



ORIMS User Guide for Credit Unions

Dated: 27th September, 2018

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1.0 Pre-requisites

Part 1: Access to ORIMS Vizor Portal

1. Open (click on) the link: <https://orimsportal.centralbankbahamas.com/vizorportal/>
2. On the Home Page, enter your username and password.

Welcome to ORIMS Portal

ORIMS Portal is an on-line application that manages all of your formal communications with your regulator. Using ORIMS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your company's profile – the current information held by the regulator about your company – and keep it up to date.

To access ORIMS Portal, please enter your username and password below (password is case sensitive):

Username: *

Password: *

[Forgotten Password](#)

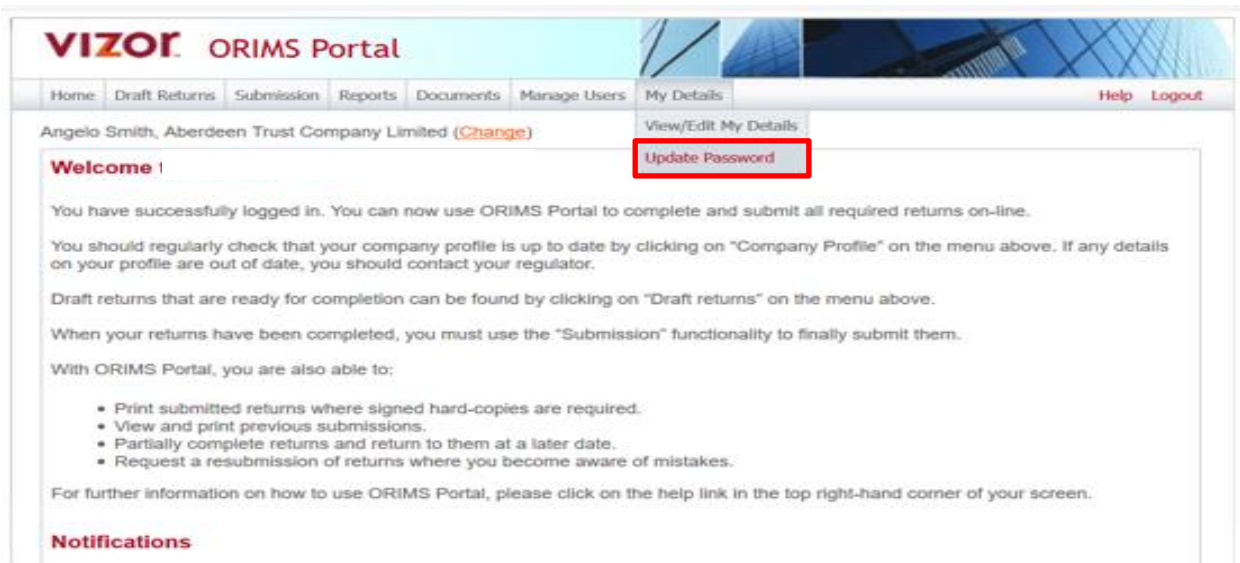
FIRST TIME USERS:

You will receive an email with your credentials. Upon first login, you will be prompted to update your password. Following the guide below to help you through the process.

