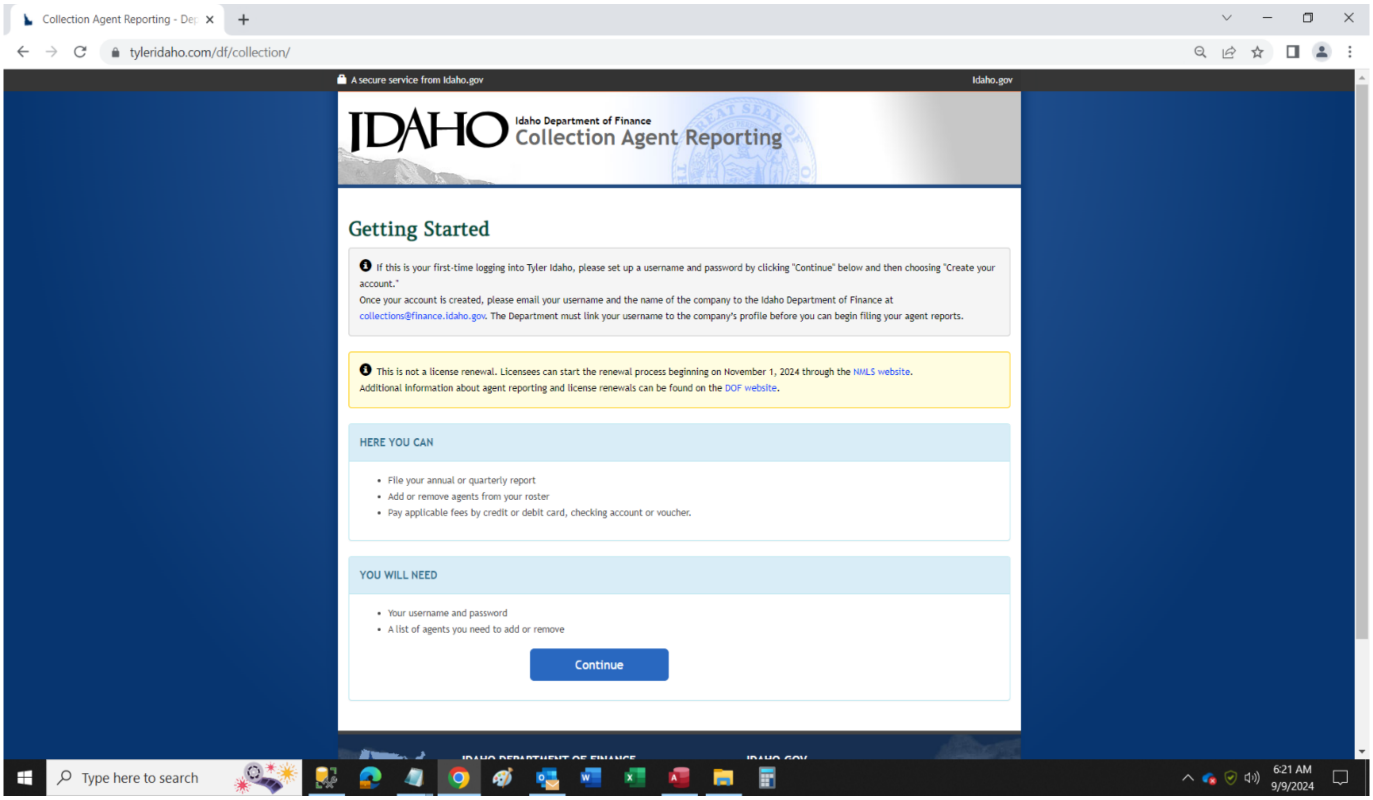
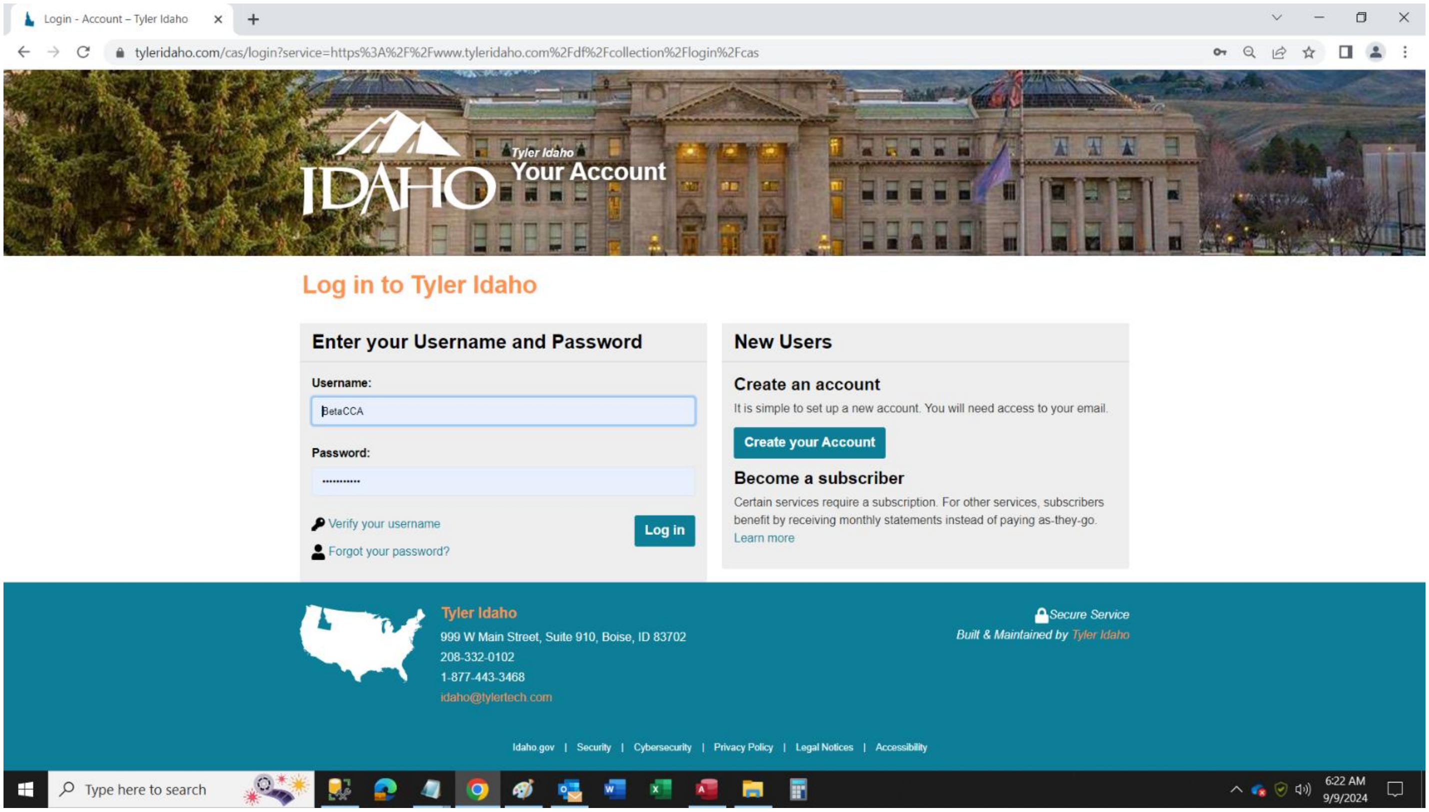
Steps For Filing Collection Agency Quarterly Notification of Collectors/Agents electronically via Tyler (formerly Access) Idaho

