

# **IESUB -- The Federal Reserve Bank's Internet Electronic Forms Submission System for Statistical Reports**

**Choose from the following topics:**

- [Terms of Use](#)
- [General Instructions](#)
- [Security Information](#)
- [Passwords](#)
- [Submitting Data Through Data Entry](#)
- [Submitting and Saving Quality Edit Explanations](#)
- [Accessing Previously Stored Quality Edit Explanations](#)
- [Quality Edits and Your Receipt](#)
- [Saving Data](#)
- [Deleting Data](#)
- [Printing](#)
- [Submitting Data Through File Transfer](#)
- [Reviewing Previously Saved Or Submitted Data](#)
- [File Transfer Error Messages](#)
- [Useful Links](#)
- [Frequently Asked Questions](#)
- [In Case of Questions or Problems](#)
- [Feedback](#)

## Terms of Use

By using the Internet Electronic Submission (IESUB) System you are agreeing to follow the provisions of [Federal Reserve Operating Circular 5](#) <http://www.frb services.org/industry/pdf/oc5.pdf> regarding electronic access to Federal Reserve services, as well as the following terms:

If you submit statistical reports or other information to a Reserve Bank by electronic connection:

- a. You must use a single electronic connection for each type of report unless you are unable to do so and you notify the Federal Reserve prior to submitting data by other means. If the electronic submission facility is not available for any reason, you remain responsible for submitting reports by established deadlines via other means.
- b. You shall maintain a hard copy of all required statistical or other information that you submit electronically. The copy shall contain an official signature certifying that the information contained therein is correct. The copy shall be retained for at least five years, subject to inspection by us, by your primary regulator, and (for Treasury reports) by the U.S. Treasury Department. You warrant that the report submitted electronically contains the same data as the hard copy you are retaining.
- c. You shall participate in any tests the Federal Reserve specifies prior to live transmission, and thereafter as the Federal Reserve may require.
- d. You shall obtain prior approval from the Federal Reserve before you revise any data that you have previously submitted. Depending on the volume and dates of the revisions, the Federal Reserve may require the revisions to be submitted by non-electronic means.
- e. With respect to data submitted over the Internet, you assume the entire risk of any loss of confidentiality of the data, whether or not any security procedures were used, and you assume all responsibility for any delays in transmission or corruption of the data while in transmission. You are responsible for informing the Federal Reserve of any changes in responsibilities that require changes in access, including the deletion of user ids for your employees that no longer require access.

## General Instructions

This system was designed so that you can easily enter, revise and review your report submissions. Here are a few points to note:

- Add the site (<https://stat.frb.org/iesub>) to your Favorites and access IESUB from Favorites.

- Use the provided system buttons rather than your browser's **Back** and **Forward** buttons.
- Do not open multiple sessions of the IESUB system - work with one report at a time.
- This system is designed to run at a minimum resolution of 800x600, maximized.
- The system is compatible with Microsoft Internet Explorer 5.5 and 6.0 with 128-bit SSL encryption enabled; it is the responsibility of the user(s) to identify and install the most recent Microsoft security patches as they become available(<http://www.microsoft.com/windows/ie/>)

## Security Information

The process for submitting reports over the Internet has been carefully designed to ensure the confidentiality of the data and authenticity of the respondent.

128-bit Secure Sockets Layer (SSL) encryption is used for all communication between the data reporting section of the Federal Reserve's website and the respondent's browser. **The browser you use to submit reports over the Internet must support the stronger 128-bit encryption.** All web pages and completed forms are encrypted by SSL to ensure the confidentiality of your data.

To ensure that only authorized respondents file reports for an institution, a unique user-id and password is issued to each person within the institution who will be responsible for submitting data using IESUB. If you wish to obtain additional or remove existing user ids, speak to your regular contact at the Federal Reserve Bank.

Each time the SSL-encrypted link is set up between your browser and IESUB, a digital certificate is presented to your browser by our site. This certificate authenticates that the website with which you are communicating is the Federal Reserve's site and not an imposter. The contents of the certificate can be viewed using the document information option on your browser.

## Passwords

The first time you access IESUB you will be prompted to change the password that was assigned to you. It will then expire every 30 days at which time you will be prompted to change it. The password you choose should be at least 8 characters in length. It must

contain both numbers and letters. You should not use easily-guessed passwords. You will continue to use this password each time you access IESUB. You can change your current password at any time by accessing the link on the [Home Page](#).

Note: You are responsible for protecting your user id.

