

Trust Fund Administrative User Manual

Technical Requirements

In order to perform transactions, your web browser must support 128-bit encryption. We recommend using the Microsoft Internet Explorer 8 browser or above for proper printer formatting and which includes the required encryption. If you need to download this software, a free copy is available at:

<http://www.microsoft.com/windows/ie/default.htm>

Administrative User Introduction

In order to secure transactions that can be performed online, you have been issued an **administrative** user name and password. The user name and password will also allow you to assign other user names and passwords to the appropriate staff and delete user names and passwords within your organization. You will also have the ability to reset password for the users you've assigned.

This booklet contains procedures used when first logging on, setting up your account, and assigning additional users. The first time you log on, you will be required to change your password and provide contact information.

Care should be taken when assigning new users, as they will be able to view secure information or perform transactions and reporting requirements.

Getting Started

You can access the website by clicking on the link below.

<http://www.myfloridacfo.com/Division/Treasury/>

Scroll to Log In box on the left side of the screen

Click on TRUST FUNDS

TREASURY

To ensure that cash and other assets held for safekeeping within the Treasury are accurately accounted for, effectively invested and competently protected.

DIVISION OF TREASURY Search

MYFLORIDACFO.COM > DIVISION > TREASURY > STATE OF FLORIDA TREASURY

Welcome to the Florida State Treasury

Thank you for visiting the Florida Treasury. This website is your portal to the functions of our division and will connect you to important financial information whether you are a state employee or you represent a state agency, local government or other financial partners.

The Florida Treasury is responsible for multiple state financial processes which impact Floridians like you. Please click on a topic below to learn more about how the Florida Treasury can help you or your organization meet your financial objectives.

State Employees:

- [How can I add to my retirement savings to provide greater financial security for me and my family?](#)
- [I am an OPS employee, how can I get information about my retirement savings?](#)

State Agencies:

- [Looking for information relating to our banking services?](#)
- [Need information relating to your investments?](#)
- [Interested in learning how to use credit cards, charge cards and debit cards as a payment option for your customers?](#)
- [Need a cost effective way to manage your collateral requirements?](#)

Other Entities:

- [Need information on our Collateral Management Program?](#)
- [Interested in opening a Special Purpose Investment Account \(SPIA\)?](#)
- [Interested in participating in our Certificates of Deposit online auction?](#)
- [Need to validate a State Warrant?](#)
- [Search for Unclaimed Property](#)

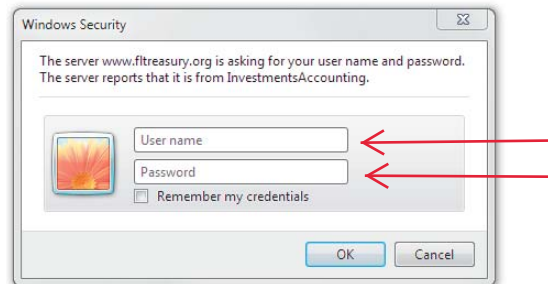
USEFUL LINKS

- Unclaimed Property
- Florida Department of Revenue
- Income Taxes/IRS

LOG IN

- Special Purpose Investment Account
- Trust Funds
- Cash Management System
- Consolidated Revolving Account
- Certificates of Deposit
- Collateral Administration Program

Enter your User ID and temporary password provided by your SPIA and/or Trust Fund Administrator. Click OK.



You will be prompted to validate your User ID and password and then prompted to change your temporary password.

Enter your temporary password in the field “Enter Current Password”. Then enter your new password and enter it again to confirm. Note: the new password must contain 6 or more characters and is case sensitive.

Now you must enter current contact information. Remember, this routine only occurs the first time you sign on.

The first three boxes default to the correct entries. Enter the remaining contact information and press *Save and Exit*.

Once the changes are saved, you are now ready to enter your User ID and New Password to begin using the online transactions.

Administrators will need to contact the Division of Treasury to reset their passwords.

Available Transactions

As an administrator, your transaction screen may include some, if not all, of the buttons shown below. You will have the ability to view activity and statements, perform transactions, update contact information and administer users within your organization.

