Florida Treasury Web Site

SPECIAL PURPOSE INVESTMENT INSTRUCTION BOOKLET

www.fltreasury.org

New User and Administrator

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<u>SET-UP INSTRUCTIONS</u>

In order to utilize the website, the web browser must use Microsoft Internet Explorer 6.0 browser or higher, which includes the required encryption. To check the version of Microsoft Internet Explorer, please follow the below steps:

1.   Open Microsoft Internet Explorer

2.   On the menu bar, click on **Help**

3.   Click on "**About Internet Explorer**"

4.   Look for the version. ***This site has been tested up to I.E. Version 7.0***

If you do not have version 6.0 or higher of Microsoft Internet Explorer, you need to download this software. Please check with your Information Technology department prior to downloading any new software. You can obtain a free copy by following these steps:

1.   Go to the website at:
       http://www.microsoft.com/downloads/details.aspx?familyid=9AE91EBE-3385-447C-8A30-081805B2F90B&displaylang=en

2.   On the menu bar, click **Downloads**

3.   Click on the **Download** button for **Microsoft Internet Explorer version 7**

4.   Click on **Download**

5.   **Save** the file where you can find it later (Desktop is the easiest)

6.   Go to the saved location and double click on the file name

7.   IE XX.exe (XX = current version number)

8.   **Accept** the **License Agreement** and click **Next** to begin the installation process

9.   **Install typical components** and continue clicking **Next** until installation is complete

10.   Takes about 10-15 minutes

11.   Restart your PC

12.   Start Internet Explorer Browser

Once you have Microsoft Internet Explorer on your computer, you will need to check for the temporary files and security settings. The steps are listed on pages 4 and 5.

Within Microsoft Internet Explorer, go to the Internet Options menu by:

1. Clicking on **Tools** located on the menu bar.

2. Clicking on **Internet Options**

Once you are at the screen below, please click on **Settings**.
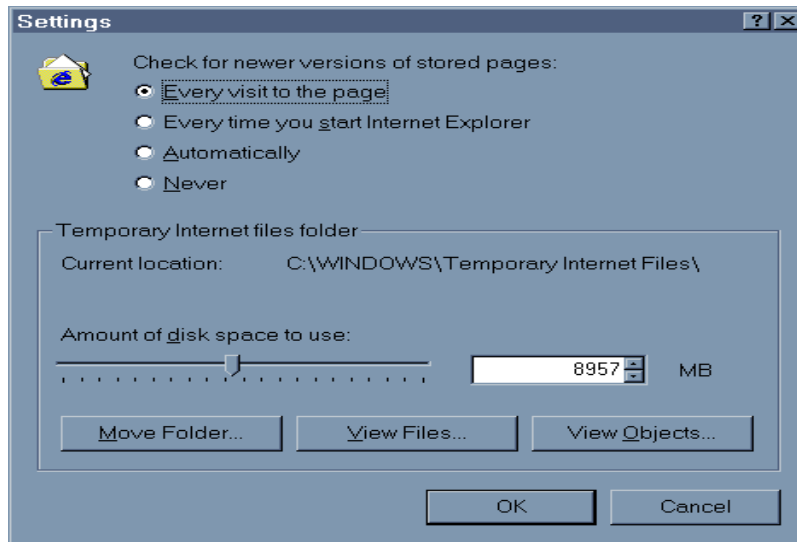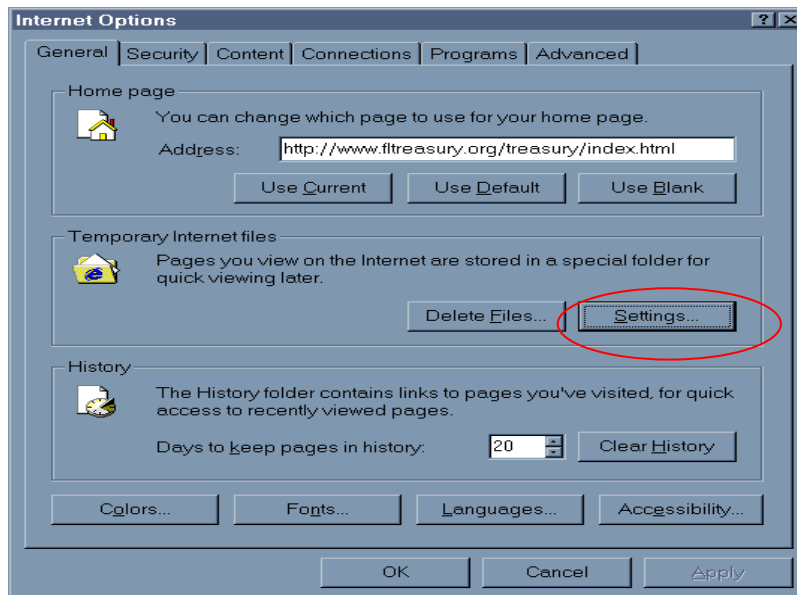
Make sure that "**Every visit to this Page**" option is checked and then click **OK**.

