Collect – Prepaid Product Agreement

Quick Reference Guide

This document provides a high-level overview of how to add, amend, or withdraw prepaid product agreements using Collect. Please reference the Collect Prepaid Product Agreement User Guide for more detailed information.

The Bureau's 2016 Prepaid Rule, as subsequently amended, requires that prepaid account issuers submit their prepaid account agreements to the Bureau; these are referred to herein as the prepaid product agreement ("PPA") reporting requirements. Issuers must make a submission to the Bureau within 30 days whenever a new agreement is offered, a previously submitted agreement is amended, or a previously submitted agreement is no longer offered, subject to the product testing and *de minimis* exceptions.

Create a prepaid product entry

Step 1

From the Collect homepage, select 'Upload agreement documents for a new prepaid product.'



Step 2

Enter all the required fields which are denoted with an asterisk (*). Select '*Confirm*' to proceed.

New Prep	aid Product
*Product Name	Initial Offer Date of Program Initial Offer Date of Program Is there a Program Manager rowner- Program Manager rowner Are there Other Relevant Parties
Other Relevant Parties @	None v
Co	nlim

Create a prepaid product entry cont.

Step 3

You will land on the 'Add/Amend/Withdraw Agreements' page for the prepaid product entry you just created.

Add/Amend	/With	draw Agreements		
PRODUCT-165519			Withdraw Product	Edit
Product Name Example Prepaid Product		Status Active		
Issuer Name		Initial Offer Date of Program 1/1/2019		
Product Type GPR (General Purpose Reloadable)		Product Withdrawal Date		
If Other, please specify		Is there a Program Manager? Yes		
Are there Other Relevant Parties? Yes		Program Manager Example Program Manager		
Other Relevant Parties				
B Current Agreement for Example Prepaid Product			New Agr	eement

Add an agreement for a prepaid product

Step 1

From the 'Add/Amend/Withdraw Agreements' page, select '*New Agreement'*.

Add/Ameno	l/With	draw Agreements		
PRODUCT-165519			Withdraw Product	Edit
Product Name Example Prepaid Product		Status Active		
Issuer Name ****CFPB Test****		Initial Offer Date of Program 1/1/2019		
Product Type GPR (General Purpose Reloadable)		Product Withdrawal Date		
If Other, please specify		Is there a Program Manager?		
Are there Other Relevant Parties? Yes		Program Manager Example Program Manager		
Other Relevant Parties				
Current Agreement for Example Prepaid Product			New Agr	eement

Step 2

Add the 'Agreement Effective Date' and select 'Continue' to proceed.

						Ne	wAgreement
ть	le ac	tion	م الأبد	nlace	the		at agreement if one eviste Enter the Agreement
	iis ac	tion	will re	place	Effe	ctive	Date below to continue.
Agre	emer	nt Effe	ective	Date			
03/	(30/2	2021	1				
007	0071						
0		Ма	rch 2	2021		0	
Su	Мо	Tu	We	Th	Fr	Sa	Cancel Continue
	1	2	3	4	5	6	
	8	9	10	11	12	13	SHORT FORM, LONG FORM INFORMATION
7	15	16	17	18	19	20	
7		22	24	25	26	27	
7 14 21	22	23					

Step 3

Select the appropriate document type(s) from the list and then browse for a file. Select the '**Upload Document**' button when you are ready to upload the file. At least one document type must be selected before you can upload a document. You are required to submit the agreement and fee information. Once all document types are uploaded, select '**Finish**' to complete the process.

Note, once at least one Document Type is uploaded, you may no longer cancel the Agreement and must create a new Agreement to begin the process anew.

Document Upload	
Agreements must have all document types listed below. Files must be tex digitally-created PDFs. Please see the User Guide for more informa	t-searchable, ation.
Document Type(s) Prepaid Agreement Short Form Long Form Information	
Attachment Choose File	
Cancel Agreement Creation Upload	Document

Amend an agreement for a prepaid product

Step 1

From the Collect homepage, select 'Upload amended agreement documents for an existing prepaid product'

Pr	repaid account agreement submission
•	Upload agreement documents for a new prepaid product
•	Upload amended agreement documents for an existing prepaid product
	and a second

- Withdraw an existing prepaid product
- Update product information for an existing prepaid product

Step 2

Select the product entry you would like to amend.

3	Prepa	s id Accounts 🔻							N	łW
tems	• Sort	ed by Intake • Filtered by all i	ntakes - Record Type • Updated a few seconds age	Q. Search this list.,	۰ 10	Π.	C	1	¢	7
		INTAKE 🕈	V PRODUCT NAME	V INITIAL OFFER DA. V PRODUC	T V	STATU	5	,	2	
1		PRODUCT-35253	Prepaid Test	1/29/2019		Active				v
		DDODUICT 30003	Evanuela Drawnid Dradvat	1/1/2010						

Step 3

Select 'New Agreement'.

