Security for Public Deposit Act
On-line Reporting System
Escrow User Manual

Revised July 2010

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Introduction

The system is designed to automate the reporting of public deposits. The system mirrors the forms currently used by financial institutions. The system requires the users to create a spreadsheet version of the Collateral Statement. The system also allows for the viewing and retrieval of previously entered data.

The system will rely on electronic mail for much of the communication between SPDA participants and the Treasury. Use of this system requires that depositories have separate e-mail addresses for those employees responsible for monthly reporting/notarizing duties. These persons will also be the primary points of contact for any communications between the depositories and Treasury.

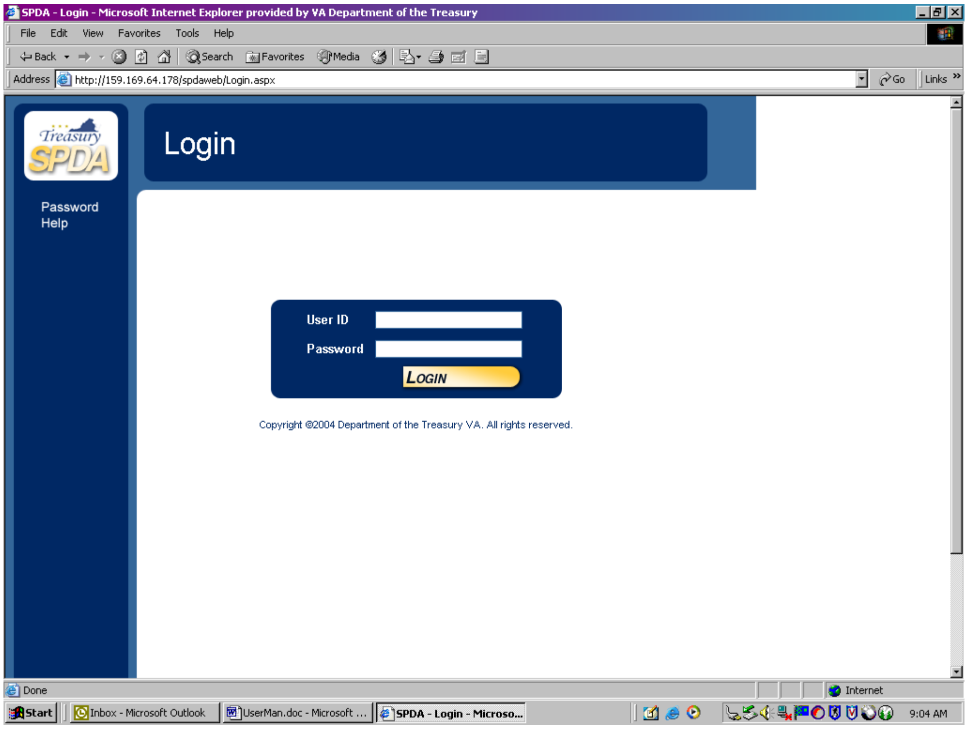
The integrity of the data in the on-line system depends upon the users. Therefore, it is important that users follow the instructions in this manual, in the *Code of Virginia* §§2.2-4400 through 2.2-4411 and the SPDA Regulations. If there are any questions, please contact us.

Accessing the On-line System

The on-line system is accessed via the Department of the Treasury's website. This is the address to access the system https://spda.trs.virginia.gov/login.aspx.

