

# SLGSafe User's Guide

## Entering a Demand Subscription into SLGSafe

Welcome to SLGSafe®, the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Demand Deposit can be made with the SLGSafe system. The minimal amount of information required on the Demand Deposit subscription conveys the subscriber's intent to purchase securities. Prior to entering the SLGSafe site, the prospective subscriber must be ready to identify:

- Subscription Issue Amount
- Issue Date
- Underlying Bond Issue
- Taxpayer Identification Number (TIN)
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

To make a Demand Deposit subscription, please do the following:

In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, [www.slgs.gov](http://www.slgs.gov)) and received your SLGSafe Logon ID from the Bureau of the Fiscal Service IT Service Desk. At the login screen, enter your Logon ID and password.



## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

Home

SLGSafe®  
PORTFOLIO  
MANAGEMENT  
SYSTEM

SLGSafe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 03:54 PM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

[Freedom of Information Act](#) | [Law & Guidance](#) | [Privacy & Legal Notices](#) | [Website Terms & Conditions](#) | [Accessibility](#) | [Data Quality](#)

/GA-SZ/jsp/home.jsf Local intranet 100%

Notice the large blue tabs at the top of the screen. A HELP tab is available on all screens. At any time, you can click on the Help Tab and a new window with information that applies to the task you are completing will appear.

Choose one of the two options under the heading, Subscription for Purchase and Issue. Those are Time Deposit and Demand Deposit. To learn more about the difference between Time and Demand Deposits, visit our website, [www.slg.gov](http://www.slg.gov).

## Entering a Demand Subscription into SLGSafe

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TD Subscription for Purchase and Issue - Demand Deposit

Home RSS Print Page Tools

### Issue Information

**Treasury Case Number** \_\_\_\_\_ **Status** \_\_\_\_\_  
**Issue Date** 8/14/09 **Issue Amount** 10000.00  
**Rate Table Date** 07/01/2009

### State or Local Government Body

**Taxpayer Identification Number** \_\_\_\_\_  
**Underlying Bond Issue** Series 2007B  
**Owner Name** Village of Washington  
**Address Line 1** 88 Front Street  
**Line 2** \_\_\_\_\_  
**Line 3** \_\_\_\_\_  
**City** Washington  
**State** WV  
**Zip Code** 26106 - \_\_\_\_\_  
**Contact Name** Ann Ford  
**Telephone** 304-333-7777  
**Fax** 304-333-8888  
**E-mail** aford@wash.gov

Clear Cancel

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This is the main page of the subscription where you will enter some of the basic information. Notice that there are several gray tabs above. After you have entered the information on this tab, click on the next gray tab to enter information for that area, and continue until all the information for this subscription is entered.

Enter the Owner information only. Do not put the Trustee or escrow agent's name in the Owner Name box. This box should only contain the tax-exempt entity's name.

## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Demand Deposit

07/01/2009 04:07 PM EDT

### Subscription for Purchase and Issue - Demand Deposit

Owner **Trustee** Funds for Purchase Subscriber Viewer Review

**ABA Routing Number**

**Bank Name**

**Address Line 1**

**Line 2**

**Line 3**

**City**

**State**

**Zip Code**  -

**Contact Name**

**Telephone**

**Fax**

**E-mail**

**Bank Reference Number**

Enter the bank information here. It is recommended to include full contact information. Trustee information is not required to complete a subscription, so if you choose not to use a trustee, then do not fill the trustee information fields out.

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/GA-SZ/jsp/s.subscription.jsf Local intranet 100%

## Entering a Demand Subscription into SLGSafe

The screenshot shows a web browser window with the SLGSafe v0.11.11.0 application. The page title is "Subscription for Purchase and Issue - Demand Deposit". The navigation menu includes Home, Rate Management, Reports, Help, Contact Us, and Logout. The current date and time are 07/01/2009 04:10 PM EDT. The main content area is titled "Subscription for Purchase and Issue - Demand Deposit" and has tabs for Owner, Trustee, Funds for Purchase (selected), Subscriber, Viewer, and Review. The "Funds for Purchase" section is titled "Financial Institution Transmitting Funds for Purchase" and contains the following form fields:

ABA Routing Number	<input type="text"/>
Bank Name	Other Big Bank
Contact Name	Sue Lincoln
Telephone	304-334-9966
Fax	304-334-9967
E-mail	s.lincoln@obb.com

At the bottom of the form are three buttons: "Same as Trustee", "Clear", and "Cancel". A callout box points to the "Same as Trustee" button with the following text:

Notice the button at the bottom of the screen that reads, "Same as Trustee." If the bank information of the bank managing the payments for this issue is the same as the Trustee information you just entered, you can hit this button and the system will automatically fill in that information. If it is not, you can enter the information normally.

