

Web Portal Basics

Statistics Department

External Sector

Centrale Bank van Aruba

July 2019



3 Web-Portal: Registering and Logging In

<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	

Please take note that User Name will be visible to CBA employees.

*)Password should contain at least one uppercase character, one lowercase character, one special character and minimum 8 characters long

2nd Step

Log In

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

Log in

[Forgot Password](#)

1st step: Register user

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

Same **Institution password** for all users.

2nd step: Log in with:

Username + Password + Institution Password

3 Web-Portal: Submitting information

Select form and hit upload to upload file

1st Step

- Annual DIR
- Annual FEDR
- Notification form FALA
- Quarterly FALAs Report

2nd Step

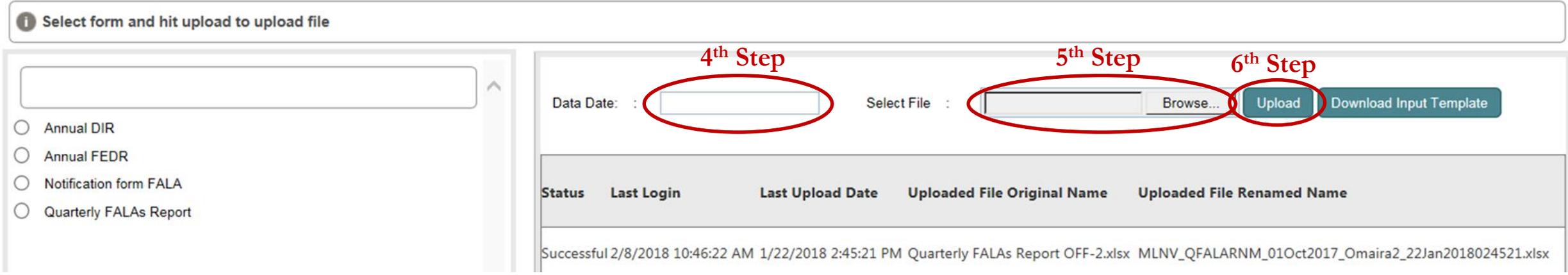
Data Date: Select File : [Browse...](#) [Upload](#) [Download Input Template](#)

Status	Last Login	Last Upload Date	Uploaded File Original Name	Uploaded File Renamed Name
Successful	2/8/2018 10:46:22 AM	1/22/2018 2:45:21 PM	Quarterly FALAs Report OFF-2.xlsx	MLNV_QFALARNM_01Oct2017_Omaira2_22Jan2018024521.xlsx

There are **6 steps** for submitting information:

- For downloading the file, 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
- Complete the file:
 - **3rd Step:** Fill out the downloaded file and save on your computer

3 Web-Portal: Submitting information (continued)



For uploading files, the following steps should be taken:

- 4th Step: Select in “Data Date” the corresponding reporting date:

- For Annual DIR if you are reporting for the year 2018, choose the reporting date as “31/12/2018”
- For Annual FEDR if you are reporting for the year 2018, choose the reporting date as “31/12/2018”
- For Notification form FALA choose the day of submission
- For Quarterly FALAs Report:
 - For Q1-2019 choose March 31, 2019 (31/3/2019)
 - For Q2-2019 choose June 30, 2019 (30/6/2019)
 - For Q3-2019 choose September 30, 2019 (30/9/2019)
 - For Q4-2019 choose December 31, 2019 (31/12/2019)

The signed version of the uploaded Notification form-FALAs should be scanned and sent to statistics.department@cbaruba.org

- 5th Step: Click “Browse” to navigate and select the file

- 6th Step: Click on “Upload” for the final step

Web-Portal: Reply emails/ Questions/ Issues

Confirmation email:

After submitting the file through to the Web-portal* you will receive 1 (one) of below confirmation messages **by email** from

noreply@cbaruba.org: - PASSED: successfully loaded to the system, submission completed

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

* 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 (only that the delivery through the Web-portal was successful). The confirmation email (after 5pm Aruba time) will be delivered to you as a verification, whether the file was uploaded successfully or failed.

Questions or encountering issues when using the Web Portal, please go to www.cbaruba.org → Statistics/Web Portal Basics:

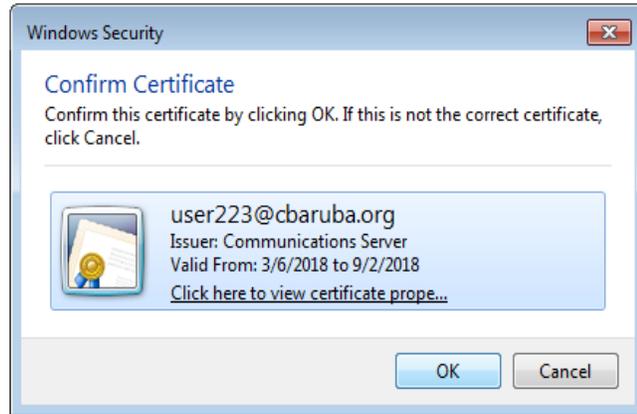
❖ **DMZ Log in Guide**

❖ **Troubleshooting Guide**

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

Web-Portal: TIPS

- ❖ Preferably use MS Internet Explorer (other browsers, such as Chrome, will have additional steps. Please refer to the Troubleshooting Guide for further instructions)
- ❖ If you get the following pop-up screen, press “Cancel”



- ❖ For every new reporting submissions, we ask you to always download the latest version form from the Web Portal
- ❖ Fill out all cells in a row with the correct information (e.g. using choices as in the drop-down lists)
- ❖ Avoid copy pasting from an old form when filling out the new form (if pasting always use paste value)
- ❖ Use always the validation buttons in the form for getting a complete confirmation. Afterwards convert the macro file into a excel file
- ❖ 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)