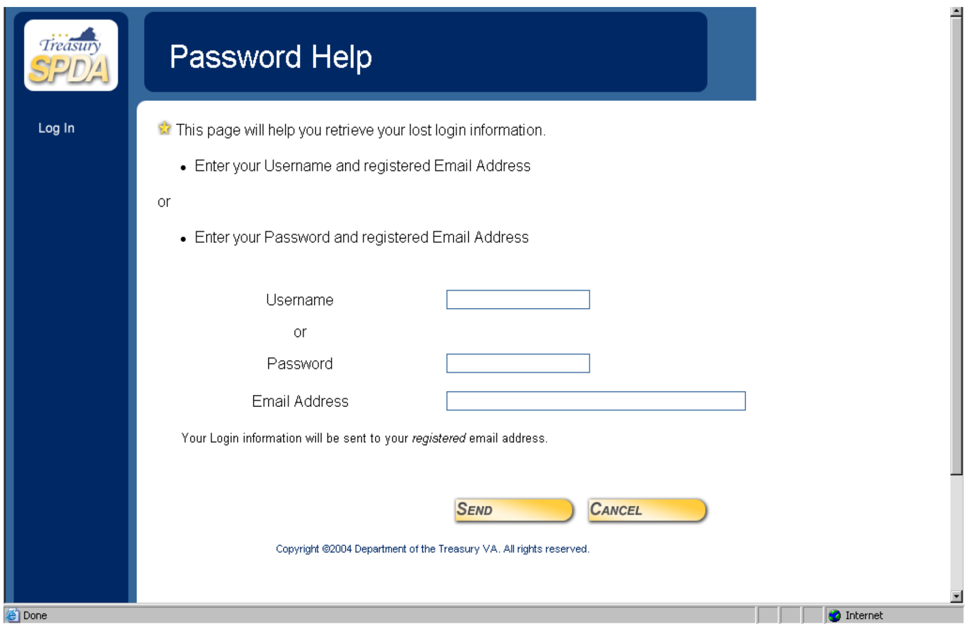
Log-In

Below is the login screen that is the first step to using the on-line system. Each financial institution is given login ids for its use. It is the user's responsibility to control access to the login ids. These ids and passwords are not case sensitive. Enter your id and password into the appropriate field and click LOGIN.



Password Help

If you forget your password or login id, please use the password help option on the menu bar. You will need either your login id or password and your e-mail address to use this feature. Enter the two items you have and click SEND. Your login id and password will then be sent to the e-mail address in the system. If your e-mail address is not correct in the system, this feature will not work and you will have to contact Treasury directly to obtain a new password.

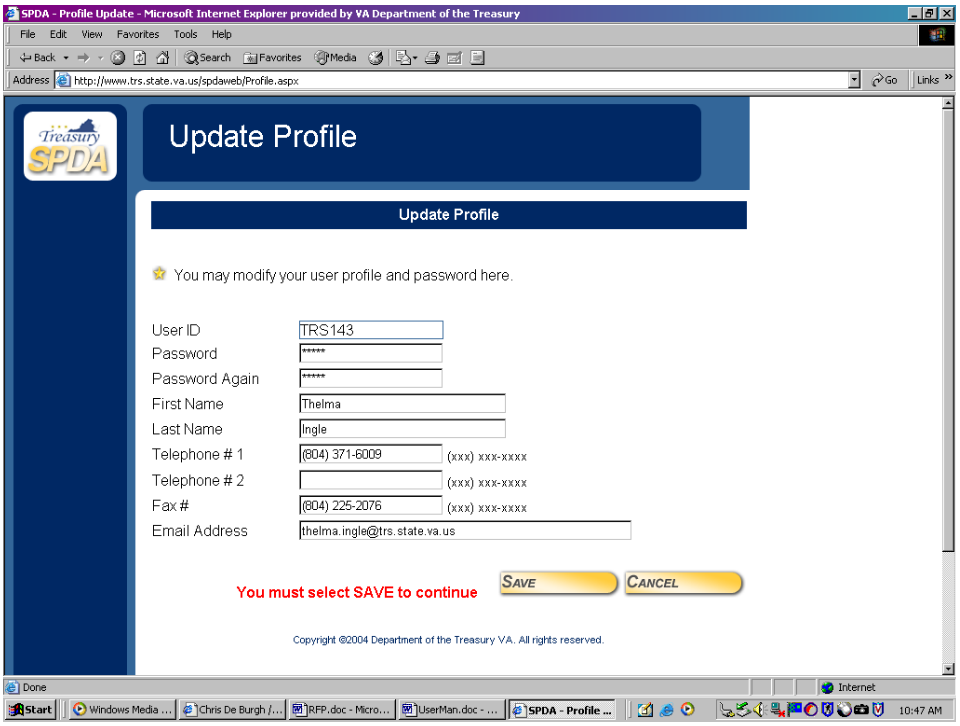


User Profile

Once you have successfully entered the system, you will see the Update Profile screen. This is the area in which you update your information including: password, name, telephone number, fax number and e-mail address. Changing your password regularly is highly recommended, however the system does not require it.

