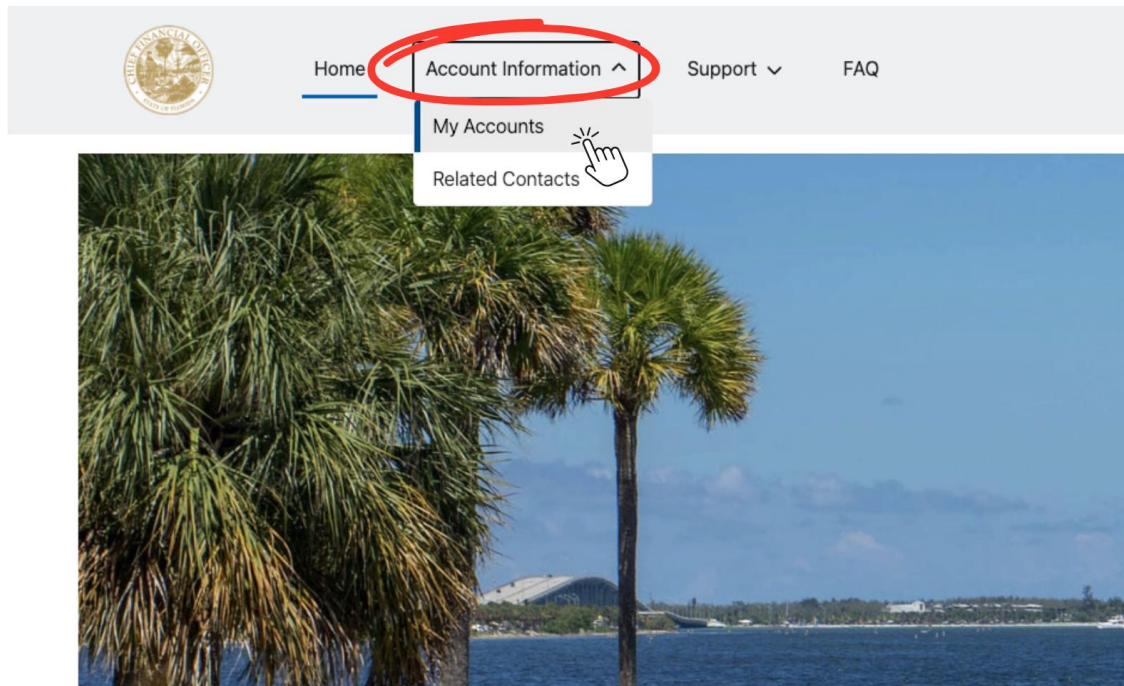


Quick Start: How to Submit a Transaction Request (Deposit/Release)

This process allows financial institutions to create and submit a **Transaction Request** (Deposit or Release) through the portal. Step-by-step guide with screenshots

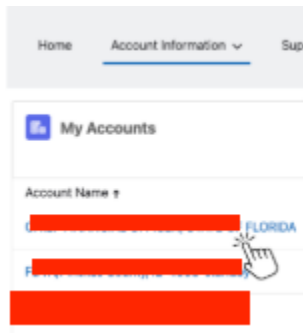
Step 1:

From the homepage, navigate to **Account Information** → **My Accounts**.



