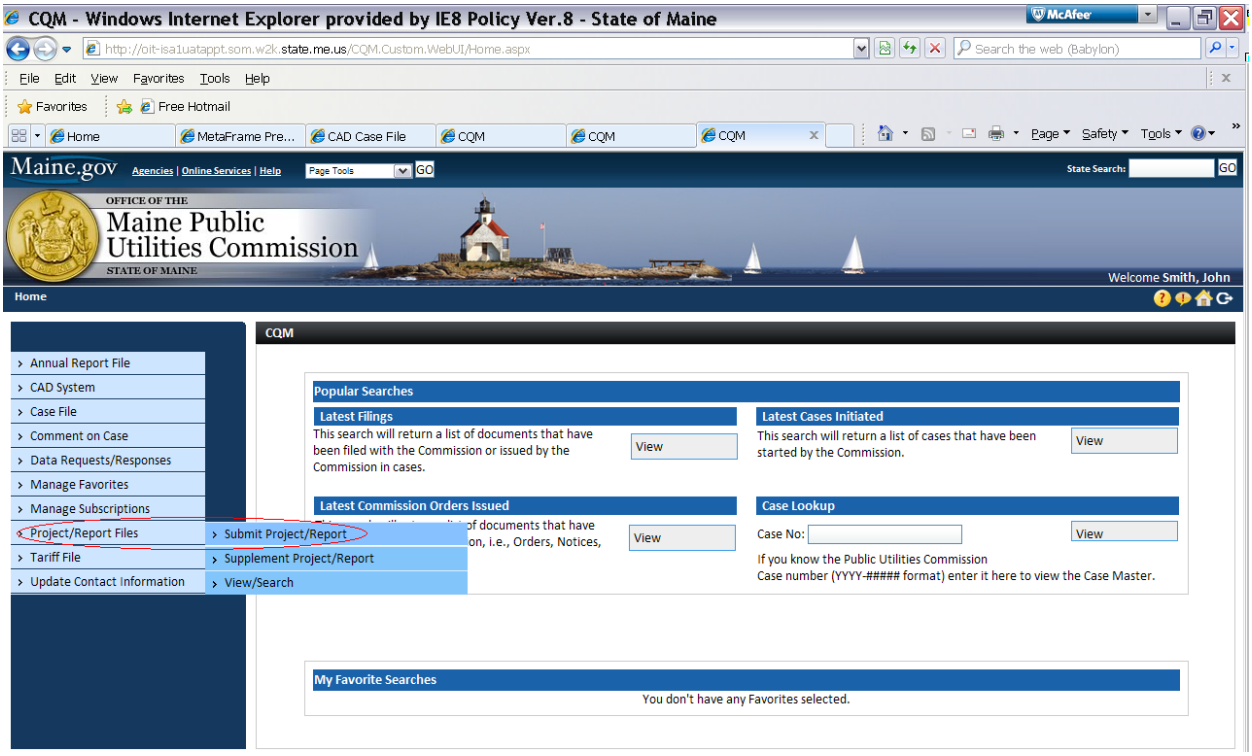
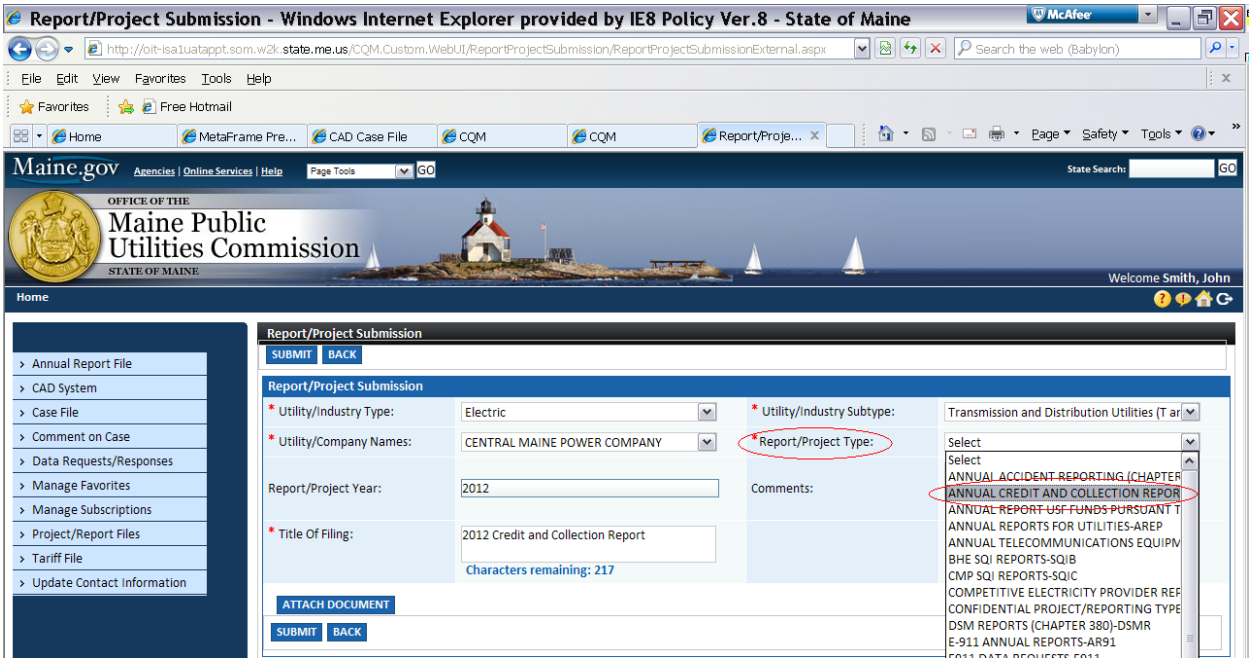
How to File an Annual Credit and Collection Report

