



Pledge WV Collateral System Training Manual

Public Depositors

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Enrollment

1.1 Pledge WV Overview

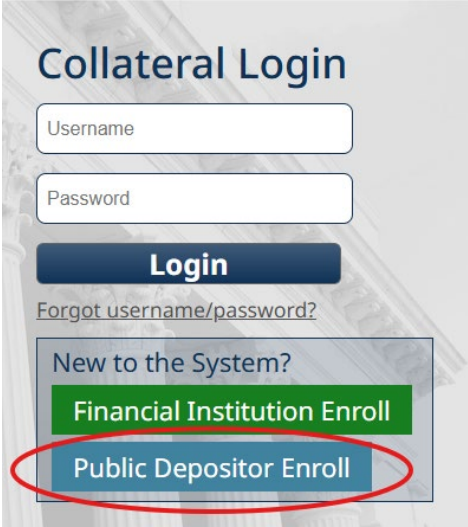
The West Virginia State Treasurer's Office is responsible for ensuring public funds deposited in financial institutions are properly collateralized and protected. The West Virginia Security for Public Deposits Act authorizes public deposits made by the state or any political subdivision of the state be held at an approved designated state depository and collateralized per West Virginia Code §12-1B-5 and §12-1B-7. The Act allows financial institutions two methods of collateralizing public funds: the Dedicated Single Bank Method and the Multibank Pooled Method. All public funds will be collateralized, and collateral will be held in benefit to the West Virginia State Treasurer. There are no exemptions or exceptions to this Act. West Virginia State Code supersedes all local laws & ordinances.

House Bill 4801 was passed by the West Virginia Legislature and signed by the Governor on February 23, 2024. The bill removed the original implementation date of March 2024 and allows the State Treasurer to announce the commencement of the West Virginia Security for Public Deposits Program by publishing a notice in the State Register at least 30 days prior to commencement of the program. An announcement will also be made on the State Treasurer's Office website.

1.2 PD Enrollment

PDs electing to participate in Pledge WV Collateral System must complete and submit an PD Enrollment Form. Enrolling PDs must meet the eligibility requirements specified in the West Virginia Code.

- 1. Each PD will be responsible to enroll in Pledge WV Collateral System by visiting the website and selecting "Public Depositor Enroll" located under the user login.



- 2. Complete the Public Depositor Enrollment Form.

Public Depositor Enrollment Form

Public Depositor Name:

First Name: Last Name:

Phone:

Email:

By submitting this form, the user authorizes the West Virginia State Treasurer's Office to use contact information provided to communicate important information regarding the enrollment of my organization in the Pledge WV Online Collateral System.

*** Be sure to check the box authorizing WVSTO to use the contact information provided to complete the user set up***

- Once successfully completed, the PD will receive an email confirmation they have been enrolled.

PledgeWV - New PD Enrollment



PledgeWV@wvsto.com
To PledgeWV

The following Public Depositor user has enrolled in PledgeWV:

Financial Institution Name: Depositor Name **First Name:** Depositor **Last Name:** Name **Phone:** (888) 888-8888 **Email:** jfjfjfjf@jfjfj.jfa

- WVSTO will send the Public Depositor a user application to the email address provided on the PD Enrollment form.



West Virginia State Treasurer's Office
Banking Services Division
Debt and Securities Management
PledgeWV@wvsto.gov
Phone/Hotline # 304.340.5020



PLEDGE WV COLLATERAL SYSTEM APPLICATION AND ACCOUNT REQUEST FORM

Applicant Entity Type: (select one)

Financial Institution Political Subdivision

Entity Legal Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Website Address: _____

Tax ID: _____

For Financial Institutions Only:

FDIC Certificate Number: _____

Primary Contact (will serve as the Administrator for your online account):

First Name: _____ Last Name: _____

Title: _____ Email: _____ Phone: _____

Secondary Contact:

First Name: _____ Last Name: _____

Title: _____ Email: _____ Phone: _____

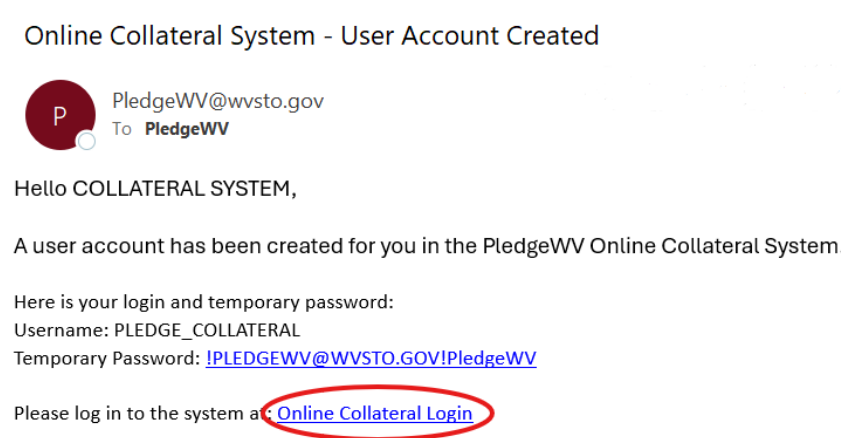
The applicant is responsible for and agrees to indemnify and hold harmless the West Virginia State Treasurer for the security of the User ID(s) and Password(s). The West Virginia State Treasurer will not be liable for any damages, liabilities or harm that may occur from the unauthorized use of the applicant's User ID(s) and Password(s). If the applicant becomes aware of any unauthorized use of its User ID(s) and Password(s), or believes that its security has been compromised, it must notify the West Virginia State Treasurer immediately. Upon receipt of such notice, the West Virginia State Treasurer will take reasonable steps to protect the account information, including, but not limited to, voiding the existing User ID(s) and Password(s) and issuing a new User ID(s) and Password(s).

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

Please forward this request to PledgeWV@wvsto.gov for processing.

5. PD will complete and return the application to PledgeWV@wvsto.gov. WVSTO will create an Admin PD user account in Pledge WV Collateral System. Once setup is complete, a system generated email will be sent to PD with log in credentials and link to log into system.



6. Upon logging in with temporary password, all users will be prompted to select a permanent password. *All passwords must be at least 15 characters containing at least one lowercase letter, one uppercase letter, one digit, and one special character (@#\$%^&+=!*:,;).*



RESET PASSWORD

New Password:

Re-enter Password:

7. Once password has been saved successfully, click Login using your User ID and permanent password.

1.3 PD Creates Additional Users

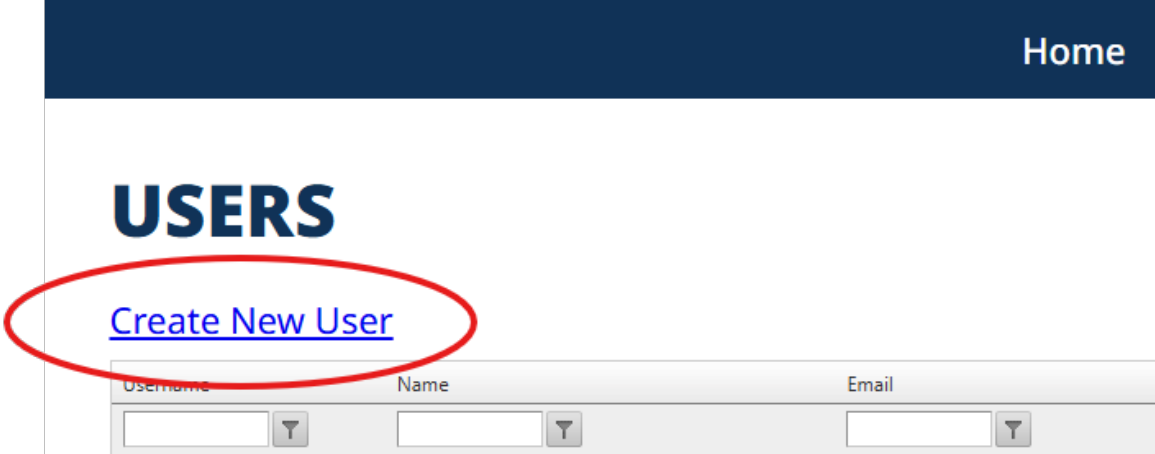
PDs will be responsible for setting up all additional users in the PLEDGE WV Collateral System needed for their entity. PDs will decide what role each user will be assigned.

