

**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.

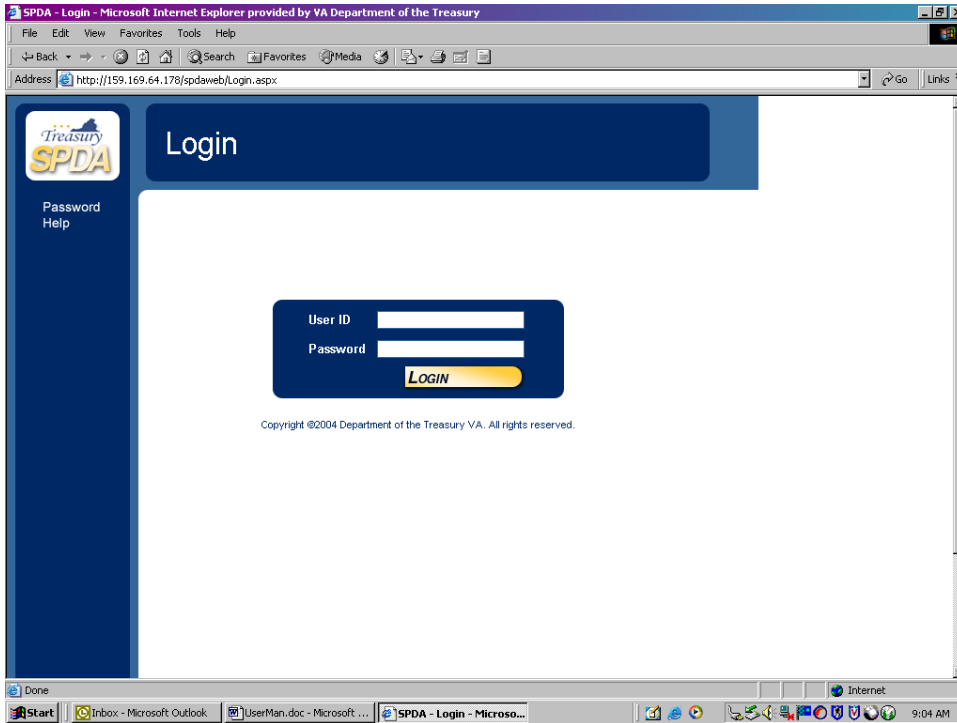
The integrity of the data in the on-line system depends upon the users. Therefore, it is important that users follow the instructions in this manual, in the *Code of Virginia* §§2.2-4400 through 2.2-4411 and the SPDA Regulations. If there are any questions, please contact us.

## **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>.

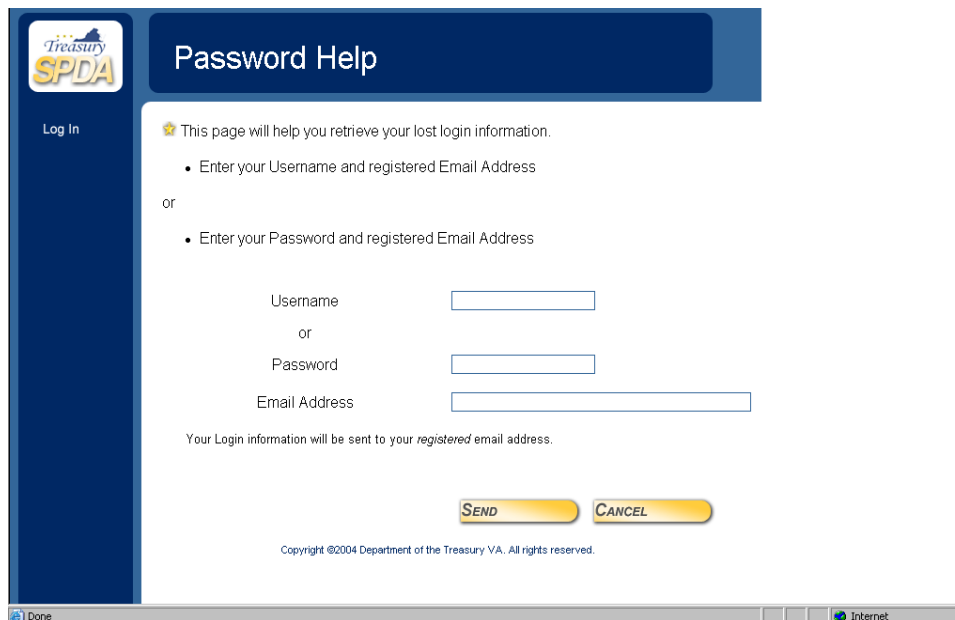
## Log-In

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.



The screenshot shows a web browser window with the title "Password Help". In the top left corner, there is a logo for "Treasury SPDA" and a "Log In" link. The main content area has a dark blue header with the text "Password Help". Below the header, there is a message: "This page will help you retrieve your lost login information." followed by two bullet points: "Enter your Username and registered Email Address" and "Enter your Password and registered Email Address". The word "or" is placed between the two bullet points. Below the first bullet point, there are input fields for "Username" and "Email Address". Below the second bullet point, there are input fields for "Password" and "Email Address". A note states: "Your Login information will be sent to your registered email address." At the bottom of the form, there are two buttons: "SEND" and "CANCEL". At the very bottom of the page, there is a copyright notice: "Copyright ©2004 Department of the Treasury VA. All rights reserved." The browser's status bar at the bottom shows "Done" and "Internet".

