



BANGKO SENTRAL NG PILIPINAS

**OFFICE OF THE DEPUTY GOVERNOR
FINANCIAL SUPERVISION SECTOR**

MEMORANDUM NO. M-2020-073

To : **ALL BANKS**

Subject : **Submission of Supervisory Reports through the BSP Financial Institution Portal (FI Portal)**

Pursuant to the on-going initiatives of maximizing available Information Technology infrastructure, the following guidelines shall be observed relative to the submission of Reserves¹, Financial Reporting Package (FRP) and FRP-related² reports for all banks through the BSP FI Portal:

1. The BSP FI Portal can be accessed at <https://fiportal.bsp.gov.ph> using compatible version of web browsers³. Attached as Annex A is the BSP FI Portal Manual for guidance in navigating the portal.
2. The implementation of the FI Portal will entail a parallel run period to be followed by live submission as provided in the table below.

Type of Report	Industry	Frequency of Report	Coverage of Parallel Run	Start of Live Submission
Reserves Reports	All banks	Weekly	Reference weeks ending 08 October to 29 October 2020	Reference week ending 05 November 2020
FRP	UKBs/TBs	Monthly	Reference periods ending 30 September and 31 October 2020	Reference period ending 30 November 2020
MRS	All banks			

¹ Reserves reports include Consolidated Daily Report of Condition (CDRC), Weekly Report on Required and Available Reserves (WRRAR), Report on Required and Available Reserves against Peso-Denominated Trust and Other Fiduciary Accounts (TOFA-Others) of Universal/Commercial Banks (U/KBs) and Thrift Banks (TBs).

² Agri-Agra Report (AGRI-AGRA), Quarterly Report of Selected Branch Accounts (BRIS), Capital Adequacy Report (CAR688/CAR BASEL 3), Electronic Money Issuers Reporting System (EMI), FRP for Trust Institutions (FRPTI), Report on Microfinance Products and Income Statement on Retail Microfinance Operations (MRS), Report on Compliance to the Mandatory Credit Allocation Required Under RA 6977 (MSME), Published Balance Sheet (PBS), Report on Cross-Border Financial Positions (RCBP), Report on Project Finance Exposure (RPFE), Expanded Report on Real Estate Exposure (ERREE), Stress Test Reports

³ At least Chrome 51/Win7, Firefox 31.3.0 ESR/Win7, Firefox 46/Win 7, Internet Explorer 11/Win 7, Edge 13/Win 10

FRP	RCBs	Quarterly	Reference period ending 30 September 2020	Reference period ending 31 December 2020
AGRI-AGRA	All banks			
BRIS				
CAR				
MSME				
PBS				
EMI	All covered banks			
FRPTI	UKBs			
RPFE	UKBs and subsidiary TBs			
RCBP	UKBs, TBs and Subsidiary RCBs			
ERREE	UKBs/TBs	Semestral	Reference period ending 31 December 2020	Reference period ending 30 June 2021

3. Updated Data Entry Templates (DETs) of PBS, RCBP and Stress Testing Reports to be used in FI Portal submission should be downloaded at http://www.bsp.gov.ph/ses/reporting_templates. There is no need to download DETs of other reports to be submitted through the FI Portal.
4. During the parallel run, e-mail submissions shall continue to be considered as the official submission of the bank. Upon live implementation, the submission to the FI Portal shall be considered official thus e-mail submissions shall be discontinued. Amendments to reports that are due prior to the parallel run shall still be submitted through e-mail.
5. Penalties for reporting violations as provided under Section 171 of the Manual of Regulations for Banks shall not be imposed during the period of the parallel run. A grace period for non-imposition of penalties for reporting violation shall also be observed for the first two reporting periods for live submissions, as well as for cases of new or enhanced reports moving forward.
6. Among the officially registered e-mail address/es of authorized officers of the bank pursuant to BSP Memorandum No. M-2017-028 dated 11 September 2017, a maximum of three (3) e-mail addresses for universal/commercial banks (U/KBs) and two (2) e-mail addresses for thrift banks (TBs) and rural and cooperative banks (RCBs) shall be allowed to access the BSP FI Portal. The said accounts must register for Two Factor Authentication (2FA) following the User Guide for 2FA registration

which is attached as Annex B. An advisory for the access to the FI Portal of the remaining registered email addresses shall be covered by a separate announcement.

7. Report submissions should continue to comply with the prescribed BSP reporting standards for the particular report in order to be considered compliant with Section 171 of the Manual of Regulations for Banks. It likewise follows that only files prescribed by the BSP for the report shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for reporting violations.
8. Banks will be advised accordingly on the actions they need to take, if any, in cases of temporary inability to access the BSP FI Portal due to periodic maintenance, unscheduled downtime and other similar situations.

For compliance.



Digitally signed by
Chuchi G. Fonacier
Date: 2020.09.25
12:36:38 +08'00'

CHUCHI G. FONACIER
Deputy Governor

25 September 2020

CERTIFIED COPY OF
ELECTRONIC RECORD ON FILE



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Bangko Sentral ng Pilipinas

Financial Institution Portal Manual

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Flory Dhel M. Espiritu
9/25/2020
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1. INTRODUCTION

1.1 Overview

The BSP FI Portal is an online, secured, web-based facility where BSP-Supervised Financial Institutions (BSFIs) can submit required reports and receive feedback on its status. It serves as a repository of the reports submitted by the BSFI to the BSP.

The BSP FI Portal also provides a means for the BSP and the BSFI to exchange official communications related to report submissions, such as results of validation, assessment letters, and other notices. It is the single point of reference for official submissions and correspondences coursed through the facility as duly authorized users of both the BSP and the BSFI have access to the same set of records, thereby enhancing transparency in addressing report-related concerns.

The BSP FI Portal has two major components, as follows:

- A. The reporting process component is composed of the following stages:
 1. **Report Submission** stage allows the BSFI to submit reports required under existing regulations.
 2. **Amendment** stage allows the BSFI to amend or revise a successfully validated report.
 3. **Assessment** stage allows the BSFI to receive and reply to correspondence and communications from the BSP.

- B. The reference component is composed of the following sections:
 1. **Report List** section allows the BSFI to view and download new or enhanced reporting templates and relevant BSP issuances.
 2. **History** section allows the BSFI to view and download previously submitted reports and its corresponding validation result.



1.2 Minimum Requirements

PC Specifications:

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor*
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver.