The screenshot displays a web application interface with a navigation bar at the top containing the following links: MY FLORIDA CFO HOME, CONTACT CFO, SEARCH BY SUBJECT, and CONTACT TREASURY. The main content area is titled "Available Transactions" and features a list of actions, each with a corresponding button:

- View Interest Apportionment Monthly Statement (Interest Apportionment Monthly Statement button)
- View Interest Apportionment Ledger (Interest Apportionment Ledger button)
- Update Trust Fund Contact Information (Trust Fund Contact Information button)
- View entered State Trust Fund Liquidations (View Current Trust Fund Activity button)
- Perform State Trust Fund Liquidations (State Trust Fund Liquidations button)
- Investments & Accounting User Administration (Administer Users button)

Below the list, there is a note: "These reports print best with" followed by a printer icon and the text "Set the browser to update temporary Internet files every time you visit the page". A red link labeled "Back to Investments & Accounting" is positioned at the bottom of the main content area.

At the bottom of the page, the text reads: "TREASURY SUPPORT - FLDfS HOME - TREASURY HOME" and "FLORIDA DEPARTMENT OF FINANCIAL SERVICES - 200 EAST GAINES STREET - TALLAHASSEE, FLORIDA 32399-0344 - PRIVACY STATEMENT". The footer also includes "Treasury Server Time: 9:31 AM EST".

The Windows taskbar at the bottom shows several open applications: Star!, Inbox - Microso..., 4 Reminders, [Spam:*****], PW: SSRC Data..., PW: Performan..., BlueZone Sessi..., P1 - Printer1..., performance ex..., EDG agency lev..., and Treasury - In... The system clock shows 9:32 AM.

View Monthly Statements

Click on **Interest Apportionment Monthly Statement** from Available Transactions screen.

The screenshot shows a web application interface with a navigation bar at the top containing links: MY FLORIDA CFO HOME, CONTACT CFO, SEARCH BY SUBJECT, and CONTACT TREASURY. Below this is a section titled 'Available Transactions' with a light green background. A red arrow points to the first item: 'View Interest Apportionment Monthly Statement', which has a button labeled 'Interest Apportionment Monthly Statement'. Other items include 'View Interest Apportionment Ledger' (button: Interest Apportionment Ledger), 'Update Trust Fund Contact Information' (button: Trust Fund Contact Information), 'View entered State Trust Fund Liquidations' (button: View Current Trust Fund Activity), 'Perform State Trust Fund Liquidations' (button: State Trust Fund Liquidations), and 'Investments & Accounting User Administration' (button: Administer Users). Below the list, there is a note: 'These reports print best with' followed by a printer icon and the text 'Set the browser to update temporary internet files every time you visit the page'. At the bottom of the section is a link: 'Back to Investments & Accounting'. The footer of the page includes 'TREASURY SUPPORT - FLDFS HOME - TREASURY HOME', 'FLORIDA DEPARTMENT OF FINANCIAL SERVICES - 200 EAST GAYNES STREET - TALLAHASSEE, FLORIDA 32399-0344 - PRIVACY STATEMENT', and 'Treasury Server Time: 9:31 AM EST'. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Reminders, Spam, SSRC Data, PW: Performan..., BlueZone Sess..., P1 - Printer1, performance ex..., EOG agency lev..., Treasury - In...), and the system clock showing 9:32 AM.

You may either enter a partial account number to view all statements beginning with that number or pick an account number from a drop down menu. These account numbers correspond to the Treasury assigned trust fund number.

The screenshot shows a web application interface with a navigation bar at the top containing links: MY FLORIDA CFO HOME, CONTACT CFO, SEARCH BY SUBJECT, and CONTACT TREASURY. The main content area features a yellow box titled "Specify account number" with the following elements:

- Text: "Enter a partial account number:"
- Text input field containing "51"
- Text: "Or, select a specific account number:"
- Dropdown menu (empty)
- Text: "Select a month:"
- Dropdown menu containing "2013/10"
- Button: "View Report"
- Link: "[Back to Available Transactions](#)"

At the bottom of the page, the text "Treasury Server Time: 4:02 PM EST" is displayed. Below this is a footer with links: "TREASURY SUPPORT · FLD FS HOME · TREASURY HOME" and "FLORIDA DEPARTMENT OF FINANCIAL SERVICES · 200 EAST GAINES STREET · TALLAHASSEE, FLORIDA 32399-0344 · PRIVACY STATEMENT". The Windows taskbar at the bottom shows the Start button, taskbar icons for Microsoft Lync, Microsoft Outlook (Inbox - Microsoft ...), and Internet Explorer (Treasury - Inves...), along with the system tray showing the time as 4:04 PM.

Click View Report.

