Business Month: You must select the month of business which you would like to submit.
Line 1: Enter the total number of contracts/certificates that have been billed for the protection/insurance.
Line 2: Enter the total protected loan amount (current loan balances) for all contracts/certificates in Line 1.
Line 3: Enter the total fee amount billed for all contracts/certificates in Line 1.
Line 4: This is optional and may be used if you need to adjust the amount of fees reported above.

The system calculates the other numbers in the chart. The **Total Amount Due** shows the sum of this column for all listed Options.

Save as Draft: The remittance can be saved at any time by clicking the "Save as Draft" button. If you are not ready to finalize your remittance, click on the "Save as Draft" button. This stores all of the information you entered in the remittance information that is not ready to send to CSO. Once the remittance is saved and you exit the screen, you can access the information again by viewing the "Look-up Draft Remittance".

Authorize ACH & Submit to CSO: If your Credit Union has selected the ACH remittance option, you will see a button labeled **"Authorize ACH & Submit to CSO".** Once you are ready to complete the transaction and send the information to CSO for processing, click the "Authorize ACH & Submit to CSO" button. This transaction alerts our accounting department that an ACH transaction is to take place for the Total Amount Due on the remittance form and transmits the data entered into the Monthly Remittance form. There will be a 1 - 2 day waiting period before the ACH transaction is actually completed.

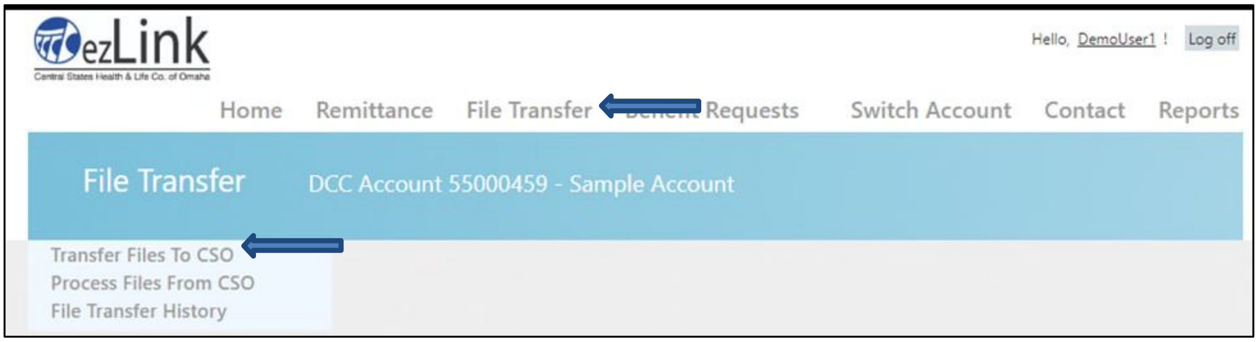
Or

Save and Print: If your Credit Union has not signed up ACH remittance, you see a button labeled **"Save and Print".** Once you are ready to complete the transaction, you click the "Save and Print" button to generate a hard copy of the Monthly Remittance Information form. Attach your check made payable to CSO for the Total Amount Due to the Monthly Remittance Information form you printed and mail to:

Debt Protection Administration
PO Box 30010
Omaha, NE 68013-1110.

FILE TRANSFER

Clicking the "File Transfer" link brings up the functions needed to upload the monthly payment file to CSO for processing. A separate File Transfer is required for each Account Number assigned to your Credit Union. You will be presented with 3 options: (1) Transfer Files to CSO (2) Process Files from CSO and (3) File Transfer History.



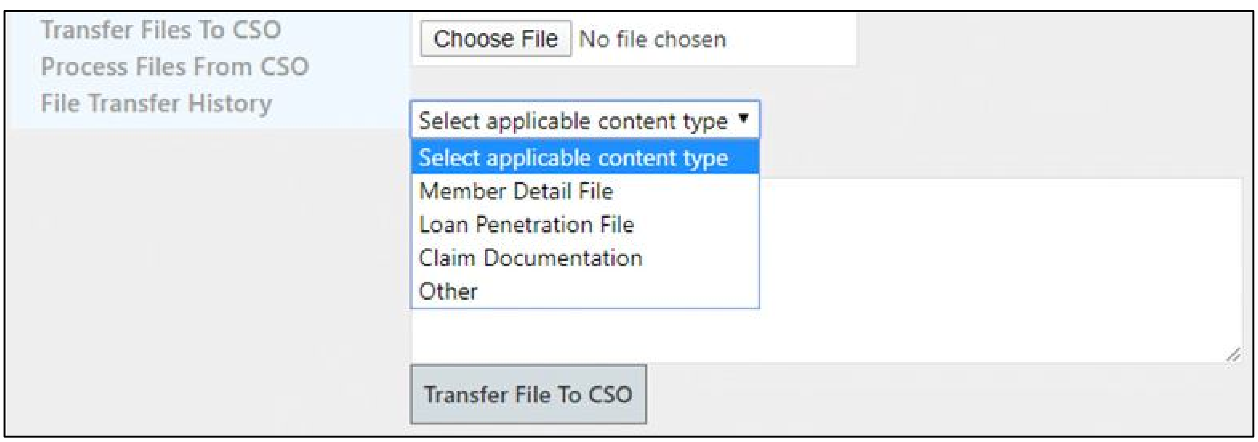
Transfer Files To CSO

To upload files, click on the “Transfer Files to CSO” link. At the upload screen, click on the “Browse” button and browse your network to find the file you wish to upload. After selecting the file from your network, double click on the file and the file path and file name should appear back on the upload screen.

If you are sending the monthly Member Detail File, please make sure this box is checked to help identify this file type. If you are sending a file that is not the monthly Member Payment File, please make sure to select appropriate drop down.

You also have the option to add comments that will be transferred along with the file. This is optional.

Once the proper file has been selected, click on the “Transfer File to CSO” button to complete the transaction. Upon successful upload, you see a confirmation message. This confirmation message indicates that the file was successfully received by CSO.



Process Files From CSO

If CSO sends you a file, you click on the link “Process Files from CSO”. If there are no files to process, you see a message that says there are no unprocessed files from CSO. If there is a file to open, you click on the file link.

File Transfer History

You can view the history of files that were transferred by clicking on the “File Transfer History” link. Just enter the List Start Date to view the file transfer history.