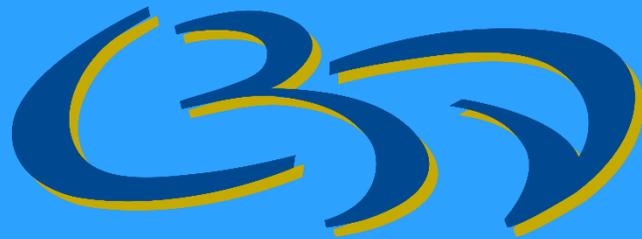


Web Portal Basics



Statistics Department
Centrale Bank van Aruba
September 2020

Web-Portal: Microsoft Authenticator & QR Code

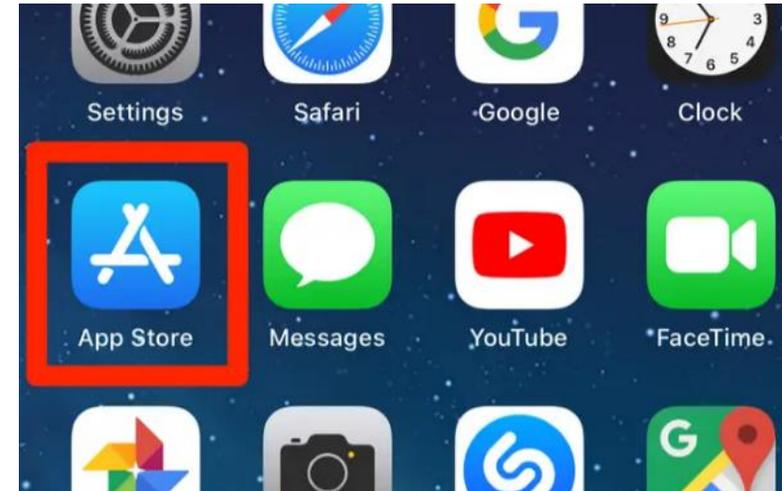
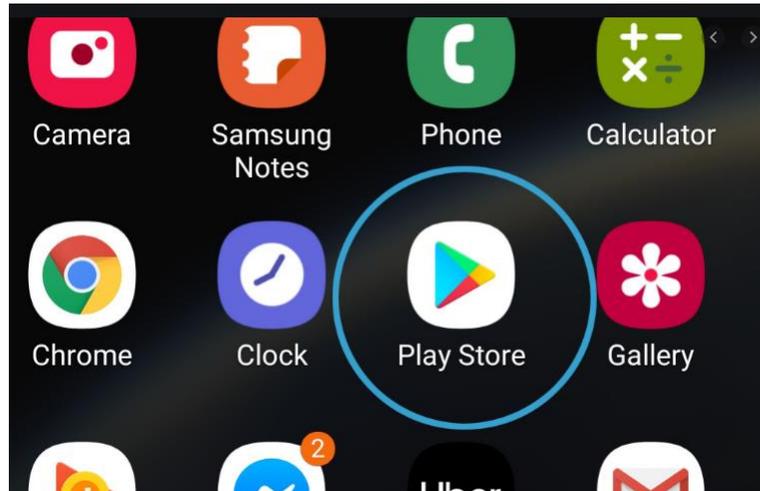
Download Microsoft Authenticator (MA) App



**Please download this application on your smartphone &
Proceed to the next steps**

Web-Portal: Microsoft Authenticator & QR Code

You can download the MA app through the Play Store or App Store on your smartphone



Depends on what phone you have (Samsung, Iphone, etc) you will find either Play Store of App Store on your phone. You should search for Microsoft Authenticator and then click Install.

Web-Portal: Registering and Logging In

Start → <https://webapp.cbaruba.org/fameportal/>

1st Step (Applicable for first time registration of a new reporter)

Register

User Name	<input type="text"/>
Password *)	<input type="password"/> 
Confirm password	<input type="password"/> 
Email	<input type="text"/>
Institution Password	<input type="password"/> 
	<input type="text"/>
Captcha	

1st step: Register user

Several users possible (with their own Username & Email) *, each with their own **Password**.

Same **Institution password** for all users.

