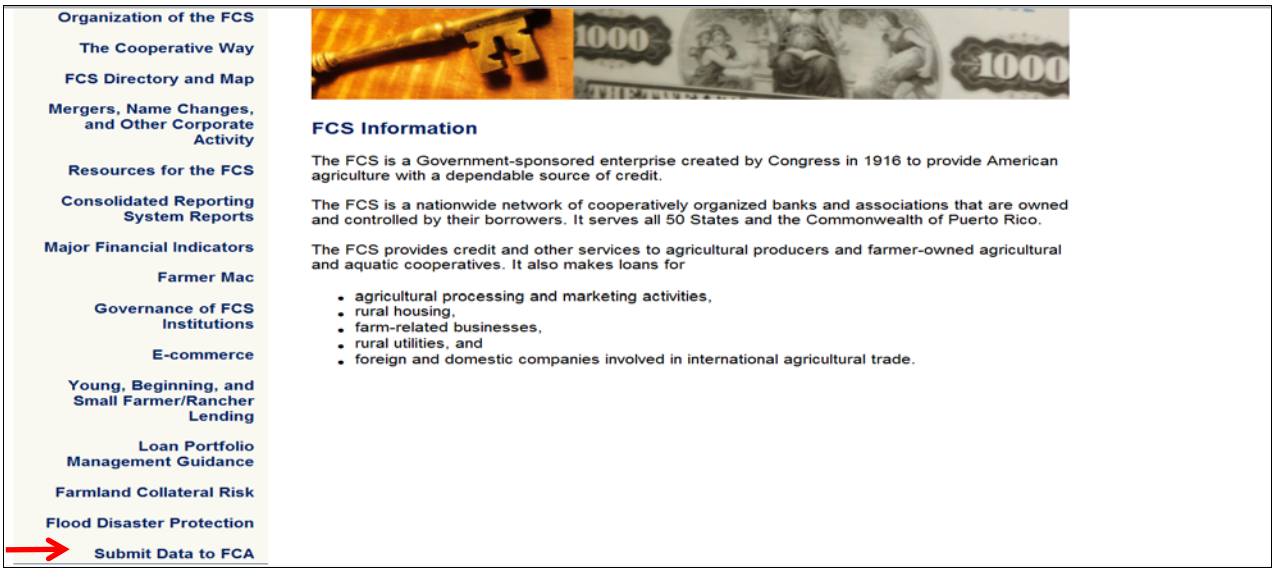
INSTRUCTIONS FOR UPDATING INSTITUTION PROFILE AND BRANCH OFFICE DIRECTORY

The FCA maintains an Institution Profile and a Branch Office Directory for the FCS institutions. The FCS institutions can update their Institution Profile and Branch Office Directory on an ongoing basis on the FCS Data Portal on the FCA website. FCS institutions should update their profile whenever information in their profile or branch office directory changes to ensure the accuracy of the data because it is used in several FCA applications. Institutions are required to review and update their profile at least once **every quarter**.