Step #1: Set up a Tyler Idaho account and email user account information to Department of Finance from Tyler Idaho. This is a one-time event for setup. If you have previously set up a Tyler Idaho account that has been associated with your account, skip to step #4.

Go to: https://tyleridaho.com/df/collection/



Step #2: Click **"Continue"** to see the following screen:



Step #3: To create a Tyler Idaho account, click the "**Create Your Account**" button and follow the instructions.

Once you receive your Tyler Idaho username, email the username, the email address used to create the account and the name of the company you wish to associate your Tyler Idaho credentials to collections@finance.Idaho.gov or call 208-332-8002 and select option 4 to provide this information to the Department admin. This user account will be linked directly to your company agent list.

Please note after you email your new user account name and email address to the Idaho Department of Finance you will receive a reply email from the Department instructing you that all links have been completed. This reply email may take anywhere from a few hours to a couple of working days to be sent, so don't be alarmed if you do not receive a reply right away.

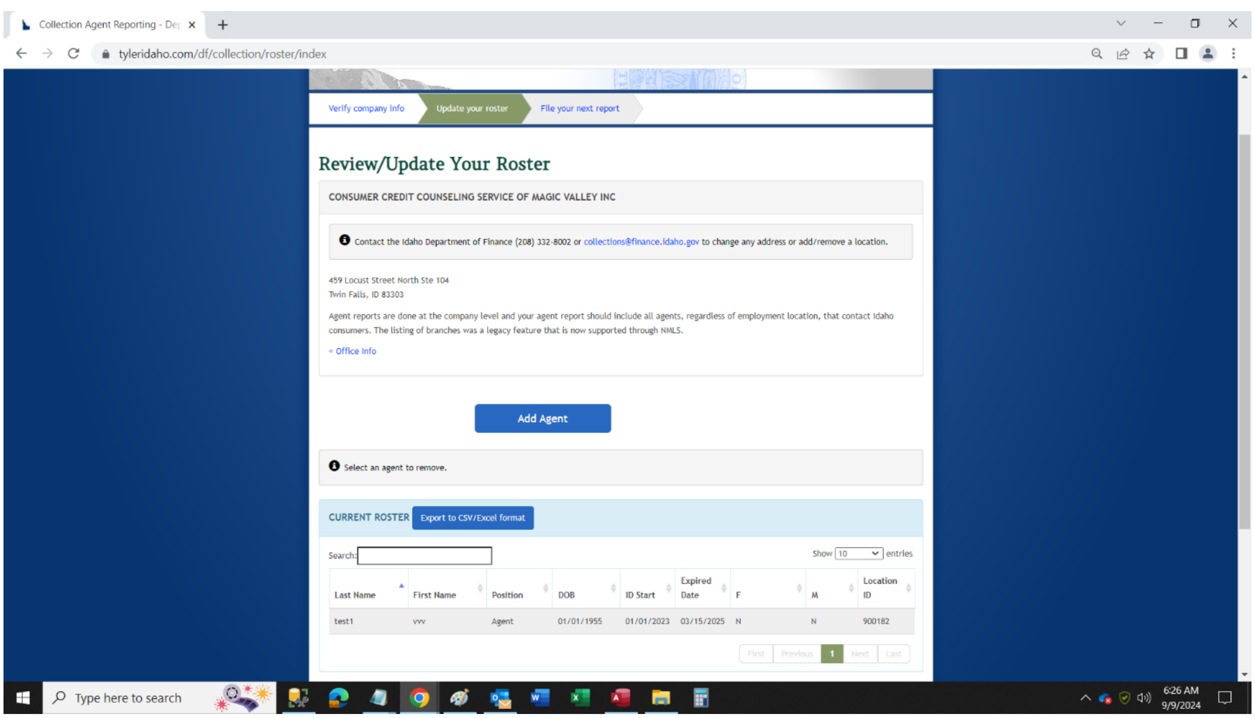
Step #4: Once your Tyler Idaho account has been created and associated with your company, you will be able to log into your account and electronically file agent reports by entering your username and password and clicking **"Log In"** on the left side of this page.

Once you are logged in, click the name of the company under the **"Company & Office List"** header as shown below to begin filing your agent report.

If you report for more than one company: you have 2 options: First option: Have a different account for each company, you are reporting on. This is done by just repeating steps 1 to 3.