You may also print these statements by clicking on **File** in the main menu of the browser, and then clicking on **Print** and **OK**, or using CTRL P as a shortcut.

| MY FLORIDA CFO HOME | | CONTACT CFO | | SEARCH BY SUBJECT | | CONTACT TREASURY | |
|--|-----------------|--|-------------|-------------------|--|------------------|--|
| Run Date 11/19/2013 | | Division of Treasury Interest Apportionment Account Statement 10/01/2013 Through 10/31/2013 | | | | Page 1 | |
| TALLAHASSEE, FL FL 32399 | | | | | | | |
| Account: | 42. | | | | | | |
| Description: | | | | | | | |
| Date | Reference | Deposits | Withdrawals | Balance | | | |
| 09/30/2013 | Balance Forward | | | 420,268.78 | | | |
| 10/01/2013 | Int eamed | 307.20 | 0.00 | 420,575.98 | | | |
| 10/01/2013 | Adm fee | 0.00 | 42.02 | 420,533.96 | | | |
| 10/08/2013 | 07130 | 0.00 | 25,000.00 | 395,533.96 | | | |
| 10/31/2013 | Ending Balance | | | 395,533.96 | | | |
| Beginning balance: | | | | 420,268.78 | | | |
| Deposits in the period: | | | | 307.20 | | | |
| Withdrawals in the period: | | | | 25,042.02 | | | |
| Wire transfer fee: | | | | 0.00 | | | |
| Treasury Server Time: 4:20 PM EST | | | | | | | |
| TREASURY SUPPORT · FLDFS HOME · TREASURY HOME FLORIDA DEPARTMENT OF FINANCIAL SERVICES · 200 EAST GAINES STREET · TALLAHASSEE, FLORIDA 32399-0344 · PRIVACY STATEMENT | | | | | | | |

Above is an example of a monthly statement online. These may be printed or saved to a file. The previous month's statement with the interest allocation is usually available by the 10th of each month. Monthly statements will be available until the last day of the month. The statement interface will not be available again until the 10th of the month with the next month's statement.

Special Note: If at any time statements are not available by the 10th of the month, a message will be posted to Treasury's home page and/or SPIA and Trust Funds web page. Also, check the SPIA and Trust Fund web page for other important messages or links updated on a monthly basis.

View Interest Apportionment Ledger

Click **Interest Apportionment Ledger** from Available Transactions screen.

The screenshot shows a web application interface with a navigation bar at the top containing links: MY FLORIDA CFO HOME, CONTACT CFO, SEARCH BY SUBJECT, and CONTACT TREASURY. Below the navigation bar is a section titled "Available Transactions" with a light green background. This section contains a list of actions, each with a corresponding button:

- View Interest Apportionment Monthly Statement (Interest Apportionment Monthly Statement button)
- View Interest Apportionment Ledger (Interest Apportionment Ledger button) - A red arrow points to this option.
- Update Trust Fund Contact Information (Trust Fund Contact Information button)
- View entered State Trust Fund Liquidations (View Current Trust Fund Activity button)
- Perform State Trust Fund Liquidations (State Trust Fund Liquidations button)
- Investments & Accounting User Administration (Administer Users button)

Below the list, there is a note: "These reports print best with" followed by a printer icon and the text "Set the browser to update temporary internet files every time you visit the page". At the bottom of the "Available Transactions" section is a link: [Back to Investments & Accounting](#).

At the bottom of the page, the text reads: "TREASURY SUPPORT - FLDFS HOME - TREASURY HOME" and "FLORIDA DEPARTMENT OF FINANCIAL SERVICES - 200 EAST GAINES STREET - TALLAHASSEE, FLORIDA 32399-0344 - PRIVACY STATEMENT". The server time is displayed as "Treasury Server Time: 9:31 AM EST".

The Windows taskbar at the bottom shows several open applications: Start, Inbox - Micro..., 4 Reminders, (Span: *****..., FW: SSRIC Data ..., FW: Performan..., BlueZone Sessl..., P1 - Printer1 - ..., performance ex..., EOG agency lev..., and Treasury - In... The system clock shows 9:32 AM.

Select the account number of the ledger you would like to run.

Enter date range. Note: Interest earned for a previous month will be reflected on the first day of the following month. You will need to run the ledger report for a date range that would include the first date of the following month.

View Report.

Note: You may pick any account for any time period within the last two years to query daily activity. The Interest Apportionment Ledger provides daily activity information. Yesterday's information should be available by approximately 9:00 a.m. the next workday.

