THE FEDERAL RESERVE
FRBservices.org®

STRUCTURE CENTRAL

EXTERNAL USER GUIDE

Federal Reserve System

STATISTICS FUNCTION
December 2024

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I. Overview

Structure Central is a web-based reporting application developed by the Federal Reserve System. This application implemented changes to the Annual Report of Holding Companies – FR Y-6 (FR Y-6) and the Annual Report of Foreign Banking Organizations – FR Y-7 (FR Y-7) that were first proposed in the Federal Register on May 9, 2022, and finalized in a subsequent notice on November 29, 2022. Structure Central will enhance the overall reporter experience in filing the FR Y-6 and the FR Y-7, providing a technically advanced and efficient system for the submission of accurate data.

In order to use Structure Central, the external user or Reporting Entity will have to apply for a digital certificate and will be issued a physical token for access. There are several steps that need to be completed by each reporting entity prior to being issued a token. More information about this process (and the overall setup process) can be found on the Federal Reserve Bank Services website at:

https://www.frbservices.org/central-bank/reporting-central/service-setup

II. Accessing and Logging into Structure Central

The Structure Central application can be accessed on the Federal Reserve Bank Services website using the following link:

https://www.frbservices.org/central-bank/reporting-central

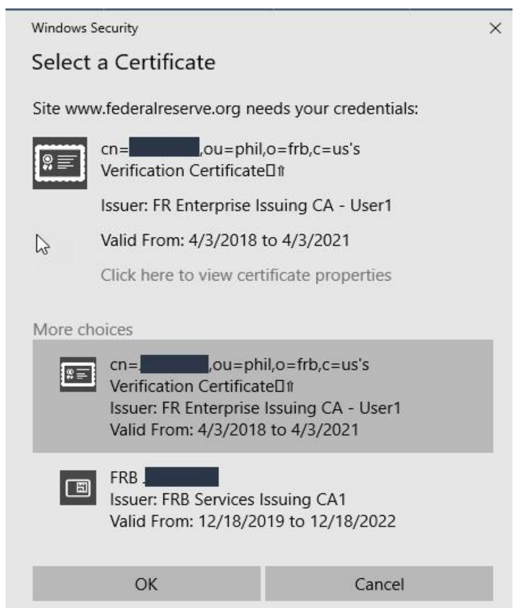
- The user clicks on “Secure Logon” under Structure Central to start the logon process.

- A warning message will appear asking whether the user is authorized to use the Structure Central application. If so, the user should click on the “Structure Central Secure Logon” button.

> **Warning!** This application is a U.S. government information system that may be used only for its intended purposes. If you are not authorized to use this application, please exit this site immediately. Unauthorized access or improper use is prohibited and may result in civil and/or criminal penalties. At any time, and for any lawful government purpose, this application, including any communication or data stored or transiting on the application, is subject to monitoring, interception, search, use and disclosure. Use of this application constitutes consent to such activities.

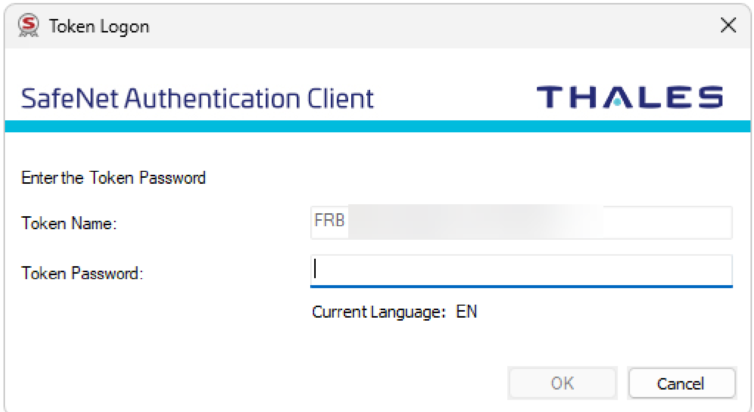
- The physical token[1], which the user has been provided, should be inserted into the computer.

- A window will appear asking the user to choose the appropriate digital certificate.



[1] The physical token is valid for three years of usage. After that time period has elapsed, the token must be renewed.

- **After the certificate has been selected, a message will display requiring the user to enter their token password.**



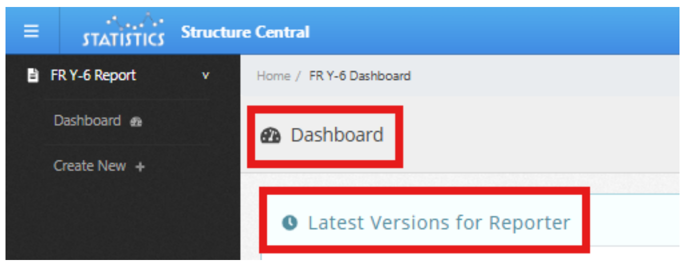
III. Structure Central Home Page

The Structure Central home page appears once the external user logs into Structure Central. Multiple functionalities are displayed on this page.