- 1. As an PD Admin user, select "Users" on the main navigation menu to create additional users for your organization.



PUBLIC DEPOSITOR HOME PAGE

- 2. Click on "Create New User" in blue located on the left side of screen.



3. Scroll down the page and complete the fields to assign the user(s) the required role and accounts you wish for them to have access to.

Options include Admin, Standard, and View Only. Click **“Save”**.

Admin – Access to view all bank account details and balances, maintain all users and contacts, and submit annual attestations.

Standard – Access to view assigned bank account details and balances, maintain all users and contacts, and submit annual attestations.

View Only – Access to view assigned bank account details and balances, view previously submitted annual attestations, and view users and contacts.

Username:

Name:

Email:

Phone:

User Role: ▼

Is Active?

Accounts:

4. All PD users can locate the Pledge WV User Manual on the “Home” tab of the main navigation menu.

Welcome to the Pledge WV Collateral System!

Use the main navigation menu at the top of the page to access different sections of the User Manual or reach out to our collateral staff directly via contact information.



[Pledge WV User Manual](#)

1.4 PD Maintains User Contact and Role

PDs will be responsible for maintaining all user contact information and roles as needed for their organization. Only Admin roles may update users.

- 1. To update a user’s contact information, click on “Users” tab on the main navigation menu.



PUBLIC DEPOSITOR HOME PAGE

- 2. Select the user that needs to be updated.

USERS

[Create New User](#)

Username	Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Miller_Pledgeville	COLLATERAL SYSTEM	PLEDGEWV@WVSTO.GOV
PLEDGE_COLLATERAL	COLLATERAL SYSTEM	PLEDGEWV@WVSTO.GOV

3. Scroll down the page to the user's information. Make all necessary changes and click "Save".

Username:

Name:

Email:

Phone:

User Role: ▼

Is Active?

Accounts:

4. If user needs to be deactivated, uncheck the "Is Active?" box and click "Save".

Username:

Name:

Email:

Phone:

User Role: ▼

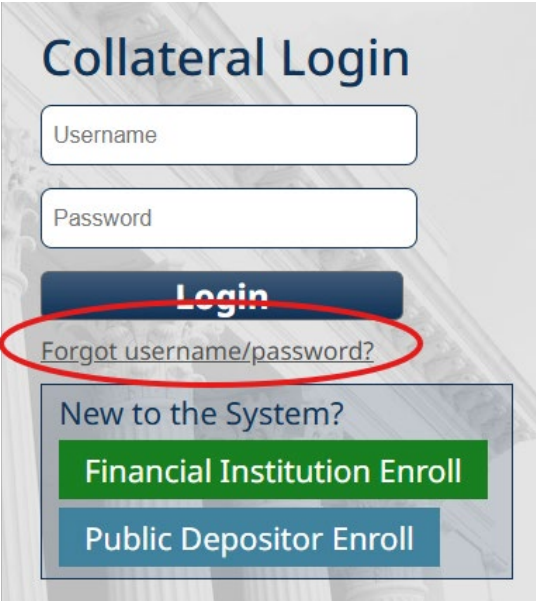
Is Active?

Accounts:

1.5 Username / Password Retrieval

Any user who has forgotten their username or password may retrieve or change it at any time.

- 1. From the Pledge WV home page, click on the "Forgot username/password?" to the right of the screen.



- 2. You will be prompted to enter your username if it is known and you wish to change your password or enter your email address if you do not know the username.