*Source:<https://support.microsoft.com/en-ph/help/10737/windows-7-system-requirements>

Software Requirements:

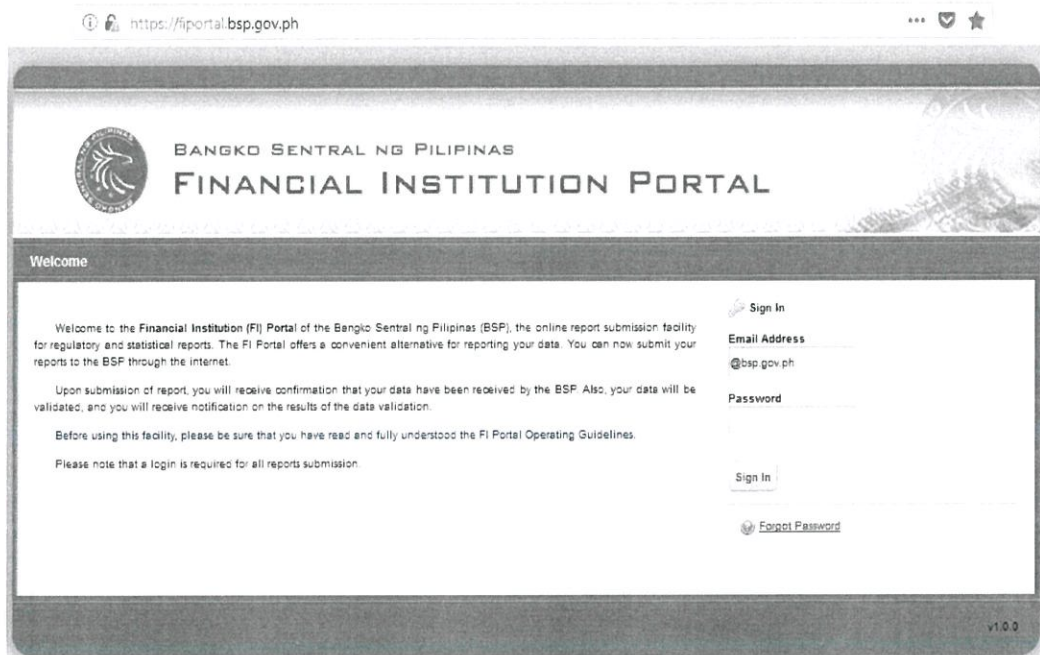
- Adobe Reader
- Chrome 51/Win7, Firefox 31.3.0 ESR/Win7, Firefox 46/Win 7, Internet Explorer 11/Win 7, Edge 13/Win 10
- Microsoft Office 2007



2. PORTAL NAVIGATION

2.1 Getting Started

- a. Open a web browser and type <https://fiportal.bsp.gov.ph>* on the address bar.



*If inaccessible, please go to the url: <https://fiportal2.bsp.gov.ph>

- b. Create and save a new password.



- c. Select and/or create a Password Reminder Question* and answer known only by the user.

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FINANCIAL INSTITUTION PORTAL

Welcome Report Submission Amendment Assessment Report List History

Password Reminder

Please choose a reminder query

Password Reminder

Question
What is your father's middle name?

Answer

Save

*User may customize the question

- d. Enter the generated security code from Entrust app* to the Portal and click Authenticate.

https://portal.bsp.gov.ph/security?p_p_id=twofactorlogin_WAR_SecurityPortle:&p_p_lifecycle=0&p_p_state=-

BANGKO SENTRAL NG PILIPINAS
FINANCIAL INSTITUTION PORTAL

Welcome Maintenance Report Reviewing Process Report Generate Reports Assessment Report List Monitor Reports

User Account Management Security

Two-Factor Login

Resources Download
Two-Factor Login
Two-Factor Lost
Two-Factor Registration

Enter your response for the token with serial number 80535-51985:

Authenticate

v.1.0.0

* Please refer to User Guide for 2FA registration

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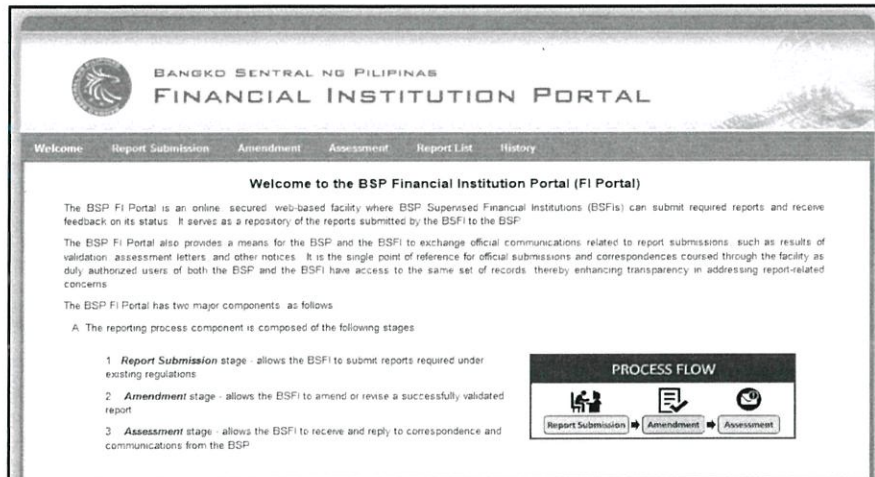
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e. User will then be redirected to the Welcome page of the FI Portal.



2.2 Report Submission Module

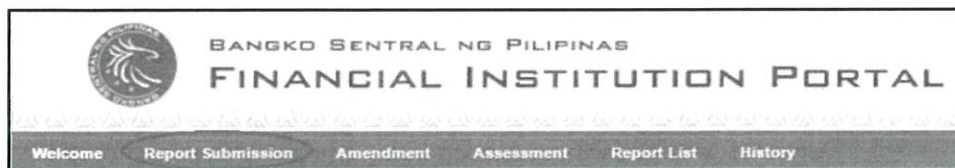
This module contains a list of reports with its corresponding status.