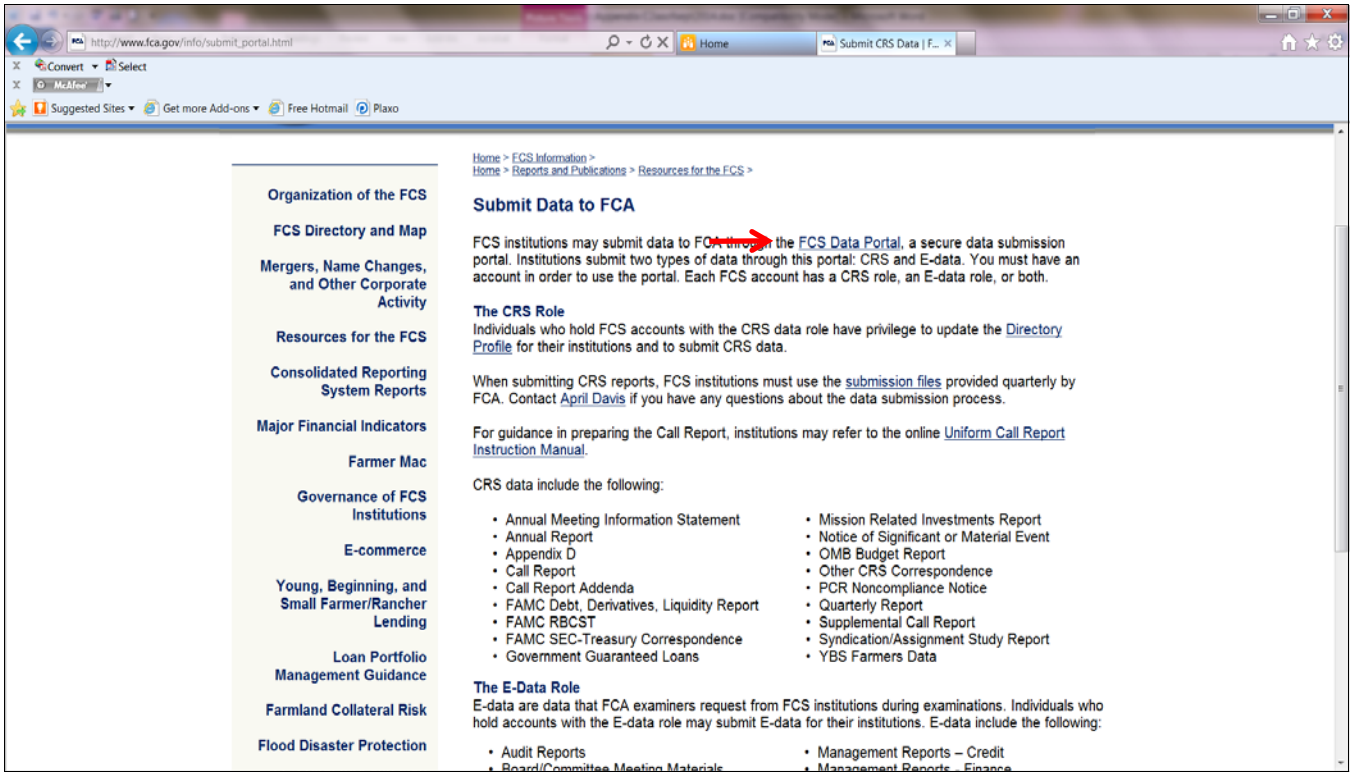
Instructions

1. Access the FCA website, www.fca.gov, and select the "FCS Information" category.

2. Select the "Submit Data to FCA" option.



* 3. Select “FCS Data Portal”.