PASSWORD RETRIEVAL

Username:

OR

Email Address:

[Email Password Retrieval](#)

3. After entering the username or email address, click on "Email Password Retrieval".

PASSWORD RETRIEVAL

Username:

OR

Email Address:

Email Password Retrieval

4. If entered correctly, a pop up will appear. "You will receive an email shortly to reset your password!"



PASSWORD RETRIEVAL

You will receive an email shortly to reset your password!

Username:

5. Go to your inbox and click on the link sent by the Pledge WV Online Collateral System. For security, the link will expire in one hour.

PledgeWV Online Collateral Password Reset

 PledgeWV@wvsto.gov
To  PledgeWV

Thank you for using the Online Collateral system!

Your username is: PLEDGE_COLLATERAL

To reset your password, please click the following link:

[PledgeWV Online Collateral System Password Reset](#)

This link will expire in one hour.

If you have any questions, please contact the WVSTO at PledgeWV@wvsto.gov or (304) 340-5020.

6. You will be prompted to select a new password and re-enter the same password. *All passwords must be at least 15 characters containing at least one lowercase letter, one uppercase letter, one digit, and one special character (@#\$\$%^&+=!*:,;').*

RESET PASSWORD

New Password:

Re-enter Password:

Save Password

7. Once completed, click "Save Password".

RESET PASSWORD

New Password:

Re-enter Password:

Save Password

8. You will receive a pop up that your password has been saved successfully! You may click on the "Login" link.

RESET PASSWORD

Your password has been saved successfully! Please [LOGIN](#) again.

Bank Accounts

2.1 Viewing Bank Account Details

PDs will have access to view all their bank accounts in Pledge WV Online Collateral System. New accounts will be added by your Financial Institution. Once the account is set up, the FI can edit the account details and close the account if needed.

1. Click on "Bank Accounts" on the main navigation menu.



2. All bank account details will be listed.

BANK ACCOUNTS

Bank Account Details Bank Account Balances

Legal Bank Name	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date
XYZ NATIONAL BANK	626262626	452-361	Outside Bank Account	Open	PLEDGEVILLE DONATIONS	2/9/2025
ABC Bank	212121212	567890	State Treasury Account	Open	PLEDGEVILLE GENERAL FUNDS	2/15/2025
ABC Bank	010101010	987654	Political Subdivision Account	Open	PLEDGEVILLE OPERATING	2/27/2025

Export to Excel

3. If a PD sees a discrepancy in what has been reported by their FI, they will need to reach out immediately to STO and their FI to get it resolved.

2.2 Current Bank Account Balances

PDs can view the bank account balances reported by their FI at any time.

1. Click on “Bank Accounts” on the main navigation menu.



2. Click on the “Bank Account Balances” tab.

BANK ACCOUNTS

Bank Account Details | **Bank Account Balances**

Legal Bank Name	Bank Account Name	Pass-Through Deposit Insured?	ABA Number	Account Number	Current Balance	Balance Date
> ABC Bank	PLEDGEVILLE OPERATING	<input type="checkbox"/>	010101010	987654	\$999,999.00	4/2026
> ABC Bank	PLEDGEVILLE GENERAL FUNDS	<input type="checkbox"/>	212121212	567890	\$555,555.00	4/2026
> XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	<input type="checkbox"/>	626262626	452-361	\$150,000.00	4/2026

Include Details in Export

[Export to Excel](#)

3. If a PD sees a discrepancy in what has been reported by their FI, they will need to reach out immediately to STO and their FI to get it resolved.

2.3 Previously Reported Bank Account Balances

PDs can view the last ten previously reported bank account balances by their FI at any time.

