# Collect – Prepaid Product Agreement

# **Quick Reference Guide**

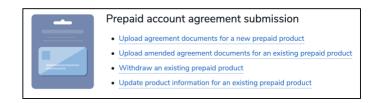
This document provides a high-level overview of how to add, amend, or withdraw prepaid product agreements using Collect. Please reference the Collect Prepaid Product Agreement User Guide for more detailed information.

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

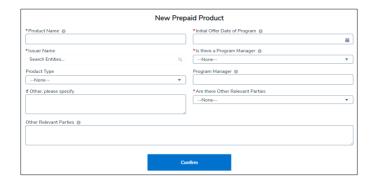
#### Step 1

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.



#### 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 an agreement for a prepaid product

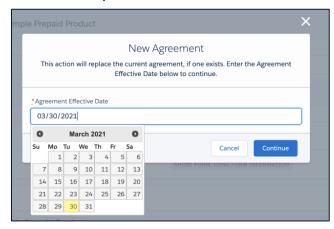
# Step 1

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



#### Step 2

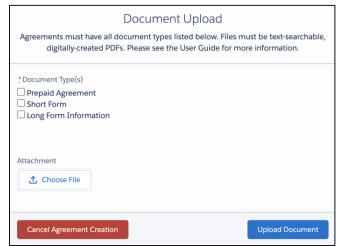
Add the 'Agreement Effective Date' and select 'Continue' to proceed.



#### 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.



# Amend an agreement for a prepaid product

#### Step 1

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



# Step 2

Select the product entry you would like to amend.



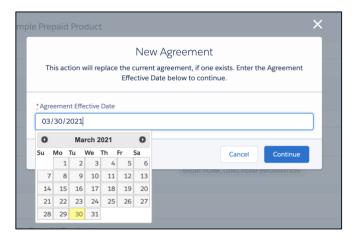
#### Step 3

#### Select 'New Agreement'.



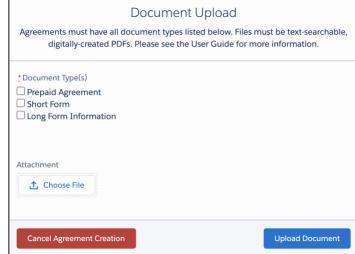
#### Step 4

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



#### 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.



# Withdraw a prepaid product entry

### Step 1

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



#### Step 2

Select the product entry you would like to withdraw.



#### Step 3

Select 'Withdraw Product' to proceed.



#### Step 4

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



### Step 5

The product has now been withdrawn.



# Update a prepaid product entry

#### Step 1

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



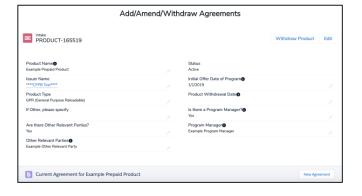
#### Step 2

Select the product entry you would like to update.



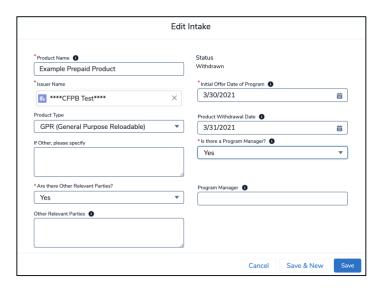
#### Step 3

Select 'Edit' to proceed.



# Step 4

Make necessary updates and select 'Save'.



# **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 <a href="https://www.consumerfinace.gov/data-research/prepaid-accounts/issuer-instructions/">https://www.consumerfinace.gov/data-research/prepaid-accounts/issuer-instructions/</a>.