Dashboard:

When a user enters the Structure Central home page, the “Dashboard” is displayed. If a user has access to multiple report series, each series will have its own dashboard. In the dashboard, users can:

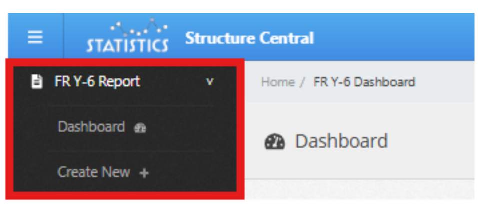
- View the latest versions of their reports and their status.



Navigation Panel:

Click the three horizontal lines at the top-left corner of the Structure Central homepage to view the Navigation Panel. On the navigation panel, users can:

- Select the report drop down.
- Select the “Dashboard” to view the latest version of their reports.
- Select “Create New” report.

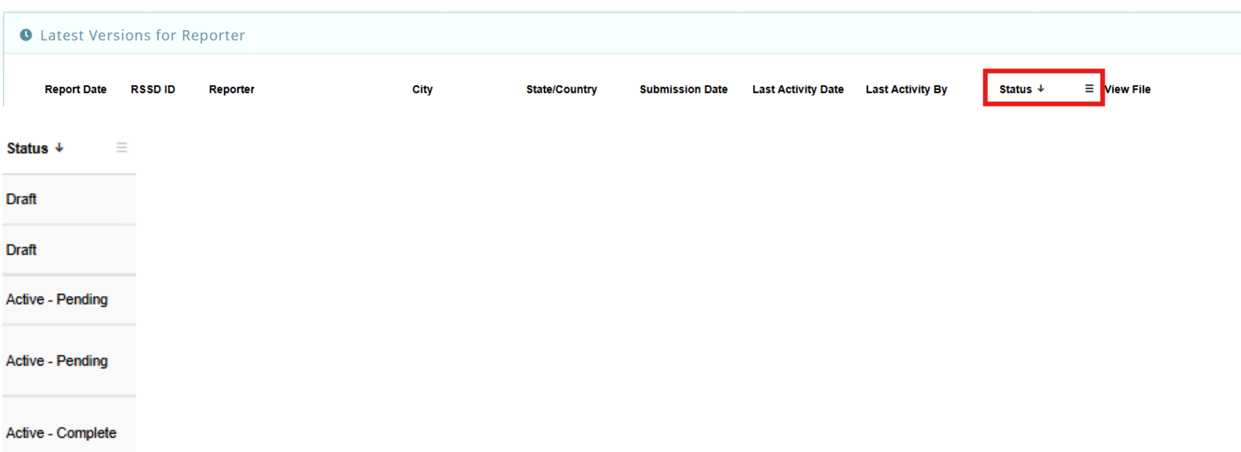


IV. Reporting Status

Under the “Latest Versions for Reporter” section in the Dashboard, each of the entity's reports that are submitted via Structure Central will be displayed.

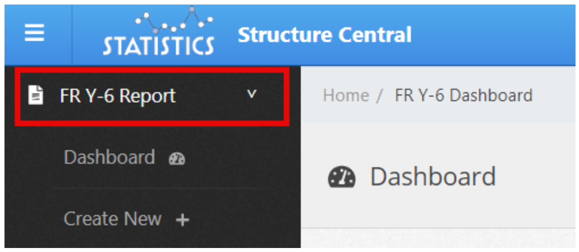
- If a draft is in progress, you can click on the report to view the draft. If the report does not exist, it will not appear in this section. The user can select “Create New” to enter a new report.
- For the “Status”, there are multiple statuses:
  - “Draft”: Report was saved as a draft
  - “Active – Pending”: Report was submitted but is shown as Active – Pending when:
    - Confidentiality is requested and the letter is sent separately.

  And/or reporter is NOT registered with SEC, and the Annual Report to Shareholders is sent separately.
  - “Active – Complete”: Report is Active – Complete when all required parts of the report are included in the submission.
  - “Obsolete” – A report has been revised with an updated “Active” report.

