Trust Fund
New 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

New User Introduction

In order to secure transactions that can be performed online, your administrator will issue you a **User Name** and **Password**. The user name and password will allow you to view monthly statements, view daily activity, change Trust Fund contact information and in some cases perform investment transactions online.

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

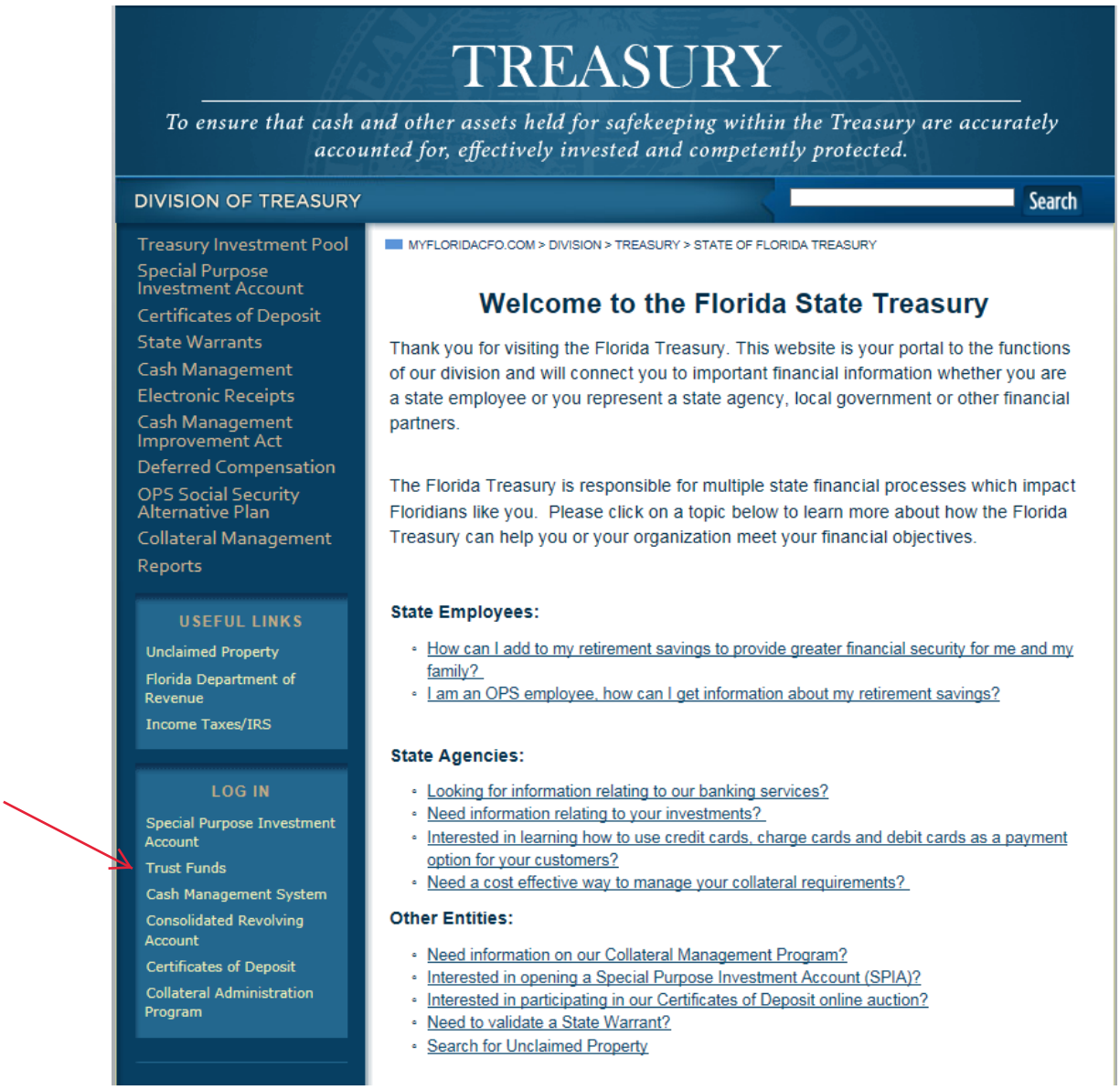
Getting Started

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

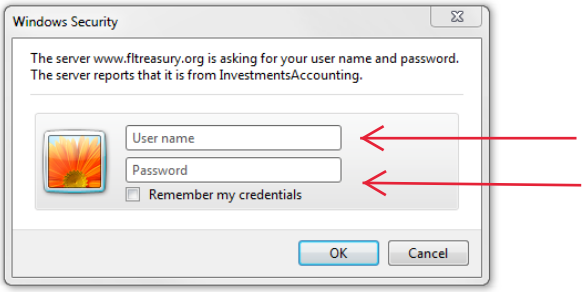
http://www.myfloridacfo.com/Division/Treasury/

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

Click on TRUST FUNDS



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.