The authorized user of the BSFI will be able to:

- Determine the details of the reports for submission (i.e., Status, Frequency, Report Name)
- Submit the reports that are due;
- View the details of a submitted erroneous report; and
- Resubmit a report that contains an error

HOW TO SUBMIT A REPORT

1. Click the Report Submission tab.



Note: Accessible only by Report Submitter and Power User

2. The main page of the Report Submission module will display the following:
 - a. Search Criteria
 - b. Page Navigation
 - c. Data Table



Welcome Report Submission Amendment Assessment Report List History

Search Criteria

Status: All
 Frequency: All
 Report Name: All **a**
 INCLUSIVE PERIOD: From 07/21/2016 To 07/21/2016

Reset Search

Total Record Count: 22 **b** Go to: 1 <<prev (1 of 3) next>>

REFERENCE DATE	DUE DATE	REPORT	FREQUENCY	STATUS	ACTION
07/15/2016 - 07/15/2016	2016-09-05	XYZ-XYZ Report	WEEKLY	Pending for Submission	Submit
07/08/2016 - 07/08/2016	2016-07-29	XYZ-XYZ Report	WEEKLY	Pending for Submission	Submit
05/20/2016 - 05/20/2016	2016-06-10	XYZ-XYZ Report	WEEKLY	Late / Pending for Submission	Submit
05/13/2016 - 05/13/2016	2016-06-03	XYZ-XYZ Report	WEEKLY	Late / Pending for Submission	Submit
05/06/2016 - 05/06/2016	2016-05-27	XYZ-XYZ Report c	WEEKLY	Late / Pending for Submission	Submit
04/29/2016 - 04/29/2016	2016-05-20	XYZ-XYZ Report	WEEKLY	Late / Pending for Submission	Submit
04/15/2016 - 04/15/2016	2016-05-06	XYZ-XYZ Report	WEEKLY	Late / Pending for Submission	Submit
04/08/2016 - 04/08/2016	2016-04-29	XYZ-XYZ Report	WEEKLY	Late / Pending for Submission	Submit
04/01/2016 - 04/01/2016	2016-04-22	XYZ-XYZ Report	WEEKLY	Late / Pending for Submission	Submit

3. Use the Search Criteria box to filter according to:

a. Status of the Report

Status:

- All
- All
- For Submission
- In Progress
- Error

- **For Submission** – reports that are pending for submission
- **In progress** – reports that are queued for processing
- **Error** – reports that failed system validation

b. Frequency of Report Submission

Frequency:

- All
- DAILY
- WEEKLY
- SEMI-MONTHLY
- MONTHLY
- QUARTERLY
- SEMESTRAL
- ANNUAL
- AS CHANGES OCCUR
- AS INCIDENT OCCUR

- **Daily** – eg. FX position, etc.
- **Weekly** – eg. CDRC, WRRAR, etc.
- **Semi-Monthly** – eg. SCRCA, etc.
- **Monthly** – eg. MICRO (MIS), etc.

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- **Quarterly** – eg. FRP, Agri-Agra, MSME, etc.
- **Semestral** – eg. Stress Test, etc.
- **Annual** – eg. SRLG, etc.
- **As Changes Occur** – eg. BIODATA, Registration Form, etc.
- **As Incident Occur** – eg. RCL, etc.

c. Report Name

d. Inclusive Period

4. Sort the data by clicking the preferred header of the Data Table Box.

REFERENCE DATE	DUE DATE	REPORT	FREQUENCY	STATUS
----------------	----------	--------	-----------	--------

5. Locate the specific report to be submitted, check if the details are correct and click Submit button.

REFERENCE DATE	DUE DATE	REPORT	FREQUENCY	STATUS	ACTION
07/15/2016 - 07/15/2016	2016-08-05	XYZ-XYZ Report	WEEKLY	Pending for Submission	Submit

6. Browse, select, and upload the corresponding file to be submitted.

[Welcome](#)
[Report Submission](#)
[Amendment](#)
[Assessment](#)
[Report List](#)
[History](#)

REPORT SUBMISSION:

Report Code: XYZ

Report Name: XYZ Report

Frequency: WEEKLY

System Date: 03/31/2016

Reference Date: 03/04/2016 - 03/04/2016

Due Date: 03/18/2016

Status: Late Pending for Submission

Inclusive File(s):

File Name	File Types	Browse File
xyz	csv	<input type="button" value="Browse..."/> No file selected

- Click Browse to locate the report; and
- Select the file* to be uploaded then click Open

* Take note of the File Name and File Type indicated as this is the correct format that will be accepted by the FI Portal.



7. Verify the details of the report and click Submit
8. Review the Terms and Conditions and click "I Agree" to confirm.

Welcome Report Submission Amendment Assessment Report List History

Terms and Conditions

By accessing the Financial Institution (FI) Portal of the Bangko Sentral ng Pilipinas (BSP), it is understood that you have read the [BSP FI Portal Operating Guidelines](#) and you agree and accept the same.

I Agree

9. Click the OK button upload the report.

Are you sure you want to upload the report?

OK Cancel

Once the report has been uploaded, take note of the **change in report status****.

** Change in Report Status: In Progress – ongoing validation process
Error – error in file validation

Reports that passed validation will be transferred to the Amendment module.

2.3 Amendment Module

This module contains a list of all successfully validated reports from the Report Submission Module.

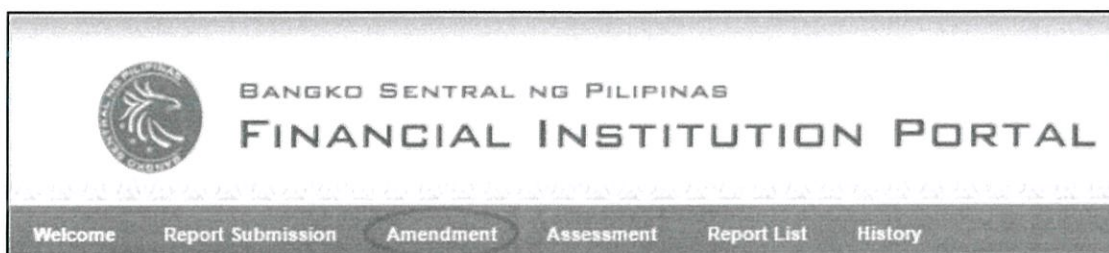
In this module, authorized user of the BSFI will be able to:

- View list of successfully validated reports
- Submit an amended report of successfully validated reports; and
- View and download validation results



