



BND PORTAL

Managing Tracking Items User Guide

MAY 2023

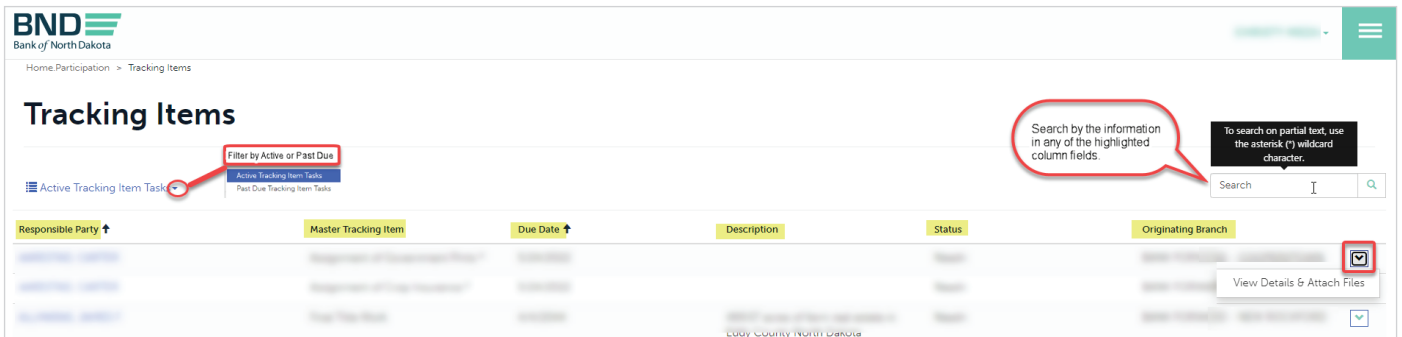
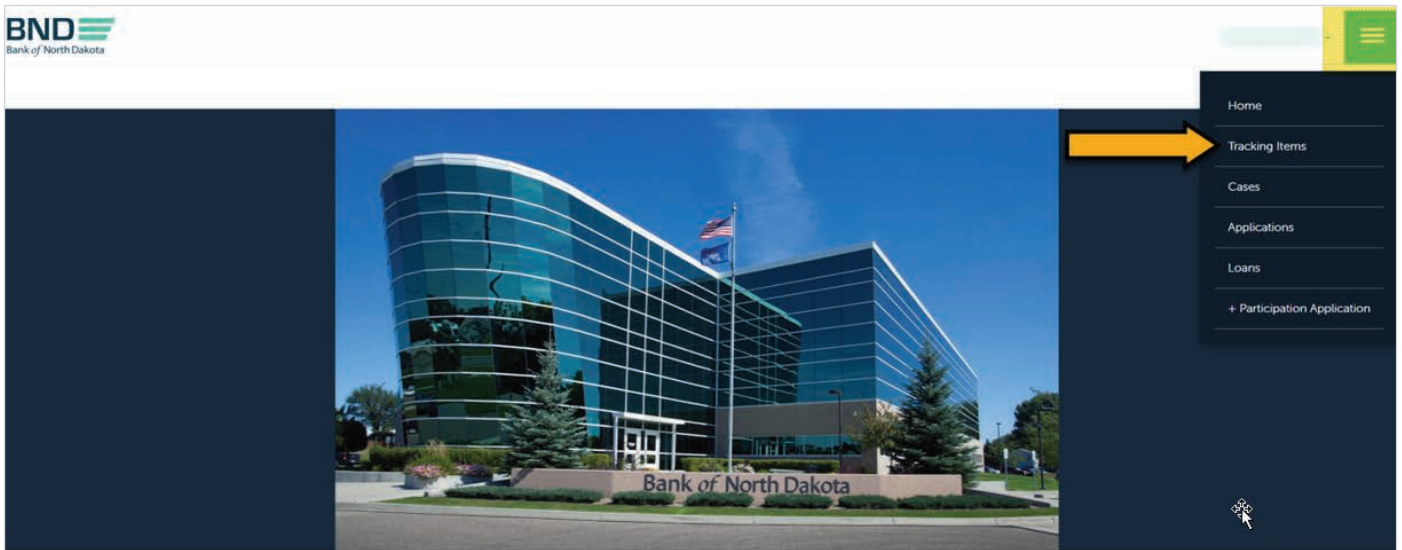


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Tracking Items

Once logged into the Portal select the menu and then click on Tracking Items.