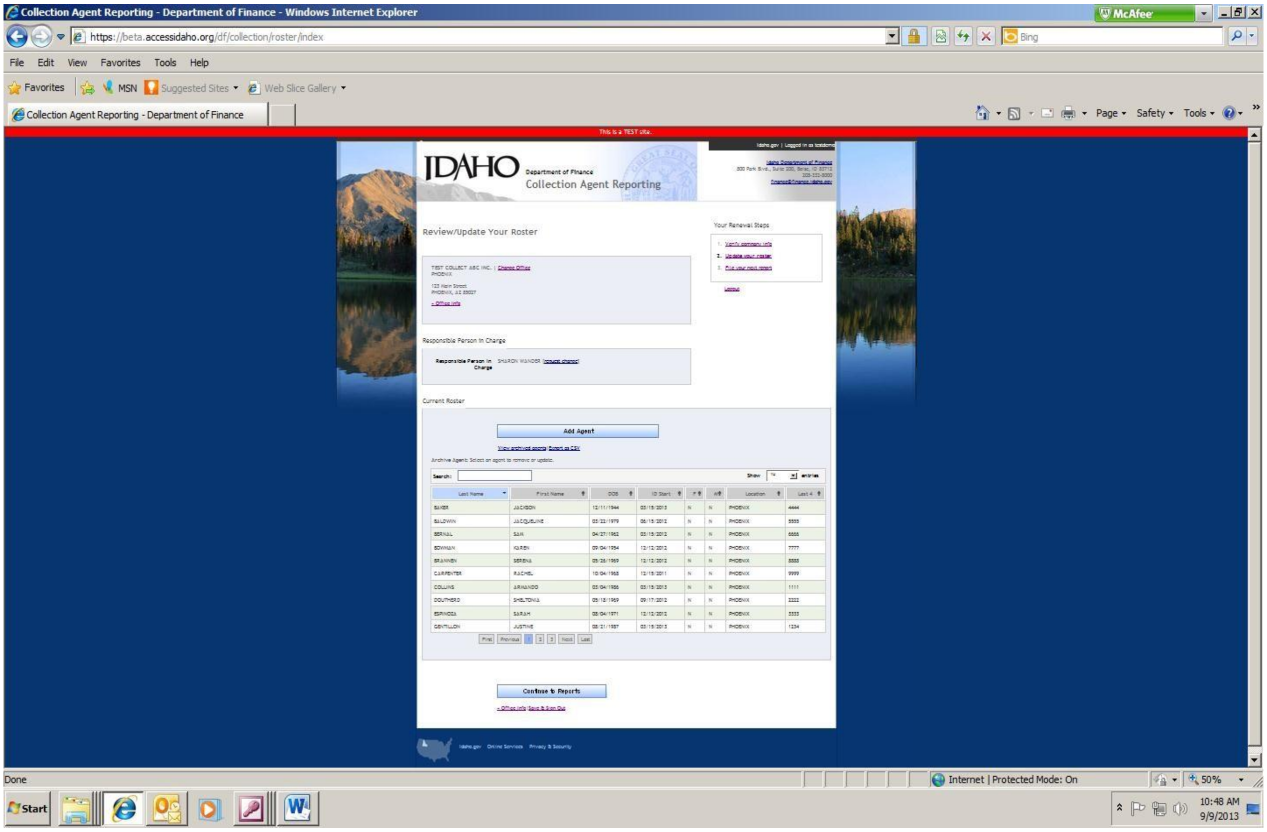
Second option: Have all the companies under the same login: If you send in the same user account for any or all the companies you report on, they will show on the screen below. You will be able to make separate payments for each company you are reporting on.

To add new agents to your report, click the **"Add Agent"** button and input the new agent's information. Repeat this process until you have added all new agents for the report you are filing. You can also print the roster or have it exported to an excel file from this screen.