HOW TO AMEND A SUCCESSFULLY VALIDATED REPORT

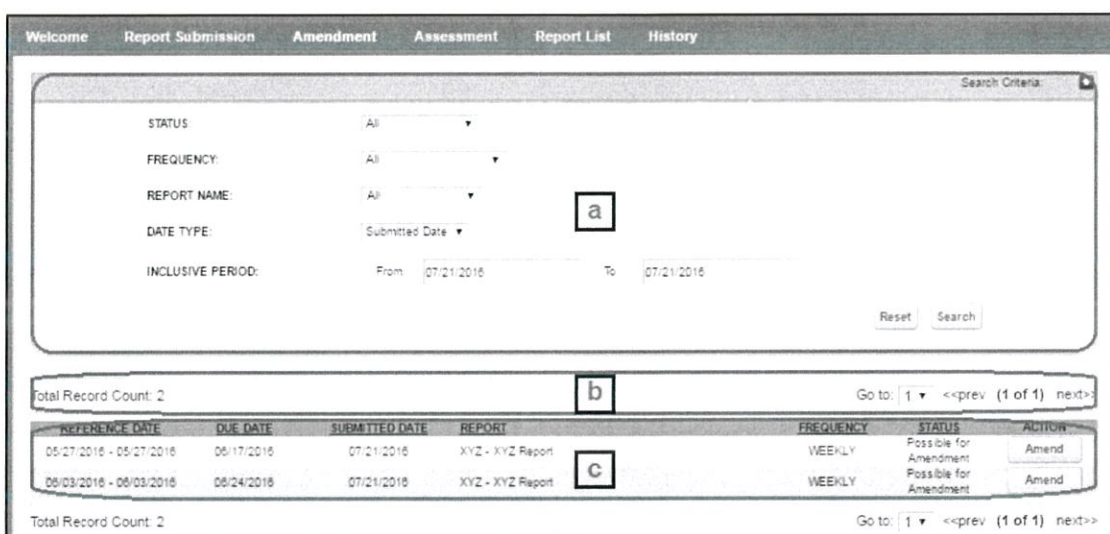
1. Click the Amendment tab.



Note: Accessible only by Report Submitter and Power User

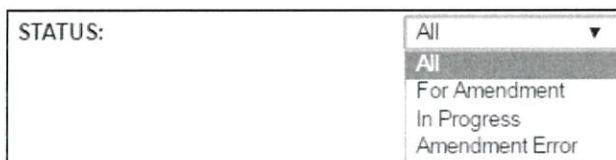
The main page of the Amendment module will display the following:

- a. Search Criteria Box
- b. Page Navigation
- c. Data Table Box



2. Use the Search Criteria box to filter according to:

- a. Status of the Report



- **For Amendment** – successfully validated reports that are possible for amendment



- **In progress** – amended reports that are queued for processing
 - **Amendment Error** – amended reports that failed system validation
- b. Frequency of Report Submission
 - c. Report Name
 - d. Date Type

DATE TYPE:	Submitted Date ▼
	Due Date
	Reference Date
	Submitted Date

- e. Inclusive Period
3. Sort the Data Table by clicking a specific header.

REFERENCE DATE	DUE DATE	SUBMITTED DATE	REPORT	FREQUENCY	STATUS
----------------	----------	----------------	--------	-----------	--------

4. Locate and choose the report to be revised and click Amend.

REFERENCE DATE	DUE DATE	SUBMITTED DATE	REPORT	FREQUENCY	STATUS	ACTION
05/27/2016 - 05/27/2016	06/17/2016	07/21/2016	XYZ - XYZ Report	WEEKLY	Possible for Amendment	Amend

5. Browse, select, and upload the corresponding file to be submitted.

Welcome Report Submission Amendment Assessment Report List History

SUBMISSION OF AMENDED REPORT:

Report Code: XYZ

Report Name: XYZ Report

Frequency: WEEKLY

System Date: 05/24/2016

Reference Date: 04/01/2016 - 04/01/2016

Due Date: 04/22/2016

Status: Success

Inclusive File(s):

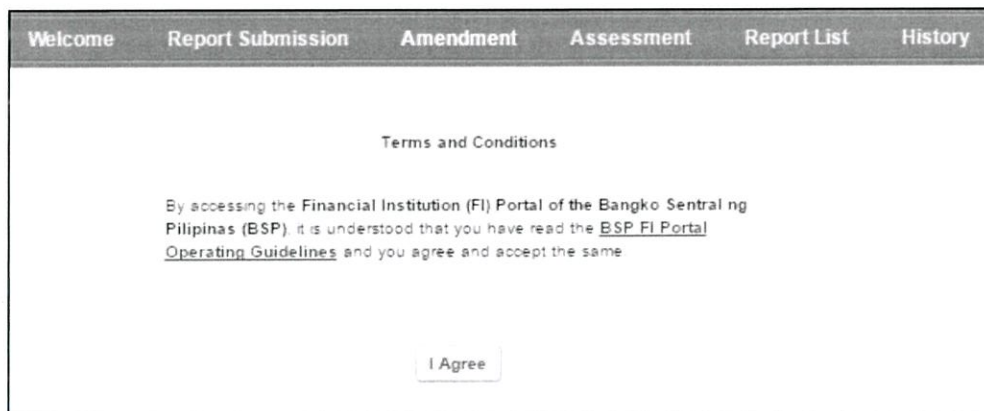
File Name	File Types	Browse File
xyz	xlsx	Browse... No file selected.

- a. Click Browse to locate the amended report; and
- b. Select the file* to be uploaded then click Open



* Take note of the File Name and File Type indicated as this is the correct format that will be accepted by the FI Portal.

6. Verify the details of the report and click Submit
7. Review the Terms and Conditions and click "I Agree" to confirm.



8. Click the OK button upload the report



Once the report has been uploaded, take note of the **change in report status**.

2.4 Assessment Module

This module contains the assessment and billing notices from the BSP.

This will allow the authorized user of the BSFI to view the assessment notices from the BSP and send appropriate justifications to the BSP.

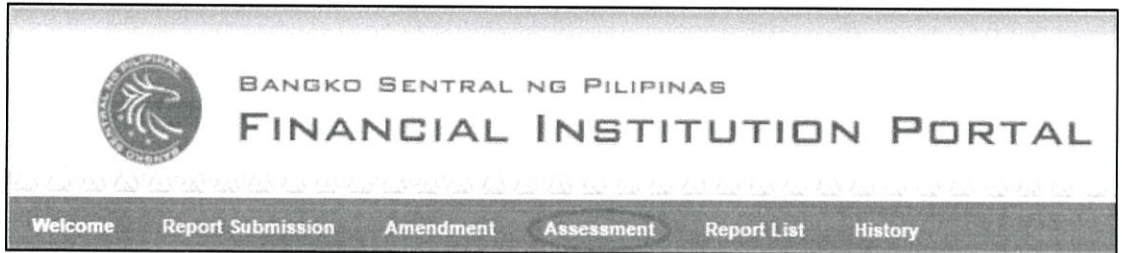
This module contains two subsections:

- **Inbox** – contains all notices which are still under evaluation.
- **Closed** – contains all notices which the BSP has already decided its final position.



