.

Treasury COVID-19 Relief Hub

ECIP Applicant ID	EC-1643	Applicant Institution Type	Bank or Holding Company	Applicant DUNS Number	12-345-1234
Applicant Name	BHC Test	Applicant Taxpayer ID	12-3456789	ISR Report Status	Complete
ISR Report Period	-	ISR 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.

Qualified Lending Initial Supplemental Report Data

← Return to Supplemental Reports 🏠 ECIP Home

Download/Upload Schedules Summary of Qualified Lending Disaggregated Data on Qualified Lending and Deep Impact Lending

Download/Upload Schedules

Summary of Qualified Lending

Disaggregated Data on Qualified Lending

Supplemental Data

Summary Data of Qualified Lending

Download Summary Template (BHC)

Baseline Report Upload - Summary Data
Summary Schedule B&HC

7. Once you have opened the “Supplemental Data” tab, you will see a list of the previous uploads you have made for that ISR in the “Supplemental Data Uploads” section. Clicking to check the box directly to the left of a file name will select that file and prompt a “Download Selected Files” button to appear. Click the button to download the selected file(s).

Qualified Lending Initial Supplemental Report Data

← Return to Supplemental Reports 🏠 ECIP Home

Download/Upload Schedules Summary of Qualified Lending Disaggregated Data on Qualified Lending and Deep Impact Lending

Download/Upload Schedules

Summary of Qualified Lending

Disaggregated Data on Qualified Lending

Supplemental Data

Supplemental Data Uploads

Download Selected Files

<input type="checkbox"/>	Title	Upload Date	File Prefix
<input checked="" type="checkbox"/>	ECIP_DQLD_CU_Template(1)	Jan 30, 2023	
<input type="checkbox"/>	ECIP_DQLD_CU_Template(1)	Jan 30, 2023	

- To return to the IMPACT home page, click the “ECIP Home” button below the header.

The screenshot shows the Treasury COVID-19 Relief Hub interface. At the top, there is a dark header with a menu icon, a home icon, and the text "Treasury COVID-19 Relief Hub". To the right of the header are a notification bell and a user profile icon. Below the header is a table of application details:

ECIP Applicant ID	EC-1643	Applicant Institution Type	Bank or Holding Company	Applicant DUNS Number	12-345-1234
Applicant Name	BHC Test	Applicant Taxpayer ID	12-3456789	ISR Report Status	Complete
ISR Report Period	-	ISR Report Due Date			

Below the table, a message states: "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."

The section "Qualified Lending Initial Supplemental Report Data" contains two buttons: "Return to Supplemental Reports" and "ECIP Home". The "ECIP Home" button is highlighted with a red box. Below this section is a navigation bar with three tabs: "Download/Upload Schedules", "Summary of Qualified Lending", and "Disaggregated Data on Qualified Lending and Deep Impact Lending".

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](#)