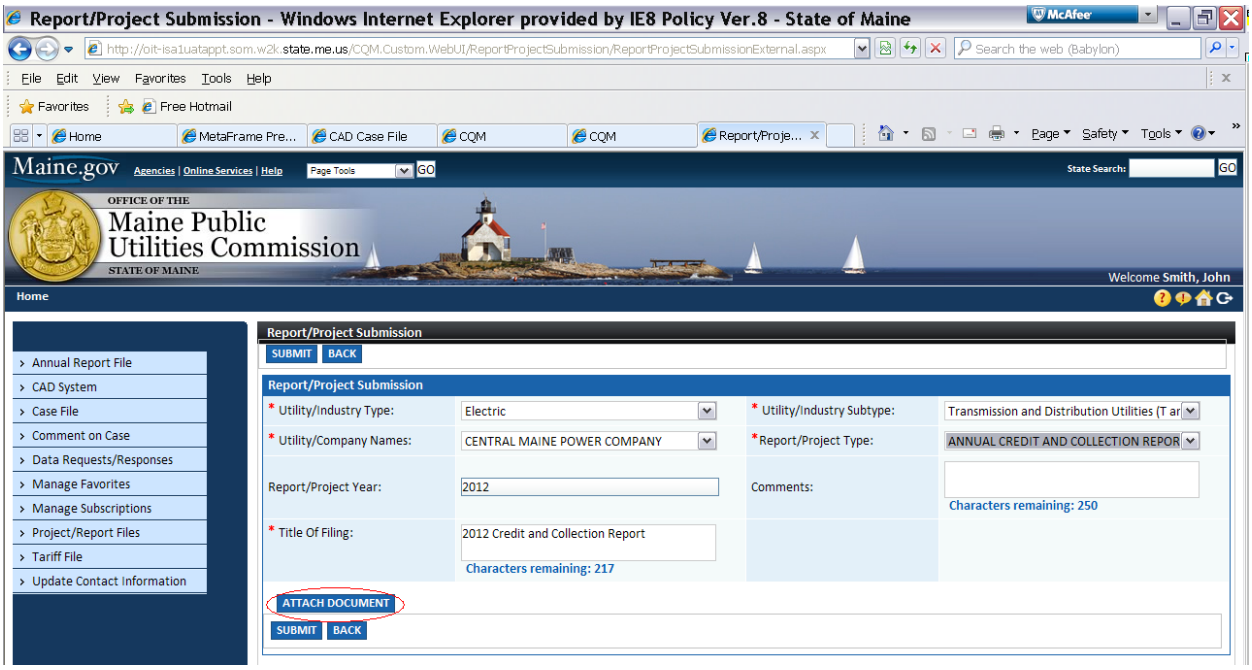
Once you have logged in using your Username and Password, the screen below will appear. Click on Project/Report Files then Submit Project/Report



