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) 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.
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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.slgs.gov.
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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.
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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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.
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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.
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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.
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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.

### Subscription for Purchase and Issue - Demand Deposit

#### Issue Information

<table>
<thead>
<tr>
<th>Issue Case Number</th>
<th>Status</th>
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<tbody>
<tr>
<td>Treasury Date</td>
<td>Issue Amount $10,000.00</td>
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<tr>
<td>Issue Date</td>
<td>08/14/2009</td>
</tr>
<tr>
<td>Rate Table Date</td>
<td>07/01/2009</td>
</tr>
</tbody>
</table>

#### Owner

- **Taxpayer Identification Number**: [Details]
- **Underlying Bond Issue**: Series 2007B
- **Owner Name**: Village of Washington
- **Address Line 1**: 83 Front Street
- **City**: Washington
- **State**: WV
- **Zip Code**: 25106
- **Contact Name**: Ann Ford
- **Telephone**: 304-333-7777
- **Fax**: 304-333-8888
- **E-mail**: aford@wash.gov

#### Trustee

- **ABA Routing Number**: [Details]
- **Bank Reference Number**: [Details]
- **Bank Name**: Other Big Bank
- **Address Line 1**: 345 Market Street
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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.
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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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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.

<table>
<thead>
<tr>
<th>Treasury Case Number</th>
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