For password reset, contact your SPIA and/or Trust Fund Administrator.

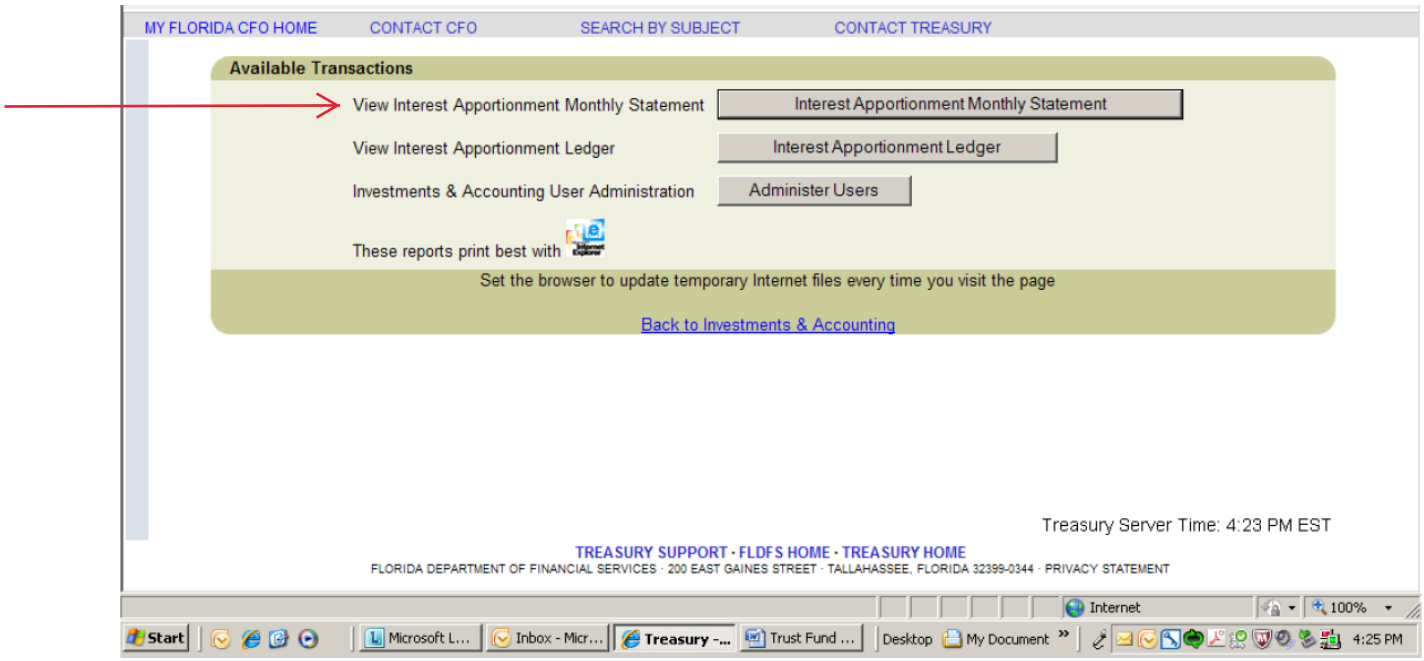
You are now ready to log-in to the system.