You should be back at the "Internet Options" screen. Click on the **Advanced Tab** and scroll down to the Security Section. Under this screen, make sure **Use SSL** options are checked. The screen below is just an example; please check with your Information Technology Department prior to making additional changes. Once completed, click **OK**.
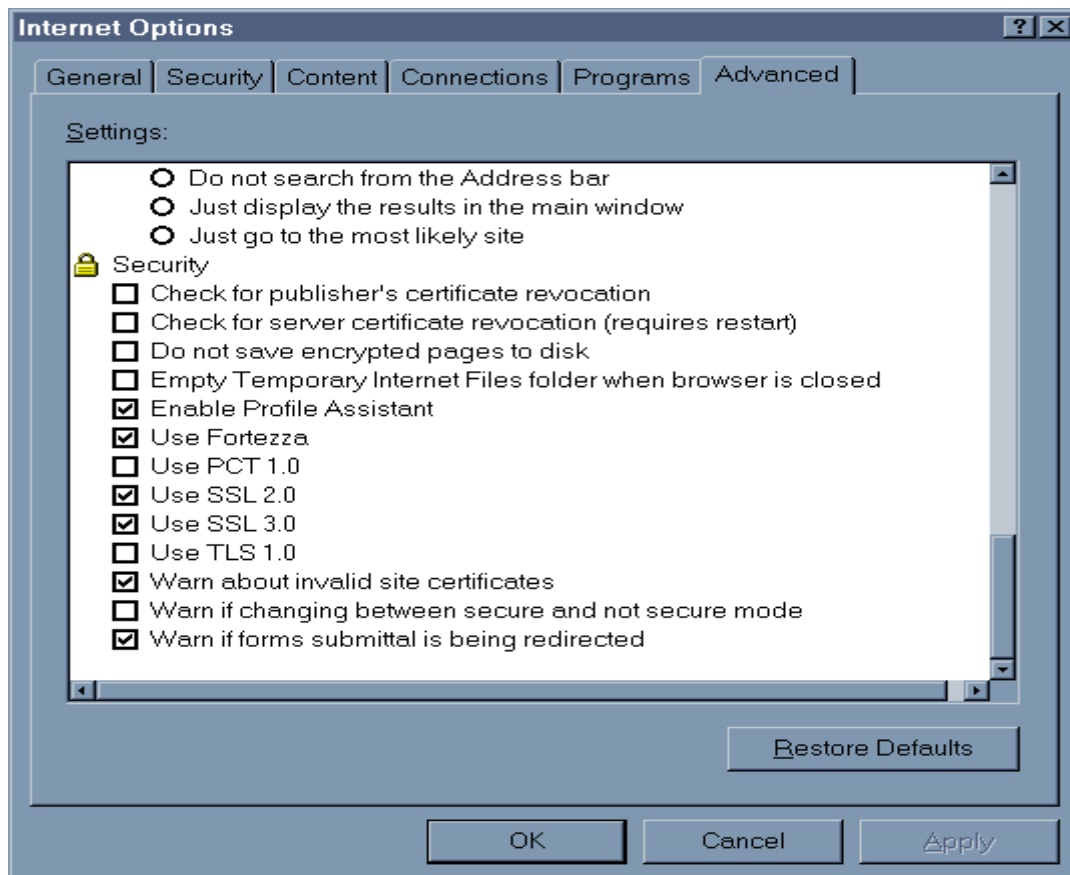
GETTING STARTED

In order to secure transactions that can be performed online, your administrator will issue you a *User Name/ID* and *Password*. The *User Name/ID* and *Password* will allow you to view monthly statements, view daily activity, change SPIA contact information and, in some cases, perform investment transactions in the web-based system. If you are a new account, your Administrator should have received a letter from the Florida Department of Financial Services, Division of Treasury with this information.
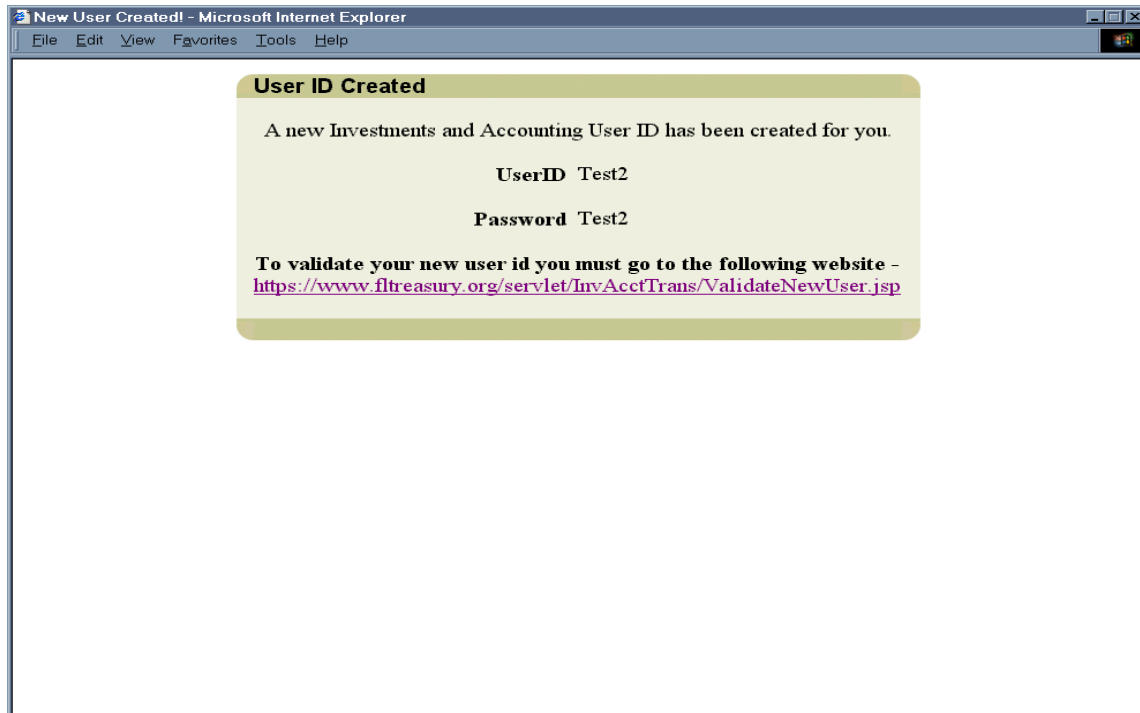
If your administrator e-mailed the new *User Name/ID* and *Password* information, you may click on the hyperlink embedded in the e-mail message. This will take you to the login screen to validate the *User Name/ID* and change the *Password*. Or, you may enter the website by using the following instructions.
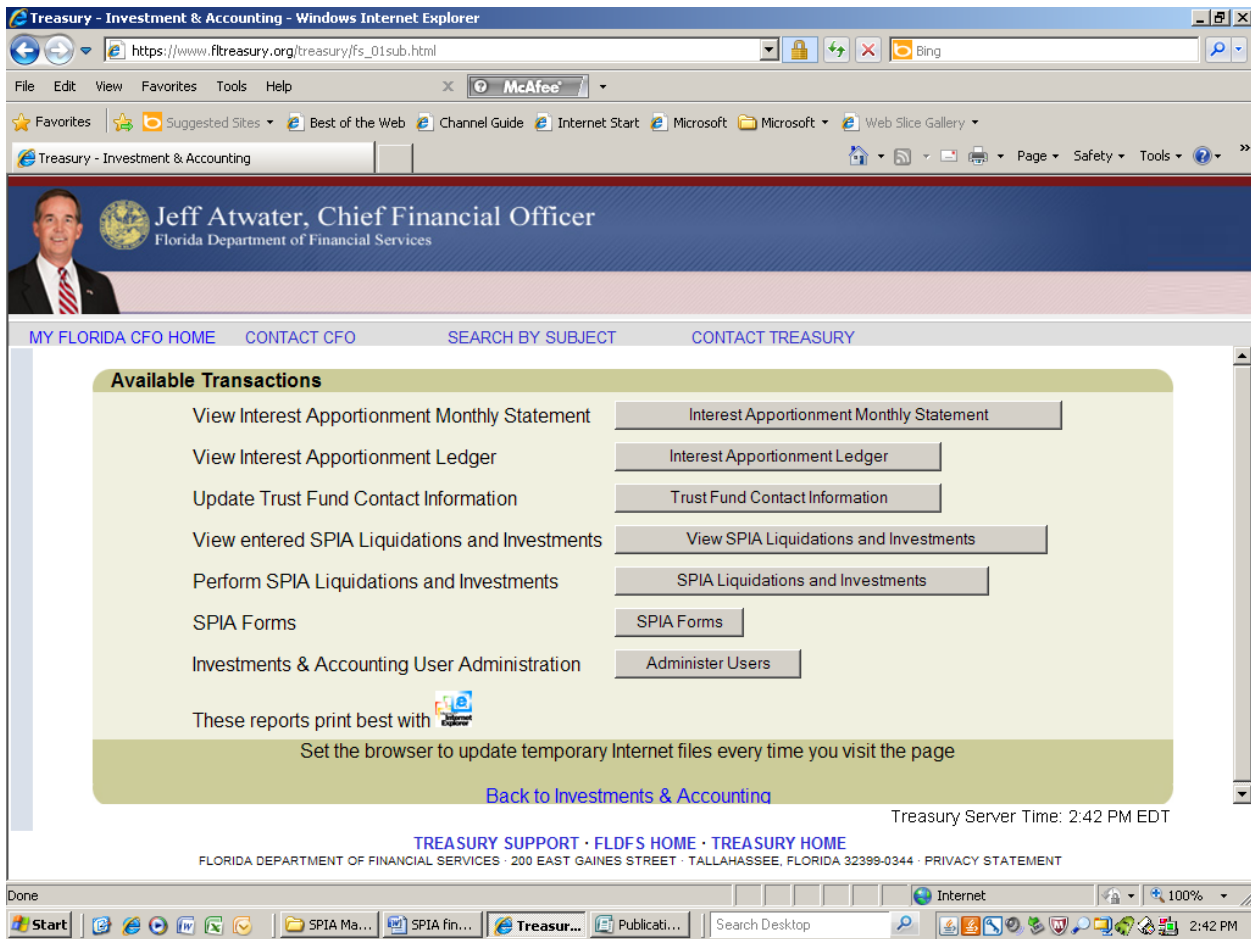
You will be able to access the SPIA web-based system as follows:

1. Go to website **www.fltreasury.org** (see screen below)

2. Click **FUNDS MANAGEMENT** link in the left sidebar

3. Click **LOGIN TO SPIA & TRUST FUNDS** in the left sidebar

4. Enter *User Name/ID* and *Password* and click **OK** (*see screen below*)
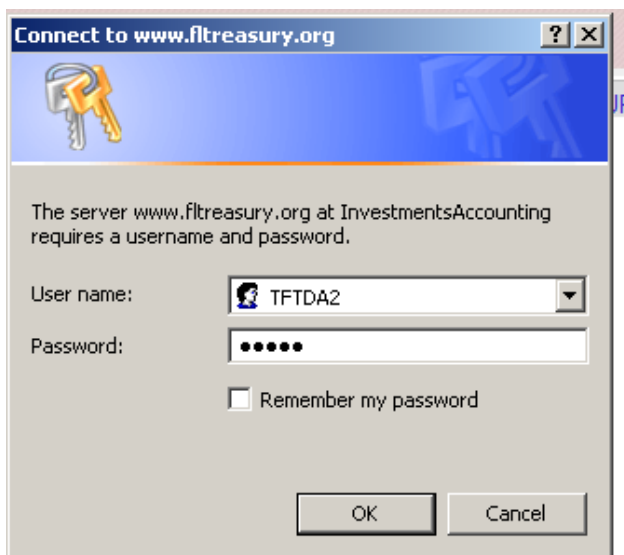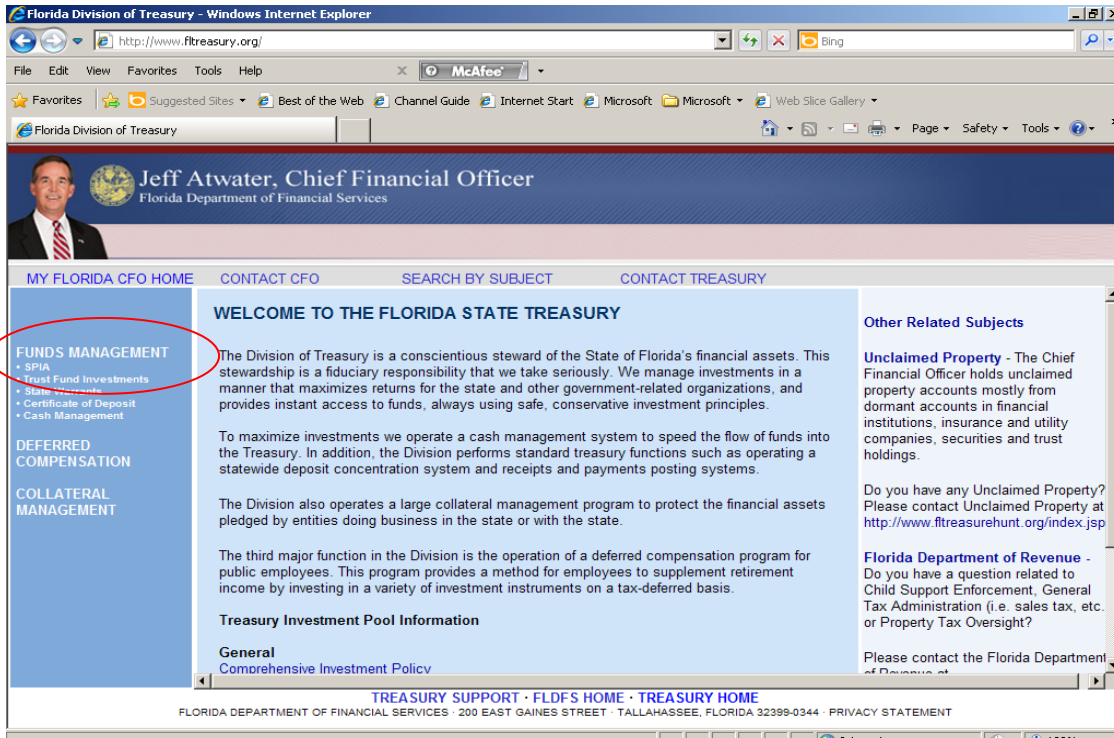
FUNCTIONS