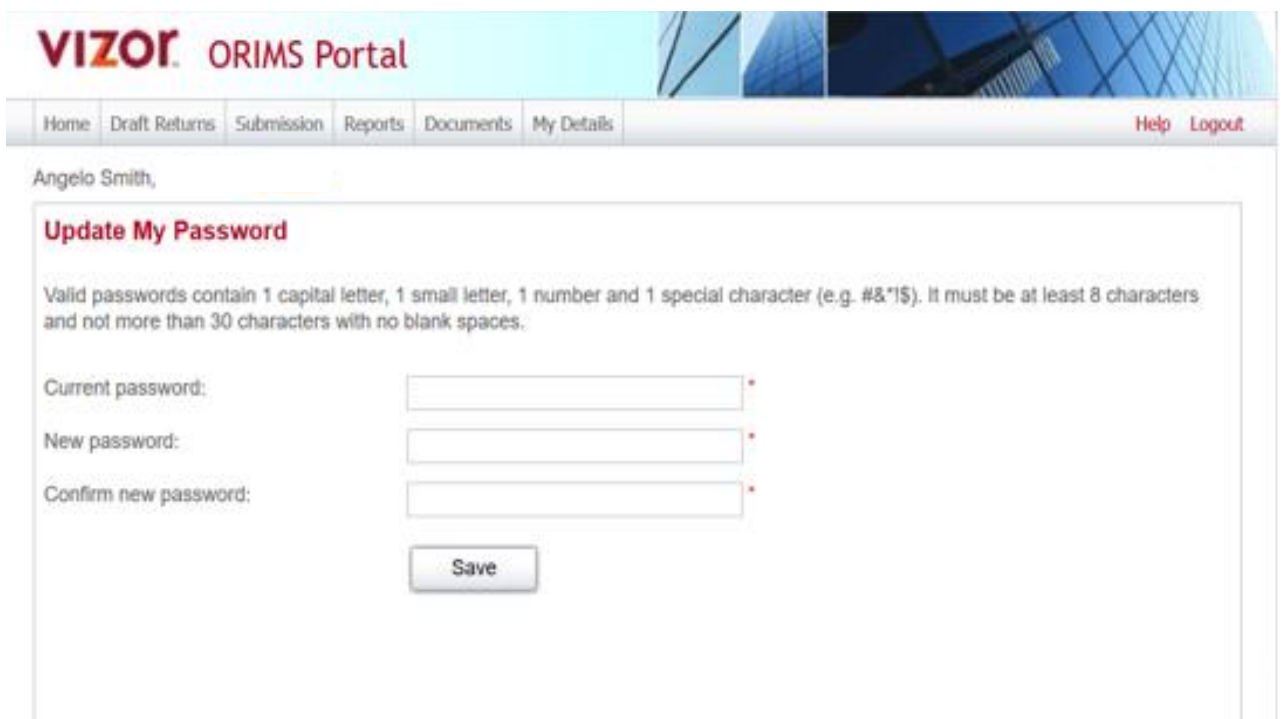
Part 2: Changing My Password

If a need arises to change your current password as result of internal policies or otherwise then update your password after logging in.

1. After logging into the Vizor ORIMS Portal, the *Welcome to ORIMS Portal* screen will appear.
2. From this screen, navigate to *My Details* → *Update My Password*



3. This will bring you to *the Update My Password* screen.



4. Enter your current password. For instance, "Training1\$" in the *current password box*.
5. Enter your new password. For instance, "Training1!" in the *new password box*.
6. Then, enter the new password again to confirm new password. For instance, re-enter "Training1!" in the *confirm new password box*.
7. Click on *Save*.

VIZOR ORIMS Portal

Home Draft Returns Submission Reports Documents My Details Help Logout

Angelo Smith,

Update My Password

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

Current password:

New password:

Confirm new password:

8. A message confirming your password has been successfully updated will be displayed.

Update My Password

Your password has been successfully updated.

Part 3: Resetting Forgotten Password

If you have forgotten your password then you are required to reset it. This can be initiated from the login page.

1. Launch Vizor ORIMS Portal by entering the URL below in the address bar of your web browser or simply click the link : <https://orimsportal.centralbankbahamas.com/vizorportal/>
2. Click on “Forgotten Password” link on the *Welcome to ORIMS Portal* screen.

VIZOR ORIMS Portal

Home

Not logged in

Welcome to ORIMS Portal

ORIMS Portal is an on-line application that manages all of your formal communications with your regulator. Using ORIMS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your company's profile – the current information held by the regulator about your company – and keep it up to date.

To access ORIMS Portal, please enter your username and password below (password is case sensitive):

Username:

Password:

Login

[Forgotten Password](#)

3. This will bring you to a CAPTCHA screen in which you need to enter correct.
4. Then the *Forgotten Password* screen will appear.

Forgotten Password

To receive by email a new randomly generated password, which will allow you to reactivate your account and choose a new password please enter your email address below.

Email address:

Submit

5. Enter your email address, for example: "jane.smith@vzor.ie" in *Email address*.
6. Click on *Submit* button.

Forgotten Password

To receive by email a new randomly generated password, which will allow you to reactivate your account and choose a new password please enter your email address below.