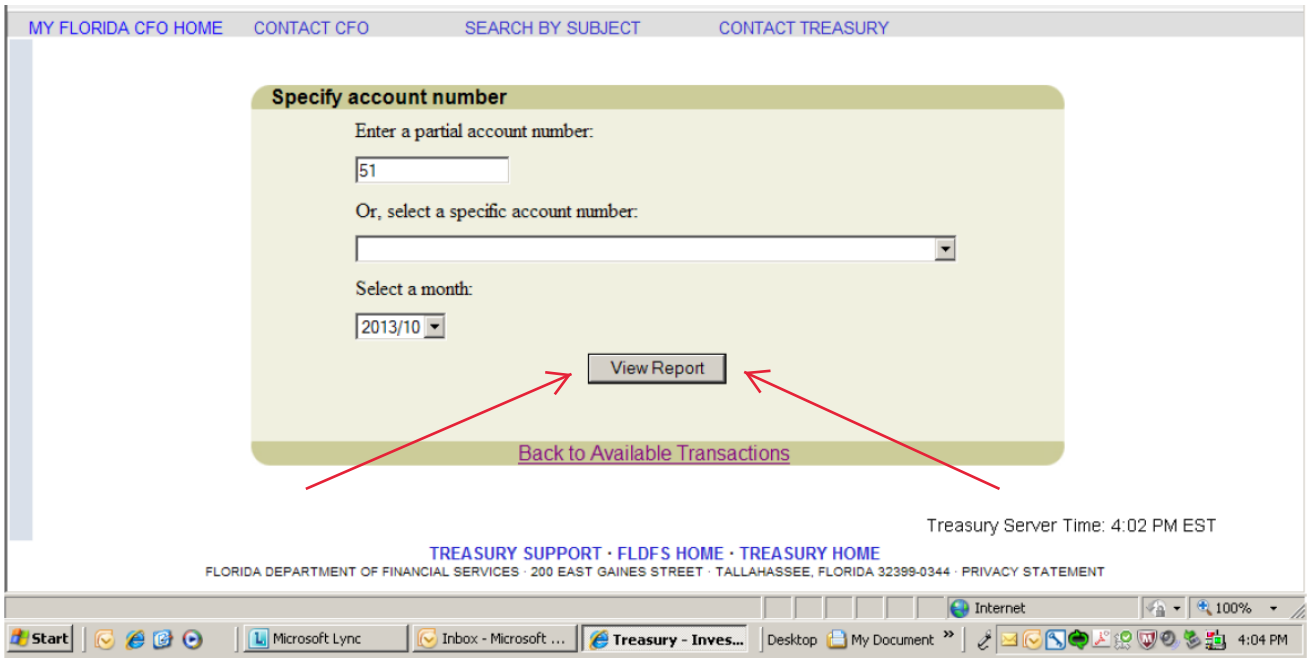
Available Transactions

Depending on the rights given to you by your Administrator, you may view statements, print daily activity and in some cases perform investment transactions. The tabs available to you will be indicated under Available Transactions.

View Monthly Statements

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

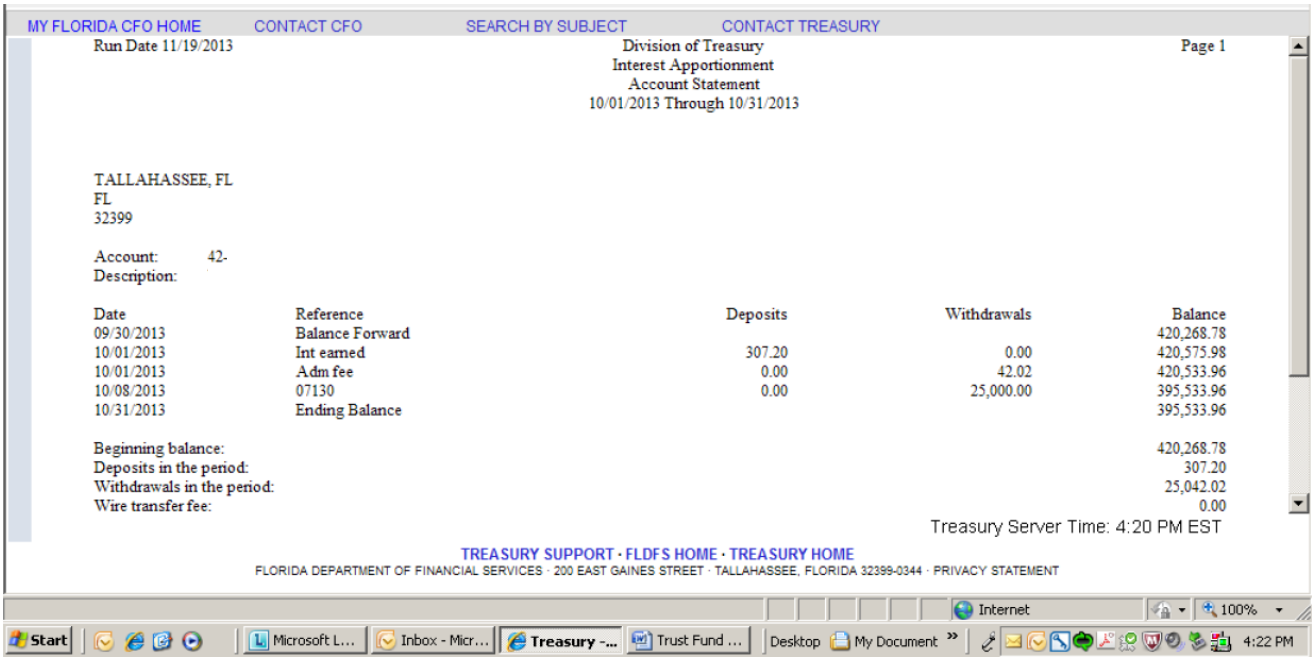




You may either enter a partial account number to view all statements beginning with that number or pick an account number from a drop down menu. These account numbers correspond to the Treasury assigned trust fund number.