After logging in, you should be at the **SPIA Main Menu** as seen below.

Interest Apportionment Monthly Statement: Monthly report which contains the monthly transactions, interest apportionment and fee. This report is normally available around the 10th of each month for the preceding month's data.

Interest Apportionment Ledger: A report which contains transactions, interest apportionment and fee information for a particular period which is entered by the user.

Trust Fund Contact Information: Current contact information and has the ability to edit.

View SPIA Liquidations and Investments: Review transaction activity for a particular day.

SPIA Liquidations and Investments: All transactions must be entered here.

SPIA Forms: To Access the SPIA Account Change Form. A form used to Add or Change an Authorized Person, Delete an Authorized Person, Close Account, update address, phone number, and fax number.

Administer Users: If you are an administrator, you will control the users of the website in this area. Not all users will have access to this function.

TRANSACTIONS

Within the **SPIA Main Menu**, select the bar that reads *SPIA Liquidations and Investments*. Note the deadline for notifying Treasury via the SPIA web-based system is 11 a.m. Eastern Time. Any transactions performed after the deadline will appear the next day.
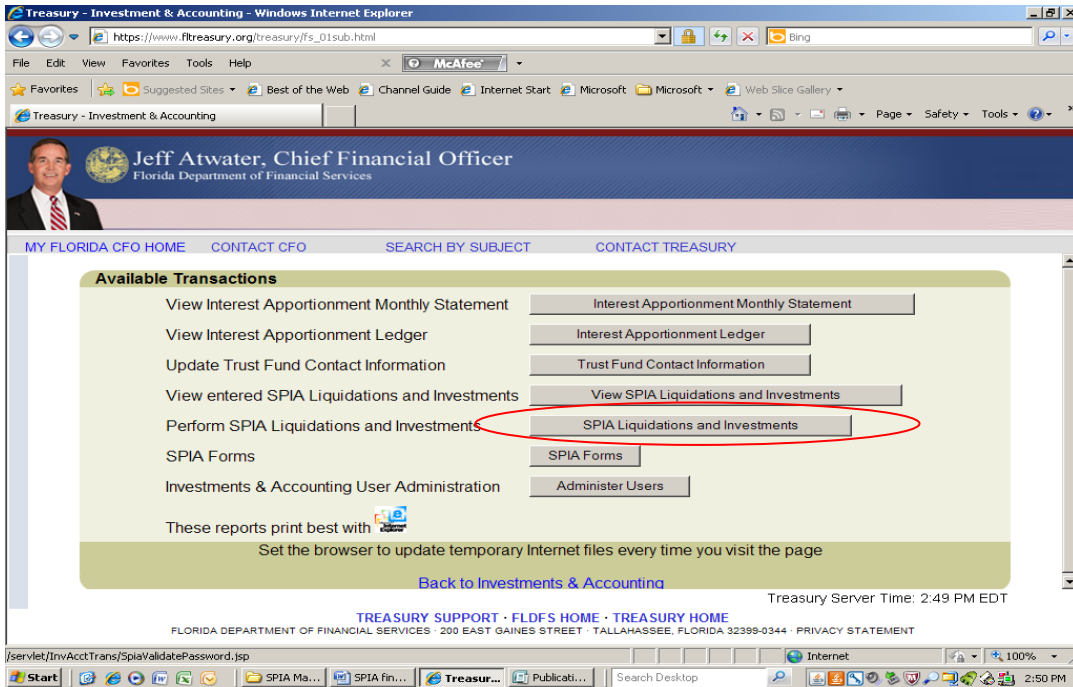
Please note that you will be asked to reenter your Password to enter a transaction.
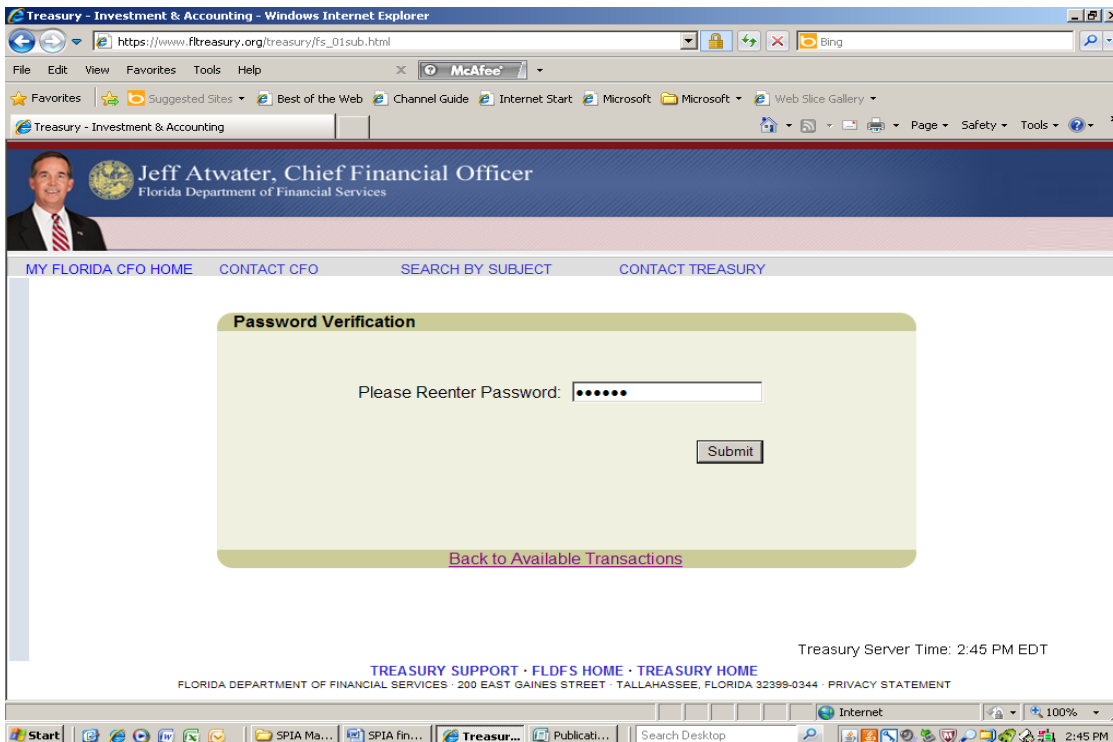
An Investment is when you want to invest money into SPIA. This is a two step process where the transaction is entered on the web-based system, and you must send money for us to invest. A Liquidation is when money is withdrawn from the account and is sent back to your bank account. The SPIA web-based system will only allow Liquidations up to the balance of the prior day close. If you have multiple accounts which liquidate to the same bank account, the SPIA web-based system will net the transactions. This amount is shown on your Confirmation page.