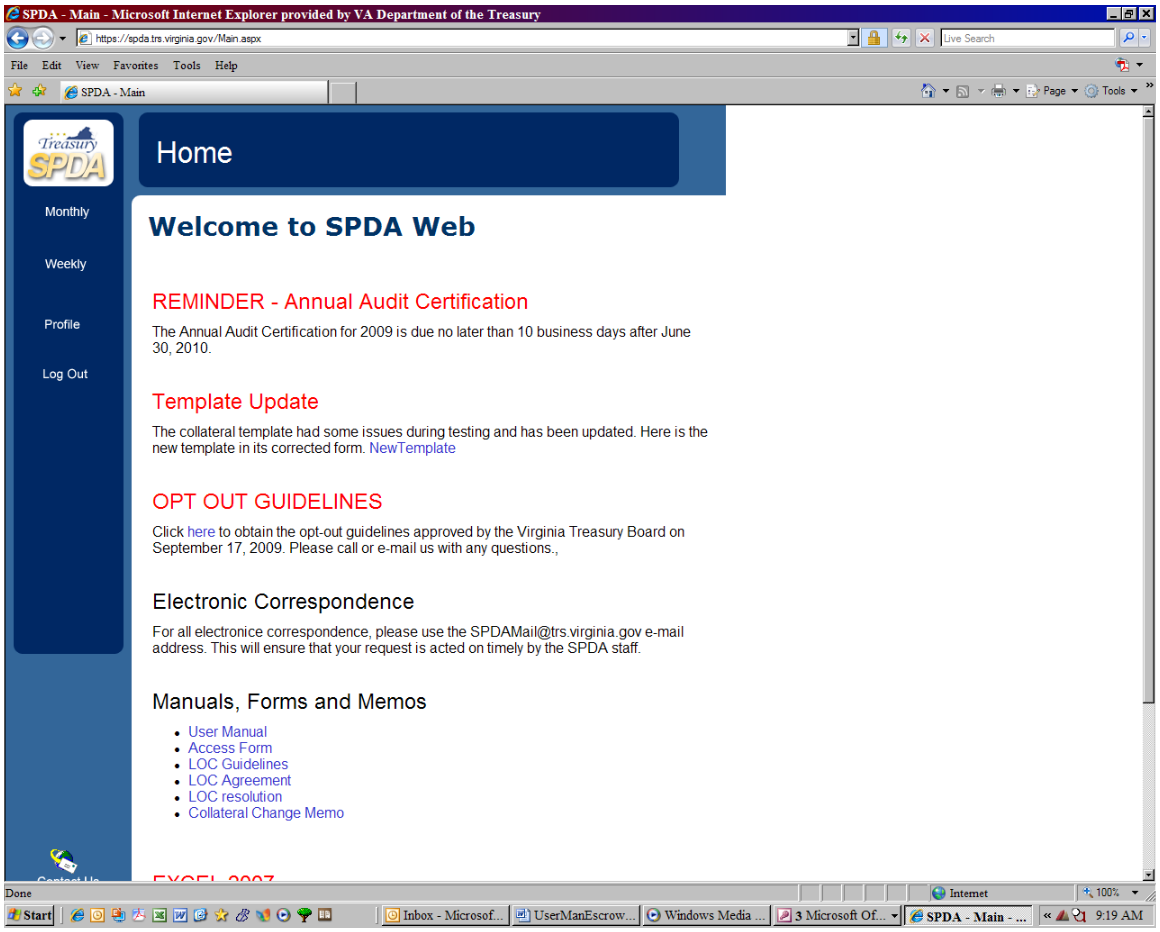
It is imperative that you keep your profile including your e-mail address current. The on-line system will automatically generate notifications as to the status of you monthly reports and will send these notifications to your e-mail address. Other correspondence concerning enhancements to or changes to the on-line system will also be made via e-mail.