1. Click on “Bank Accounts” on the main navigation menu.



2. Click on the “Bank Account Balances” tab.

BANK ACCOUNTS

Bank Account Details **Bank Account Balances**

Legal Bank Name	Bank Account Name	Pass-Through Deposit Insured?	ABA Number	Account Number	Current Balance	Balance Date
> ABC Bank	PLEDGEVILLE OPERATING	<input type="checkbox"/>	010101010	987654	\$999,999.00	4/2026
> ABC Bank	PLEDGEVILLE GENERAL FUNDS	<input type="checkbox"/>	212121212	567890	\$555,555.00	4/2026
> XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	<input type="checkbox"/>	626262626	452-361	\$150,000.00	4/2026

Include Details in Export
[Export to Excel](#)

3. Locate the account you need by using the bank name and account number.

BANK ACCOUNTS

Bank Account Details **Bank Account Balances**

Legal Bank Name	Bank Account Name	Pass-Through Deposit Insured?	ABA Number	Account Number	Current Balance	Balance Date
> ABC Bank	PLEDGEVILLE OPERATING	<input type="checkbox"/>	010101010	987654	\$999,999.00	4/2026
> ABC Bank	PLEDGEVILLE GENERAL FUNDS	<input type="checkbox"/>	212121212	567890	\$555,555.00	4/2026
> XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	<input type="checkbox"/>	626262626	452-361	\$150,000.00	4/2026

Include Details in Export
[Export to Excel](#)

- Use the "Expand" feature to open the previously report bank account balances.

BANK ACCOUNTS

Bank Account Details		Bank Account Balances					
Legal Bank Name	Bank Account Name	Pass-Through Deposit Insured?	ABA Number	Account Number	Current Balance	Balance Date	
ABC Bank	PLEDGEVILLE OPERATING	<input type="checkbox"/>	010101010	987654	\$999,999.00	4/2026	

- The system is designed to allow access to the last twelve reported balances.

BANK ACCOUNTS

Bank Account Details		Bank Account Balances																						
Legal Bank Name	Bank Account Name	Pass-Through Deposit Insured?	ABA Number	Account Number	Current Balance	Balance Date																		
ABC Bank	PLEDGEVILLE OPERATING	<input type="checkbox"/>	010101010	987654	\$999,999.00	4/2026																		
		<table border="1"> <thead> <tr> <th>Account Balance</th> <th>Balance Date</th> </tr> </thead> <tbody> <tr><td>\$3,500,000.00</td><td>5/2026</td></tr> <tr><td>\$3,000.00</td><td>3/2026</td></tr> <tr><td>\$500,000.00</td><td>2/2026</td></tr> <tr><td>\$75,000,000.00</td><td>6/2025</td></tr> <tr><td>\$3,500,000.00</td><td>5/2025</td></tr> <tr><td>\$999,999.00</td><td>4/2025</td></tr> <tr><td>\$3,000.00</td><td>3/2025</td></tr> <tr><td>\$500,000.00</td><td>2/2025</td></tr> </tbody> </table>					Account Balance	Balance Date	\$3,500,000.00	5/2026	\$3,000.00	3/2026	\$500,000.00	2/2026	\$75,000,000.00	6/2025	\$3,500,000.00	5/2025	\$999,999.00	4/2025	\$3,000.00	3/2025	\$500,000.00	2/2025
Account Balance	Balance Date																							
\$3,500,000.00	5/2026																							
\$3,000.00	3/2026																							
\$500,000.00	2/2026																							
\$75,000,000.00	6/2025																							
\$3,500,000.00	5/2025																							
\$999,999.00	4/2025																							
\$3,000.00	3/2025																							
\$500,000.00	2/2025																							
>	ABC Bank	PLEDGEVILLE GENERAL FUNDS	<input type="checkbox"/>	212121212	567890	\$555,555.00	4/2026																	
>	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	<input type="checkbox"/>	626262626	452-361	\$150,000.00	4/2026																	

Include Details in Export

[Export to Excel](#)

