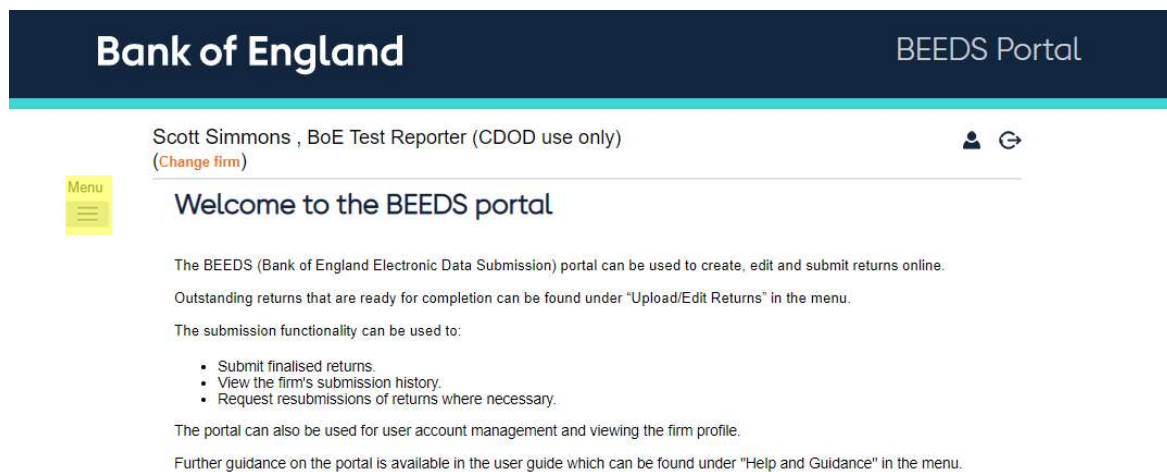


## BEEDS portal | Bank of England Electronic Data Submission Portal User guide

### Request a resubmission

This User guide explains how to submit a return BEEDS

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



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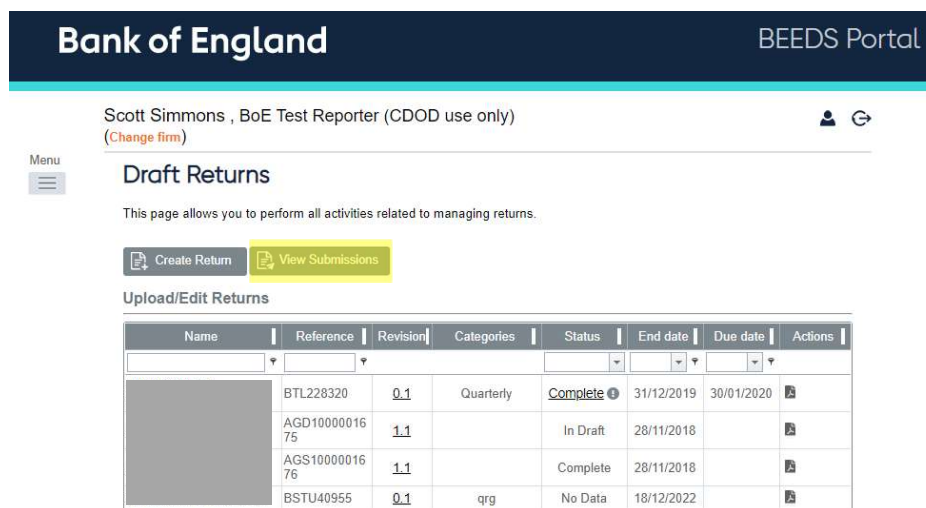
### Welcome to the BEEDS portal

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. Click 'View Submissions'



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### Draft Returns

This page allows you to perform all activities related to managing returns.

Create Return View Submissions

Upload/Edit Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
	BTL228320	0.1	Quarterly	Complete	31/12/2019	30/01/2020	
	AGD1000001675	1.1		In Draft	28/11/2018		
	AGS1000001676	1.1		Complete	28/11/2018		
	BSTU40955	0.1	qrg	No Data	18/12/2022		

3. Find the return to resubmit and click on the 'Request Resubmission' button highlighted in the Actions column below.

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### Submission History

This page allows you to view the **submission history**. Also, you can **request resubmission**.

Submission History allows you to review and print any return that has previously been submitted to the Bank of England.

If you want to request resubmission, please click Request Resubmission icon on the return that you would like to request a resubmission for.

Resubmission requests may be granted automatically or may require review by the Bank of England, 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 'Manage Returns' area where you will be able to edit it before resubmission.

Showing returns from:

Name	Reference	Revision	Submitted	Categories	Status	End date	Due date	Actions
		2.0	21/02/2023	BT	Accepted	17/02/2023	17/02/2023	

#### 4. Enter the reasons you would like to resubmit this return. 'Send Request'

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### Request Resubmission

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

Return name:

Revision of return:

Reasons for resubmission:

Please specify changes since previous revision:

If necessary, please attach an accompanying file detailing the changes:

Depending on the collection you report, your request will either be automatically approved or await approval from an internal team. You will receive an email notification once your return is ready to re-submit against.