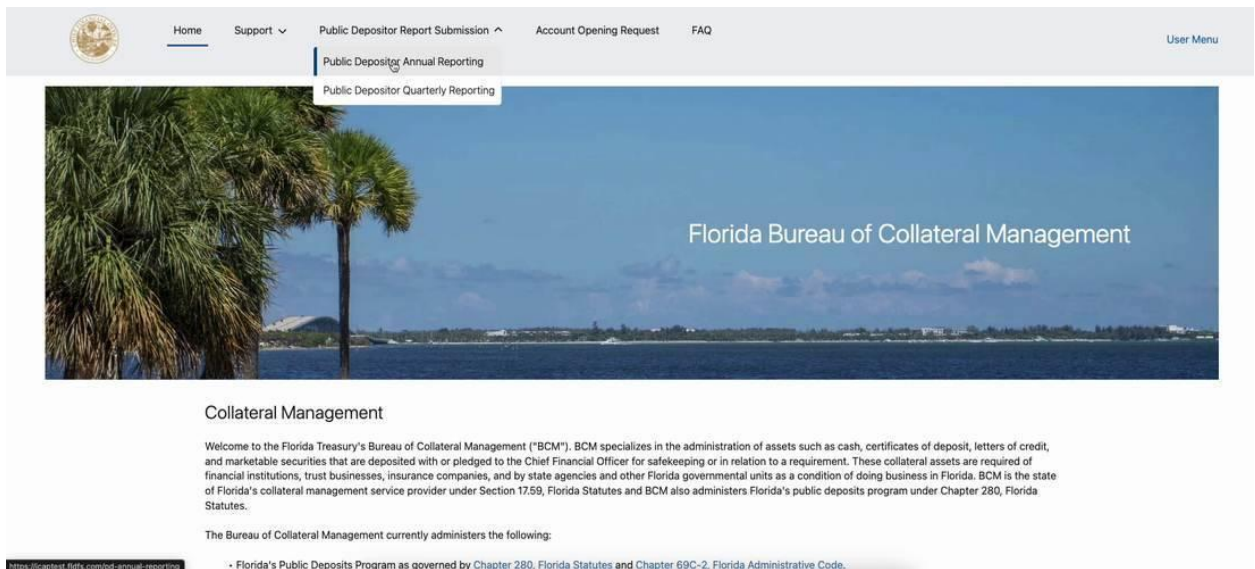# Quickstart: Submit a PD Annual Report

Step-by-step guide with screenshots

2025-08-14 19:42

Step 1

Access the portal at https://ecap.fldfs.com/. In the **Public Depositor Report Submission** dropdown, select Public Depositor Annual Report.

Step 2

Verify the report year and enter the FEIN of your organization. If the entered FEIN is connected to multiple entities, the system will prompt you to select which entity you are submitting for. Confirm that the Legal Name and FEIN are correct.

Step 3

Fill out the address that should be associated with your organization. Hit Next.

Step 4

Review that the legal name, address and FEIN appear correctly on the form.

After reviewing the form, complete the certification in Part IV. Check the boxes indicating that you have read the report and are authorized to sign on behalf of the Public Depositor.

Enter your name, title and the date that you are completing the form. Hit Next.

(1) Performed an annual confirmation of all open public deposit accounts as of the close of business on September 30 for each QPD. All discrepancies found in the confirmation process were reconciled before November 30. Information confirmed included the following:

a. FEIN of the QPD.
b. Name on the deposit account record.
c. FEIN on the deposit account record.
d. Account number.
e. Account type.
f. Actual account balance on deposit.

(2) Confirmed that a current Public Deposit Identification and Acknowledgment Form has been completed for each public deposit account and is in our possession.

(3) Included as part of this Form, the required Public Depositor Account(s) Data in the format described in Part II.

Part IV – Certification

☑ I certify that I have read the foregoing annual report and that the facts stated in it are true to the best of my knowledge and belief.

☑ I am authorized to sign on behalf of the foregoing PD.
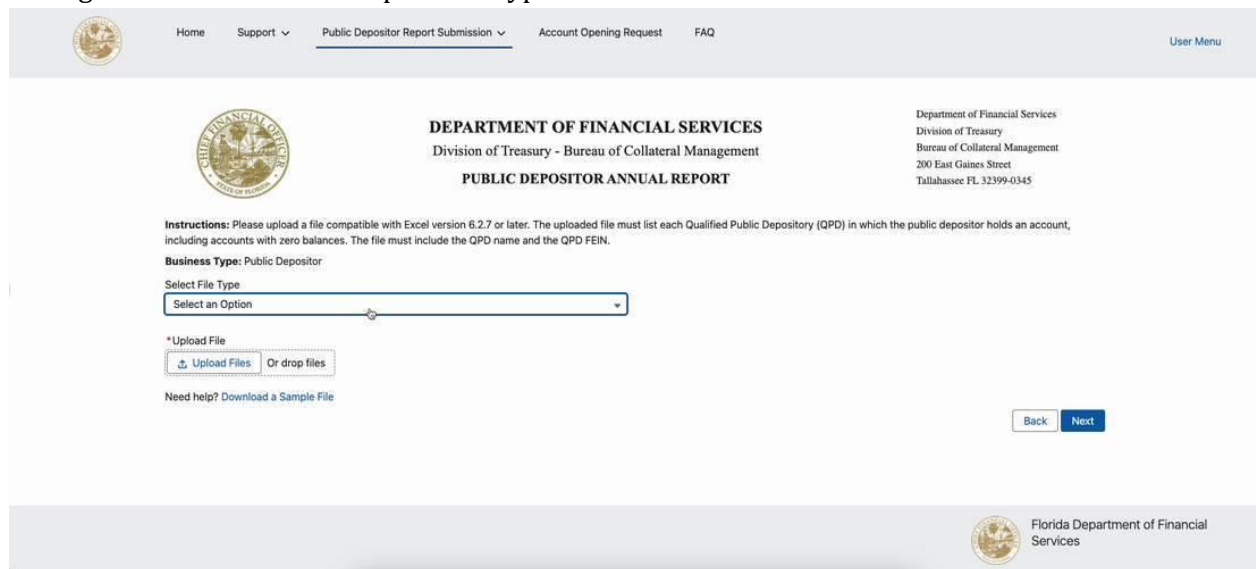
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Title

Date
Aug 14, 2025

Public Depositor Annual Report
DFS-J1-1009, effective 12/24
Rule 69C-2.022, F.A.C.

Back   Next

Step 5

This is where you will upload the excel file listing QPDs at which your organization maintains accounts. If you don't want to create your own file, a template is available

through the "Download a Sample File" hyperlink. Hit next.

Step 6

You will now receive a confirmation screen that the report has been submitted successfully. This screen can be printed and retained for your records.

Troubleshooting:

If you experience difficulty submitting your annual report, or have general questions, please utilize the "support" tab at the top of the portal screen to submit a general inquiry.