Email address:

Submit

7. A message will display indicating your password has been sent to your e-mail account.

8. Click on the *Home* tab in Vizor ORIMS Portal to navigate to the *Welcome* screen.



Home

Not logged in English (United Kingdom) ▾

Forgotten Password

To receive by email a new randomly generated password, which will allow you to reactivate your account and choose a new password please enter your email address below.

Email address: *

Submit

9. A Password reset email will be sent to the stated email address.
10. Open the Password reset email that you received from Vizor ORIMS Portal (ProductVMS@vizorsoftware.ie), which should be the most recent message in your inbox. If not received, please review your junk mail to ensure it is not there, otherwise please contact ORIMSHelp@centralbankbahamas.com.
11. Copy the password from the email.



Mon 25/06/2018 7:50 AM

ProductVMS@vizorsoftware.ie

New Portal User Account

To: AASmith@centralbankbahamas.com

Dear Angelo Smith,

You have been allocated an account on the ORIMS Portal website. To access your account, please log in using the details below

Login Page URL: <http://localhost/VizorPortal/Default.aspx>

User Name: AASmith@centralbankbahamas.com

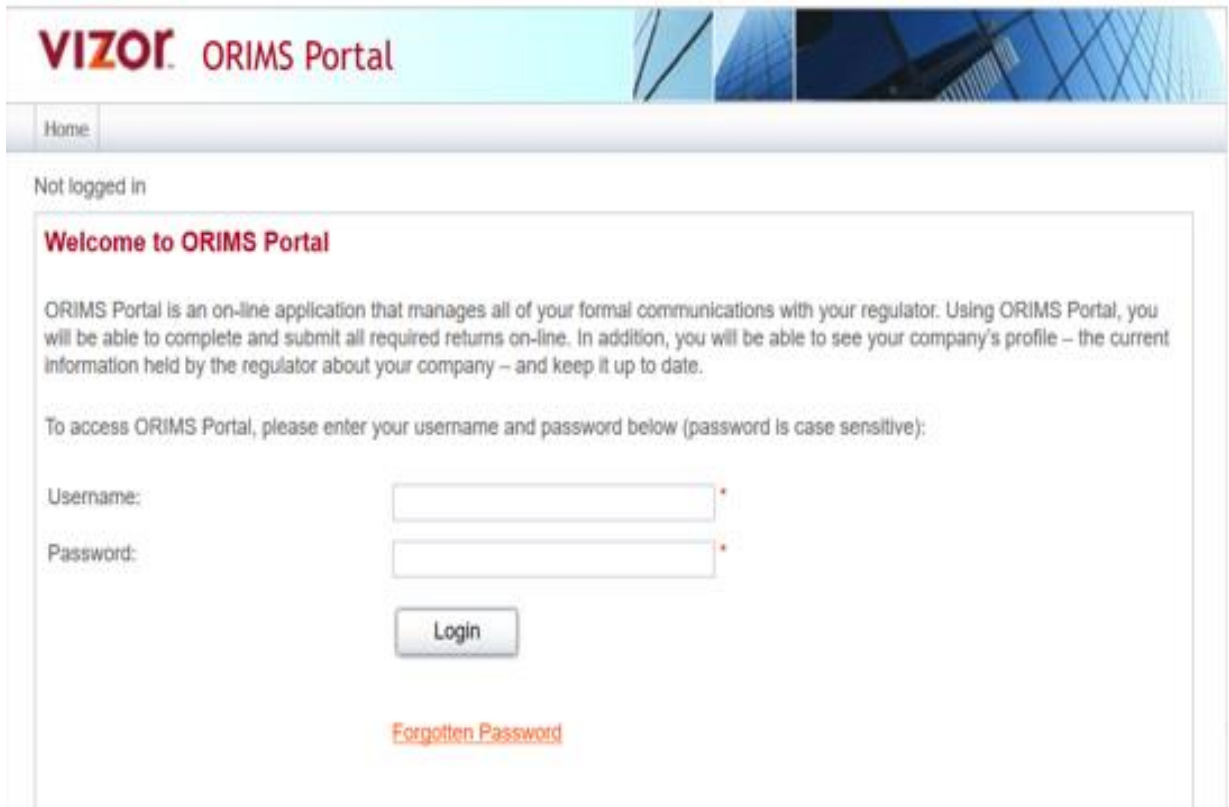
Password: **Vn7fv3wo**

You will be asked to change your password to something more memorable when you log in. You can change the password for your ORIMS Portal account at any time in the "My Details" section of the website.