The SPIA web-based system will not allow you to invest funds that bring your balance above the "Cap" amount. The "Maximum Investment" will show the amount of money that can be invested for that particular fund. If we receive more than your maximum investment limit, the Treasury will return your bank wire(s). If you exceed your "Cap", a message that states that you have exceeded the investment cap will appear. The SPIA web-based system will return to the SPIA Liquidation and Investment screen where the entry can be corrected or canceled.
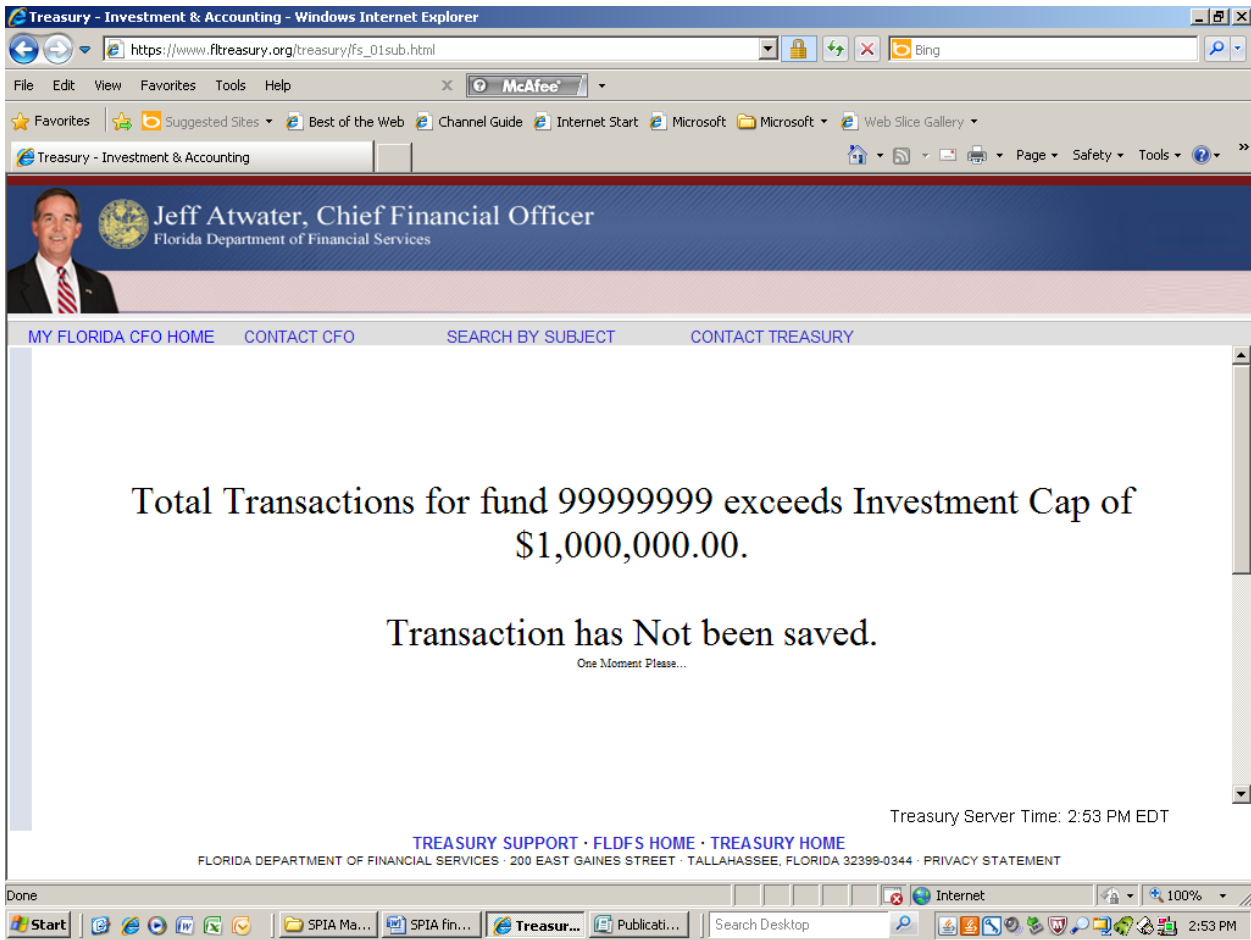
Always *verify* the transactions before submitting. This allows the transaction to be Undone or Canceled before final submission. The above message will appear when *Verify* is pressed and the investment(s) exceeded the Fund's cap amount. This message stays up for ten seconds and then returns the user to the entry page. Always check the "New Balance" as in the following screen shot, before submitting your final transaction. The transactions are not final until the *Submit* button is selected. After the *Submit* button is hit, a Confirmation page will appear which should be printed and saved until the account is reconciled.
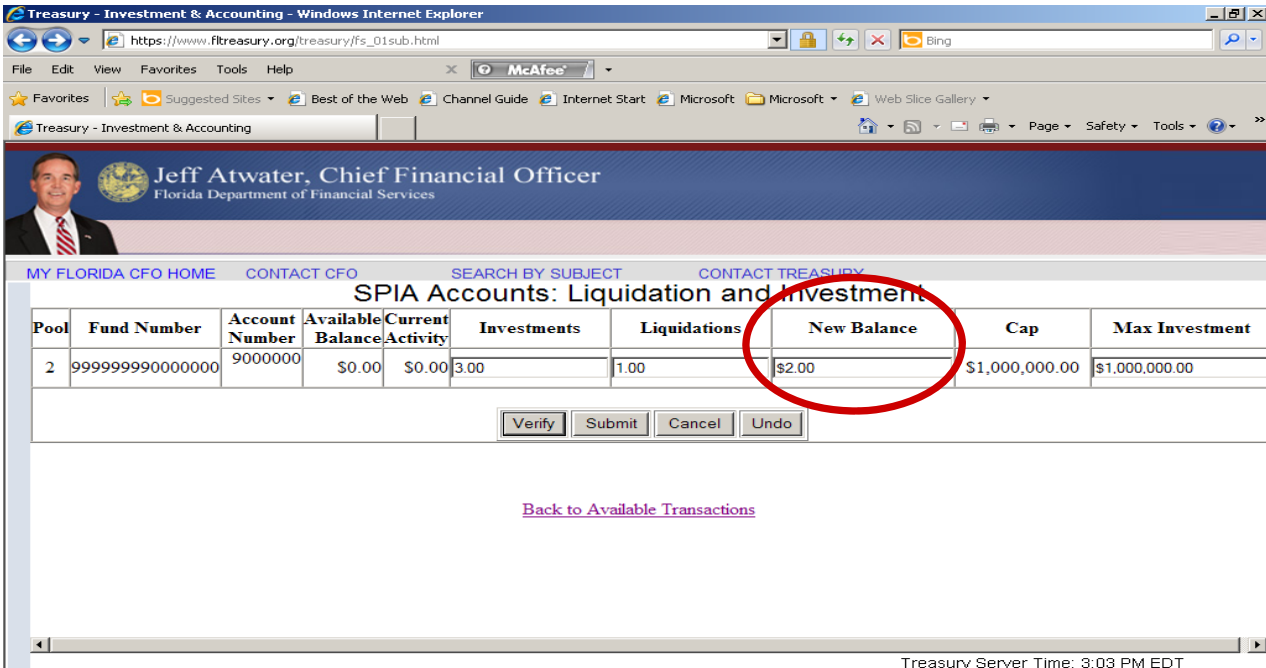
On the Confirmation, there will be a "Final Transaction Amount". If the amount is a positive, a wire should be initiated by you to fund the SPIA account for that amount. If negative, a wire will be sent to your bank account on file.