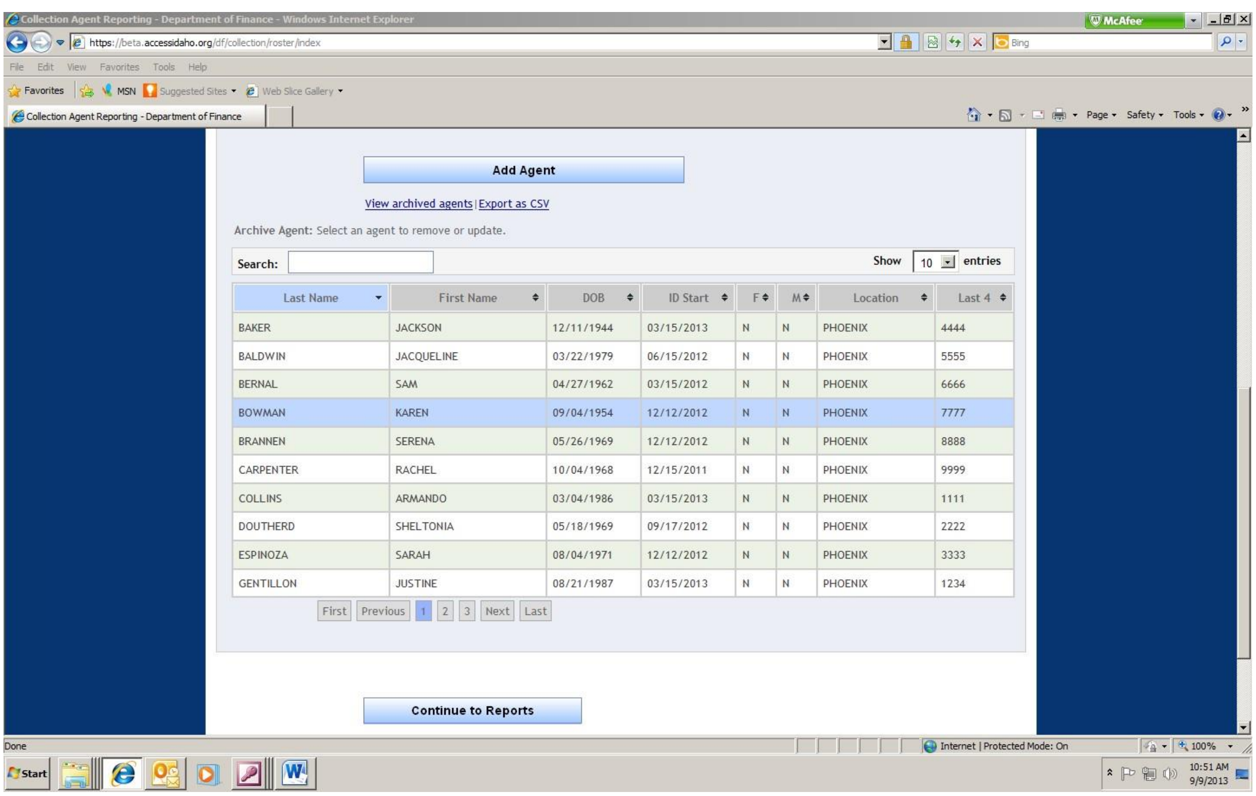


Step #6: Continue to reports:

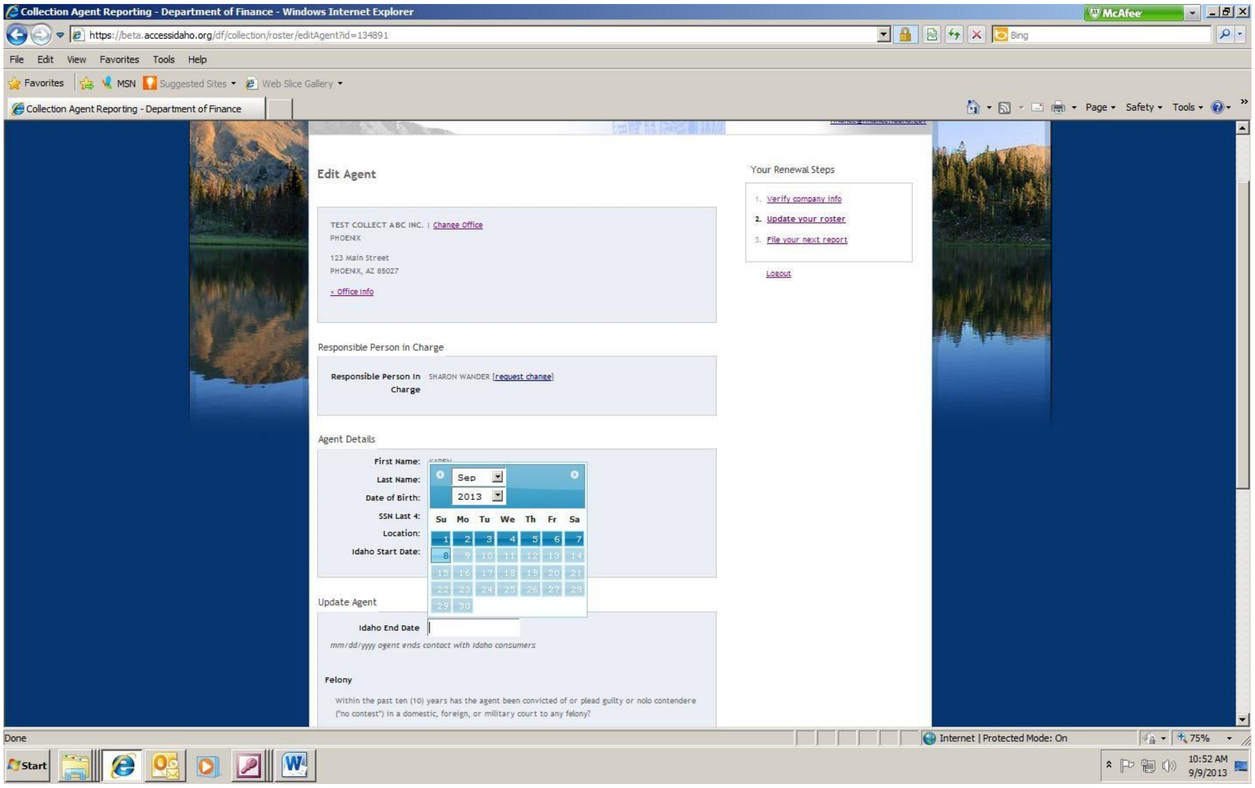
This is what the screen should show:



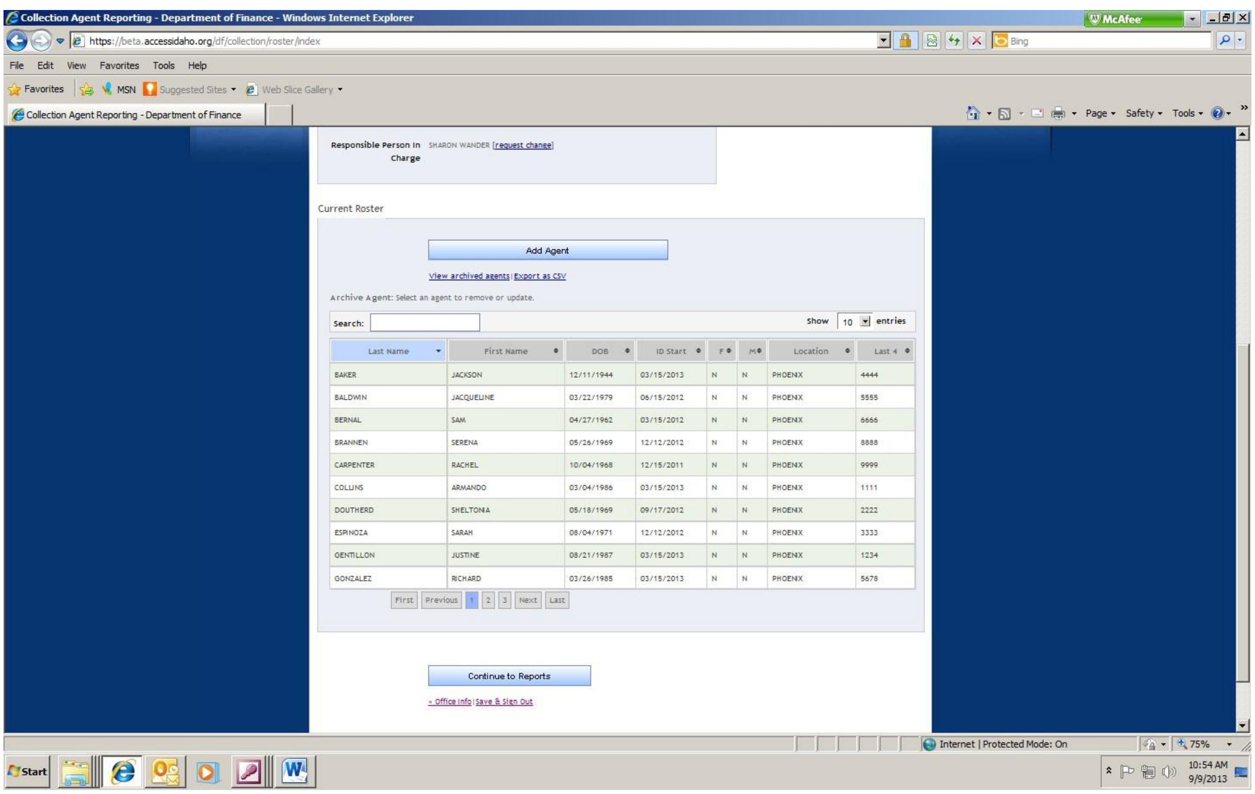
Step #7: Terminate Agents. This example is how to terminate an example agent "Karen Bowman" Highlight her name and click.