This is a system generated email, so please do not reply to it.

Yours Sincerely,

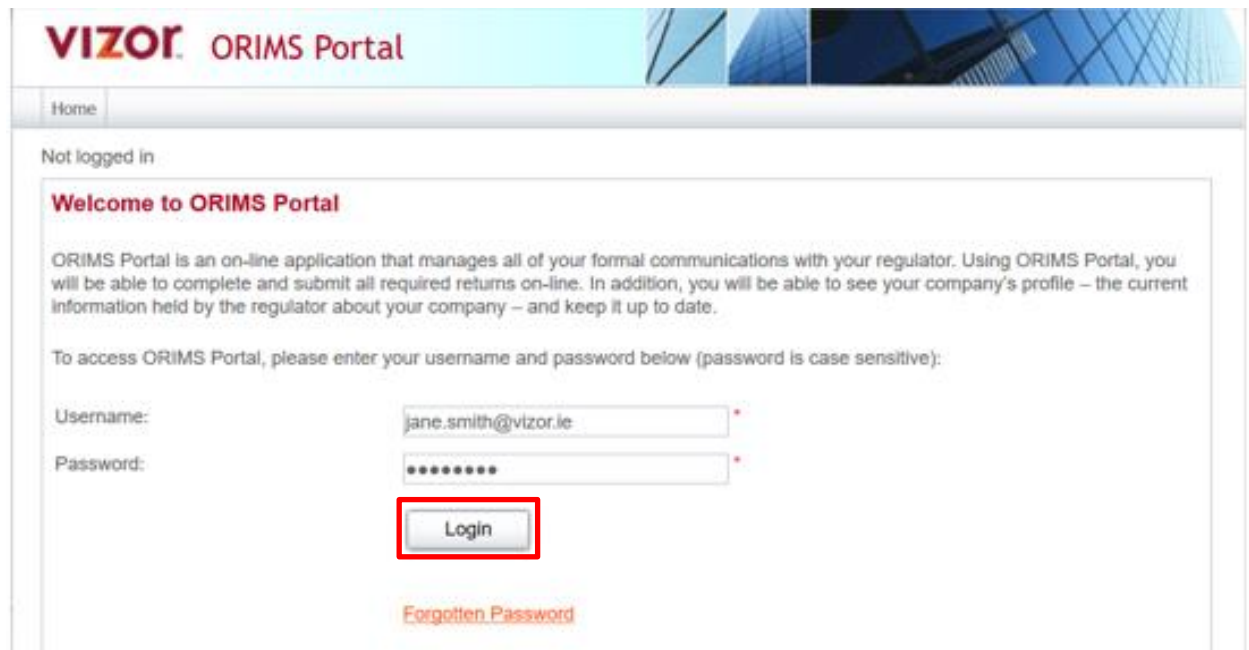
ORIMS Portal Administrator



12. Enter your username, example: “jane.smith@vizer.ie” in *Username:*

13. Copy the password from the email, example: “**Vn7fv3wo**” and paste it in *Password* box:

14. Click *Login*.



15. This will bring you to the *Update My Password* screen.

16. Copy the same password in *Current password:*

17. Enter in the *New Password:* and *Confirm new password:*

18. Click on *Save*.

Update My Password

You must update your password before continuing.

Review your user account details below. To update, enter new details and click the update button.

Current password: *

New password: *

Confirm new password: *

19. A message confirming the update of your account details is displayed.

Part 4: Viewing/Editing My Details

1. Navigate to the *Home* screen as detailed above
2. Navigate to *My Details* → *View/Edit My Details*

VIZOR ORIMS Portal

Home Draft Returns Submission Reports Documents My Details Help Logout

Angelo Smith, [View/Edit My Details](#)
[Update Password](#)

Welcome to ORIMS Portal

You have successfully logged in. You can now use ORIMS Portal to complete and submit all required returns on-line.

You should regularly check that your company profile is up to date by clicking on "Company Profile" on the menu above. If any details on your profile are out of date, you should contact your regulator.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With ORIMS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use ORIMS Portal, please click on the help link in the top right-hand corner of your screen.