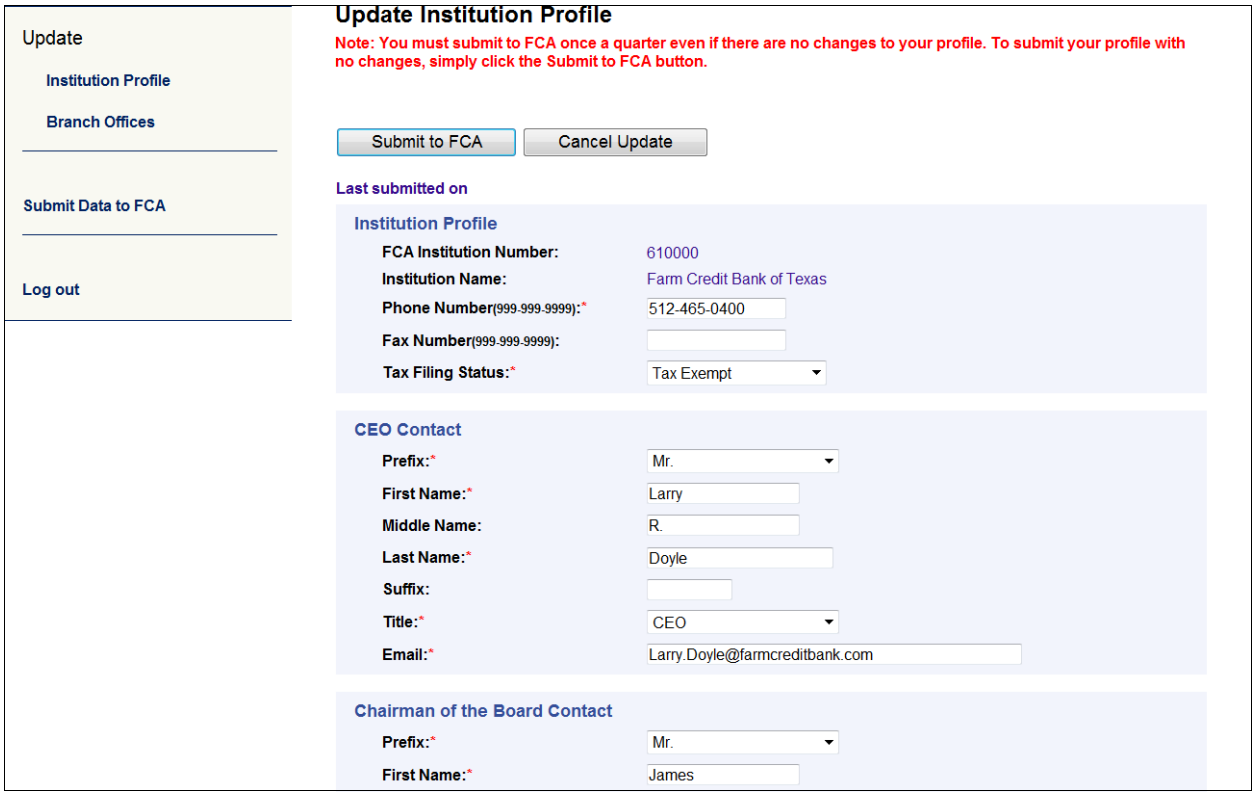
* 4. Farm Credit institutions will sign in as a Farm Credit System Institution then click Continue to Sign In.

Sign in with your username and password. You may change the password FCA assigned you on FCA's Self-Service Password Management Portal. If you don't have an account, you will need to submit an Account Request form to the FCA Helpline.

* 5. After logging on click **"Update Institution Profile"**.

* 6. The three images below shows the Institution Profile fields available for updating on the website. As noted under the Charter Address field, **changes to Charter City and State must be made with a Charter application**; in other words, institutions must receive prior approval from FCA to move to a different City. Once the Institution Profile has been updated, click the "Submit to FCA" button. **NOTE**: Institution Profile changes can be made at any time, but must be reviewed at least once a quarter. Institutions are required to **"Submit to FCA"** even if no changes are necessary.

If the Institution Profile has not been reviewed and updated, a message in red will appear on the bottom of the screen, **"Your institution profile has not been reviewed and verified recently. Please update your institution profile now!"** Institutions are required to review and update their Institution Profile at least once every quarter.



Middle Name:	F.
Last Name:*	Dodson
Suffix:	
Title:*	Chairman
Email:	Jimmy.Dodson@farmcreditbank.com

Audit Committee Chairman

Prefix:	<Select Prefix>
First Name:	
Middle Name:	
Last Name:	
Suffix:	
Title:	<Select Title>
Email:	

CRS Contact

First Name:	
Middle Initial:	
Last Name:	
Email:*	Alisa.Walker@farmcreditbank.com

Charter Address(Official address of the institution)

Street:*	4801 Plaza on the Lake Drive
City:	Austin
State:	TX
Zip Code:*	78746

Institution Mailing Address(Address where institution mail should be delivered)

Street:*	Box 202590
City:*	Austin
State:*	TEXAS
Zip Code:*	78720-2590

Web/Internet Contacts

Web URL:	http://www.farmcreditbank.com
Institution Email:	Ernest.Groos@farmcreditbank.com
CFO/Controller Email:	Amie.Pala@farmcreditbank.com

Trade Names

Trade name:

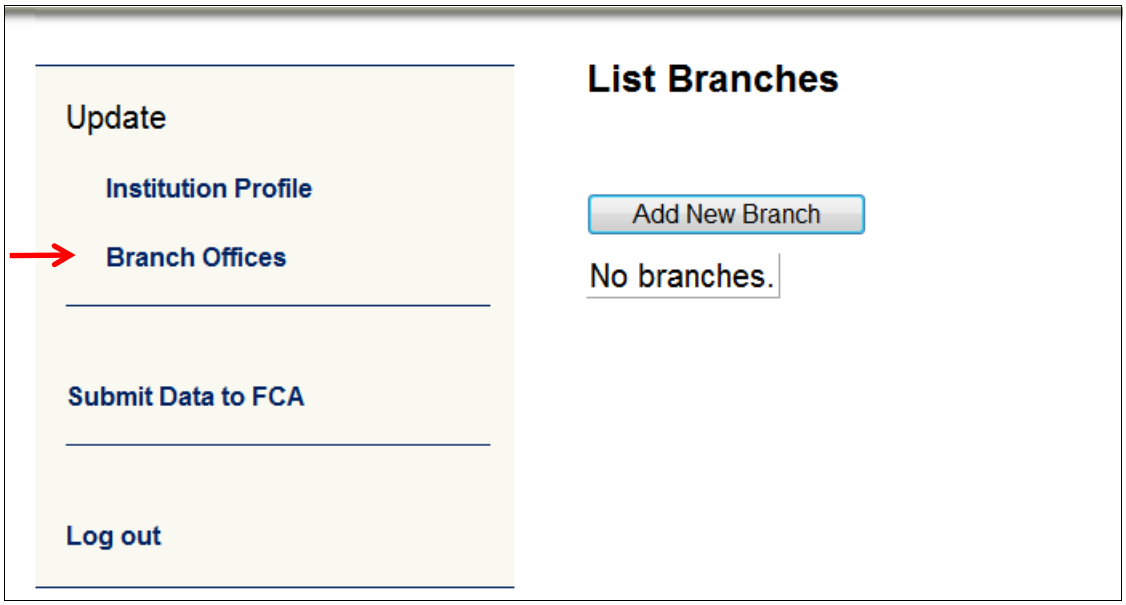
Add

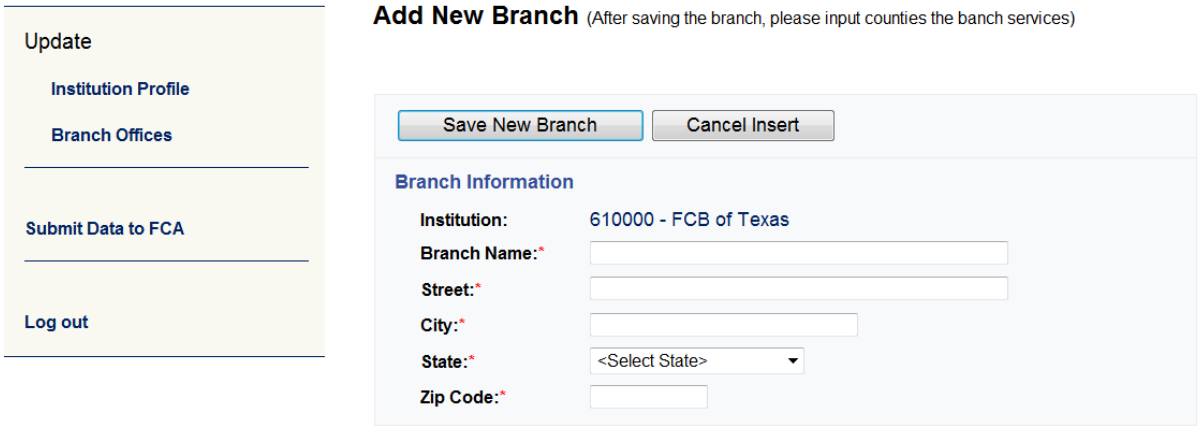
Remove

Submit to FCA Cancel Update

* - required field for all institutions
* - required field for active institutions only

* 7. To update the Branch Office Directory click "**Branch Office**".



To add a new branch, enter the Branch Name, Street, City, and then select the State, and Zip Code. Click Save New Branch to same Branch information. After saving the branch information, please input counties the branch services and click Submit Data to FCA.

Select Cancel Insert to correct any mistakes.