

DATE: May 31, 2023

TO: Agency Addressed (No. 21, 2022-23)

FROM: Paul Whitfield, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: DEBT COLLECTION WORKSHOP

The Bureau of Financial Reporting (BFR) will host the Annual Debt Collection Workshop at the Centre of Tallahassee, Suite 400, Room C100, on 2415 North Monroe Street, Tallahassee, Florida, on the following day:

- June 20, 2023, 1:30 pm – 4:00 pm

There are only 40 seats available for in-person attendance, so be sure to register in advance. The meeting will also be offered virtually via [GoToWebinar](#) for off-site and out of town participants.

The workshop will include a discussion accounts receivables, debt collection, invoicing, payments, introductions of the new debt collection vendors, and many more topics.

Register for the workshop through the Department of Financial Services (DFS) Learning Management System in [People First](#) by Friday, June 16, 2023. The workshop can be found under the course area of Accounting and Auditing: Statewide-2023 Debt Collection Workshop

To register for the Debt Collection Workshop:

1. Log into People First using your People First ID and password.
2. Click on the **Talent Management** tile.
3. Select **Learning** from the dropdown menu at the top left next to the Home icon.
4. Using the **Find Learning** tile, type *Debt Collection* in the search bar and click the **Go** button.
5. Scroll to find the appropriate class title (Statewide-2023 Debt Collection Workshop).
6. Click on **See Classes** to view available dates.
7. Click on **Register Now** to register for the workshop

Once you have registered, you should receive a confirmation email from People First. We hope you can join us.

**\*Please register by 1:00 pm on the business day before the workshop begins. Any registrations after the cut off time will not be considered, and you will not receive an online meeting invitation. Registrations will not be accepted via email.**

To attend virtually please visit <https://attendee.gotowebinar.com/register/4844349706813103195>

For questions or additional information, please contact [FinancialReporting@myfloridacfo.com](mailto:FinancialReporting@myfloridacfo.com)