

## Electronic FOIA Registration and Request Instructions

### Registration

- Step 1. Select the **Sign In** link on the left column
- Step 2. Select the **Click Here to Register** link at the top of the page
- Step 3. Enter your **Contact Information** in the required fields  
Choose the **Requester Type** that best describes your request circumstances  
(see FDIC FOIA Guide for requirements)
- Step 4. Enter your **Account Information** in the required fields  
Choose any **User Name** you wish  
Record your **User Name** here \_\_\_\_\_  
Choose any **temporary Password**  
Please note – For your security, you will be asked to change this **temporary Password** and choose a **different permanent Password** the first time you submit a FOIA request (see Submit a FOIA Request-Step 4 below). Your password must be between 8 and 16 characters and contain at least 1 upper letter, 1 lower letter, 1 special character (@#%\*), and 1 numeric character  
Record your **temporary Password** here \_\_\_\_\_
- Step 5. Enter the validation code carefully in the required field  
Click the H to hear the validation code
- Step 6. Select **Submit**. You are now a **Registered User**.  
**This completes the one-time Registration Process!**

### Submit a FOIA Request

- Step 1. Select the **Sign In** link on the left column
- Step 2. Enter your **User Name** and **temporary Password** in the required fields
- Step 3. Select **Sign In**
- Step 4. Receive the **Change Password** message
- Step 5. Enter your **User Name** and **temporary Old Password**
- Step 6. Enter a **permanent New Password** and reenter to **Confirm**  
Record your **permanent New Password** here \_\_\_\_\_

- Step 7. Receive the **Password Changed Successfully** message
- Step 8. Select the **Submit FOIA Request** link on the left column
- Step 9. Select your choice of document **Delivery**
- Step 10. **Optional** – If eligible, select Expedite and provide full justification  
(see FDIC FOIA Guide for eligibility requirements)
- Step 11. Enter a very detailed description of the **Records Requested**  
(see FDIC FOIA Guide for guidance)  
**Important** – *To avoid delay or rejection of your request, you must provide a reasonable description of the requested records so the records may be located with a reasonable amount of effort. Please include any and all relevant background information and specific record details including name(s), date(s), location(s), issue(s), bank name(s), etc.*
- Step 12. Enter the total **Amount you are willing to pay** for the **Records Requested**  
(see FDIC FOIA Guide for fee guidance)
- Step 13. **Optional** – If eligible, select **Fee Waiver Requested** and provide full justification  
(see FDIC FOIA Guide for eligibility requirements)
- Step 14. Select **Save**
- Step 15. Receive the **Success** message and your **Temporary Case Number**  
**This completes the Electronic FOIA Request Process!**

Note: You will receive acknowledgement of your FOIA request by email

You may **Sign In** and select the **FOIA Request Status** link on the left column to check the status of your request at any time

Please call the FDIC FOIA Service Center at 202-898-7021 or 703-516-1004 if you have any questions or problems with your Registration or Electronic FOIA Request.