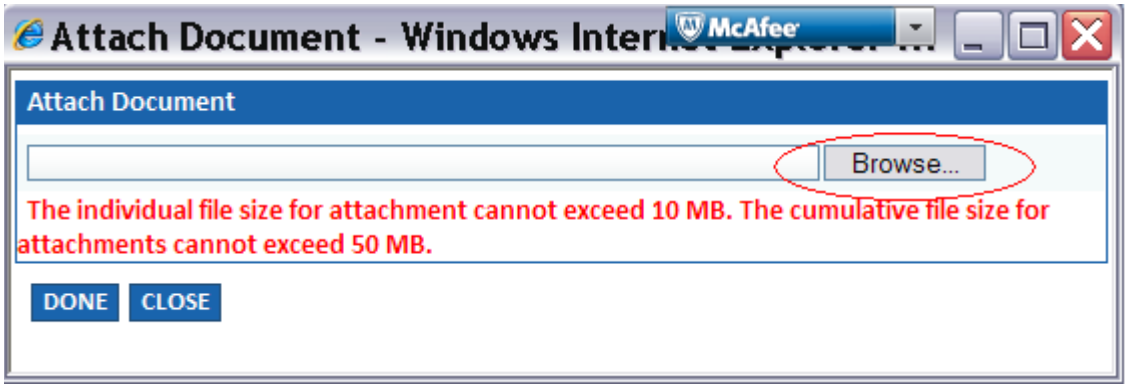
After clicking Submit Project/Report, the screen below will appear. All of the required fields must be completed in order to file report. On this screen, you will choose Annual Credit and Collection Report

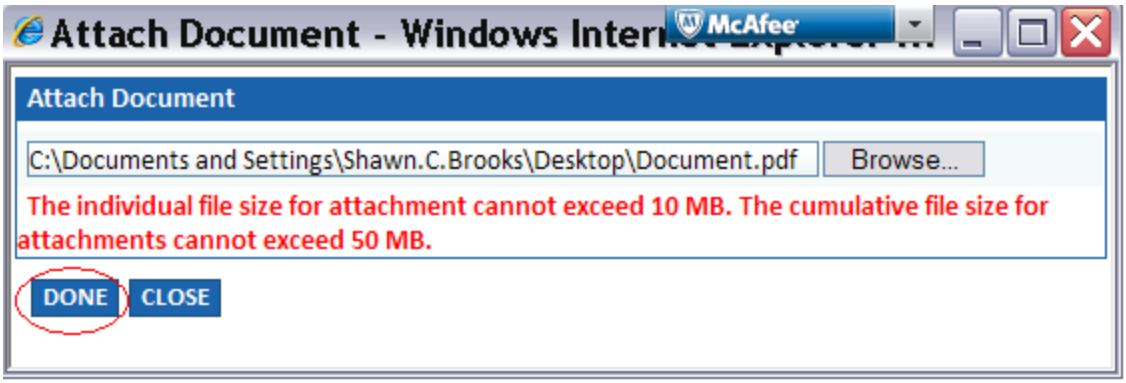


You must attach your saved report on this screen.