At the bottom of the page, there are links for Freedom of Information Act, Law & Guidance, Privacy & Legal Notices, Website Terms & Conditions, Accessibility, and Data Quality. The browser address bar shows /GA-SZ/jsp/subscription.jsf and the system tray shows Local intranet and 100% zoom.

## Entering a Demand Subscription into SLGSafe

The screenshot shows the SLGSafe v0.11.11.0 web application interface. The browser title is "Subscription for Purchase and Issue - Demand Deposit". The page header includes the SLGSafe logo (PORTFOLIO MANAGEMENT SYSTEM) and the version number "SLGSafe v0.11.11.0". The OMB number "OMB: No:1535-0092" is displayed in the top right. A navigation menu contains links for Home, Rate Management, Reports, Help, Contact Us, and Logout. The current date and time are "07/01/2009 04:10 PM EDT".

The main content area is titled "Subscription for Purchase and Issue - Demand Deposit" and features a tabbed interface with the following tabs: Owner, Trustee, Funds for Purchase, **Subscriber**, Viewer, and Review. The "Subscriber" tab is active, displaying the following information:

- LDAP Username:** Customer1
- ABA/TIN:**
- Organization Name:** BPD
- Address Line 1:** 100 Main St
- Line 2:**
- Line 3:**
- City:** Chicago
- State:** IL
- Zip Code:** 12345
- Contact Name:** SLGS User9
- Telephone:** 123-456-1234
- Fax:**
- E-mail:** Customer1@bpd.treas.gov

At the bottom of the form are "Clear" and "Cancel" buttons. A callout box on the right side of the form contains the text: "The subscriber information is automatically entered into the subscription when you click on the Demand Deposit link. This information cannot be changed. It simply records who entered the subscription initially."

The browser status bar at the bottom shows "Done" and "Local intranet" with a 100% zoom level.

## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

Subscription for Purchase and Issue - Demand Deposit

SLGSafe  
PORTFOLIO  
MANAGEMENT  
SYSTEM

Home Reports

OMB No.1535-0092

02/14/2011 03:59 PM EST

### Subscription for Purchase and Issue - Demand Deposit

Owner Trustee Funds for Purchase Subscriber **Viewer** Review

ABA/TIN	Organization Name

Remove Viewer

Add a Viewer

ABA  TIN  Organization Name

Add Viewer Clear Cancel

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Done Local intranet 100%

A Viewer is any institution that may not have access to the subscription or issued case but may need information from the case, such as a Statement of Account. If that institution has SLGSafe access, you can enter their ABA or TIN and name on this tab. Click on Add Viewer and they will have view-only access. They will not be able to alter account information or request a redemption. Only the State and Local or Trustee has the ability to perform these tasks.

In order to delete a viewer, check the box beside the institution's information and hit the remove viewer button. You can add and delete viewers at any time.

## Entering a Demand Subscription into SLGSafe

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TD Subscription for Purchase and Issue - Demand Deposit

07/01/2009 04:14 PM EDT

### Subscription for Purchase and Issue - Demand Deposit

Owner Trustee Funds for Purchase Subscriber Viewer **Review**

#### Issue Information

<b>Treasury Case Number</b>	<b>Status</b>
<b>Issue Date</b> 08/14/2009	<b>Issue Amount</b> \$10,000.00
<b>Rate Table Date</b> 07/01/2009	

#### Owner

<b>Taxpayer Identification Number</b>	
<b>Underlying Bond Issue</b>	Series 2007B
<b>Owner Name</b>	Village of Washington
<b>Address Line 1</b>	88 Front Street
<b>Line 2</b>	
<b>Line 3</b>	
<b>City</b>	Washington
<b>State</b>	WV
<b>Zip Code</b>	26106
<b>Contact Name</b>	Ann Ford
<b>Telephone</b>	304-333-7777
<b>Fax</b>	304-333-8888
<b>E-mail</b>	aford@wash.gov

This page forces you to review the information you entered for the subscription. It is your responsibility to make sure the information is correct before the subscription issues.