The screenshot shows a web browser window displaying a form titled "Enter report criteria". The form is set against a light yellow background and contains the following elements:

- A navigation bar at the top with links: "MY FLORIDA CFO HOME", "CONTACT CFO", "SEARCH BY SUBJECT", and "CONTACT TREASURY".
- A section header "Enter report criteria" in a dark green box.
- A label "Select an account number:" followed by a dropdown menu.
- A label "Enter a start date (mm/dd/yyyy):" followed by a text input field containing "10/01/2013".
- A label "Enter an end date (mm/dd/yyyy):" followed by a text input field containing "11/01/2013".
- A "View Report" button.
- A link "Back to Available Transactions" at the bottom of the form area.
- Footer text: "Treasury Server Time: 8:55 AM EST", "TREASURY SUPPORT · FLDFS HOME · TREASURY HOME", and "FLORIDA DEPARTMENT OF FINANCIAL SERVICES · 200 EAST GAINES STREET · TALLAHASSEE, FLORIDA 32398-0344 · PRIVACY STATEMENT".
- A Windows taskbar at the bottom showing the Start button, several application icons (Micro..., Inbo..., Trus..., Tre..., Doc1...), and the system tray with the time "8:56 AM".

MY FLORIDA CFO HOME CONTACT CFO SEARCH BY SUBJECT CONTACT TREASURY

Run Date 11/20/2013

Division of Treasury
Interest Apportionment
Fund Ledger Report
10/01/2013 Through 11/01/2013

Fund Number: 42- Agency:
Pool: 1 Fund Name:

| Date | Type | Source | Additions | Deductions | Balance |
|------------|------|------------|-----------|------------|------------|
| ***** | 20 | Summary | | | 420,268.78 |
| 10/01/2013 | 5 | Int earned | 307.20 | | 420,575.98 |
| 10/01/2013 | 25 | Adm fee | | 42.02 | 420,533.96 |
| 10/08/2013 | 21 | 07130 | | 25,000.00 | 395,533.96 |
| 11/01/2013 | 5 | Int earned | 404.98 | | 395,938.94 |
| 11/01/2013 | 25 | Adm fee | | 40.11 | 395,898.83 |

| Account Summary | | | | | |
|-----------------|----------|---------------|------------|------------------|-------------------|
| Additions | | | Deductions | | Net Amount |
| Type | Number | Amount | Number | Amount | |
| 5 | 2 | 712.18 | | | 712.18 |
| 21 | | | 1 | 25,000.00 | 25,000.00- |
| 25 | | | 2 | 82.13 | 82.13- |
| TOTAL | 2 | 712.18 | 3 | 25,082.13 | 395,898.83 |

Treasury Server Time: 9:28 AM EST

TREASURY SUPPORT · FLDFS HOME · TREASURY HOME
FLORIDA DEPARTMENT OF FINANCIAL SERVICES · 200 EAST GAINES STREET · TALLAHASSEE, FLORIDA 32399-0344 · PRIVACY STATEMENT

Done Internet 100%

Start Microso... Inbox -... Fund A... Trust F... Treasu... Desktop My D >> 9:29 AM

Above is an example of an Interest Apportionment Ledger Report online. These may be printed or saved to a file.

Trust Fund Contact Information

The screenshot displays the 'Available Transactions' section of the Treasury Support website. The menu includes the following items and buttons:

- View Interest Apportionment Monthly Statement - Interest Apportionment Monthly Statement
- View Interest Apportionment Ledger - Interest Apportionment Ledger
- Update Trust Fund Contact Information - Trust Fund Contact Information
- View entered State Trust Fund Liquidations - View Current Trust Fund Activity
- Perform State Trust Fund Liquidations - State Trust Fund Liquidations
- Investments & Accounting User Administration - Administer Users

Additional text on the page includes: 'These reports print best with' (with a printer icon), 'Set the browser to update temporary internet files every time you visit the page', and a link 'Back to Investments & Accounting'. The footer contains 'TREASURY SUPPORT - FLDFS HOME - TREASURY HOME', 'FLORIDA DEPARTMENT OF FINANCIAL SERVICES - 200 EAST GAINES STREET - TALLAHASSEE, FLORIDA 32309-0344 - PRIVACY STATEMENT', and 'Treasury Server Time: 9:31 AM EST'. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Reminders, Spam, FW: SSRC Data, FW: Performan..., Bluezone Sessl..., P1 - Printer1, performance ex..., EOG agency lev..., Treasury - In...), and the system clock at 9:32 AM.

To update contact information by individual trust fund, click on the **Trust Fund Contact Information** button.