REPORTING

Within the **SPIA Main Menu**, select the bar that reads ***Interest Apportionment Monthly Statement*** to see the monthly statement. To view a statement, either enter a partial account number or pick an account number from a drop down menu. Next, select the year and month of the statement. Then click on ***View Report***. *(See following screen shot)*
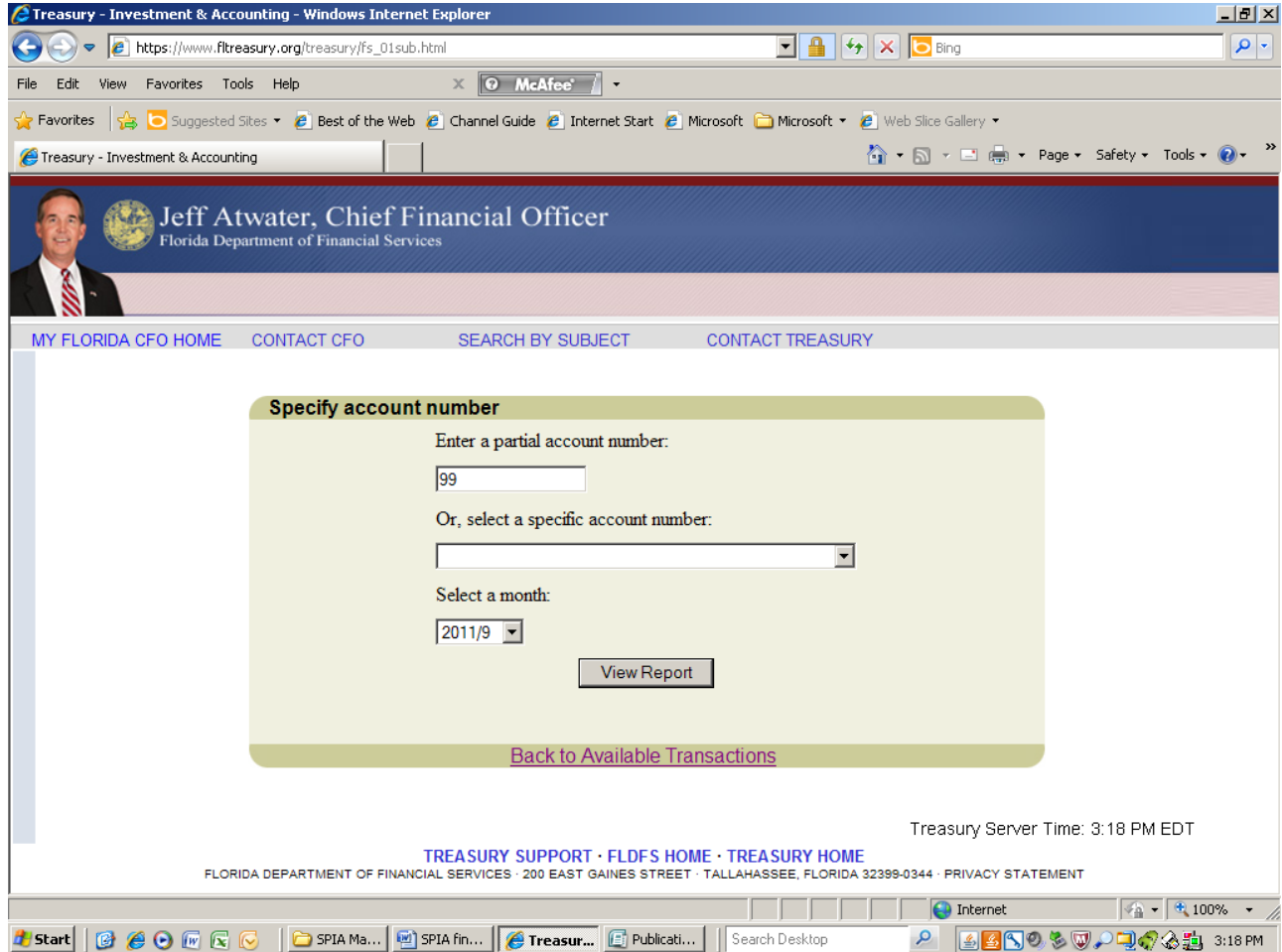
The screen below is an example of a monthly statement online. This information is usually available on or after the 10th of the month.