3. This will bring you to *My User Details* screen where you can view your user details as stored on Vizer ORIMS Portal.

My User Details

Review your user account details below. To update, please enter new details and click the update button.

First name: *

Surname: *

Email address: *

Telephone number:
International Area code Number

Language of preference: ▼

Assigned permissions / roles:

Assigned to	Type	Roles
ABC Bank	Organization	Supervision Centre - Manager
Banks	Group	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit
Domestic Banks	Group	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit
Foreign Banks	Group	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit
Life Insurance	Group	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit
Mutual & Federal Insurance	Organization	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit
Non-Life Insurance	Group	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit
Organizations	Group	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit
Provident Insurance	Organization	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit
Royal Bank	Organization	Supervision Centre - Manager , Supervision Centre - Supervisor Only Edit

Part 5: Editing My Details

1. Navigate to *My User Details* screen as detailed in Part 1 of the sub-module “Viewing/Editing My Details”
2. Enter your phone number ‘353 89 3543456’ in *Telephone Number*:
3. Click on *Update* button

My User Details

Review your user account details below. To update, enter new details and click the update button.

First name:	<input type="text" value="Jane"/>	*								
Surname:	<input type="text" value="Smith"/>	*								
Email address:	<input type="text" value="jane.smith@vizer.ie"/>	*								
Telephone number:	<table border="1"><tr><td>353</td><td>89</td><td>3543456</td><td>X</td></tr><tr><td>International</td><td>Area code</td><td>Number</td><td></td></tr></table>	353	89	3543456	X	International	Area code	Number		
353	89	3543456	X							
International	Area code	Number								
Language of preference:	<input type="text"/>	▼								

4. A message confirming the update of your account details is displayed.

2.0 Submission of Returns

Part 1: Access to Vizer ORIMS Portal

1. Open → <https://orimsportal.centralbankbahamas.com/vizerportal/>
2. On the Home Page enter your login details.

Welcome to ORIMS Portal

ORIMS Portal is an on-line application that manages all of your formal communications with your regulator. Using ORIMS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your company's profile – the current information held by the regulator about your company – and keep it up to date.

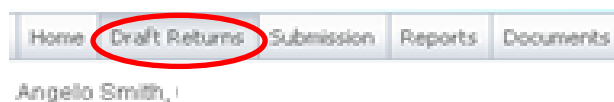
To access ORIMS Portal, please enter your username and password below (password is case sensitive):

Username:	<input type="text" value="ASmith@centralbankbahamas.com"/>	*
Password:	<input type="password" value="....."/>	*

[Forgotten Password](#)

Part 2: Selecting the Formset









1. Navigate and select → “Draft Returns” tab.























2. Select → “ERS-Credit Unions”
3. A formset will appear, showing the list of forms to be submitted for the particular month or quarter.

- The key will indicate using various symbols whether the data in each form is validated, in draft or no data – mandatory.

KEY

 Form set
  Folder
  Repeatable Folder
  Form
  Add Section
  Validated
  In Draft
  No Data - Mandatory

Credit Union - Test Status: No Data









  ERS - Credit Unions	Upload Data
  Assets Statement of Assets	Edit View 
  Liabilities Statement of Liabilities & Members' Equity	Edit View 
  OthrAsstsLiab Other assets and liabilities	Edit View 
  StatComplIncome Statement of Comprehensive Income	Edit View 
  ConsumerCred Consumer Credit	Edit View 
  DepLns Deposits & Loans	Edit View 

Part 3: Uploading Documents or Manually Entering Data






a. Uploading Documents

- After selecting the formset, you are ready to upload the data for submission. Select → **“Upload Data”**

KEY

 Form set
  Folder
  Repeatable Folder
  Form
  Add Section
  Validated
  In Draft
  No Data - Mandatory