HOW TO VIEW AND RESPOND TO AN ASSESSMENT NOTICE

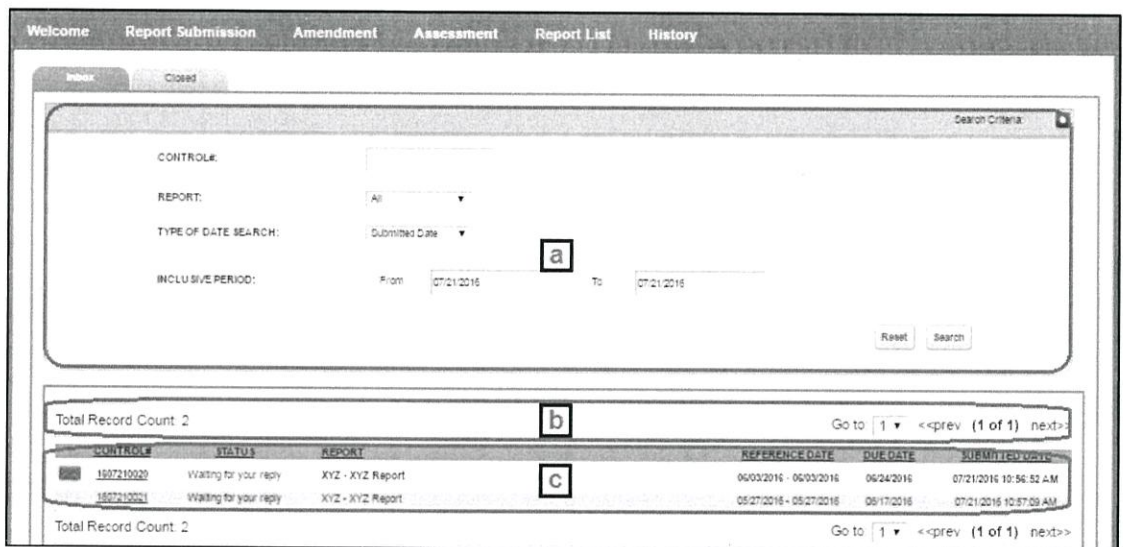
1. Click the Assessment tab.



Note: Accessible only by Assessee and Power User

The main page of the Assessment module will display the following:

- a. Search Criteria Box
- b. Page Navigation
- c. Data Table Box



2. In the Inbox tab, use the Search Criteria box to filter according to:

- a. Control #
- b. Report Name
- c. Date Type
- d. Inclusive Period

3. Sort the Data Table by clicking a specific header.

CONTROL#	STATUS	REPORT	REFERENCE DATE	DUE DATE	SUBMITTED DATE
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4. Choose a Control Number from the Data Table box to view an assessment.

CONTROL#	STATUS	REPORT
1607210020	Waiting for your reply	XYZ - XYZ Report
1607210021	CMU Processing your request	XYZ - XYZ Report

Note: Red envelope indicates unopened notice

5. Verify the details of the assessed report and click the link under the Download Attachment column to view or save the assessment notice from the BSP.

* User may opt to type a note/short message in the "Optional Message Box (Limited to 100 characters)

6. To upload and send a reply letter to the BSP:

- a. Click Browse to locate the reply letter; and
- b. Select the file to be uploaded then click Open
- c. Review the Terms and Conditions and click on "I Agree" to confirm



- d. Click the OK button to upload the file.

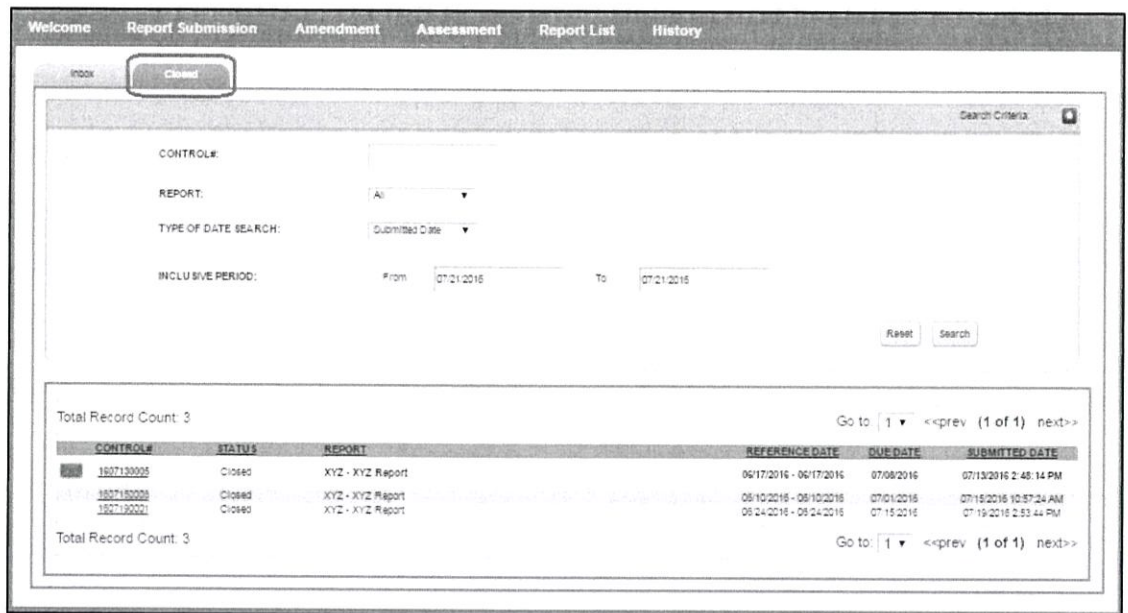


Once the file has been uploaded, take note of the **change in report status****

**** Change in Report Status:** From Waiting for your reply to CMU Processing your request

HOW TO VIEW AN ASSESSMENT NOTICE WITH FINAL POSITION

1. From the Assessment main page, click the Closed tab.



2. Use the Search Criteria box to filter according to:


- a. Control #
- b. Report Name
- c. Date Type
- d. Inclusive Period



3. Sort the Data Table by clicking a specific header.

CONTROL#	STATUS	REPORT	REFERENCE DATE	DUE DATE	SUBMITTED DATE
----------	--------	--------	----------------	----------	----------------

4. Choose a Control Number from the Data Table box to view a closed assessment.

CONTROL#	STATUS	REPORT
 1607130005	Closed	XYZ - XYZ Report
1607150008	Closed	XYZ - XYZ Report
1607190001	Closed	XYZ - XYZ Report

Note: Red envelope indicates unopened notice

5. Review the details of the closed assessment and click the links under the Download Attachment column to view or save the notices.