Statements may also be printed by clicking on **File** in the web browser, and then clicking on **Print** and **OK**.

Note: to view the entire web page on the screen or change the printed output, adjust the text size on the web browser. Click **View** and then **Text Size** and choose **Smallest**.

Within the **SPIA Main Menu**, select the bar that reads *__Interest Apportionment Ledger__* to see the daily transactions. To view a statement, select an account number from a drop down menu. Next, enter the beginning and ending dates. Then click on *__View Report__*.
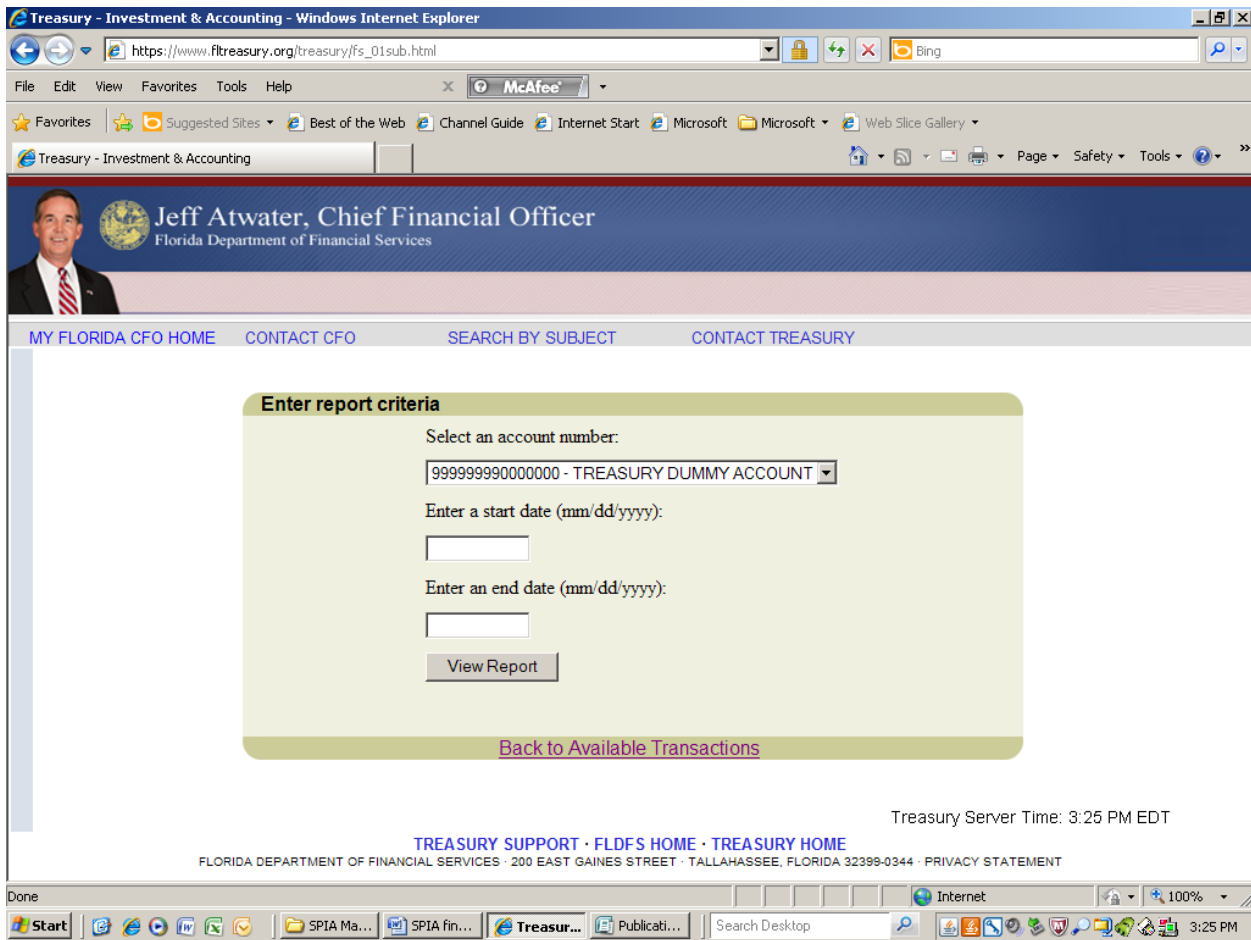
SPIA CHANGE FORM

The SPIA Change Form is used to Add or Change an Authorized Person, Delete an Authorized Person, Close Account, update address, phone number, and fax number. In the event the entity wishes to make changes to an existing SPIA account, the entity may complete the SPIA Change Form found on the **SPIA Main Menu**. The user would select *__SPIA Forms__*. The user may e-mail or fax this form to 850-413-2793 however, the original must be mailed.