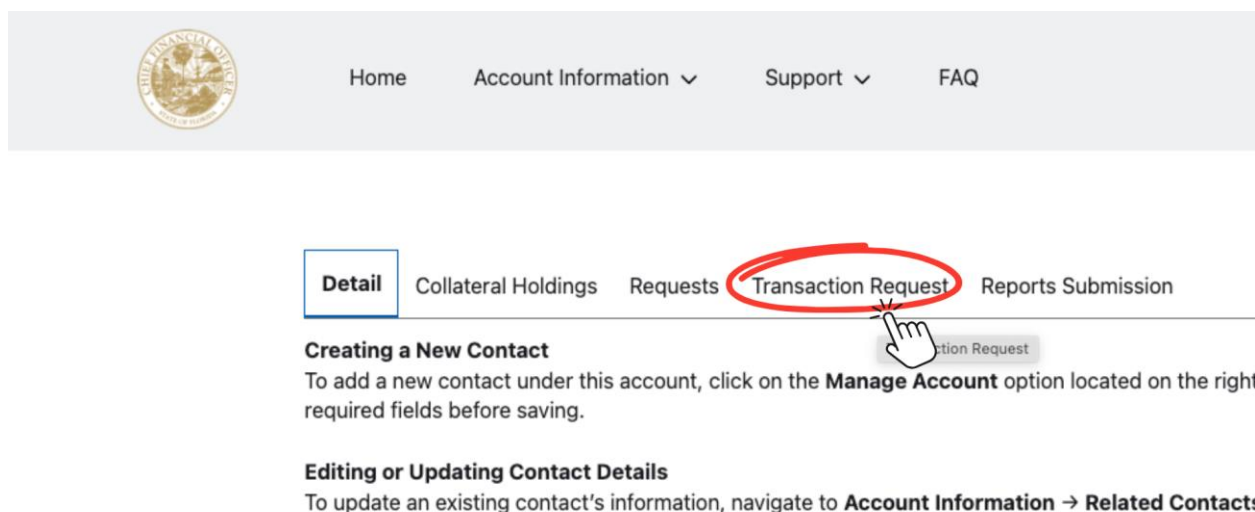
Step 2:

Select the **account** for which you want to create a transaction.



Step 3:


Open the **Transaction Request** tab.



Step 4:

In the **Transaction Request** form:

- Choose the **Transaction Type** (Deposit or Release).
- If you select **Deposit**, also choose a **Collateral Type** from the dropdown.
- Click **Next** to continue.



HomeAccount InformationSupportFAQUser Menu

Manage Account

DetailCollateral HoldingsRequestsTransaction RequestReports Submission

Transaction Request

Instructions: - Complete all relevant parts of the 'Transaction Request' below for each transaction type. Submit this completed form to the Chief Financial Officer by email at CollateralManagement@myfloridafsa.com. Use the following terms in completing this form:

- For the **Transaction Type** column, for each transaction, use one of the following: deposit, withdrawal, substitution, transfer of collateral between accounts at a custodian, and transfer of collateral from a custodian to another custodian. Each transaction requires a new row.
 - Provide **Recipient Custodian** information only for a transfer of collateral from the releasing custodian to the recipient custodian.
- For the **Collateral Type** column, use "BE" below as Book Entry Security/Collateral, "LOC" as Letter of Credit, and "CASH" as cash held in deposit with the Chief Financial Officer.
- For the **Collateral Identifier** column, provide the respective identifier:
 - (a) for book entry securities, the nine-digit CUSIP number identifying the specific security issue;
 - (b) for cash, the term "CASH"; and
 - (c) for letters of credit, the letter of credit number.

MRC: \$0.00


* Transaction Type

Deposit

* Collateral Type

Cash

Next



Florida Department of Financial Services

Step 5:

Enter the required transaction details:

- **Deposit Amount / Original Par Value** (for book entry securities).
- **Collateral Identifier** (auto-generated based on type).
- **Authorities** (select from the available list).
- **Select Custodian** (appears based on account setup).
- **Upload Files** if supporting documentation is required.
- **Notes** (optional – add clarifications or instructions).

Click **Next** to proceed.

Transaction Request

Please enter in the deposit amount that you would like to deposit

Deposit Amount / Original Par Value (For Book Entry Securities)

Collateral Identifier

Authorities

660.27 (OFR - TRUST BUSINESS)

624.000 (OIR - L&H FINANCIAL OVERSIGHT)

Select Custodian

Select File Type

Other

Upload Files

Upload Files

Or drop files

Notes – Please describe, if applicable, how you would wish to apply the deposit by statutory requirement.

Please describe, if applicable, how you would wish to apply the deposit by statutory requirement.

Previous

Next



Step 6:

A confirmation screen will ask: **“Would you like to submit another request?”**

- Select **Yes** to return to the Transaction Request form to add another transaction.
- Select **No** to finish and submit.

Step

A
message
display:

Transaction Request

Would you like to submit another request?

The image shows two rectangular buttons side-by-side. The left button is green with the word 'Yes' in white text. The right button is red with the word 'No' in white text. Both buttons have a thin blue border.

7:

success
will

“Transaction Request – Your request(s) has been submitted successfully.”

Transaction Request

Your request(s) has been submitted successfully.