

## BEEDS portal | Bank of England Electronic Data Submission Portal User guide

### View / edit users

This User guide explains how to view / edit users on BEEDS.

1. Once you are logged in navigate to the Menu and Manage users

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Menu

### Welcome to the BEEDS portal

The BEEDS (Bank of England Electronic Data Submission) portal can be used to create, edit and submit returns online.

Outstanding returns that are ready for completion can be found under "Upload/Edit Returns" in the menu.

The submission functionality can be used to:

- Submit finalised returns.
- View the firm's submission history.
- Request resubmissions of returns where necessary.

The portal can also be used for user account management and viewing the firm profile.

Further guidance on the portal is available in the user guide which can be found under "Help and Guidance" in the menu.

2. Here you will see a list of currently users, find the relevant user, in the 'Action' column click 'view / edit', highlighted in yellow.

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Menu

### View BEEDS portal Users

To view more detail than that displayed, or to edit the user's details, click on the user's associated View/Edit link.

Create New User

First Name	Surname	Email Address	Status	Action
			Active	
			Active	

3. Here you can edit the user details, or delete their security questions

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## View BEEDS portal User

First name:

Surname:

Email address:

Telephone number:

Activation status:

Active

Permission:

- Solvency II Additional User
- Solvency II Create Ad Hoc Returns
- Credit Union Additional User
- Create Amend Principal User
- Banking Additional User
- Buy-to-let Additional User
- Non-Directive Additional User
- MREL Additional User
- CSDR Additional User
- AS Additional User
- FV Additional User
- Banking Stress Testing Create Ad Hoc
- Banking Stress Testing Additional User
- CCP Stress Testing Additional User
- Ad-hoc Additional User
- Stats Additional User
- SMMA - Additional User
- Branch Returns - Additional User
- Insurance Stress Testing Create Ad H
- Insurance Stress Testing - Additional

Security Questions:

Security questions exist for this user.

[Edit](#) [Delete Questions](#)

[Return to Users](#)