

DATE: April 30, 2024

TO: Agency Addressed (No. 24, 2023-24)

FROM: Reneé Hermeling, 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. It will be held at the Centre of Tallahassee (old Tallahassee Mall), 2415 North Monroe Street, Suite 400, Room C100, Tallahassee, Florida 32303, on the following day:

- May 17th, 2024, 1:30 pm – 4:00 pm

There are only 40 seats available for in-person attendance, so be sure to register in advance.

The workshop will include a discussion about accounts receivables and debt collection, invoicing and 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 Wednesday, May 15, 2024. The workshop can be found under the course area of Accounting and Auditing “2024 Debt Collection Agency 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-2024 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.

For questions or additional information, please contact FinancialReporting@myfloridacfo.com