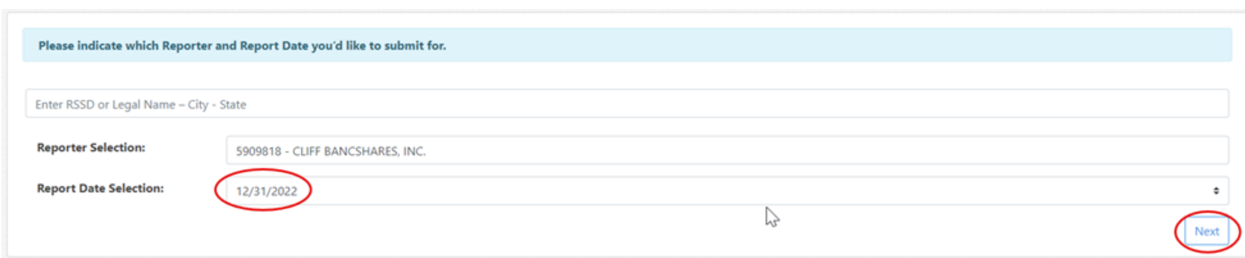


V. Entering and Submitting Data

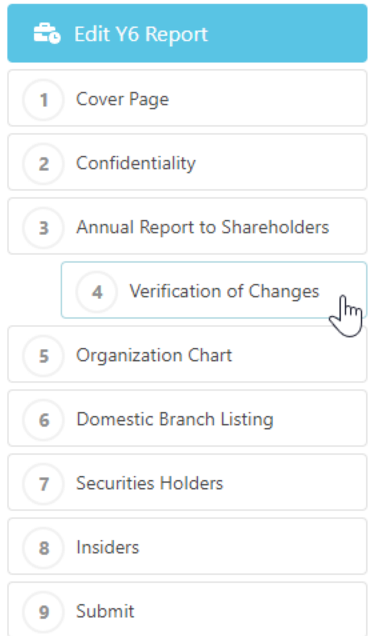
By default, the Home page displays report series as collapsed sections on the left side of the screen. By selecting a specific report series, the external user can expand the section to see the "Dashboard" and "Create New" options.



Upon selecting "Create New," the user is prompted to provide information on the Reporter. The user will only be able to search for Reporters in which they are authorized to submit reports for. Once this selection is made, the user will be able to select the Report Date.



After selecting the Reporter and Report Date and clicking the "Next" button, the user will be brought to the cover page to prepare their report. The user must click the "Next" button to populate subsequent sections of the report to complete. Depending on the series, the number of sections contained within a report varies; however, guided ingestion is provided on each section where the user enters report data. To return to a previous section, the user can click on the desired section from the left navigation.



Certain series will have information icons on these sections to provide additional instruction within the section page. The page will feature areas to upload attachments, if applicable, as well as the cells to enter data.

Save as Draft

The “Save as Draft” option allows the user to save the report being worked on without submitting it. Since the report is not being submitted, drafts[2] can be saved while containing errors (edits) or with incomplete data. The “Save as Draft” option is available to the user on each report section, and saving the report periodically is recommended.

The user will be able to locate a saved draft from the report dashboard. From the Dashboard, the user can click on RSSD ID field for the FR Y-6 to continue working on the report prior to validating and submitting it.