All fields except a second phone number are required in the user profile screen. Once your profile has been updated to your satisfaction, click the SAVE button to continue to the home page. Each time you enter the system, you will be asked to save your profile. This control is designed to ensure that each user has the opportunity to keep the profile current.



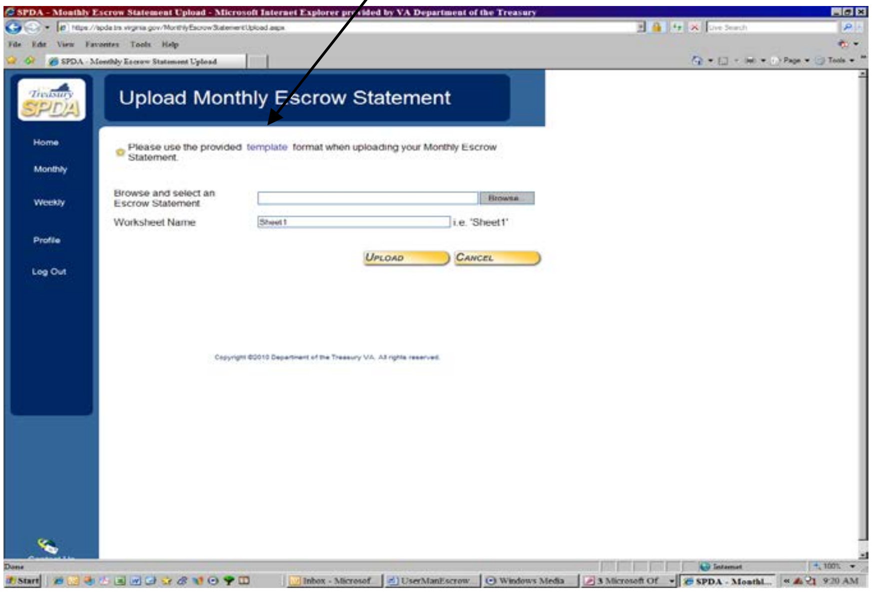
Home Page

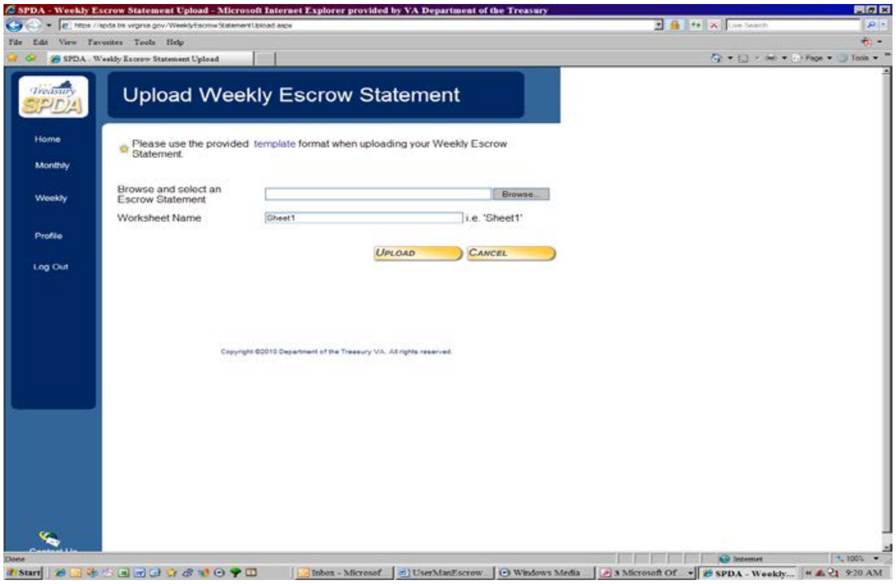
The SPDA home page is the message board that the Treasury will use to provide important information regarding enhancements to the system, any changes in the operation of the SPDA program, any personnel or other contact information changes or other information deemed appropriate. Please take a minute to read this each time you access the on-line system.