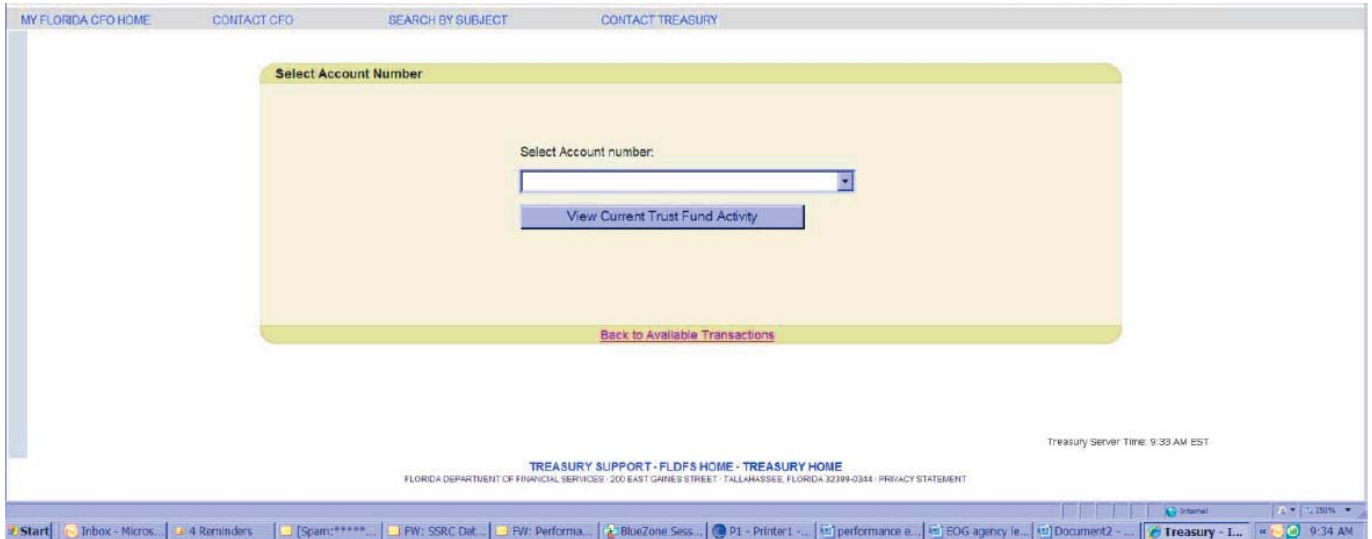


Choose the Trust Fund account that needs updating and click on Update Trust Fund Contact Information button.

Change information and/or update as applicable per Trust Fund.

Save and Exit.

View Current Trust Fund Activity



Select account number for activity you would like to see.

Click view.

State Trust Fund Liquidations

The screenshot shows a web application interface for "State Trust Fund Liquidation". At the top, there are navigation links: "MY FLORIDA CFO HOME", "CONTACT CFO", "SEARCH BY SUBJECT", and "CONTACT TREASURY". Below these is the title "State Trust Fund Liquidation".

| Date | FLAIR Account Number | Site | OLO | Interest Allocation Fund | Beginning Balance | Amount | Ending Balance | Delete? |
|------------|----------------------|------|--------|--------------------------|-------------------|--------|----------------|---------|
| 11/21/2013 | \$ 002000-00 | 00 | 310000 | \$ | \$2,249,911.13 | 250000 | \$1,999,911.13 | NO |
| 11/21/2013 | | 00 | | | | | | |

Enter Worksheet Total:

Buttons:

[Back to Available Transactions](#)

Treasury Server Time: 9:35 AM EST

TREASURY SUPPORT · FLD FS HOME · TREASURY HOME
FLORIDA DEPARTMENT OF FINANCIAL SERVICES · 200 EAST GAINES STREET · TALLAHASSEE, FLORIDA 32309-0344 · PRIVACY STATEMENT

Windows taskbar shows: Start, Inbox - Micros..., 4 Reminders, [Spam:*****...], FW: SSRC Dat..., FW: Performa..., BlueZone Sess..., P1 - Printer1..., performance e..., ECG agency le..., Document2 - ..., Treasury - L..., 9:37 AM

Enter the FLAIR account code to which the trust fund liquidation will be posted. The site, OLO, and Treasury's fund number should default to the appropriate code. The beginning balance will be presented. At this time you may enter the daily disinvestment amount. Click on the **Add Transaction** button.