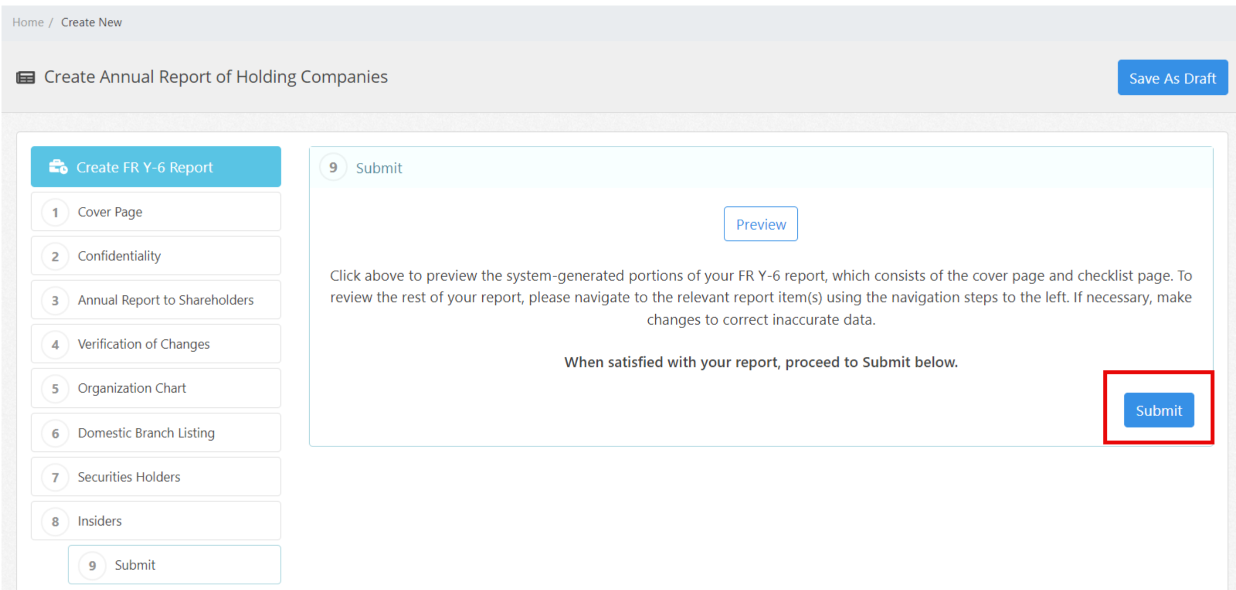
Validating

The validating process verifies that there are no errors associated with the data, which would prevent it from being submitted. The verification occurs for the FR Y-6 upon submitting the report. If the validation has been successful, the report will be submitted and a message confirming the report submission will appear. If errors are discovered, each error will be identified on the screen. (A brief description of the error will also be available). A report containing errors may not be submitted.

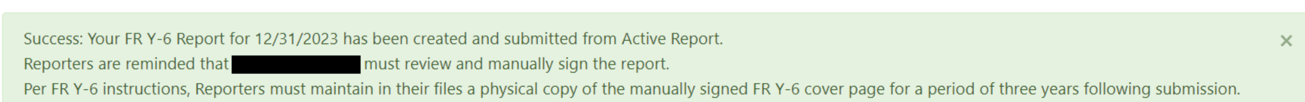
[2] When a report is in draft status, Federal Reserve Bank staff can see that the report is saved as a draft but are unable to view the data.

Submitting Data

The user can submit a report once it has been successfully entered and all validity errors have been addressed. For the FR Y-6, the “Submit” button is located within the last section.

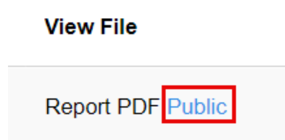


After a report has been successfully submitted, a message notifying the user that the report has been accepted will appear. The submitted data is stored by the application and can be accessed on the Dashboard by the user or by Federal Reserve Bank analysts.



Viewing Submitted Reports

The external user will be able download files for reports with Active – Complete, Active – Pending, and Obsolete statuses. The “View File” section on the Dashboard has a link that the user can click to download the previously submitted report.



VI. Modifying Submitted Data

The user is able to modify submitted data depending on the report series. For the FR Y-6, the user may click on RSSD ID from a previously submitted report to view different sections in detail and modify the report data. When modifying previously submitted data, the user must “Save as Draft” or “Submit” or the prior version will remain as the latest report version. The user will be able to download previously submitted report versions but will not be able to enter the detailed sections for Obsolete reports.

VII. Confidentiality Request

Reporting institutions have the capability of requesting confidential treatment for their structure data via Structure Central. Refer to the report instructions to confirm eligibility.

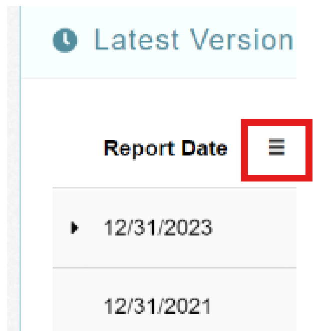
If confidentiality is requested, then the user must indicate the status of the letter justifying the request. For the FR Y-6, the user must also provide confidential attachments for the specific item(s) for which confidentiality is being requested for. For the FR Y-7, the user must provide separate public and confidential attachments.

VIII. Report Searching

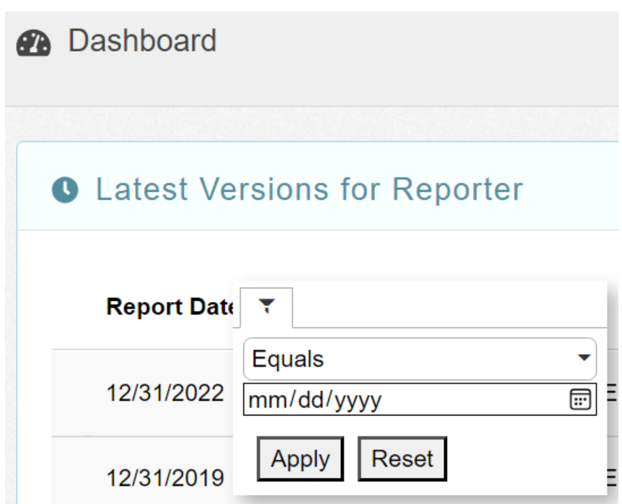
The dashboard features filtering and search functionality that can help the external users sort and search for their FR Y-6 or FR Y-7 Report based on different criteria.