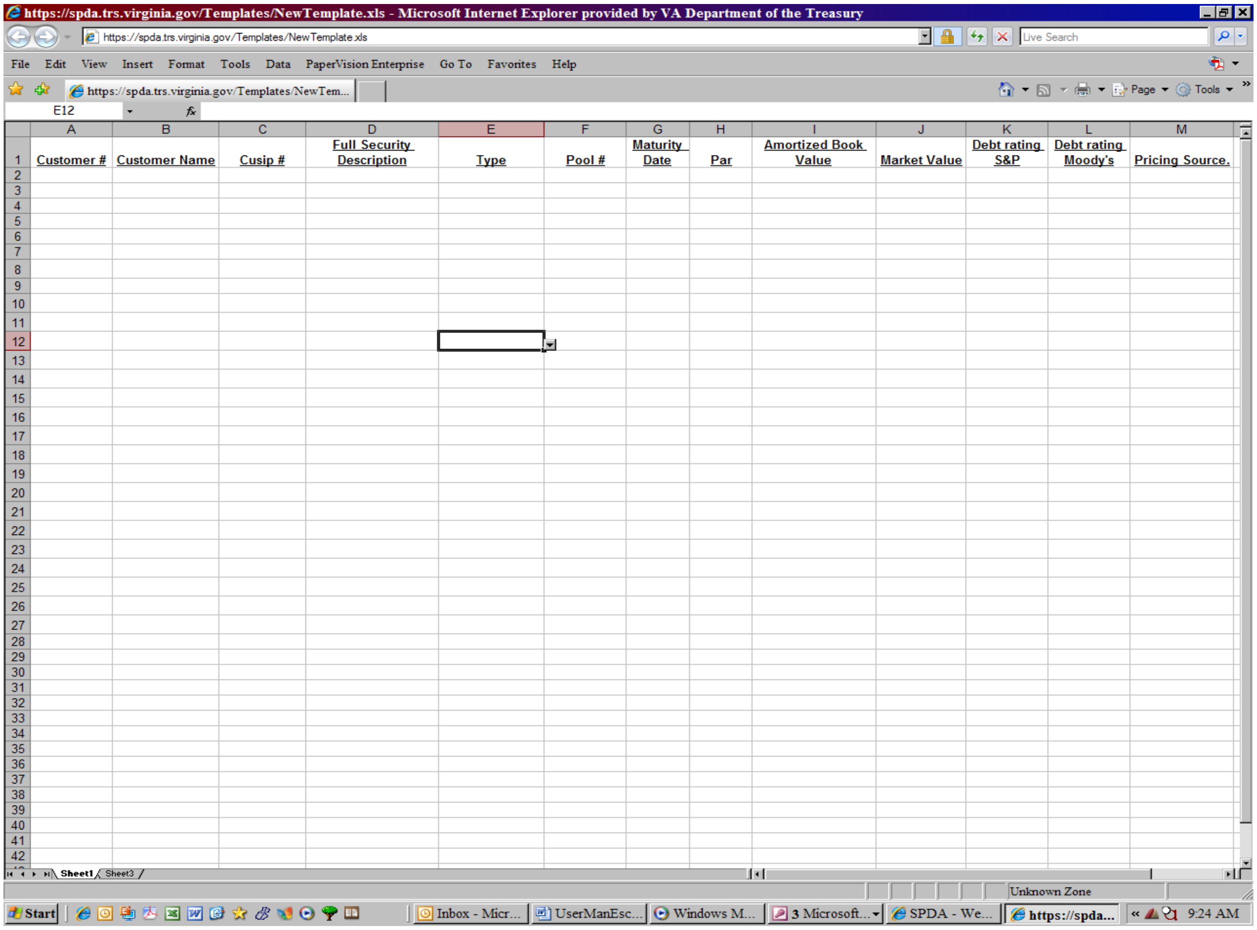
Escrow Statement Preparation

The on-line system provides a template for submission of monthly/weekly pledged securities statement. This template **MUST** be used. To access the template for the first time, select Escrow Statement Upload from the menu bar. Then click on the blue word “template”. A spreadsheet window will open. Save this spreadsheet to your computer (filename is the user’s choice) before adding any data. **Do not add data to the template inside the web browser and then save the file, this will cause errors.**





Escrow Template



The spreadsheet window that opens needs to be saved to the preparer's computer (filename is the user's choice) in a spreadsheet application **before you make any changes to the template file**. The following columns are required to be completed for all securities:

- Customer # (assigned by Treasury Board)
- Customer Name (financial institution's name)
- CUSIP #
- Full Security Description
- Type
- Pool # (only if needed)
- Maturity Date
- Par
- Amortized Book Value (Face Value)
- Market Value
- Debt Rating S&P (not required for FHLB LOC)
- Debt Rating Moody's (not required for FHLB LOC)
- Pricing Source. (not required for FHLB LOC)

For each security that is pledged to the Treasury Board, complete the applicable columns. There should only be one security listed per line. It is possible to copy security details from another automated format and paste them into the correct column of the required format to avoid having to key a large volume of data. There should be no blank lines in the template.

Full Security Description- Description should contain the FULL name of the security, not just the agency initials. For securities with the word Pool or REMIC in the description, this word must be included in the description line.

Type- The type field is a drop down list of acceptable collateral types. These types are used by the system to apply appropriate reductions to market value as required by the two SPDA programs.

Security Type List
US Treasury Note/Bond
US Treasury Bill
GNMA
Other Oblig. Fully Guaranteed by US Treasury