Note: If the FLAIR account number is not the correct length you will get this error message. Please make sure you have entered 21 digits (OLO through IBI).

The Add Transaction button will return an ending balance for the first fund and present another transaction line. You may enter another transaction and click the **Add Transaction** button again.

The ending balance will again be presented.

After pressing the Add Transactions button for each entry, a Delete Entry? list box is presented and will give the user the option to "Yes" delete an entry, or "No" accept the default value and not delete the entry.

After completing all transactions, enter the total of all transactions for the day in the Enter Worksheet Total box and click the ***Confirm Total*** button.

The transactions for the day, along with the voucher number are presented. Please print this page for verification of your transaction and click the ***OK*** button to return to the transaction entry page.

Note: We recommend printing the confirmation page for your records.

Continue entering transactions or click the Back to Available Transactions link.

Administer Users

To set up new users, edit and/or delete existing users, or change administrative contact information, click on the **Administer Users** button on the Available Transaction screen.

The screenshot shows a web application interface with a navigation bar at the top containing links: MY FLORIDA CFO HOME, CONTACT CFD, SEARCH BY SUBJECT, and CONTACT TREASURY. Below this is a section titled "Available Transactions" with a light green background. It contains a list of functions, each with a corresponding button:

- View Interest Apportionment Monthly Statement - Interest Apportionment Monthly Statement
- View Interest Apportionment Ledger - Interest Apportionment Ledger
- Update Trust Fund Contact Information - Trust Fund Contact Information
- View entered State Trust Fund Liquidations - View Current Trust Fund Activity
- Perform State Trust Fund Liquidations - State Trust Fund Liquidations
- Investments & Accounting User Administration - **Administer Users**

A red arrow points to the "Administer Users" button. Below the list, there is a note: "These reports print best with" followed by a printer icon and the text "Set the browser to update temporary Internet files every time you visit the page". At the bottom of the section is a link: "Back to Investments & Accounting".

At the bottom of the page, there is a footer with the text: "TREASURY SUPPORT - FLDFS HOME - TREASURY HOME" and "FLORIDA DEPARTMENT OF FINANCIAL SERVICES - 200 EAST GAILES STREET - TALLAHASSEE, FLORIDA 32399-0344 - PRIVACY STATEMENT". The system time is shown as "Treasury Server Time: 9:31 AM EST".

The Windows taskbar at the bottom shows several open applications: Start, Inbox - Microso..., 4 Reminders, [Spam:*****...], FW: SSRC Data..., FW: Performan..., BlueZone Sessi..., P1 - Printer1..., performance ex..., EOG agency lev..., and Treasury - In... The system clock shows 9:32 AM.

Set Up a New User

Click on the **New User** button.

The screenshot shows a web application interface for user administration. At the top, there are navigation links: "MY FLORIDA CFO HOME", "CONTACT CFO", "SEARCH BY SUBJECT", and "CONTACT TREASURY". The main content area is divided into two sections. The first section, titled "User Administration", contains a dropdown menu labeled "Select user to administer" and two buttons: "New User" and "Edit User". A red arrow points to the "New User" button. Below this section is a text prompt: "For assistance please contact: Need-Help@dof.state.fl.us". The second section, titled "Administrator's Contact Information", contains a button labeled "Change Your Contact Information" and a link labeled "Back to Available Transactions". At the bottom of the page, there is a footer with the text: "TREASURY SUPPORT - FLDFS HOME - TREASURY HOME" and "FLORIDA DEPARTMENT OF FINANCIAL SERVICES 200 EAST GANES STREET, TALLAHASSEE, FLORIDA 32399-0344 | PRIVACY STATEMENT". The system time is displayed as "Treasury Server Time: 11:16 AM EST". The Windows taskbar at the bottom shows several open applications, including "Start", "Inbox - M...", "4 Remind...", "Spani:**...", "FW: SSR...", "FW: Perfo...", "RE: EOG...", "FW: EOG...", "RE: EOG...", "RE: scree...", "BlueZone ...", "P1 - Print...", "performa...", "EOG age...", and "Treasur...". The system clock shows "11:17 AM".

Assign a User ID (case sensitive)

Assign Entity and Permissions.

- 1) Entity assignment can be one or many entities depending upon what is assigned by you.
- 2) Permissions – Yes in “View” window will allow the user to view Monthly Statements and Daily activity. Yes in the “Update” window will allow the user to perform transactions and change Trust Fund Contact information.