## [Submitting Data through Data Entry](#)

One way to submit reports to the Federal Reserve Bank is by entering the data into the IESUB (Internet Electronic Submission) system. The data submitted via IESUB is available for one full year. IESUB may be used to submit initial and revised data and to save data for later submission.

To submit your data follow these steps:

1. Select **Data Entry**.
2. The next screen will prompt you for the following information:
  - **Respondent:** If you have the ability to submit data for more than one respondent, select the one for which you want to enter data. If you only have the ability to submit data for one respondent, it will appear as the default.
  - **Series:** If you have the ability to submit data for more than one series, select the one for which you want to enter data. If you only have the ability to submit data for one series, that series will appear as the default.
  - **As-of-date:** Enter the as-of-date for which you wish to enter data. Make sure that this is a valid as-of-date for the particular series.
3. Click the **Next >>** button.
4. You will view the data entry screen resembling the form you selected.
  - If you are entering initial data, you will view an empty data entry screen.
  - If you have saved or submitted data, you will view a data entry screen populated with the previously saved or submitted data.
  - Enter or modify your data. Notice the helpful messages in the Status bar as you position your cursor in different cells.
  - To cancel this session, click on the **Cancel** button.
  - To reset (erase) all entries, click on the **Reset** button.
  - To save data without submitting it to the Federal Reserve Bank, click on the **Save** button.
  - To delete data that have been previously saved, click on the **Delete** button. Note that you can only delete data that have been saved and not submitted. ([click for more information on saving and deleting data](#)).
  - You can submit remarks with the report. Just enter your remarks in the **Remarks** box. The following characters are not acceptable in the **Remarks** box: <, \, ", ', \_,

carriage control characters, and any characters with ASCII values less than 32 or greater than 126.

- If you wish to submit your data, click on the **Submit** button.
- If the **Submit** button was clicked, the form will be examined for mathematical correctness and illegal characters in the text fields. If a mathematical error or an illegal character is found, you will be returned to the data entry screen to correct the error. When all the errors are corrected the data will be submitted.
- If the **Save** button was clicked, the form will only be examined for illegal characters. No mathematical validation will occur.
- When the data are submitted or saved, a receipt will be immediately sent back to you. This receipt will show the date and time (eastern) of your initial submission, and date and time of the revision, if the submission was a revision, or the date and time that the data were saved. Print the receipt and store it in accordance with document retention requirements, if appropriate.
- Click on the **Close** button when you are finished.

### [Submitting and Saving Quality Edit Explanations](#)

On certain series Quality Edit Explanations must be submitted with your data. These series have a **Next >>** button in place of the submit button on the data entry screen. (For a general review of the data entry process see [Submitting Data Through Data Entry](#)).

To submit Quality Edit Explanations:

1. Click on the **Next >>** button.
  - Validity Edits will be run on the data from the data entry screen.
  - Validation to ensure that no illegal characters are entered will also be run.
2. You will arrive on the Edit Remarks Entry screen.
  - The screen features dropdown boxes to specify the item and edit check you wish to explain and also a field to input the explanation. These boxes have the following information specific to the report you are submitting:
    - Edit Type: Select the appropriate edit types (Q, I, R, etc.).
    - Edit Check: Select the appropriate published edit check numbers.
    - Comparison Series: Select the comparison series for inter-series edits, if appropriate.
    - Target Item: Select the appropriate row and sub-row of all items in the report.
    - Occurrence: Select the column number of the failure.

- Select the appropriate combination of values from the dropdown boxes and enter your explanation.
- Press the **Submit** button.
- Your edit explanations will be checked to ensure that all entered combinations of Edit Type, Edit Check, Comparison Series, Target Item and Occurrence are valid for the report you are submitting. If this is not the case the Quality Edit Explanation screen will refresh with a message indicating the row where the error occurred. Your data will not be submitted to the Federal Reserve.
- When all edit explanations are valid, your data (the report and edit explanations) will be submitted to the Federal Reserve.
- Your edit explanations will be compared to the data you submitted. If Edit Explanations were included for all Quality Edit Failures your submission will be accepted and a printable receipt displayed.
- In the event that you attempt to submit an Edit Explanation for which IESUB did not return an associated Quality Edit Failure or failed to provide Edit Explanations for a Quality Edit Failure IESUB detected, your report will not be accepted. Your report will be saved and a printable edit failure report will be displayed. You will need to revise either your edit explanation information or report data and resubmit the report.
- See [Quality Edits and Your Receipt](#) for more information on the receipt and error report.