2nd Step: (Log In)

Log In

User Name	<input type="text"/>
Password **)	<input type="password"/> 
Institution Password	<input type="password"/> 

Log in

[Forgot Password](#)

2nd step: Log in with:

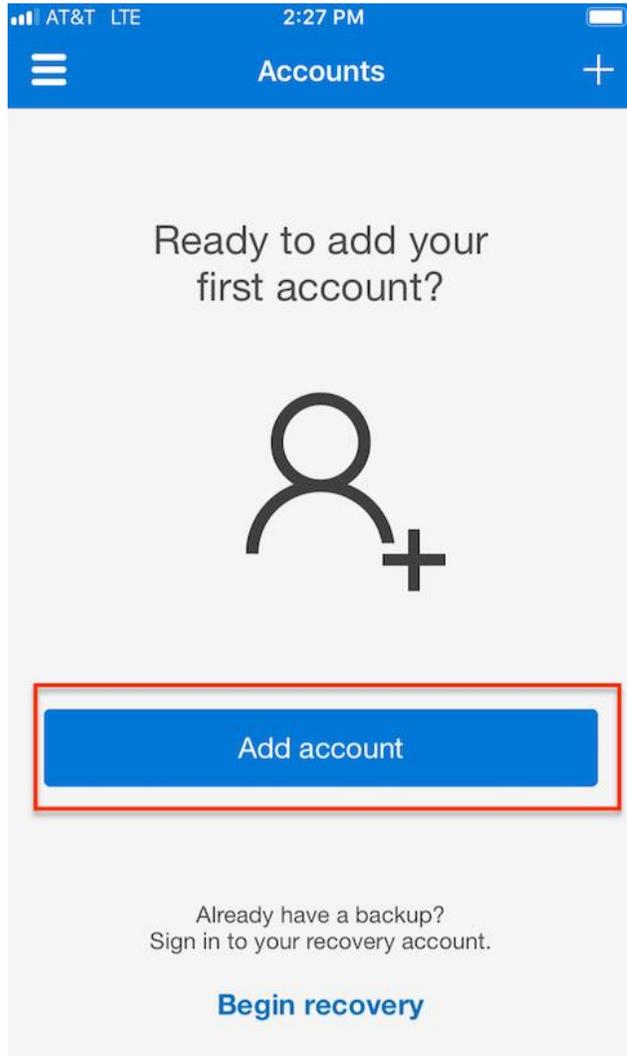
Username + Password + Institution Password

For the next steps you will need the MA application.

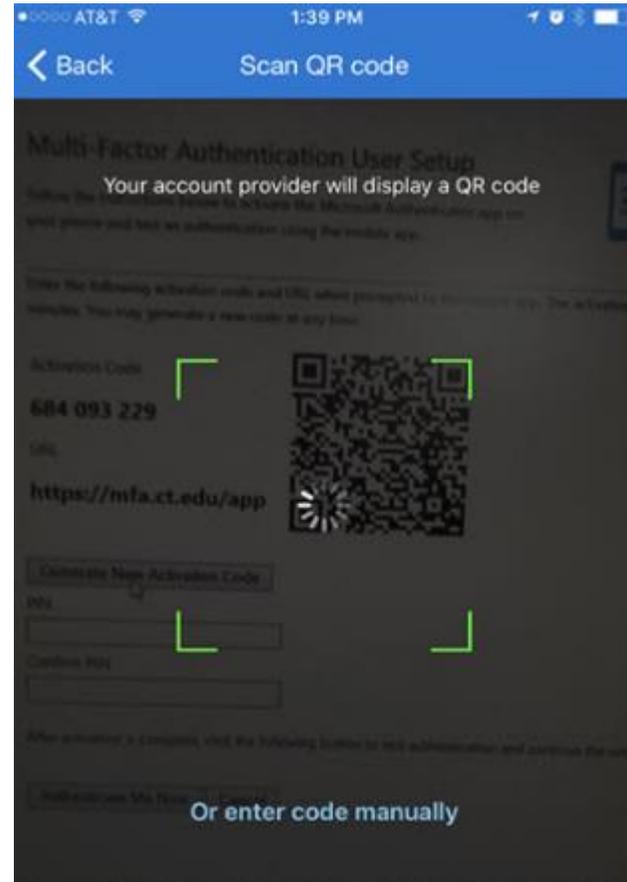
- *) Please take note that User Name will be visible to CBA employees.
Registered email will be used later in connection with the Microsoft Authenticator.
- **) Password should contain at least one uppercase character, one lowercase character, one special character and minimum 8 characters long

Web-Portal: Registering and Logging In

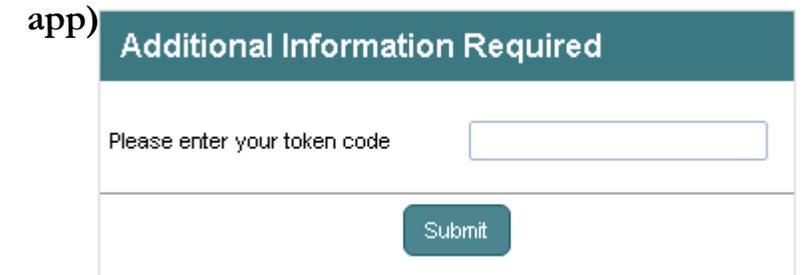
3rd Step (Add MA Account)



4th Step (Scan QR Code)



5th Step (Enter token provided through the Microsoft Authenticator (MA app))



ad 3rd step: Add a MA Account:

Add an account by choosing Personal, Work or School account. Also rename your account right away to prevent issues with multiple accounts.

ad 4th step: Log in with:

Scan the QR Code which has been provided to you via your registered email.

ad 5th step:

Enter the one-time password (token) provided to you through the MA application.

