

# 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.**'



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

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

**New Prepaid Product**

*Product Name @	*Initial Offer Date of Program @
<input type="text"/>	<input type="text"/>
*Issuer Name	*Is there a Program Manager @
Search Entities...	--None--
Product Type	Program Manager @
--None--	<input type="text"/>
If Other, please specify	*Are there Other Relevant Parties
<input type="text"/>	--None--
Other Relevant Parties @	
<input type="text"/>	

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.

The screenshot shows the 'Add/Amend/Withdraw Agreements' page for 'Example Prepaid Product'. The page has a header with 'Intake PRODUCT-165519' and buttons for 'Withdraw Product' and 'Edit'. Below the header, there are two columns of form fields. The left column includes 'Product Name' (Example Prepaid Product), 'Issuer Name' (\*\*\*\*CFPB Test\*\*\*\*), 'Product Type' (GPR (General Purpose Reloadable)), 'If Other, please specify', 'Are there Other Relevant Parties?' (Yes), and 'Other Relevant Parties' (Example Other Relevant Party). The right column includes 'Status' (Active), 'Initial Offer Date of Program' (1/1/2019), 'Product Withdrawal Date', 'Is there a Program Manager?' (Yes), 'Program Manager' (Example Program Manager), and 'Example Program Manager'. At the bottom, there is a 'Current Agreement for Example Prepaid Product' section with a 'New Agreement' button.

## Add an agreement for a prepaid product

### Step 1

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

This is a duplicate of the screenshot above, showing the 'Add/Amend/Withdraw Agreements' page for 'Example Prepaid Product'.

### Step 2

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

The screenshot shows the 'New Agreement' dialog box. It contains a text input field for 'Agreement Effective Date' with the value '03/30/2021'. Below the input field is a calendar for 'March 2021'. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1 through 31). The date '30' is highlighted. To the right of the calendar are 'Cancel' and 'Continue' buttons. Below the calendar, there is a link for 'SHORT FORM, LONG FORM INFORMATION'.

### 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.

The screenshot shows the 'Document Upload' dialog box. It contains a text input field for 'Document Type(s)' with the value 'Prepaid Agreement'. Below the input field are three checkboxes: 'Prepaid Agreement', 'Short Form', and 'Long Form Information'. Below the checkboxes is an 'Attachment' section with a 'Choose File' button. At the bottom, there are 'Cancel Agreement Creation' and 'Upload Document' buttons.

# Amend an agreement for a prepaid product

## Step 1

From the Collect homepage, select **'Upload amended agreement documents 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 amend.

Intakes					
Prepaid Accounts					
2 items • Sorted by Intake • Filtered by all intakes • Record Type • Updated a few seconds ago					
Search this list...					
INTAKE	PRODUCT NAME	INITIAL OFFER DA...	PRODUCT ..	STATUS	
1	PRODUCT-35253	Prepaid Test	1/29/2019	Active	
2	PRODUCT-36082	Example Prepaid Product	1/1/2019	Active	

## Step 3

Select **'New Agreement'**.

### Add/Amend/Withdraw Agreements

Intake

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?

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.

Example Prepaid Product

New Agreement

This action will replace the current agreement, if one exists. Enter the Agreement Effective Date below to continue.

Agreement Effective Date

03/30/2021

March 2021

Su	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Cancel

Continue

SHORT FORM, LONG FORM INFORMATION

## 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-searchable, digitally-created PDFs. Please see the User Guide for more information.

Document Type(s)

☐ Prepaid Agreement

☐ Short Form

☐ Long Form Information

Attachment

Choose File


Cancel Agreement Creation

Upload Document

# 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.

Intakes				
Prepaid Accounts				
2 items • Sorted by Intake • Filtered by all intakes • Record Type • Updated a few seconds ago				
Search this list...				
INTAKE	PRODUCT NAME	INITIAL OFFER DA...	PRODUCT	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/Amend/Withdraw Agreements

Intake: PRODUCT-165519 Withdraw Product Edit

Product Name	Status
Example Prepaid Product	Active
Issuer Name	Initial Offer Date of Program
****CFPB Test****	1/1/2019
Product Type	Product Withdrawal Date
GPI (General Purpose Reloadable)	
If Other, please specify	
Are there Other Relevant Parties?	Is there a Program Manager?
Yes	Yes
Other Relevant Parties	Program Manager
Example Other Relevant Party	Example Program Manager

Current Agreement for Example Prepaid Product New Agreement

## 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 Example Prepaid Product New Agreement

**This product has been marked "withdrawn." No new agreement documents can be uploaded for this product.**

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.

Intakes Prepaid Accounts					
2 items • Sorted by Intake • Filtered by all intakes • Record Type • Updated a few seconds ago					
Search this list...					
INTAKE	PRODUCT NAME	INITIAL OFFER DA...	PRODUCT ...	STATUS	
1	PRODUCT-35253	Prepaid Test	1/29/2019	Active	
2	PRODUCT-36082	Example Prepaid Product	1/1/2019	Active	

## Step 3

Select **'Edit'** to proceed.

Add/Amend/Withdraw Agreements

Intake  
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?	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

Make necessary updates and select **'Save'**.

Edit Intake

Product Name	Example Prepaid Product	Status	Withdrawn
Issuer Name	****CFPB Test****	Initial Offer Date of Program	3/30/2021
Product Type	GPR (General Purpose Reloadable)	Product Withdrawal Date	3/31/2021
If Other, please specify		Is there a Program Manager?	Yes
Are there Other Relevant Parties?	Yes	Program Manager	
Other Relevant Parties			

Cancel Save & New 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 <https://www.consumerfinance.gov/data-research/prepaid-accounts/issuer-instructions/>.