



# PLEDGE WV

## Onboarding Checklist for Financial Institutions



Task	Completed By	Date
<b>Prior to Onboarding Date</b>		
Join or View STO Implementation Webinar Presented June 3, 2026		
Become an Approved Designated State Depository (if not already)		
Set up an Active Truist Collateral Account		
Login to Truist PortfolioView and View Collateral Account		
<b>Pledge WV Onboarding Begins - July 6, 2026</b>		
Complete Online Enrollment Form on Pledge WV website		
Complete and Return System User Application		
<b>Following Notification of Onboarding Date</b>		
Complete Depository Agreement Addendum (if required)		
Complete Template for Initial Data Upload		
Bank Accounts Tab		
Public Depositors (PDs) Tab		
Confirm Accuracy of Template Data with STO		
Complete System Training with STO		
Receive Login Credentials and Login to System		
<b>Once Inside System</b>		
Create Additional Users (if needed)		
Confirm Data was Imported Correctly		
Complete Monthly Template and Upload Account Balances		
Address Any Pending Records (if necessary)		
Review Collateral Calculation to Determine Pledge Amount Required		
Pledge Required Collateral to STO in Benefit to the State Treasurer		
Review Collateral and Market Value in Pledge WV		
Review Collateral Sufficiency Report in Pledge WV		