Credit Union - Test Status: No Data

  ERS - Credit Unions	Upload Data
  Assets Statement of Assets	Edit View 

- Select **“Browse”**

Angelo Smith, Pension

Upload Data

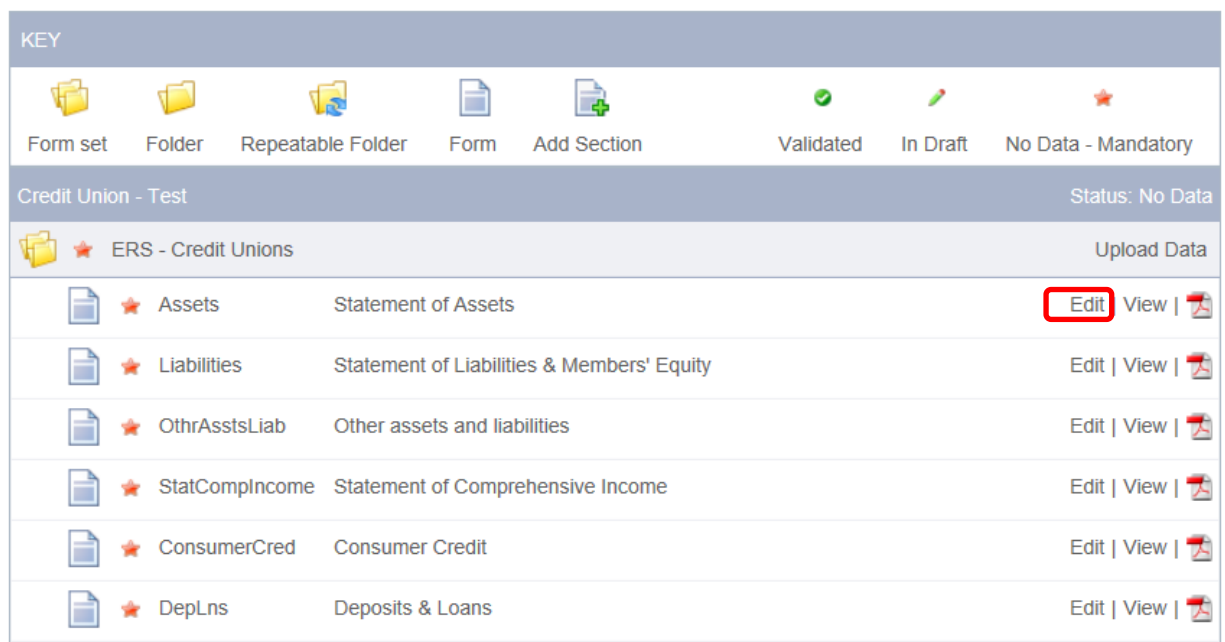
Please select a file which contains the data that you wish to upload into 'Pension Survey'. Allowed file types are: .xls, .xlsx
The file you select will take upto 90 seconds to process and any validation issues will be displayed below.

Select file to upload:

3. Select from your computer drive, the corresponding file that contains the data for submission. In this instance, (**Credit Union ERS (Financial Return) Template**).
4. After the data is **“successfully uploaded”** select **“back”**

b. Manually Entering Data

1. To use the option to manually enter data, select edit.



2. The form will appear, and then you can begin to enter data in the various cells.
3. Once you have completed entering data, be sure to select the *Validate & Save* button. This option validates the data entered; otherwise, if the form remains *in draft* the formset will not be able to be submitted.

Part 4: Submission Process

1. Validate and ensure that the document is correct by the key indicator, which indicates a *“valid”* status
 - a. If the form doesn't have the *“valid”* status there is an issue with the form
 - i. Navigate and select **“Edit”**

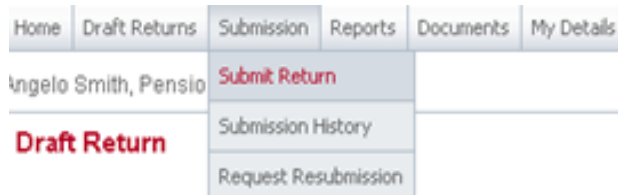


- ii. Correct any issue found and select **“Validate & Save”**



2. Review the report

3. If the Report is correct, then it's time to submit the return
4. From the menu bar, select **Submission**, then select **Submit Return**