Welcome	Report Submission	Amendment	Assessment	Report List	History
Control Number: 1607190001		Industry: THRIFT BANK			
Bank: ABC Bank, Inc		Report: XYZ			
Reference Date: 06/24/2016 - 06/24/2016		Debit Date: 07/21/2016			
Sender	Date Time Sent	Optional Message	Notice Control Number	Download Attachment	
Deigado, Kevynn J	07/21/2016 08:12:16 AM	Good day. Attached here is our response to your notice	1607190001-019999-C-02	1607190001-019999-C-02.pdf	
Tester, Juan A	07/21/2016 08:05:40 AM		1607190001-019999-F-01	ABC BANK, INC Reply.pdf	
Deigado, Kevynn J	07/20/2016 4:47:48 PM		1607190001-019999-C-01	1607190001-019999-C-01.pdf	
<input type="button" value="Back"/>					

2.5 Report List Module

This module serves as a source of BSFI for the following documents:

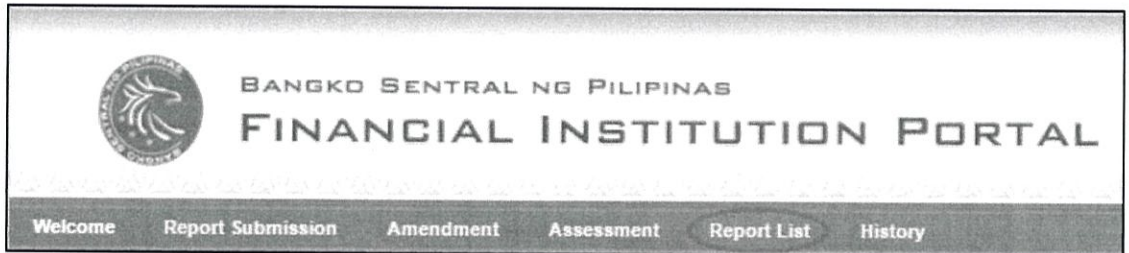
- All the required templates and file structure; and
- Regulatory issuances of the BSP pertaining to report submission.

The authorized user of the BSFI can view relevant BSP issuances and download new or enhanced reporting templates.



HOW TO VIEW AND DOWNLOAD REPORTING TEMPLATES AND RELEVANT BSP ISSUANCES

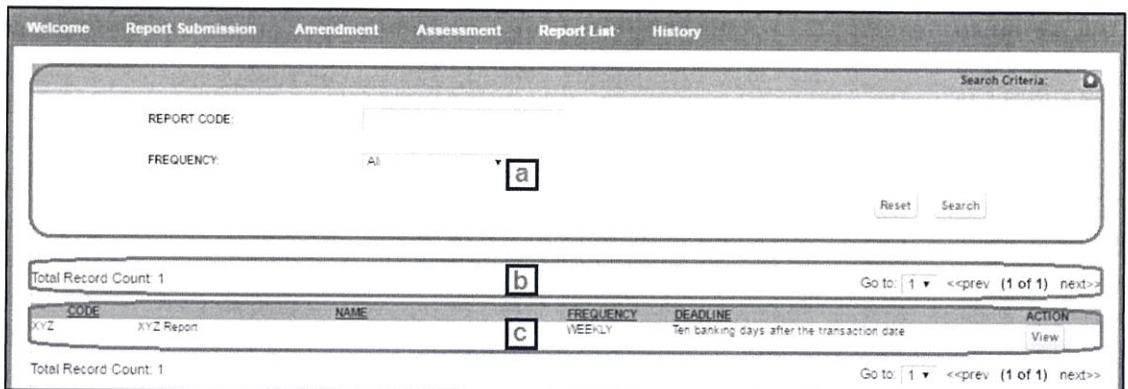
1. Click the Report List tab.



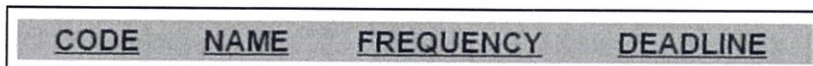
Note: Accessible to all Users

The main page of the Report List module will display the following:

- a. Search Criteria Box
- b. Page Navigation
- c. Data Table Box



2. Use the Search Criteria box to search for a specific report by its:
 - a. Report Code
 - b. Frequency of Report Submission
3. Sort the Data Table by clicking a specific header.





4. Click View to access the specific reporting template and its related issuances.

The screenshot displays the 'Report List' section of the BSP Financial Institution Portal. At the top, there is a navigation menu with 'Welcome', 'Report Submission', 'Amendment', 'Assessment', 'Report List', and 'History'. Below the menu, the report details are listed: Code: XYZ, Name: XYZ Report, Frequency: WEEKLY, Deadline: Ten banking days after the transaction date, and Effectivity Period: 2015-12-01 - 2065-12-01. A 'Go Back' button is located at the bottom right of this section. The 'Circulars' section, marked with a box 'a', shows a table with one record. The table has columns for 'LINK' and 'DESCRIPTION'. The link is <http://www.bsp.gov.ph/regulations/regulations.asp?id=3216> and the description is 'Enhancements to the XYZ Reporting Package in Relation to Circular No. 814 dated 27 September 2013'. Below the circulars, the 'Report Files' section, marked with a box 'b', shows a table with one record. The table has columns for 'FILE', 'MODE', and 'ACTION'. The file is 'xyz.xlsx' and the action is 'Download'.

- a. Click the link to view the related issuances of the report under Circulars.
- b. Choose a reporting template and click Download under Report Files.

2.6 History Module

This module contains all the reports submitted by the FI Portal User using:

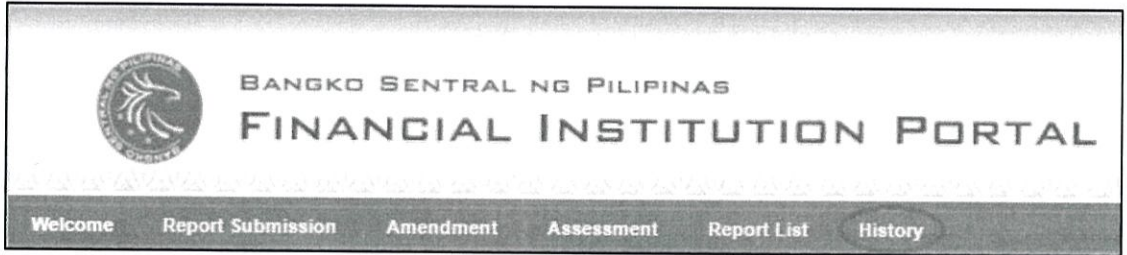
- Report Submission Module
- Amendment Module

All authorized users of the BSFI can view the details and results of each submission.