The user can click on each column header to sort by date or alphabetically (ascending or descending). Each time the user clicks on the header the sorting order will change.

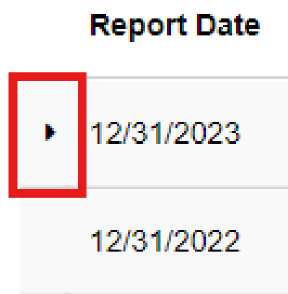
The user can also hover over each column title to display navigation bars to the right of header.



When clicking the navigation bars the user will be able to search for their report based on the criteria of the column they are selecting. For example, if selecting Report Date the user can search based on fiscal year end date.

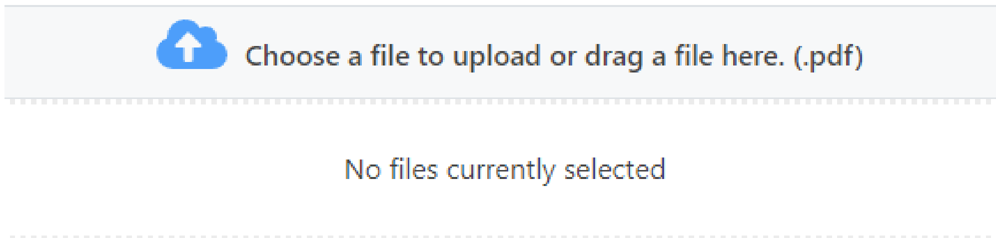


If there are active and obsolete versions of the reports, users can view all report versions by clicking on the triangle toggle next to the report date to expand the field on the Dashboard.

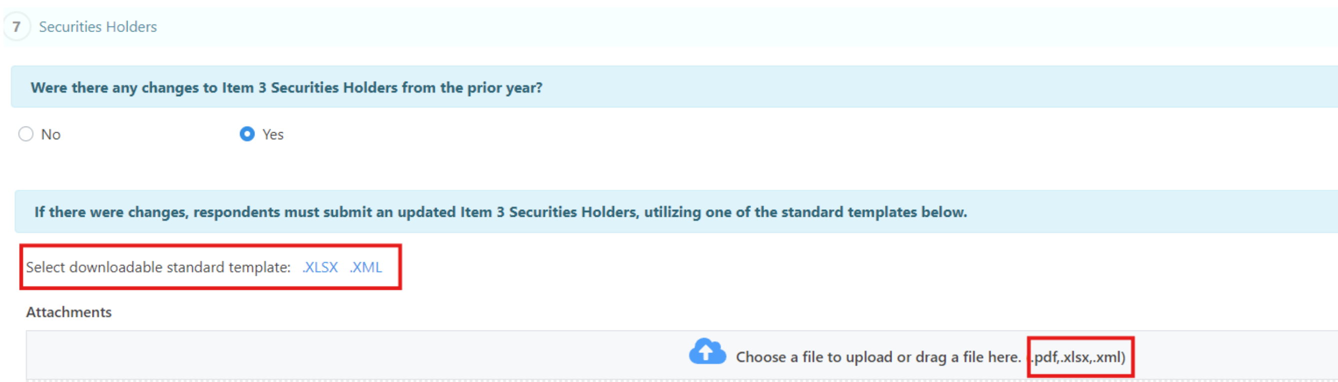


IX. File Attachments

When attachments are required, users will be prompted to upload or drag and drop their documents.



In items with required templates, users can select the template to download as well as view what file types are acceptable upon upload.



For more details on specific items please see the links below:

- Annual Report of Holding Companies – FR – Y6 Securities Holders and Insiders XML User Guide
- Annual Report of Holding Companies – FR – Y6 Securities Holders and Insiders XLSX User Guide

X. General Rules

- A user cannot submit a FR Y-6 report in Structure Central with a fiscal year end date prior to 12/31/2024.
- A user cannot begin a FR Y-6 report until after their fiscal year end date.
- A FR Y-6 report is not fully submitted until the report status is active complete not active pending

XI. Contacts

- **Reporting Central District Contacts:**

  https://www.frbservices.org/contactus/reporting-central.html

- **Tokens, Passwords and Structure Central Set Up:**

  https://www.frbservices.org/contactus/customer-contact-center.html

  Federal Reserve Bank Services Support Center: 1-833-377-7827