This screen shows a listing of “active” and “past due” Tracking Items for your Financial Institution with filter & search options:

Responsible Party: The entity or individual attached to the specific tracking item

Master Tracking Item: The specific tracking item name of the requested item

Due Date: The date BND is requesting to receive that specific information by

Description: BND enters additional information pertaining to that specific tracking item

Status: The current status listed for each tracking item

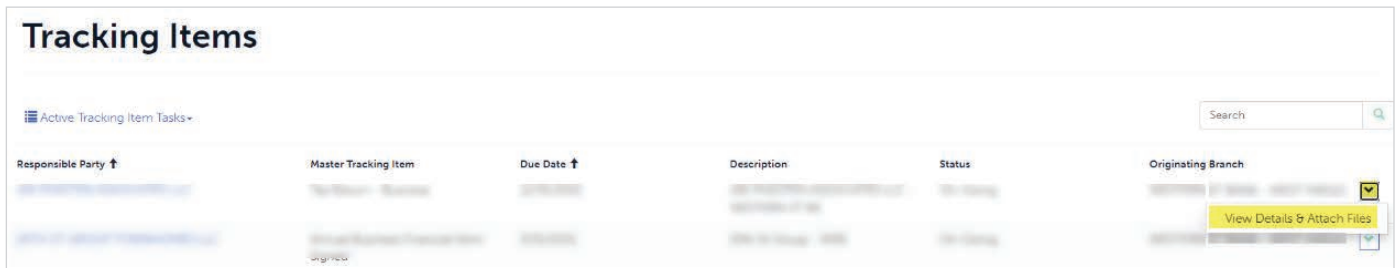
Need: Items that are required to be submitted to BND post-funding as soon as they are available

On-going: Items that are required to be submitted to BND on a recurring basis

Originating Branch: The branch location that originated the loan tied to that specific tracking item

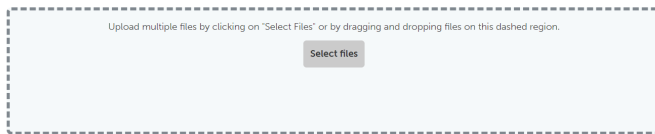
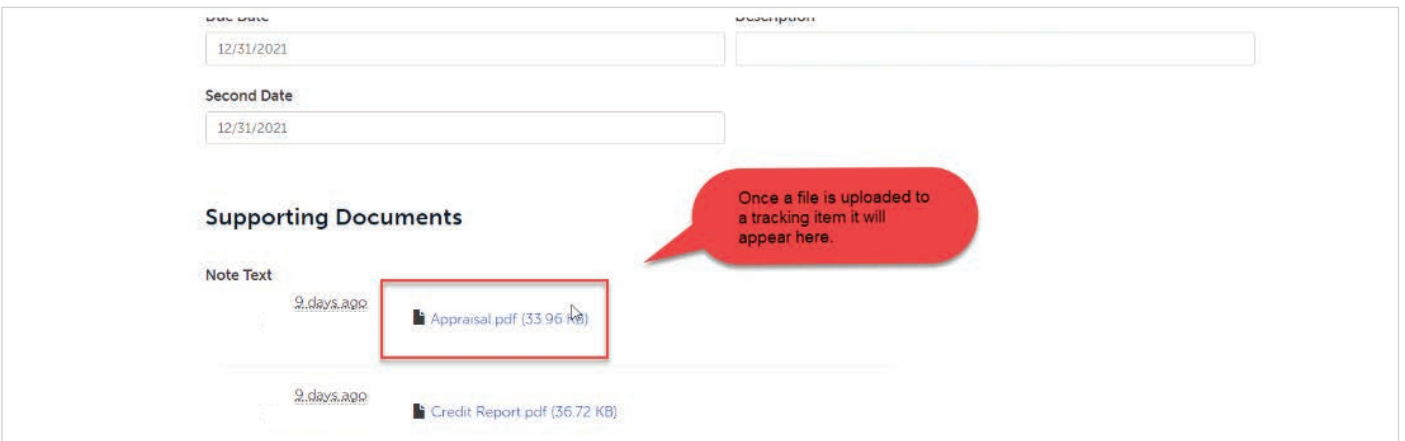
Uploading Supporting Documents

On each Tracking Item you can click on the drop-down menu to **View Details & Attach Files**.



Click on the **Select files** button to upload your documents. You can select multiple files or drag and drop them into the dashed region below. After files are uploaded, click **Submit** to send to BND.

The maximum file size is 75MB. For files over this limit, please submit through <https://bnd.nd.gov/fileshare/>



BND will then receive a notice of the documents that are attached and update the respective Tracking item(s) accordingly.

Please note: Tracking item due dates will not update automatically, but will be updated by BND once they have reviewed the supporting documentation.



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