Attestations

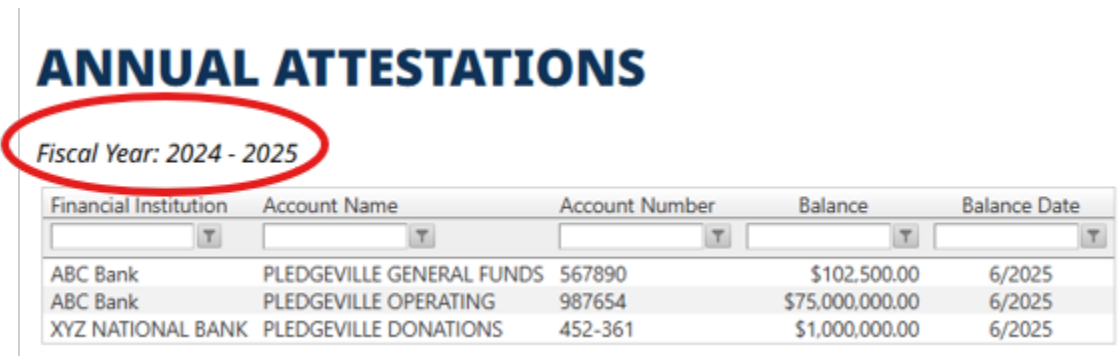
3.1 How to Complete Annual Attestation

PDs will be required to complete an annual attestation to the bank accounts and bank account balances reported by their Financial Institutions every July. They will be attesting to the bank account balances at the end of their fiscal year, June 30th.

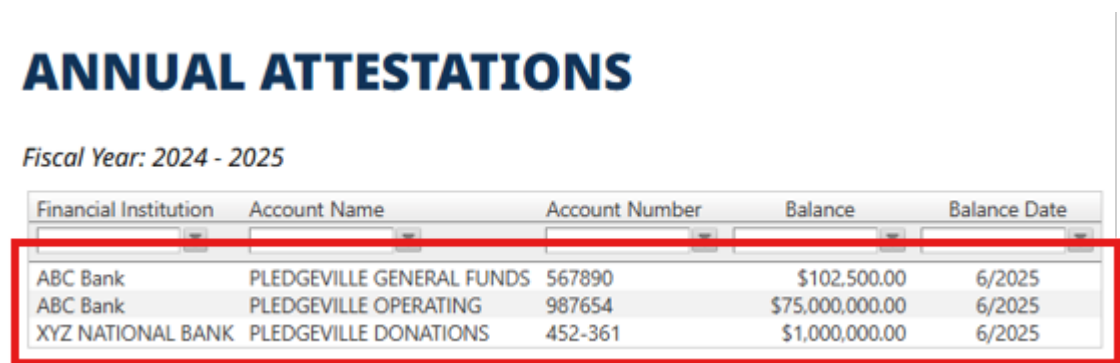
1. Click on the "Attestations" tab in the main navigation menu.



2. The most recent attestation that needs to be completed will be listed.



3. The PD will be responsible for checking all bank accounts and bank account balances or accuracy.



4. Once all accounts and balances have been reviewed, the PD will answer the three questions below.

Fiscal Year: 2024 - 2025

Financial Institution	Account Name	Account Number	Balance	Balance Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ABC Bank	PLEDGEVILLE GENERAL FUNDS	567890	\$102,500.00	6/2025
ABC Bank	PLEDGEVILLE OPERATING	987654	\$75,000,000.00	6/2025
XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	452-361	\$1,000,000.00	6/2025

Are the Account Names and Account Numbers accurate? Yes No

If no, please provide correct account names and numbers.

Are the Account Balances accurate for the Month Ending Date displayed? Yes No

If no, please provide the correct account balances.

Are any Accounts missing? Yes No

If yes, please provide account names, numbers and balances.

5. The annual attestation is not complete until you have clicked the "Submit Attestation" button at the bottom of the screen.

Are any Accounts missing? Yes No

If yes, please provide account names, numbers and balances.

- The PD will receive a message on screen stating, "The attestation was submitted successfully!"

The attestation was submitted successfully!

OK

- The PD user will receive an email from Pledge WV Online Collateral System, which will include all your responses.

Online Collateral System - Attestation Submission



PledgeWV@wvsto.com

Your attestation file has been successfully completed in the Online Collateral System.

