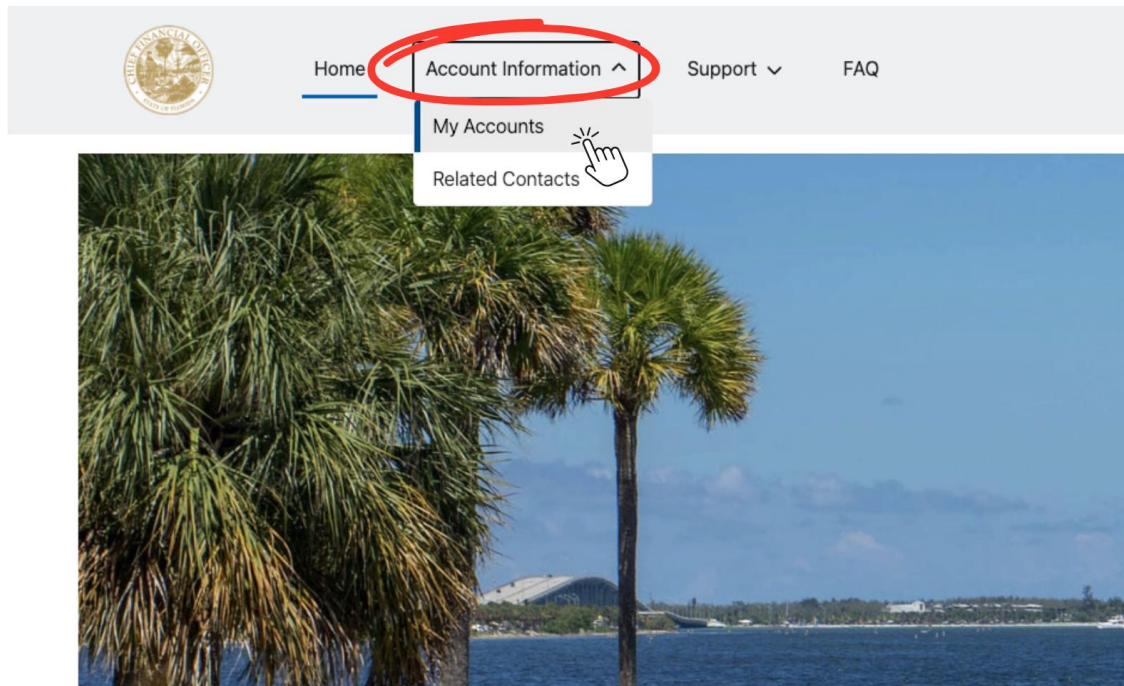# Quick Start: How to Submit a Transaction Request (Deposit/Release)

This process allows financial institutions to create and submit a **Transaction Request** (Deposit or Release) through the portal. Step-by-step guide with screenshots
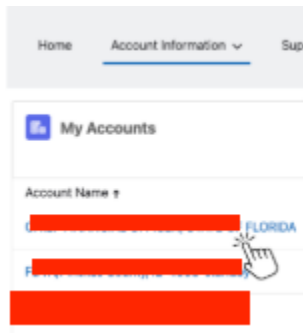
Step 1:

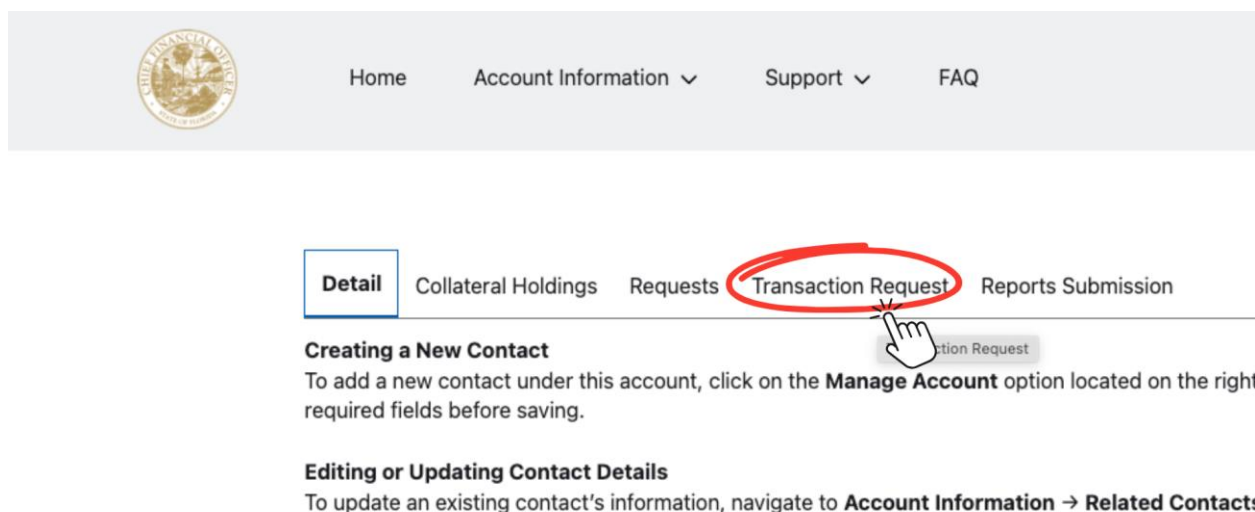From the homepage, navigate to **Account Information → My Accounts**.

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.

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)

> $1,000,000.00

Collateral Identifier

> CASH000000

Authorities

> 660.27 (OFR - TRUST BUSINESS)
>
> 624.000 (OIR - L&H FINANCIAL OVERSIGHT)

Select Custodian

> CHIEF FINANCIAL OFFICER, STATE OF FLORIDA

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.

Transaction Request

Step 7:

A message display:

Would you like to submit another request?

Yes   No

success will

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

Transaction Request

Your request(s) has been submitted successfully.