## 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.

SPDA - Profile Update - Microsoft Internet Explorer provided by VA Department of the Treasury

Address <http://www.trs.state.va.us/spdaweb/Profile.aspx>

## Update Profile

Update Profile

★ You may modify your user profile and password here.

User ID:

Password:

Password Again:

First Name:

Last Name:

Telephone # 1:  (xxx) xxx-xxxx

Telephone # 2:  (xxx) xxx-xxxx

Fax #:  (xxx) xxx-xxxx

Email Address:

**You must select SAVE to continue**

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## 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.

The screenshot shows a Microsoft Internet Explorer browser window displaying the SPDA Main page. The browser's address bar shows the URL <https://spda.treasury.virginia.gov/Main.aspx>. The page features a dark blue header with the "Treasury SPDA" logo and a "Home" button. A left-hand navigation menu includes links for "Monthly", "Weekly", "Profile", and "Log Out". The main content area is titled "Welcome to SPDA Web" and contains several announcements:

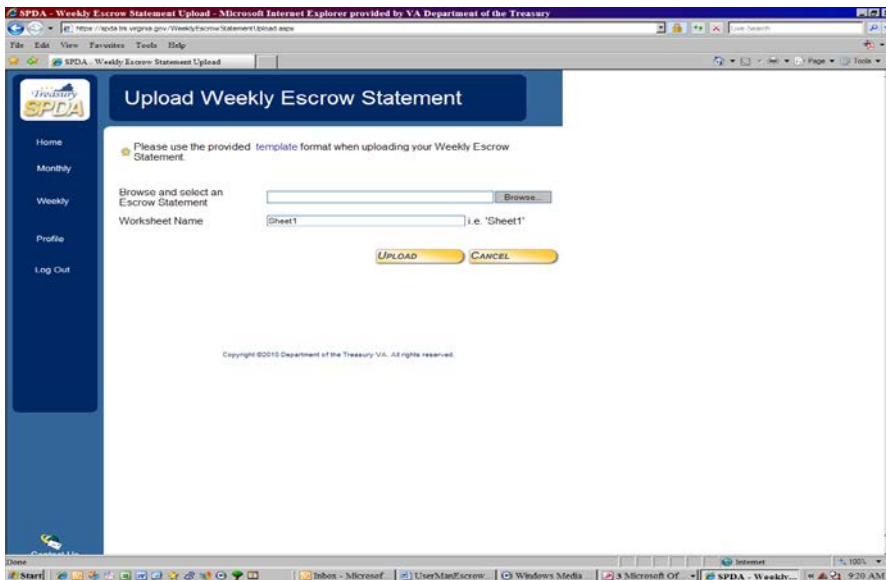
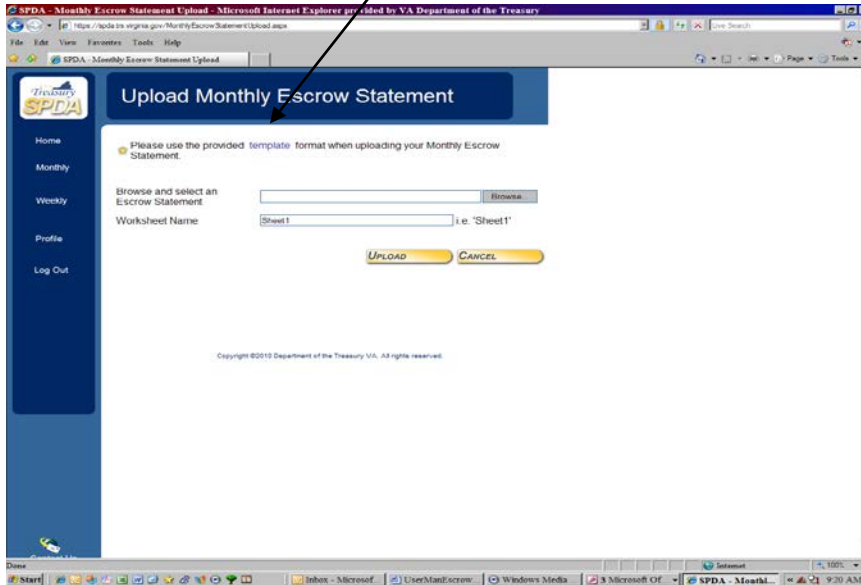
- REMINDER - Annual Audit Certification**: The Annual Audit Certification for 2009 is due no later than 10 business days after June 30, 2010.
- Template Update**: The collateral template had some issues during testing and has been updated. Here is the new template in its corrected form. [NewTemplate](#)
- OPT OUT GUIDELINES**: Click [here](#) to obtain the opt-out guidelines approved by the Virginia Treasury Board on September 17, 2009. Please call or e-mail us with any questions.
- Electronic Correspondence**: For all electronic correspondence, please use the [SPDAMail@treasury.virginia.gov](mailto:SPDAMail@treasury.virginia.gov) e-mail address. This will ensure that your request is acted on timely by the SPDA staff.
- Manuals, Forms and Memos**:
  - [User Manual](#)
  - [Access Form](#)
  - [LOC Guidelines](#)
  - [LOC Agreement](#)
  - [LOC resolution](#)
  - [Collateral Change Memo](#)

At the bottom of the page, the text "EXCEL 2007" is partially visible. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 9:19 AM.



## 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

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Customer #	Customer Name	Cusip #	Full Security Description	Type	Pool #	Maturity Date	Par	Amortized Book Value	Market Value	Debt rating S&P	Debt rating Moody's	Pricing Source.
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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 ( <b>only for Pooled Banks</b> )

**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.