

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

### View submission history

This User guide explains how to submit a return BEEDS

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

Bank of England
BEEDS Portal

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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. Click 'View Submissions'

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Menu

### Draft Returns

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

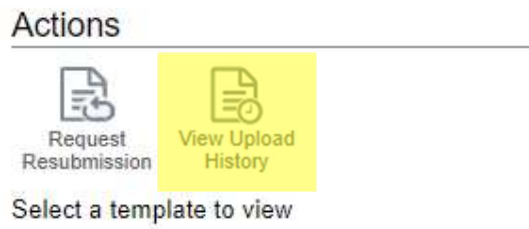
Create Return

View Submissions

#### Upload/Edit Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
[Redacted]	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 relevant return and click on the 'Return Name'



4. Here you can view the submission uploaded by clicking 'View Upload History'