Web-Portal: Submitting information

Select form and hit upload to upload file

FALA

1st Step

2nd Step

4th Step

Reporting Period: []

Upload Download Input Template Loader

Select File: [Choose File] No file chosen

Status	Last Login	Last Upload Date	Uploaded File Original Name	Uploaded File Renamed Name
No Upload	9/2/2020 7:32:42 PM			

For downloading the files, the following steps should be taken:

- 1st Step: Select the corresponding report you will be submitting
- 2nd Step: Click on “Download Input Template” to download the file

Filling out the file:

- 3rd Step: Fill out the downloaded file, “Validate”, and save the file (after “Final step before upload”) on your computer

For uploading files, the following steps should be taken:

- 4th Step: Select the “Loader” button to submit the Excel file with the revised data loader method

When you click on the “Loader” button a different smaller screen should pop up

Web-Portal: Submitting information

The screenshot shows a web form titled "Loader" with the following fields and annotations:

- Input File Name:** Contains a "Choose File" button and "No file chosen" text. A red circle highlights the "Choose File" button, labeled "5th Step".
- Verify:** A button highlighted with a red circle, labeled "6th Step".
- Input Data File:** A text field with a grey background, labeled "5th Step".
- Loader:** A text field with a grey background, labeled "6th Step".
- Institution Form:** A text field with a grey background.
- Reporting Period:** A text field with a question mark icon to its right, highlighted with a red circle, labeled "7th Step".
- Force Load:** A checkbox.
- Submission Date:** A text field containing "09/02/2020 19:33:2".
- Buttons:** "Ok" and "Reset" buttons at the bottom, with "Ok" highlighted by a red circle, labeled "8th Step".

- For Loader verification, the following steps should be taken:
 - **5th Step:** Choose the file from where you saved this in step 3
 - **6th Step:** Click on “Verify” to auto-fill the different fields for the loader
 - **7th Step:** Check that the Reporting Period matches the one you wish to submit data for

The Reporting Period field will be filled with the default as the current reporting period

- **8th Step:** Click on Ok

The screenshot shows a green confirmation bar with a checkmark and the text "File uploaded successfully". Below the bar, the form fields are visible: "Reporting Period" (empty), "Select File" (with "Choose File" button and "No file chosen" text), and three buttons: "Upload", "Download Input Template", and "Loader". A blue arrow points from the "Ok" button in the previous screenshot to the confirmation bar.

Note:

You will receive a successful upload confirmation on the Web-Portal site; this does not imply that the file was successfully uploaded in the system. A confirmation email will be delivered to you as a verification, whether the file was loaded successfully to the system or if it failed.

Web-Portal: Reply emails/ Questions/ Issues

After submitting the file through to the webportal you will receive either one of the following **reply emails**:

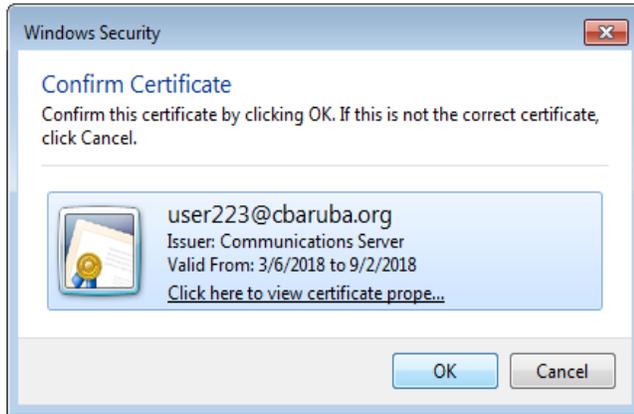
LOADED SUCCESSFULLY → submission completed

LOADING FAILED → not able to load to the system, please re-submit (after having made the necessary corrections)

If you still need assistance with the Web Portal (including the submission of reports), please contact the Statistics Department → Statistics.department@cbaruba.org

Web-Portal: TIPS

- ❖ Preferably use Microsoft Edge (other browsers, such as Chrome, will have additional steps).
- ❖ If you get the following pop-up screen, press “Cancel”



- ❖ For every new submission, we ask you to always download the last version form from the Web Portal
- ❖ Avoid copy pasting from an old form when filling out the new form (if pasting always use paste value)
- ❖ Make sure you are uploading the correct form (previously downloaded from the Web portal)
- ❖ Select the right uploading bullet when uploading the file (the bullets to the left in the web portal)