Add/A	mend/With	draw Agreements	
PRODUCT-165519			Withdraw Product Ed
Product Name Example Prepaid Product		Status Active	
Issuer Name ****CFPB Test****		Initial Offer Date of Program 1/1/2019	
Product Type GPR (General Purpose Reloadable)		Product Withdrawal Date	
If Other, please specify		Is there a Program Manager? Yes	
Are there Other Relevant Parties? Yes		Program Manager Example Program Manager	
Other Relevant Parties Example Other Relevant Party			
Current Agreement for Example Prepaid Product			New Agreement

Step 4

Add the 'Agreement Effective Date' and select 'Continue' to proceed.

Prep	paid	Pro	duct				>
						Ne	w Agreement
Th	is act	ion	will re	place	the o	currer	at agreement, if one exists. Enter the Agreement
					Effe	ctive	Date below to continue.
* Agre	emen	t Effe	ective	Date			
03/	30/2	021	Jenre	Dute]
,							
•						-	
0		Ma	rch 2	021		0	
0 Su	Mo	Ma Tu	We	021 Th	Fr	O Sa	Cancel Continue
O Su	Mo 1	Ma Tu 2	We 3	021 Th 4	Fr 5	0 Sa 6	Cancel Continue
0 Su 7	Mo 1 8	Ma Tu 2 9	We 3 10	021 Th 4 11	Fr 5	S a 6 13	Cancel Continue
0 Su 7 14	Mo 1 8 15	Ma Tu 2 9 16	We 3 10	021 Th 4 11 18	Fr 5 12 19	Sa 6 13 20	Cancel Continue
0 Su 7 14 21	Mo 1 8 15 22	Ma Tu 2 9 16 23	We 3 10 17 24	021 Th 4 11 18 25	Fr 5 12 19 26	0 Sa 6 13 20 27	Cancel Continue

Step 5

Select the appropriate document type(s) from the list and then browse for a file. Select the '**Upload Document**' button when you are ready to upload the file. At least one submission type must be selected before you can submit a file. You are required to submit the agreement and fee information. Select '**Finish**' to proceed.

Document Upload Agreements must have all document types listed below. Files must be text-searcha digitally-created PDFs. Please see the User Guide for more information.	ble,
Document Type(s) Prepaid Agreement Short Form Long Form Information	
Attachment ① Choose File	
Cancel Agreement Creation Upload Documer	nt

Withdraw a prepaid product entry

Step 1

From the Collect homepage, select 'Withdraw an existing prepaid product'

Prepaid account agreement submission
Upload agreement documents for a new prepaid product
Upload amended agreement documents for an existing prepaid product
Withdraw an existing prepaid product
Update product information for an existing prepaid product

Step 2

Select the product entry you would like to withdraw.

Pr	repaid Accounts 🔻				New
items •	Sorted by Intake . Filtered by all in	stakes - Record Type • Updated a few seconds a	ago Q. Search this list	\$• ≣• C	/ 0 7
	INTAKE †	V PRODUCT NAME	V INITIAL OFFER DA V PRODU	CT _ ✓ STATUS	~
1	PRODUCT-35253	Prepaid Test	1/29/2019	Active	*
2	PRODUCT-36082	Example Prepaid Product	1/1/2019	Active	

Step 3

Select 'Withdraw Product' to proceed.

Add/A	Amend/With	hdraw Agreements	
PRODUCT-165519			Withdraw Product Edit
Product Name		Status Active	
Issuer Name ****CFPB Test****		Initial Offer Date of Program 1/1/2019	
Product Type GPR (General Purpose Reloadable)		Product Withdrawal Date	
If Other, please specify		Is there a Program Manager?	
Are there Other Relevant Parties? Yes		Program Manager Example Program Manager	
Other Relevant Parties Example Other Relevant Party			

Step 4

Enter the program withdrawal date for the product. Select **'Save'** to proceed.

Withdraw Product		
*Product Withdrawal Date		
	Cancel	Save

Step 5

The product has now been withdrawn.

Current Agreement for Exa	mple Prepaid Product		New Agre		
This product	This product has been marked "withdrawn." No new agreement documents can be uploaded for this product. AGREEMENT EXPECTIVE DATE CREATED DATE STATUS				
AGREEMENT NUMBER	AGREEMENT EFFECTIVE DATE	CREATED DATE	STATUS		
Documents					
NAME	TYPE				

Update a prepaid product entry

Step 1

From the Collect homepage, select 'Update product information for an existing prepaid product'

Prepaid account agreement submission
Upload agreement documents for a new prepaid product
Upload amended agreement documents for an existing prepaid product
Withdraw an existing prepaid product
Update product information for an existing prepaid product

Step 2

Select the product entry you would like to update.