To save Quality Edit Explanations:

1. You may save your edit explanations and associated data at any time. You can do this by pressing the **Save** button on the Quality Edit Explanation screen.
2. Saved data will be validated to ensure that no invalid characters are being stored.
3. Invalid or partial combinations of Edit Type, Edit Check, Comparison Series, Target Item and Occurrence can be stored.
4. When you return to IESUB and enter the Quality Edit Explanation screen via the Data Entry screen your previously saved edit explanations will be displayed.
5. You can finish entering your edit explanation data and submit your report.

To Return To The Data Entry Screen:

1. You may use the << **Back** button to return to the Data Entry screen from the Quality Edit Explanation screen. If you choose to go back, any Edit Explanations will be saved and displayed when you return to the Quality Edit Explanation screen.

Notes:

1. If you have entered your data through the file upload process, the Quality Edit Explanation screen will be populated with the data from your file. As in the above example, validation will not occur until the report is submitted.
2. If you do not know what Quality Edit Failures your submission may contain, you can submit the report from the Quality Edit Explanation screen without any Quality Edit Explanations (leave the form on that screen blank). The report will be submitted to the Federal Reserve and you will receive an Edit Failure Report for all edit failures. You can then modify your data or add Edit Explanations as appropriate.  
*Note: This data will be available to the Federal Reserve Bank upon submission.*

### [Accessing Previously Stored Quality Edit Explanations](#)

*Note: For a general review of the data entry process, see [Submitting Data Through Data Entry](#).*

- Certain series will have a **Next >>** button in place of the **Submit** button on the data entry screen.
- Pressing the **Next >>** button will take you to the Quality Edit Explanation screen, pre-populated with any saved edit explanations or any edit explanations returned by IESUB.
- If you have not saved or received any edit failures, the form will be empty and available for entering new edit explanations.

## [Quality Edits and Your Receipt](#)

If you have saved or submitted an accepted report (the report is edit free or has edit explanations for each edit failure) you will get a receipt containing the microdata and any edit explanation data (see [Saving and Submitting Quality Edit Explanations](#)). If your report was not accepted (the report was missing or had extra edit explanations), you will get an Edit Error Report with additional links on the upper left corner of the receipt:

### View Saved Data:

Displays a receipt containing the microdata and edit explanations you entered.

### View Edit Error Report:

Displays any quality edit failures for which no explanation was given or edit explanations for which IESUB did not detect a failure.

### View Both Reports:

Displays both the Saved Data and Edit Error Report on a single page.

## [Saving Data](#)

This feature was designed to save incomplete data or data that have not been finalized for submission to the Federal Reserve. The Save Data feature allows you to store these data for printing, later modification and submission to the Federal Reserve. Since these data were not submitted to the Federal Reserve Bank, they may be [deleted](#) if you do not intend to submit them.

The **Save** button appears at the top of the screen beside the **Submit** and **Cancel** buttons (see [Submitting Data Through Data Entry](#)).

**Saved data are not received by the Federal Reserve until submitted.**

If you save data for a respondent, series and as of date, the data will be displayed when you access the data entry screen. Note that there can only be a single saved report for each respondent, series and as of date.

## [Deleting Data](#)

Data deletion is a feature that you can use to discard revisions or other data that you have saved but do not want to submit to the Federal Reserve. The **Delete** button will appear at the top of the screen alongside the **Submit**, **Cancel** and **Save** buttons.

You can only delete data that have been previously saved. You cannot delete data that have been submitted or data that have been entered but not saved.

To Delete Data:

1. Retrieve your previously saved data on a Data Entry screen.
2. Press the **Delete** button. You will be prompted to confirm that you want to delete the data.
3. Press 'OK'. Your data will then be deleted.

## Printing

To print content, including: a report receipt, file transfer receipt, help text, terms of use, and the privacy statement.

1. Click once anywhere on the information you wish to print.
2. Select File.
3. Print Click on the Options tab (Windows 2000 and XP users only).
4. Select 'Only the selected frame'.
5. Select OK (or Print, if you are a Windows 2000 or XP user).

## Submitting Data through File Transfer

[The IESUB Spreadsheet File Transfer User Guide](#) is available through this link. Please reference it for more detailed information regarding this facility.