#### Trustee

<b>ABA Routing Number</b>	
<b>Bank Reference Number</b>	
<b>Bank Name</b>	Other Big Bank
<b>Address Line 1</b>	345 Market Street

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## Entering a Demand Subscription into SLGSafe

File Edit View Favorites Tools Help

TD Subscription for Purchase and Issue - Demand Deposit

Subscriber

**ABA/TIN**

**Organization Name**

**Address Line 1** 100 Main St

**Line 2**

**Line 3**

**City** Chicago

**State** IL

**Zip Code** 12345

**Contact Name** SLGS User9

**Telephone** 123-456-1234

**Fax**

**E-mail** Customer1

This is the end of the previous screen. Notice that when you click on the Submit to Treasury tab, you are also agreeing to comply with the terms and conditions of the SLGS regulations. Please make sure to read this and understand your responsibilities. When you are ready to submit the information, click Submit to Treasury.

Viewers

ABA/TIN	Organization Name
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Submit

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- > If you are an agent, you are acting under the issuer's specific authorization.
- > If the issuer is purchasing a SLGS security with any amount received from the sale or redemption (at the option of the holder) before maturity of any marketable security, the yield on such SLGS security does not exceed the yield at which such marketable security was sold or redeemed.
- > If the issuer is purchasing a SLGS security with any amount received from the redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security), the yield on the SLGS security being purchased does not exceed the yield that was used to determine the amount of redemption proceeds for such redeemed Time Deposit security.

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## Entering a Demand Subscription into SLGSafe

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Subscription for Purchase and Issue - Demand Deposit

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SLGSafe v0.11.11.0

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Home Rate Management Reports Help Contact Us Logout

**Subscription for Purchase and Issue - Demand Deposit**

Thank you for subscribing to SLGS. The Bureau of the Public Debt has received the following subscription:

**Confirmation**

<b>Treasury Case Number</b>	2009
<b>Program Type</b>	Demand Deposit
<b>Issue Amount</b>	\$10,000.00
<b>Issue Date</b>	08/14/2009
<b>Owner</b>	Village of Washington
<b>TIN</b>	
<b>Rate Table Date</b>	07/01/2009
<b>Status</b>	Complete

**Please record this information for your case file.**

**Timestamp**

<b>Confirmation Date</b>	07/01/2009
<b>Confirmation Time</b>	04:15 PM EDT

[Create PDF](#)

Print the confirmation page. It cannot be re-created.

Notice that the system has generated a Case Number. You will use this case number throughout the life of the case. NOTE: The subscription must be completed by 3:00 p.m. on the issue day or the SLG will not issue. If your Confirmation page shows the status as incomplete and the sentence: "Please record this information for your case file. The complete subscription must be received by issue date." That means your subscription is NOT complete. You are expected to finish the subscription in time for issue. If your Confirmation page shows the status as complete and just reads, "Please record this information for your case file," your subscription is complete and ready to issue.

To create a PDF version of this page, click the Create PDF button.

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## Entering a Demand Subscription into SLGSafe

subscriptionConfirmation[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 105% Find



**DEPARTMENT OF THE TREASURY**  
**Bureau of the Fiscal Service**  
PARKERSBURG, WV 26106-1328

**SUBSCRIPTION CONFIRMATION**  
State and Local Government Series Securities

Treasury Case Number:	2009
Program Type:	Demand Deposit
Issue Amount:	\$10,000.00
Issue Date:	08/14/2009
Owner Name:	Village of Washington
TIN:	
Rate Table Date:	07/01/2009
Status:	Complete
Confirmation Date:	07/01/2009
Confirmation Time:	04:15 PM EDT

At this point, you have entered the information for a SLGS purchase. For training on how to update a subscription that you have already entered, refer to the section entitled, [View a Subscription Before Issue Date](#).