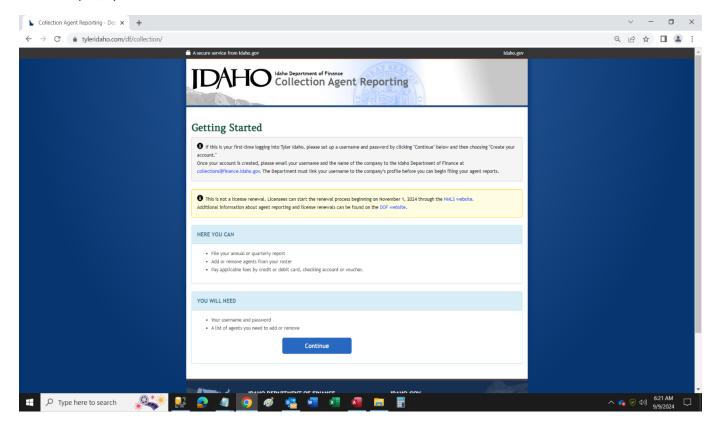
## Steps For Filing Collection Agency Quarterly Notification of Collectors/Agents electronically via Tyler (formerly Access) Idaho

**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:

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$\leftarrow \rightarrow \mathbf{C}   a tyleridaho.com/cas/login?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Flogin?service=https%3A%2F%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Ff%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Ff%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Ff%2Fwww.tyleridaho.com%2Fdf%2Fcollection%2Ff%2Ff%2Ff%2Ff%2Ff%2Ff%2Ff%2Ff%2Ff%2Ff$	1%2Fcas 🗣 Q 🖻 🚖 🖬 🚢 🗄
Log in to Tyler Idaho	
Enter your Username and Password	New Users
Username:	Create an account
BetaCCA	It is simple to set up a new account. You will need access to your email.
Password:	Create your Account
	Become a subscriber
Verify your username Forgot your password?	Certain services require a subscription. For other services, subscribers benefit by receiving monthly statements instead of paying as-they-go. Learn more
Tyler Idaho 999 W Main Street, Suite 910, Boise, ID 83702 206-332-0102 1-877-443-3468 idaho.gov   Security   Cybersecurity	Secure Service Built & Maintained by Tyler Idaho Privacy Policy   Legal Notices   Accessibility
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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 <u>collections@finance.Idaho.gov</u> 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.

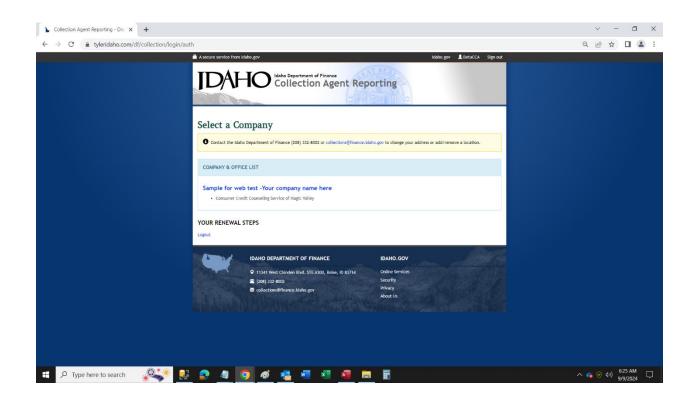
Please note after you email your new user account name and email address to the Idaho Department of Finance you will receive a reply email from the Department instructing you that all links have been completed. This reply email may take anywhere from a few hours to a couple of working days to be sent, 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.

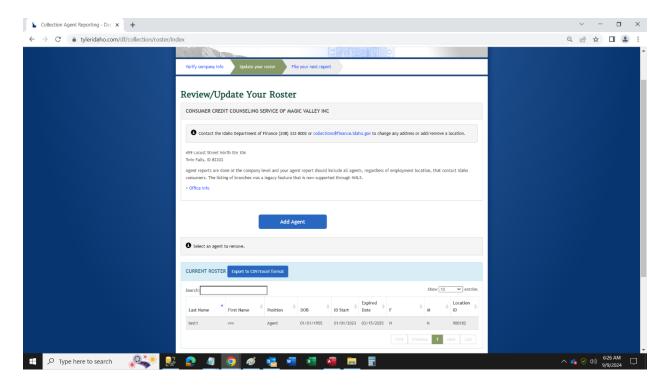
Once you are logged in, click the name of the company under the **"Company & Office List"** header as shown below to begin filing your agent report.

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:

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

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	BERNAL	SAM	04/27/1962	03/15/2012	N	N	PHOENIX	6666	
	BOWMAN	KAREN	09/04/1954	12/12/2012	Ν	N	PHOENIX	7777	
	BRANNEN	SERENA	05/26/1969	12/12/2012	N	N	PHOENIX	8888	
	CARPENTER	RACHEL	10/04/1968	12/15/2011	Ν	N	PHOENIX	9999	
	COLLINS	ARMANDO	03/04/1986	03/15/2013	N	N	PHOENIX	1111	
	DOUTHERD	SHELTONIA	05/18/1969	09/17/2012	N	N	PHOENIX	2222	
	ESPINOZA	SARAH	08/04/1971	12/12/2012	N	N	PHOENIX	3333	
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Then enter the Idaho End Date, and then Archive Agent

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

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Step #9 Accept and review:

Choose your payment option and complete the Report.

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