*Note: If you are submitting quality edit information with your report, format the data according to the File Transfer Guide specification and see [Saving and Submitting Quality Edit Explanations](#).*

To submit data through spreadsheet file transfer follow these steps:

1. Create the text file from a spreadsheet application. The file that is created should look similar to this in format:

0123456789FR2951 04-19-1999L2852+50+40+60+50+40+60+40+340L2940 +50+40+60+50+40+60+40+340L2162+50+40+60+50+40+60+40+340L2147+50+4 0+60+50+40+60+40+340L2159+50+40+60+50+40+60+40+340L4769__Remarks would appear here__
--

2. Once the file is created, save the file with a text extension (e.g. FR2951.txt).
3. Select **File Transfer** from the main screen.
4. The next screen will prompt you for the file name. The file name can be entered in two ways:
  - Click on the Browse button and search for the file on your computer.
  - Enter the path and the name of the file in the Filename text box (e.g. c:\documents\spreadsheet.txt).
5. Click on the **Submit** button.

*Note: If the text file is not in the correct format an error message will appear on your screen. To view a list of error messages and explanations refer to the [Error Messages](#) section below.*

- A data entry screen will appear that looks similar to the hard copy of the form. The cells in the form will automatically be populated with the data that were submitted in the spreadsheet file. **Note:** At this point IESUB continues to process the data as if they were data entered.
- You can submit remarks with your data. Remarks are entered in between two sets of double underscores following line identifier L4769 (L4769\_\_Remark Text\_\_). In the Remarks section, the following characters are not acceptable: <, \, ", ', \_, carriage control characters, and any characters with ASCII values less than 32 or greater than 126.
- If you wish to cancel this session, click on the **Cancel** button.
- To reset (erase) all entries, click on the **Reset** button.
- When the form is populated with the data from your file, click on the **Submit** button.
- The form will be examined for mathematical correctness and illegal characters in the Remarks box. If a discrepancy is found, you will be returned to the data entry screen to correct the errors. When all the errors are corrected the data will be submitted to the Federal Reserve.
- When the data are received, a receipt is immediately sent back to you. This receipt shows the date and time (eastern) of your initial submission, and date and time of the revision, if the submission was a revision. Print this form, if necessary sign and date it, and store it in accordance with document retention requirements. This receipt is your assurance that the Federal Reserve received your data.
- Click on the **Close** button when you are finished.

*Note: If a revision is being sent, and you previously submitted initial data or an earlier revision using IESUB, the data that will appear on the screen are the data from your spreadsheet. However, since you are submitting revised data, the heading will say revision.*

## Error Messages

Before the text file can populate a form, IESUB checks the file format. If the file format is incorrect an error message will appear. Below are a list of error messages and explanations.

- **Error:** "Respondent Id must be numeric."  
**Cause:** IESUB examines the first ten characters of the text file for the respondent id. Since the respondent id can only be numeric, nonnumeric characters are not acceptable.  
**Solution:** Examine the first ten positions of the file for a nonnumeric character and type in your correct respondent id.
- **Error:** "An invalid series was entered, enter series name in positions 11 through 20."  
**Cause:** Characters in positions 11 through 20 are used for the series name only. The series name is incorrect.  
**Solution:** Examine positions 11 through 20 to insure that the series name is correct; starts in position 11; and is filled with blanks through position 20 (example "FR2900 ").
- **Error:** "An invalid date was entered, enter date in positions 21 through 30 in the format 'mm-dd-yyyy'."  
**Cause:** Characters in positions 21 through 30 are used for the as-of-date. If another value other than the as-of-date is in positions 21 through 30 this error message will appear.  
**Solution:** Only the as-of-date must be entered in positions 21 through 30 therefore, enter a valid as-of-date in the format mm-dd-yyyy.
- **Error:** "A nonnumeric character was found."  
**Cause:** A nonnumeric character was found in the string.  
**Solution:** Search the string for a nonnumeric character. You may have typed 5l (the letter L instead of 1) or 6O (the letter O instead of 0).
- **Error:** "A space was found."  
**Cause:** There is a space in the string.  
**Solution:** Search the string for a space and remove it.
- **Error:** "A line identifier is missing."  
**Cause:** Line identifiers are used to determine the cells that belong to a certain row. Each form has different line identifiers.  
**Solution:** Search the string for each line identifier and find the line identifier that is missing. The list of line identifiers are in the IESUB Spreadsheet File Transfer User Guide.
- **Error:** "In between each line identifier plus signs are needed, for example, L2698+10+10+10+10+10+10+10+70L2280."  
**Cause:** The values for each cell are not separated by plus signs.  
**Solution:** Search the string. One plus sign is needed to separate the cell values.