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 you can use the shortcut, CTRL P.



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 earned	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

Internet 100%

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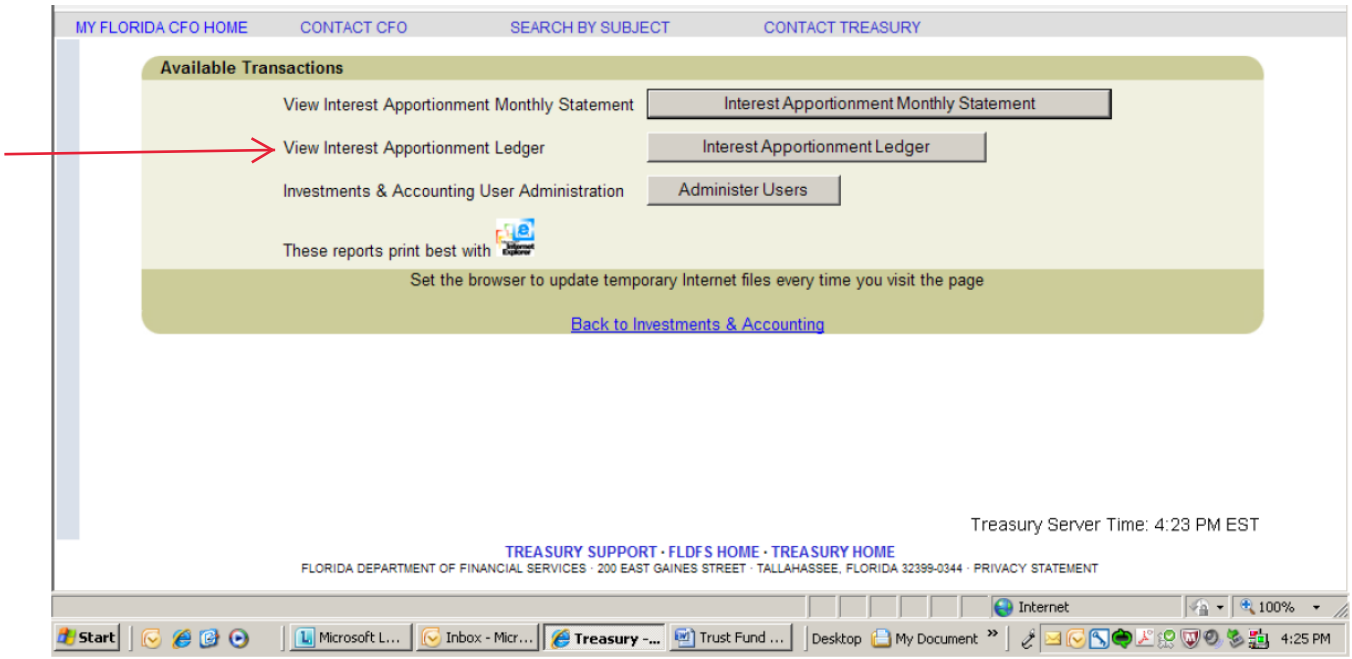
Above is an example of a monthly statement online. These may be printed or saved to a file. The previous month's statement with the interest allocation is usually available by the 10th of each month. Monthly statements will be available until the last day of the month. The statement interface will not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