ADMINISTRATOR USERS

The main administrator for the account will have a *User Name/ID* beginning with "*TF*" which is the *User Name/ID* which the Division of Treasury has assigned. However, you may also be an administrator if another administrator has given you administrator rights. Administrator's contact information can be updated from this screen.

Within the **SPIA Main Menu**, select the bar that reads ***Administer Users***. To edit a user, pick the *User Name/ID* from the drop down menu and then click on ***Edit User***. For further information on editing, refer to the "Edit User" section. To create a new user, just click on ***New User***.

NEW USER

From the Administrator screen, click on **_New User_** and the screen below should appear. Create a *User Name/ID* which is at least 6 characters in length, assign an *Entity ID/Name* by selecting an account in the pull down menu and assign the user the ability to *View* which allows access to reports and *Update* which allows the user to enter transactions. When completed, click on **_Save_** to stay at this screen or **_Save and Exit_** which will take you back to the User Administration screen.

Once you have chosen a user and click on **Edit User**, the screen below will appear. This screen controls the access that you give the user. By account, the user can have the ability to *View* which is access to reports only or *Update* which is the ability to enter transactions. If you make any changes, you will need to click on **Save** to stay at this screen or **Save and Exit** which will take you back to the User Administration screen.

This screen also allows you to change their *Password* which is discussed on the "User Password Reset" section or delete the user.


DELETE USER

To delete a user, start at the Administrator screen and choose a user and click on **Edit User**, the above screen will appear. Click on the **Delete User** button.

USER PASSWORD RESET

Please Note the Administrator is responsible ~~for storing~~ and re-setting your users *Password*s and *User IDs*.

To Change a users *Password* select **_Reset Password_** from the *Edit User ID* screen. You will get the screen below. Print the screen or e-mail the screen to the user. The user should follow the instructions that are provided by the SPIA web application.
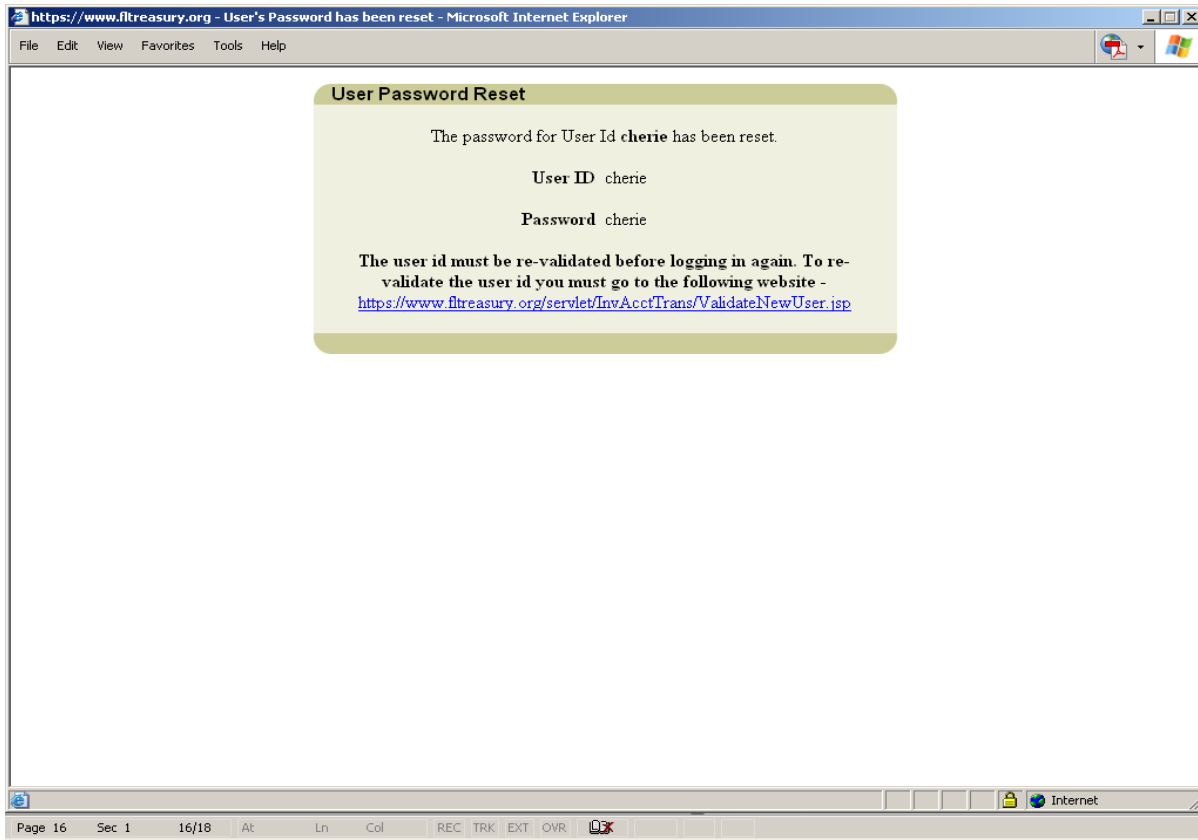
In the event the main Administrator (User ID beginning with TF) does not have their *Password*, an authorized person must e-mail the Internal Investment section at **Investments@myfloridacfo.com** and request a Password Change Form. An investment staff member will e-mail the form to you. After completing the form, you may fax to expedite the change or e-mail the form. Whether you e-mail or fax the form, the original form with original signature(s) must be mailed to the address on the bottom of the form.

INTERNAL INVESTMENTS CONTACT INFORMATION

Investments Line: 850-413-3168
Investments Fax Line: 850-413-2793
Investments Email: Investments@myfloridacfo.com

ADMINISTRATOR CONTACT INFORMATION

From the Administrator screen, click on the **_Change Your Contact Information_**. The screen below should appear. Update information and click on **_Save_** to stay at this screen *or* **_Save and Exit_** which will take you back to the Administrator screen.

CLOSING OUT

To end the secure session on the Treasury website, close the browser.