## [Reviewing Previously Saved Or Submitted Data](#)

You may review data that you have previously saved or submitted through data entry / spreadsheet file transfer within the past year at any time:

1. Select **Review** from the main screen.
2. The next screen will prompt you for the following information:
  - **Respondent:** If you have the ability to submit data for more than one respondent, select one for which you are ready to review data. If you only have the ability to submit data for one respondent, it will appear as the default.
  - **Series:** If you have the ability to submit data for more than one series, select the one for which you are ready to review data. Make sure that it is a valid series for the respondent chosen. If you only have the ability to submit data for one series, that series will appear as the default.
  - **As-of-date:** Enter the as-of-date for which you wish to review data. Make sure that this is a valid as-of-date for the particular series.
3. Click the **Next >** button.
4. If there are both submitted data and saved data for the selected series and as-of-date, you will be prompted to select the data you would like to review.
5. You will see the report containing the data that have been saved or submitted for the date you specified. Click on the **Done** button when you are finished examining and/or printing the data.
6. If you have saved or submitted quality edit information with your report (see [Submitting and Saving Quality Edit Explanations](#)) these will be displayed with your microdata. See [Quality Edits And Your Receipt](#) for more information.

## [Useful Links](#)

On the Useful Links page there are links of interest to IESUB users. Note that when a link is selected the website will be opened in a new browser window. When you are finished using IESUB it is strongly recommended for security reasons that you close *all* instances of your browser to break your connection with IESUB.

## Frequently Asked Questions

**Question:** I have previously logged on to the site using my bookmark, however, I am currently receiving an error message?

**Answer:** The URL is bookmarked incorrectly. The bookmark should be <https://stat.frb.org/iesub>. To edit the bookmark follow these steps:

Microsoft Internet Explorer Instructions

1. In the File menu select Favorites, then Organize Favorites.
2. In the Organize Favorite box, locate the IESUB URL.
3. Right click on the URL and select Properties, then select Internet Options.
4. The Target URL box should read <https://stat.frb.org/iesub>.
5. If the Target URL box does not read <https://stat.frb.org/iesub>, delete the URL and enter <https://stat.frb.org/iesub>.
6. Click OK.

**Question:** After I entered my logon id and password, this error message appears, "Unauthorized - Proper authorization is required for this area. Either your browser does not perform authorization, or your authorization has failed?"

**Answer:** You may be doing one of the following: typed your logon id and/or password incorrectly, clicked the cancel button after entering a password (instead of clicking on the OK button), or typed the URL incorrectly.

**Question:** After I entered the URL, an "Error 403" appeared on the screen.

**Answer:** The URL was typed incorrectly. The URL is <https://stat.frb.org/iesub>.

**Question:** After I entered the URL, an "Error 404 ... Failed to connect to server" appeared on the screens.

**Answer:** You may have typed the URL incorrectly. The URL is <https://stat.frb.org/iesub>. If after typing the URL correctly you still receive this error message, contact your Federal Reserve Bank analyst.

**Question:** When I enter the IESUB system, I see an error box describing a "JavaScript error".

**Answer:** Be sure that you entered the IESUB system using a bookmark rather than by typing in the URL at the top. If you type in the URL, your browser will finish your typing for you, and may include extra characters which will cause errors.

**Question:** After I entered the URL, I received this error message "No sites were found containing <https://stat.frb.org/iesub>."

**Answer:** You entered the URL in the search box of a search engine site. The URL must be entered in the Address box for Internet Explorer.

**Question:** After I entered the URL, this error message appeared on the screen:

There was no response.  
The server could be down or is not responding.  
If you are unable to connect again later, contact the server's administrator.

**Answer:** The server could be down, contact your Federal Reserve Bank analyst for more information.

### [In Case of Questions or Problems](#)

If you are having difficulty, first determine the type of problem you are having.

- If your problem is data-related, you need to contact the Federal Reserve Bank analyst responsible for reviewing your data submissions.
- If you are having a problem with your password you need to contact the Federal Reserve Bank analyst responsible for reviewing your data submissions.
- If you have difficulty displaying the IESUB pages, check that your connection to the Internet is working properly by displaying some other site on the Web (e.g., the Federal Reserve Board site at <http://www.federalreserve.gov>).
- If the problem is with your connection to the Internet, first try reconnecting. Close and restart your browser. If you are using a modem, discontinue the call and then redial. If this does not clear up the problem, contact your Internet Service Provider or technical support staff.
- If you cannot connect to IESUB (e.g., you receive the error message "**Error-404 ... Failed to connect to server,**") please contact the Federal Reserve Bank analyst responsible for reviewing your data submissions.

## [Feedback button](#)

A feedback button is available for you to provide comments about what you like or dislike about IESUB and what additional features you would like added. This button is for feedback on the IESUB system. Please contact your Federal Reserve analyst, if you have questions about your data or you are having problems submitting data via IESUB.