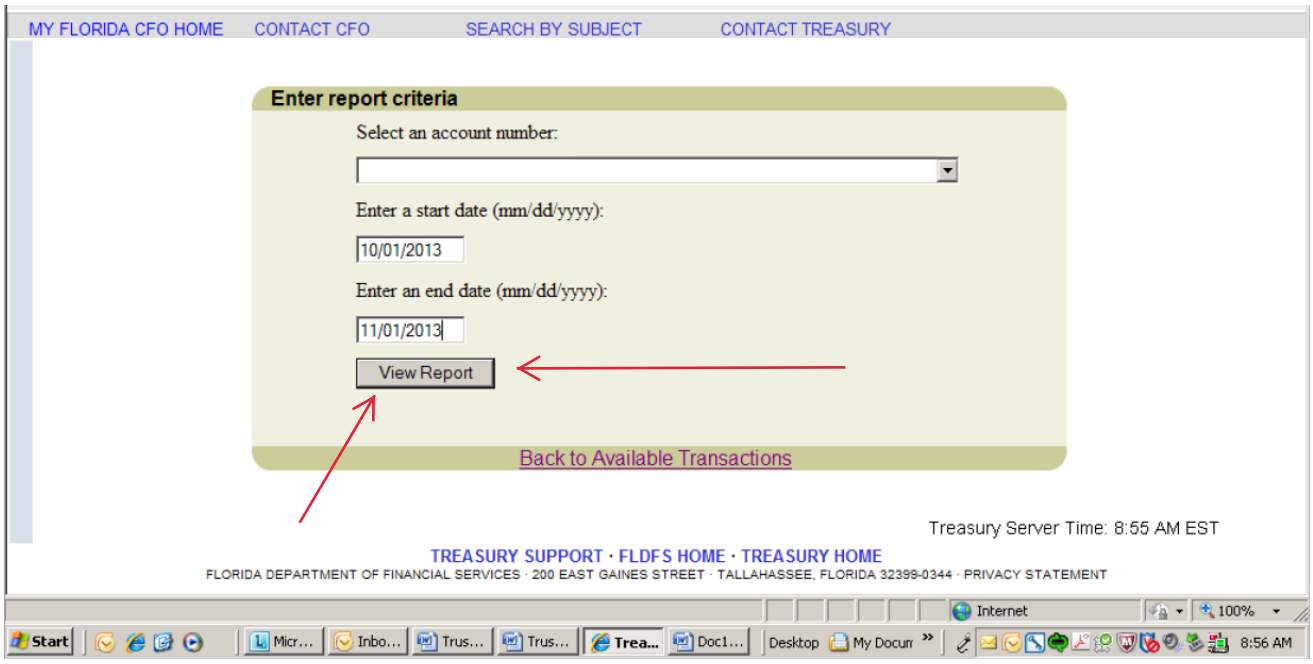


Select account number of ledger you would like to run.

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 9:00a.m. the next workday.



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
Pool: 1

Agency:
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		
Type	Number	Amount	Number	Amount	Net 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

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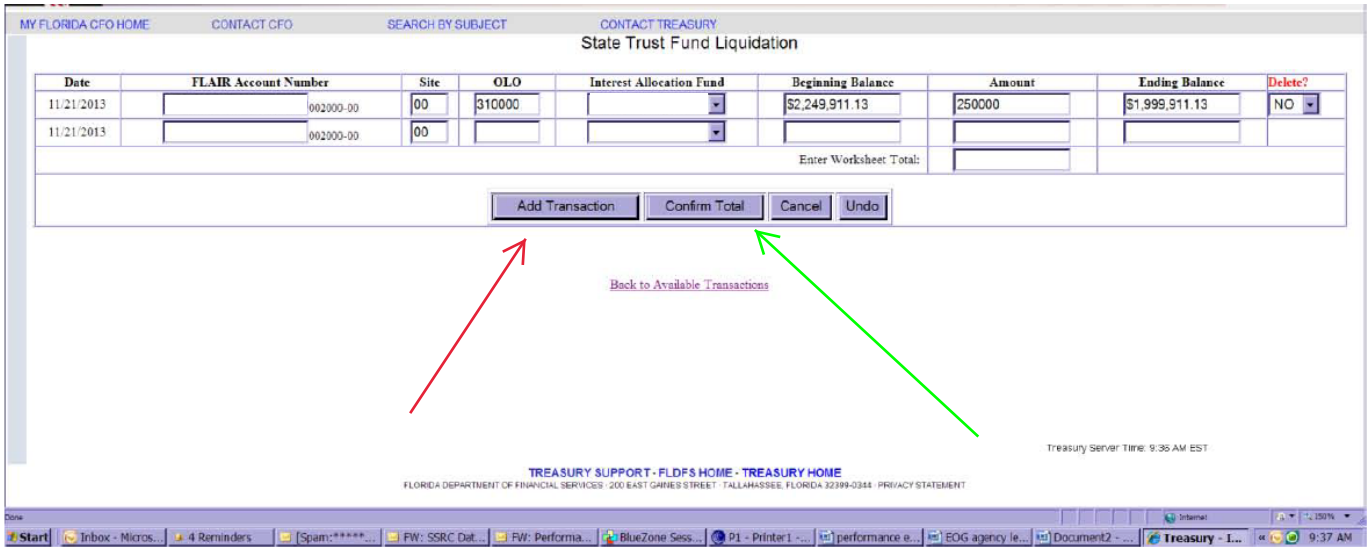
Above is an example of an Interest Apportionment Ledger Report on line. These may be printed or saved to a file.

State Trust Fund Liquidations



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.