

**To submit your 5300 Call Report for inclusion in the FirstLook program:**

**Step 1)** Select the “Call Reports” tab in the main Credit Union Online section



**Step 2)** For the cycle in question, click on the corresponding “View” button to the right

Cycle Date	Submission Status	Is Correction	Actions
September-2009	Validated	No	<input type="button" value="VIEW"/>
June-2009	Validated	No	<input type="button" value="VIEW"/>
March-2009	Validated	No	<input type="button" value="VIEW"/>
December-2008	Validated	No	<input type="button" value="VIEW"/>
September-2008	Validated	No	<input type="button" value="VIEW"/>
June-2008	Validated	No	<input type="button" value="VIEW"/>

**Step 3)** Confirm that you have selected the correct cycle, and then click “Download Call Report” from the menu options on the left side of the screen



**Step 4)** When the download box pops up, click “Save”, and save a copy of your XML file to an easy to find location (such as your desktop). From here you can email this XML file to Callahan at [5300@creditunions.com](mailto:5300@creditunions.com) for inclusion in our FirstLook program.