HOW TO VIEW AND DOWNLOAD PREVIOUSLY SUBMITTED REPORTS AND ITS CORRESPONDING VALIDATION RESULT

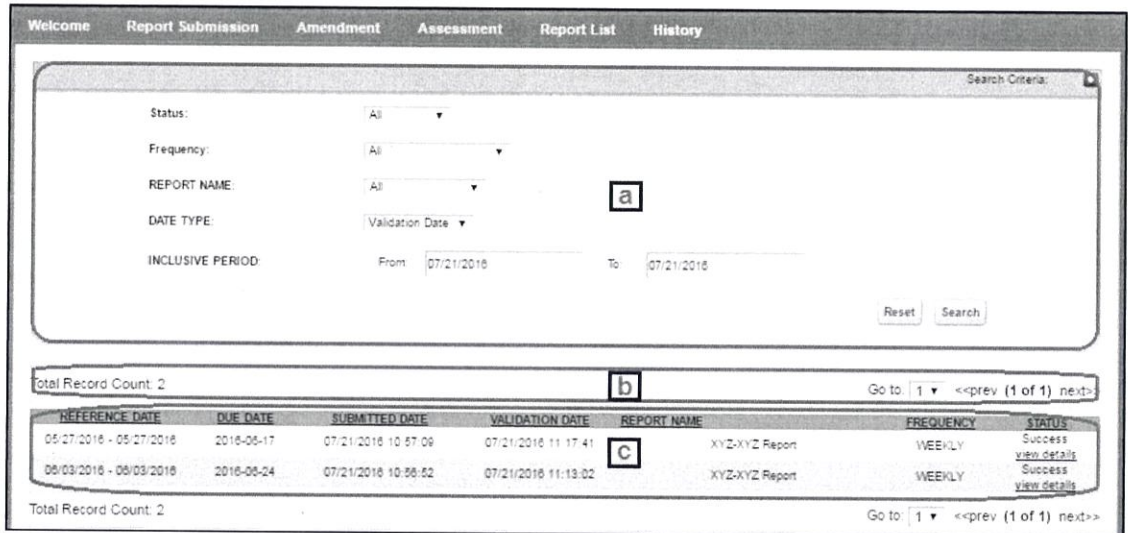
1. Click the History tab



Note: Accessible to all Users

The main page of the History module will display the following:

- a. Search Criteria Box
- b. Page Navigation
- c. Data Table Box



2. Use the Search Criteria box to filter according to:

- a. Status of the Report
- b. Frequency of Report Submission
- c. Report Name
- d. Date Type
- e. Inclusive Period



3. Sort the Data Table by clicking a specific header

REFERENCE DATE	DUE DATE	SUBMITTED DATE	VALIDATION DATE	REPORT NAME	FREQUENCY	STATUS
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4. View the details of a specific submission by clicking the view details

Welcome Report Submission Amendment Assessment Report List History

Report Details:

User Name	t019999@abcbank.com
Report	XVZ - XVZ Report
Reference Date	05-27-2018
Submitted Date	07/21/2018 10:57:09 AM
Report Summary	Report Submission - SUCCESSFUL

Adobe Reader is required to view the validation result.
To get Adobe Reader, click the image below:

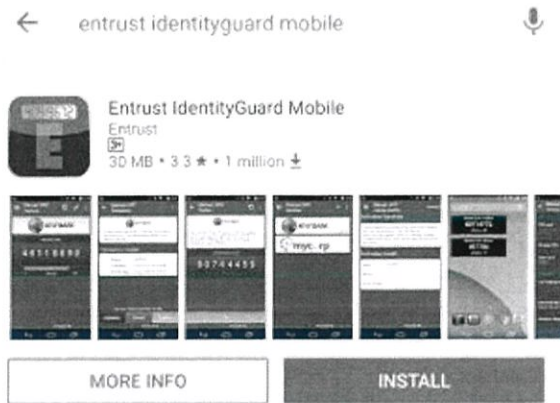
SUBMITTED REPORT PDF RESULT PREVIOUS PAGE

- a. Click "Submitted Report" to view or download the submitted report.
- b. Click "PDF Result" to view or download the Validation Result of the submitted report

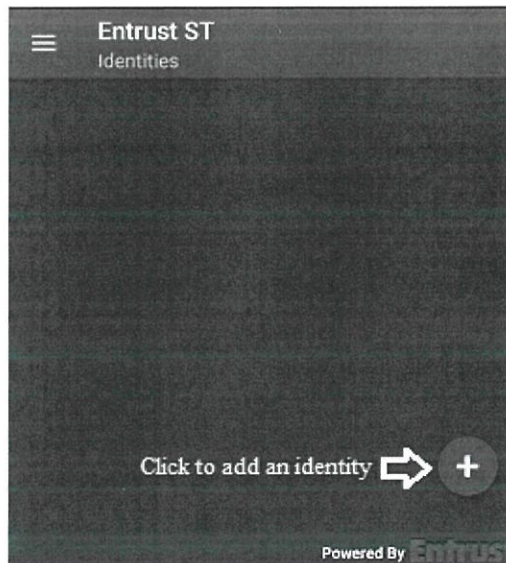


TWO-FACTOR AUTHENTICATION (2FA) REGISTRATION

1. On your IOS /Android device, open App Store / Play Store then search and install Entrust IdentityGuard Mobile app.



2. Open Entrust IdentityGuard Mobile and add new identity by clicking **Add** button.



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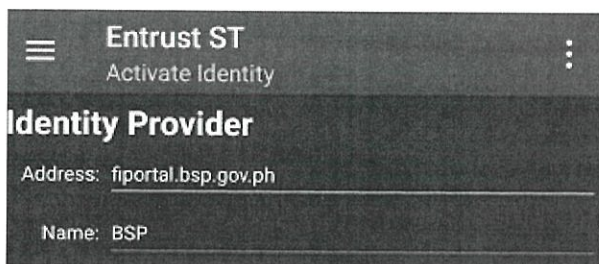
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3. Enter identity provider details

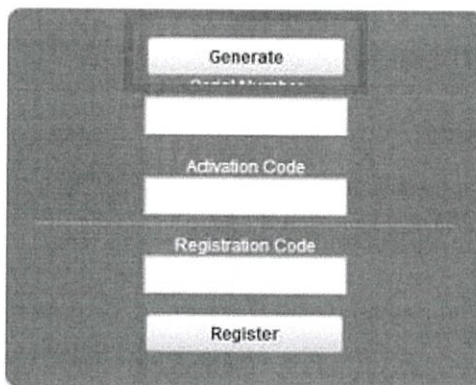
Address: **fiportal.bsp.gov.ph**

Name: **BSP**



4. On your PC, go to the url: <https://fiportal.bsp.gov.ph/> and log in using your password or the password provided by BSP¹.