Unsubordinated GSE FHLB
Unsubordinated GSE FHLMC
Unsubordinated GSE FNMA
Unsubordinated GSE FFCB
Unsubordinated GSE SBA
Other fully guaranteed GSE unsubordinated debt
Virginia Municipal
Other Municipal
MBS/CMO GNMA
MBS/CMO FHLB
MBS/CMO FHLMC
MBS/CMO FNMA
MBS/CMO Other
FHLB LOC
International Development Obligations
no security
Corporate Bond **(only for Pooled Banks)**

Pool #-required for paydown securities.

Once the template is completed for the reporting period, it is saved to the user's computer. To upload to the system, return to the Upload Collateral Statement screen, click the browse button to locate the file saved on the user's computer, double click the file name, ensure that the worksheet name (i.e. "sheet1" in the example above) is correct and then click UPLOAD. Once the file is accepted, a summary of what was submitted will be visible and the detail file can also be viewed. An e-mail indicating that the system has accepted the collateral statement will be sent to the preparer.

The following items will cause the spreadsheet to generate an error and not be accepted:

- if the spreadsheet has totals in it,
- if there are any blank lines between the titles and the first security listed, or
- if a required field is left blank.

If the collateral statement is not accepted, please check to ensure that none of the above items is noted in the spreadsheet and re-submit once the errors have been corrected.

Multiple Institution Reporting:

If you are an escrow agent for multiple banks, you can enter all required data onto one (1) spreadsheet. Then upload the file as outlined above. The system will display an error message if a required field is left blank and will list the row in which the error was encountered. Simply open the spreadsheet on your computer, correct the error, save, and then try to upload once again.

If you continue to have problems and cannot resolve them, please contact Thelma Ingle at 804-371-6009. Previously submitted escrow statements can also be saved to your computer or printed for your records. The system will maintain at least 18 months of data.