The screenshot shows a web application interface with a navigation bar at the top containing links: MY FLORIDA CFO HOME, CONTACT CFO, SEARCH BY SUBJECT, and CONTACT TREASURY. The main content area is divided into three sections:

- Enter User ID:** A single text input field.
- Assign Entity and Permissions:** A table with the following structure:

| Entity Id | Entity Name | Type | View | Update |
|----------------------|-------------|------|------------------------------------|------------------------------------|
| <input type="text"/> | | | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
- Buttons:** A row of four buttons: Save and Exit, Save, Cancel, and Reset Form.

Below the buttons is a link: [Back to Available Transactions](#). At the bottom right, it says "Treasury Server Time: 11:17 AM EST". At the bottom center, there is a footer: "TREASURY SUPPORT - FLDFS HOME - TREASURY HOME" and "FLORIDA DEPARTMENT OF FINANCIAL SERVICES 200 EAST GAINES STREET TALLAHASSEE, FLORIDA 32399-0344 PRIVACY STATEMENT". The Windows taskbar at the bottom shows several open applications and the system clock at 11:19 AM.

Save and Exit.

Edit User

Click on **Edit User** button.

MY FLORIDA CFO HOME CONTACT CFO SEARCH BY SUBJECT CONTACT TREASURY

User Administration

Select user to administer

New User Edit User

For assistance please contact: NeedHelp@doj.state.fl.us

Administrator's Contact Information

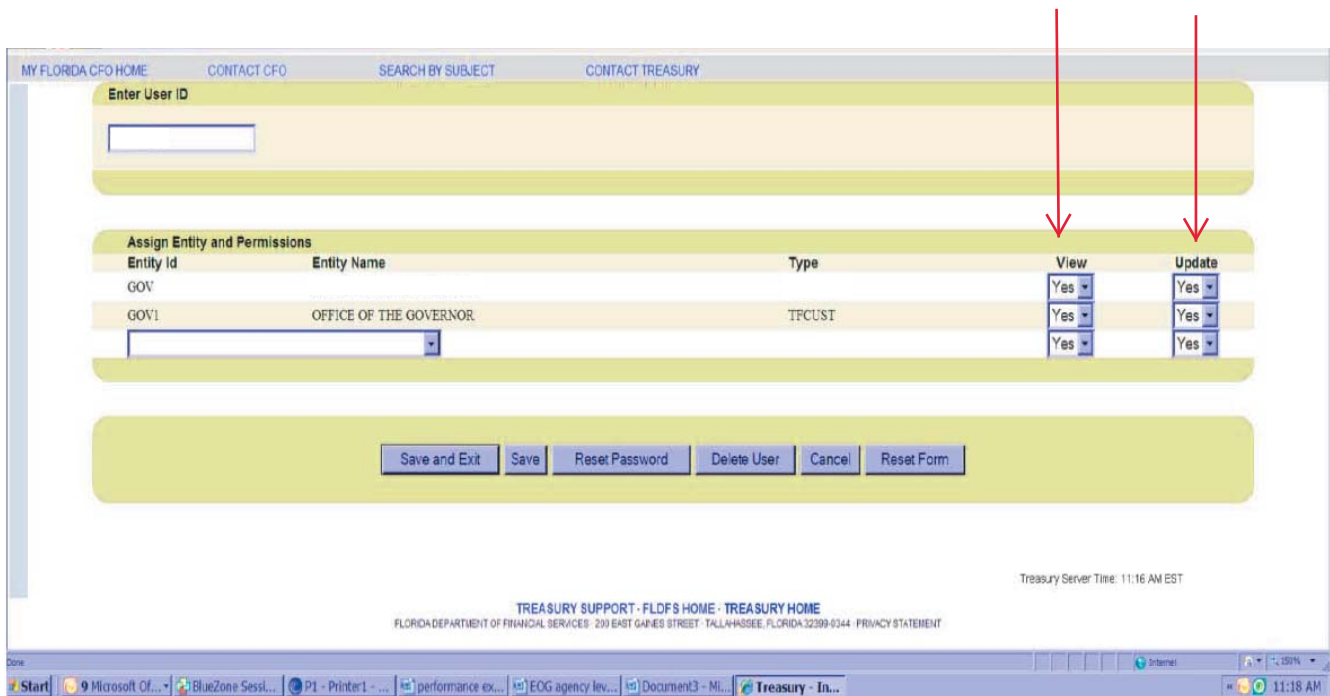
Change Your Contact Information

[Back to Available Transactions](#)