5. Then, select **Submit** under the Action column

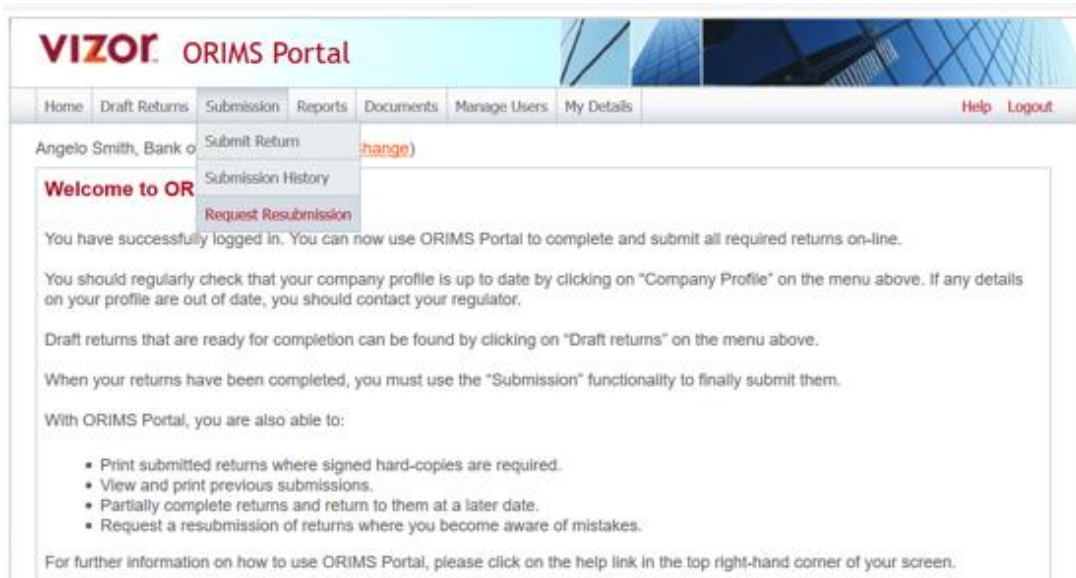
Return name	Reference	Revision	Categories	Return end date	Due date	Action
	EC956700	0.1		2/08/2016	2/08/2016	Submit

6. If there are validation issues, you will not be able to submit the return, instead correct the issues identified and repeat **section 3, Part 3** of this document.
7. Otherwise, a message will appear to indicate that no validation issues were found and you can now submit the return to your Regulator. **Be sure to select the Submit button.** Then a message will appear to indicate that the return was submitted and now waiting Regulatory approval.

Part 5: Request Resubmission

There are circumstances where you realize there is an issue within a Return and it has to be resubmitted to the Regulator. If this happens, you have the ability to request a Resubmission.

1. Navigate to the "Submission" tab, select "Request Resubmission"



2. Navigate to the return
3. Once you have located the return you want to resubmit, select "Request Resubmission"

Request Resubmission

Please select the return that you would like to request a resubmission for.

Resubmission requests may be granted automatically or may require review by your Regulator, based on the reasons you provide on the next page. If your resubmission request is granted, you will be notified by email and the return will appear in the "Draft Returns" area where you will be able to edit it before resubmission.

Showing returns from: 2017

Drag a column header here to group by that column.

Return name:	Reference	Revision	Return end date	Due date	Action
	ERS56672	1.0	3/07/2017	3/07/2017	Request Resubmission
	Sector Survey56671	1.0	4/07/2017	21/07/2017	Request Resubmission
	Insurance Companies5667	1.0	5/07/2017	17/07/2017	Request Resubmission
	Pension56669	1.0	3/07/2017	4/07/2017	Request Resubmission
	ERS56663	1.0	14/06/2017	14/06/2017	Request Resubmission

4. Enter reasons for resubmission—which is a mandatory field. Please ensure that the reason provide is clearly articulated.
5. Then select **"Send Request"**

Request Resubmission

Please enter the reasons you would like to resubmit this return.

Return name: Bank of The Bahamas Ltd.

Revision of return: 1.0

Reasons for resubmission: Criteria not satisfied

Send Request Cancel

6. A confirmation message appears, select **"Confirm"**

Request Resubmission

Are you sure you would like to request resubmission of "Bank of The Bahamas Ltd."?

Confirm Cancel

7. Once confirm has been selected, the below message is displayed.

Request Resubmission

Your request to resubmit "Bank of The Bahamas Ltd." has been automatically granted and your return is available for editing under the "Draft Returns" menu.

8. Repeat section 3, parts 1 – 4 of this document to begin the submission process again.