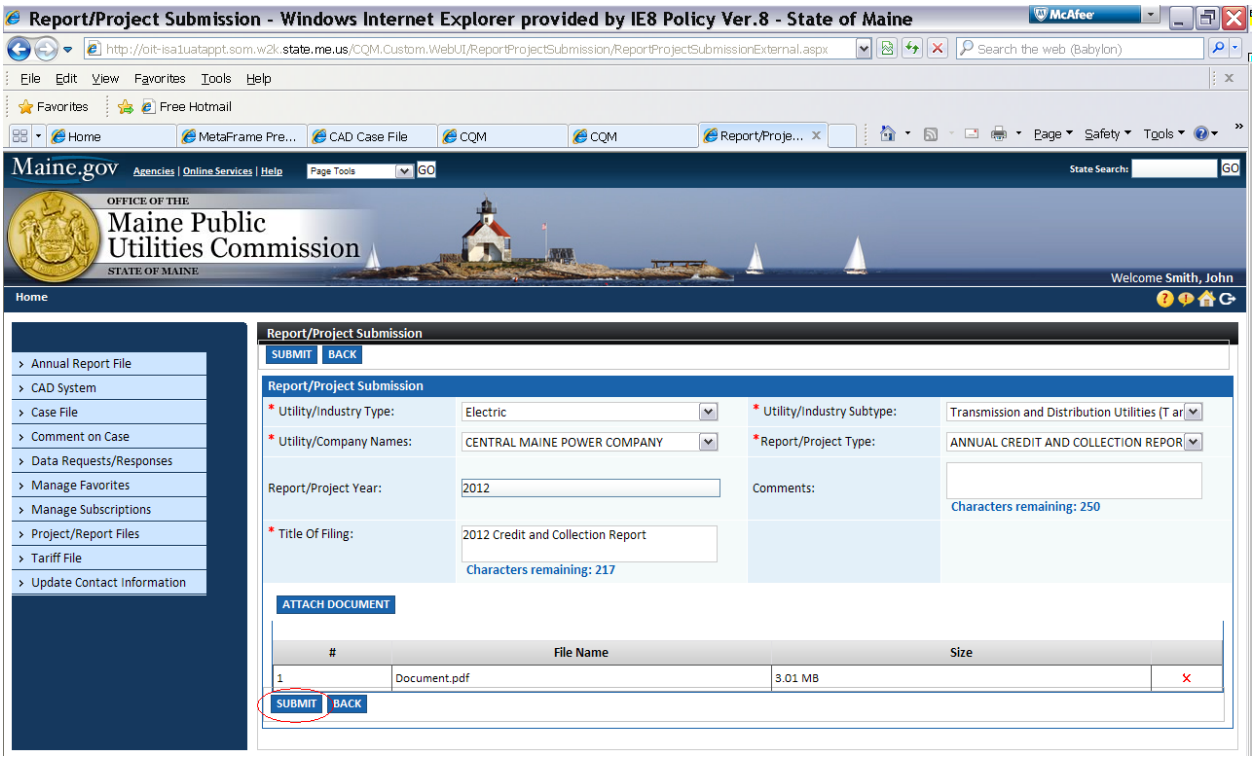
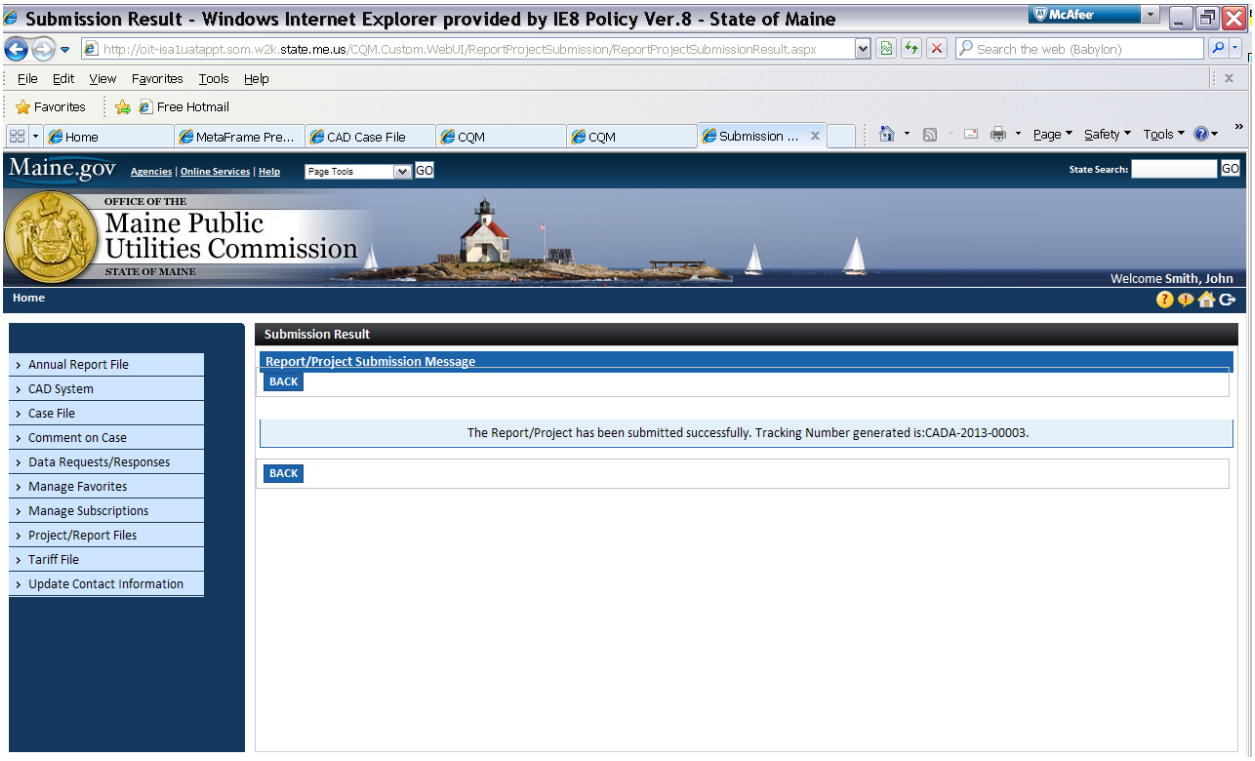


After clicking Attach Document, the following pop up window will appear. By clicking Browse, you will be allowed to search the documents on your computer for the saved Annual Credit and Collection Form. Once you have located the form and clicked open, you will click Done on the Attach Document Window.





Once your attached form is showing in the grid on the screen, click Submit.



Once you click Submit, you will get the following confirmation message.