Treasury Server Time: 11:15 AM EST

TREASURY SUPPORT - FLDFS HOME - TREASURY HOME
FLORIDA DEPARTMENT OF FINANCIAL SERVICES - 200 EAST GAINES STREET - TALLAHASSEE, FLORIDA 32399-0344 - PRIVACY STATEMENT

Start | Inbox - M... | 4 Remind... | Spam: **... | FW: SSR... | FW: Perfo... | RE: EOG ... | PW: EOG ... | RE: EOG ... | RE: scree... | BlueZone ... | PI - Print... | performa... | EOG age... | Treasur... | 11:17 AM



You can change or edit a User’s permissions to view only, assign rights to perform transactions (update), delete a User or reset passwords.

View Only – Click “Yes” from drop down list under View and “No” under Update.

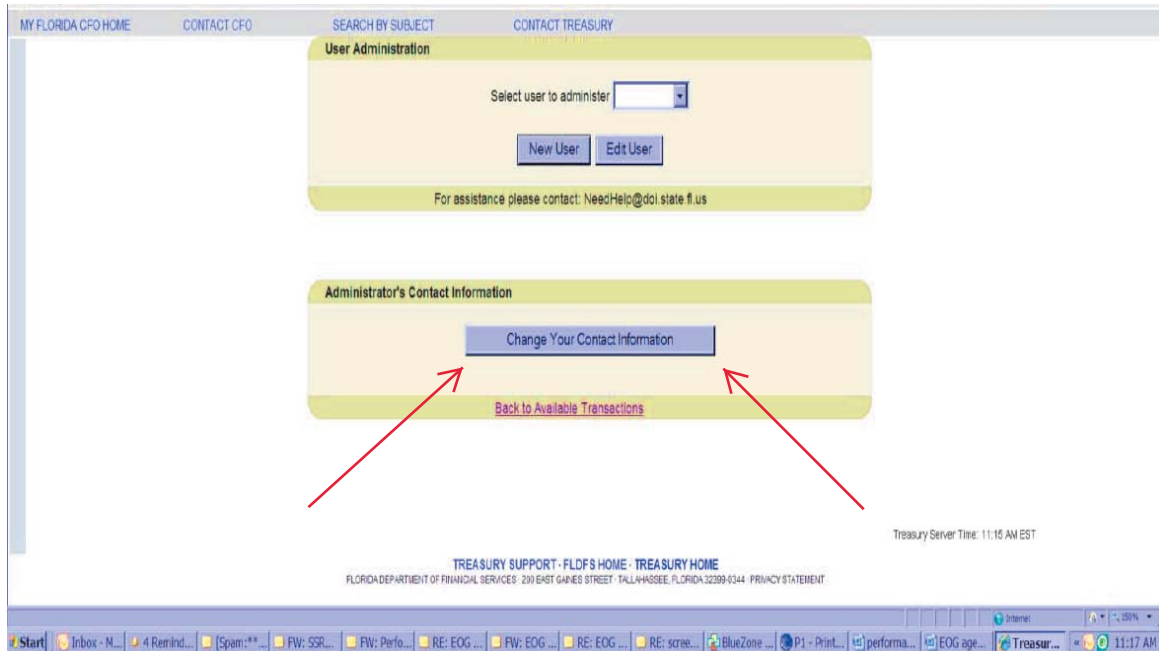
Assign permission for transactions – Click “Yes” from drop down list under Update.

Delete User – Click Delete User button

Reset Passwords – Click Reset Password button. The system will assign a temporary password. Notify the user of the new password. They will need to re-validate before logging in again.

Change Administrative Contact Information

Click on Change Your Contact Information button.



Enter and/or update information as applicable.

MY FLORIDA CFO HOME CONTACT CFO SEARCH BY SUBJECT CONTACT TREASURY

Administrator Contact Information

User Id:

Entity Name:

Entity Type:

First Name:

Last Name:

Phone:

Extension:

Email:

Fields marked with * are mandatory

[Back to Available Transactions](#)

Treasury Server Time: 11:16 AM EST

TREASURY SUPPORT - FLDPS HOME - TREASURY HOME
FLORIDA DEPARTMENT OF FINANCIAL SERVICES 200 EAST GAINES STREET, TALLAHASSEE, FLORIDA 32399-0344 PRIVACY STATEMENT

Start 9 Microsoft Of... BlueZone Sessi... P1 - Printer1 - ... performance ex... ECG agency lev... Document3 - Mi... Treasury - In... 11:18 AM

Save and Exit.