5. Upon log-in, you will be redirected to the Security Tab. Click Generate to get the Serial Number and Activation Code



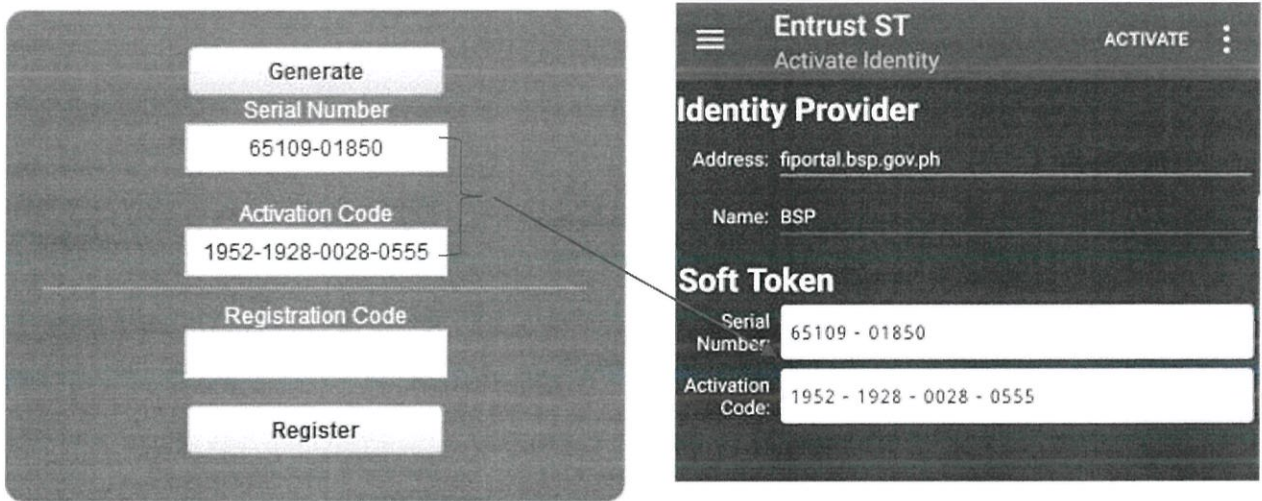
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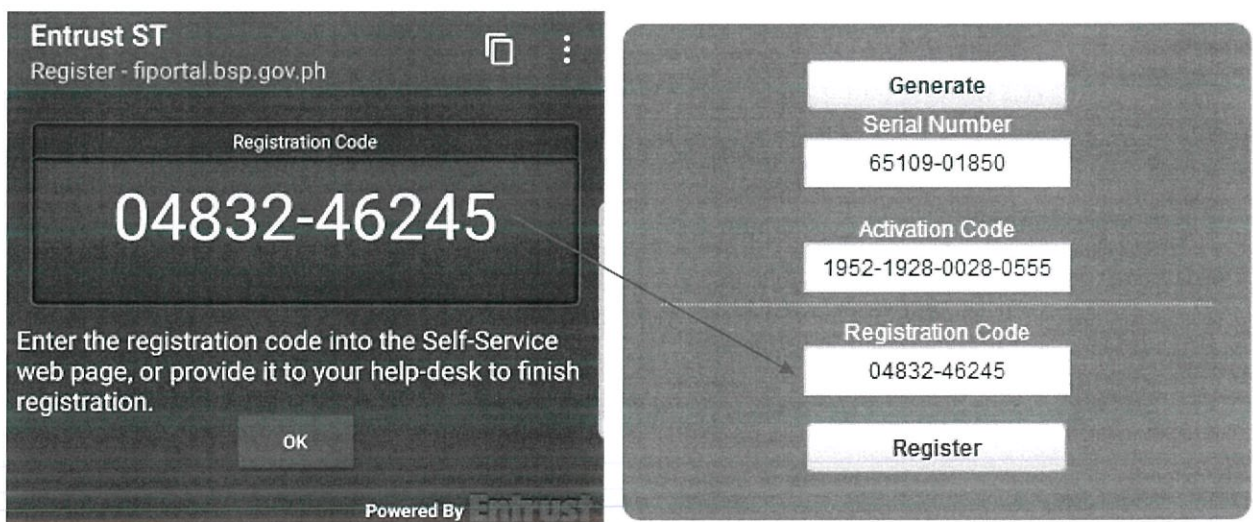
¹ Only applicable to newly registered users



- In the Entrust app, enter the generated Serial Number and Activation Code from the portal then click **Activate**



- Return to your PC then enter the registration code from the app and click **Register**. After registration, click **OK** in the Entrust app.

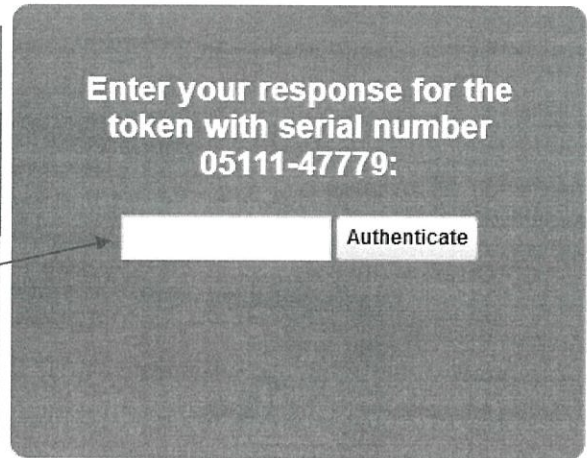


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8. Enter the generated security code from Entrust app to the portal and click **Authenticate** to finish the registration on 2FA.



9. After authentication, you will be redirected to the Welcome page of the BSP FI Portal.

Reminder: Entrust App is required to be opened to get the security code every time the users login to the portal.

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