Then enter the Idaho End Date, and then Archive Agent

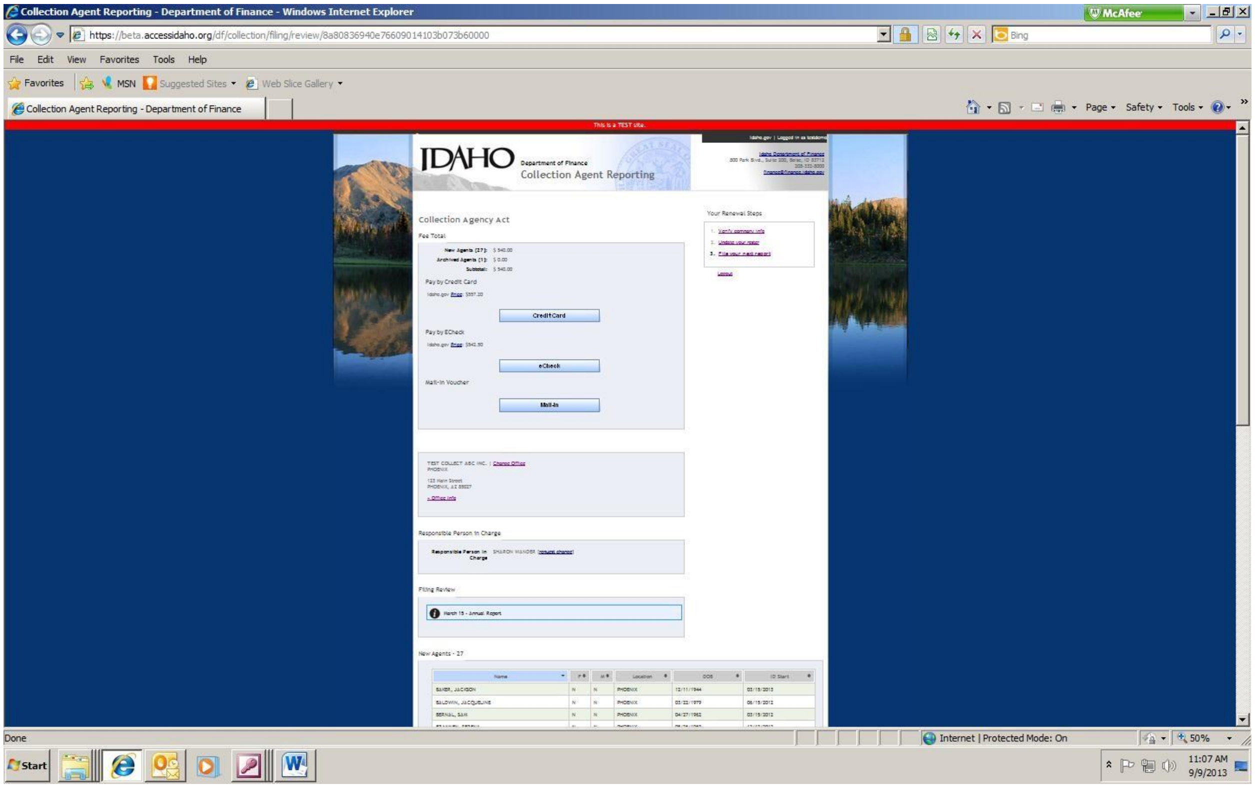


You will be returned to the roster, without the terminated Agent.



Step #9 Accept and review:

Choose your payment option and complete the Report.



Step #10: Log out or report on another company.