-	Prepa	aid Accounts 🔻										N	W
items	• Sort	ed by Intake • Filtered by all in	itakes - I	Record Type • Updated a few seconds ago		Q. Search this list		۰.	π·	C	1	¢	7
INTAKE 🕈 🔍 PRODUCT NAME 🗸		~	INITIAL OFFER DA \checkmark	PRODUCT	v	STATUS							
1		PRODUCT-35253		Prepaid Test		1/29/2019			Active				v
2		PRODUCT-36082		Example Prepaid Product		1/1/2019			Active				

Step 3

Select 'Edit' to proceed.

Add/Am	nend/With	draw Agreements		
PRODUCT-165519			Withdraw Product	Edit
Product Name Example Prepaid Product		Status Active		
Issuer Name ****CFPB Test****		Initial Offer Date of Program 1/1/2019		
Product Type GPR (General Purpose Reloadable)		Product Withdrawal Date		
If Other, please specify		Is there a Program Manager?		
Are there Other Relevant Parties? Yes		Program Manager Example Program Manager		
Other Relevant Parties Example Other Relevant Party				
Current Agreement for Example Prepaid Product			New Agr	rement

Step 4

Make necessary updates and select 'Save'

	Edit Intake
*Product Name	Status Withdrawn
*Issuer Name	* Initial Offer Date of Program
****CFPB Test****	× 3/30/2021 🗰
Product Type	Product Withdrawal Date
GPR (General Purpose Reloadable)	 ▼ 3/31/2021
If Other, please specify	* Is there a Program Manager?
	Yes 🔻
* Are there Other Relevant Parties?	Program Manager 🕚
Yes	▼
Other Relevant Parties	
	Cancel Save & New Sa

[NEW] Reports

Step 1

To view reports, select **Reports** from the Collect homepage. Users will be able to select from the report folder any available reports that pertain to them.

Home	My Agree	ements & Accounts My TCCP Surveys Reports
		Prepaid account agreement submission
		Upload agreement documents for a new prepaid product
		Upload amended agreement documents for an existing prepaid product
	Withdraw an existing prepaid product	
		Update product information for an existing prepaid product

Reports cont.

Step 2

From **Reports**, select **All Folders**. This will show the user all folders they have access to.

All Folders				Q collec	t - prepaid		۰ ©	
REPORTS	Name	Created By	Created On	✓ Last Modified B		Last N	Iodifie	
Recent	Collect - Prepaid Products		5/18/2022, 4:24 PM				5/18/2022, 4	
Created by Me								
Private Reports								
All Reports								
FOLDERS								
All Folders								
Created by Me								

Step 3

To view the reports that have been pre-prepared for the user, select the **Collect – Prepaid Products** folder. From within the folder, select the **Prepaid Products** report.

R 4 1	leports All Folders > Coll item	lect - Prepaid Pro	oducts				् Search all folders.		遼 -
	REPORTS	Name	Description	\sim	Folder	Created By	Created On 🗸 🗸	Subscribed	
	Recent	Prepaid Product			Collect - Prepaid P		6/6/2022, 4:21 PM		٣
	Private Reports								
	All Reports								
	FOLDERS								
	All Folders								
Ē	Created by Me								
	Shared with Me								

Step 4

Select a report within the folder in order to view.

Tot	Report: Intakes Prepaid Pro	duct				Q @ Add Ourt Y G' Expert						
3	Intake: Intake	Agreement Name	Issuer Name	Product Type	If Other, please specify	Are there Other Relevant Parties?	Other Relevant Parties	Stat				
1	AGMNT-287413	Test Prepaid 1	Test Collect Entity			No		With				
2	AGMNT-287414	Test Prepaid 2	Test Collect Entity			No		With				
3	AGMNT-287415	Test Prepaid 3	Test Collect Entity			No		With				

Optionally, you may use the filter button on a report to select a different subset of records based on various date input fields, but the filters will reset to default each time the report is opened. Report details can be exported in formatted and unformatted Excel and CSV versions using the **Export** button.

Need additional help with Collect?

The Bureau has created a detailed user guide for submitting prepaid product agreements, in addition to FAQs. To access the PPA resources, visit <u>https://www.consumerfinace.gov/data-</u> <u>research/prepaid-accounts/issuer-instructions/</u>.