Here is the submitted attestation information:

Fiscal Year: 2024 - 2025

Are the Account Names and Account Numbers accurate? Yes

If no, please provide correct account names and numbers. -

Are the Account Balances accurate for the Month Ending Date displayed? Yes

If no, please provide the correct account balances. -

Are any Accounts missing? No

If yes, please provide account names, numbers and balances. -

If you have any questions or concerns, please call the Collateral Hotline at (304) 340-5020.

3.2 Previous Attestations

PDs will be able to view previously submitted attestations in the Pledge WV Online Collateral System.

1. Click on "Attestation" on the main navigation tab.



PUBLIC DEPOSITOR HOME PAGE

2. The status of the current attestation will change at the top.

ANNUAL ATTESTATIONS

Fiscal Year: 2024 - 2025 -- COMPLETED

3. Scroll to the bottom of the screen to view previous attestations.

PREVIOUS ATTESTATIONS

Fiscal Year	Account Names and Numbers Accu
<input type="text"/>	<input type="checkbox"/> <input type="text"/>
2024 - 2025	<input checked="" type="checkbox"/>

4. PDs will be able to see any submitted information regarding discrepancies and the answers provided to the State Treasurer's Office.

PREVIOUS ATTESTATIONS

Fiscal Year	Account Names and Numbers Accurate?	Info	Balances Accurate?	Info	Missing Accounts?	Info	Submitted Date	Submitted By
2024 - 2025	<input type="checkbox"/>	acct 68127478 s/b 62187478	<input type="checkbox"/>		<input type="checkbox"/>		1/28/2026 10:17:09 AM	Liberty

5. Pledge WV Online Collateral System will record the date, time, and user that submitted the attestation to the far right of the screen.

Submitted Date	Submitted By
<input type="text"/>	<input type="text"/>
10/16/2025 3:12:34 PM	PD_TEST_1

Data Retrieval

4.1 Exporting Data

PDs can use the “Export to Excel” and filters to create reports they may need.

1. Bank Account Details – Shows a complete list of all bank accounts.

	A	B	C	D	E	F	G	H	I	J	K
1	Legal Bank Name	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date	Time Deposit Issue Date	Time Deposit Maturity Date	Close Date	Pass-Through Deposit Insured?
2	XYZ NATIONAL BANK	626262626	452-361	Outside Bank Account	Open	PLEDGEVILLE DONATIONS	2/9/2025				FALSE
3	ABC Bank	212121212	567890	State Treasury Account	Open	PLEDGEVILLE GENERAL FUNDS	2/15/2025				FALSE
4	ABC Bank	010101010	987654	Political Subdivision Account	Open	PLEDGEVILLE OPERATING	2/27/2025				FALSE
5											

2. Bank Account Balances *without details* – Shows a complete list of the most recently reported balance for all accounts.

	A	B	C	D	E	F	G
1	Legal Bank Name	Bank Account Name	Pass-Through Deposit Insured?	ABA Number	Account Number	Current Balance	Balance Date
2	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$999,999.00	4/2026
3	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$555,555.00	4/2026
4	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$150,000.00	4/2026

3. Bank Account Balances *with details* – Shows the last ten reported bank account balances for all accounts.

	A	B	C	D	E	F	G
1	Legal Bank Name	Bank Account Name	Pass-Through Deposit Insured?	ABA Number	Account Number	Balance	Balance Date
2	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$500,000.00	2/2026
3	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$1,000,000.00	2/2026
4	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$3,000.00	3/2026
5	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$150,000.00	3/2026
6	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$999,999.00	4/2026
7	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$555,555.00	4/2026
8	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$200,000.00	2/2026
9	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$5,000,000.00	3/2026
10	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$150,000.00	4/2026
11	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$3,500,000.00	5/2026
12	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$8,000,000.00	5/2026
13	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$50,000.00	5/2026
14	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$500,000.00	2/2025
15	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$1,000,000.00	2/2025
16	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$3,000.00	3/2025
17	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$150,000.00	3/2025
18	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$999,999.00	4/2025
19	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$555,555.00	4/2025
20	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$3,500,000.00	5/2025
21	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$8,000,000.00	5/2025
22	ABC Bank	PLEDGEVILLE OPERATING	FALSE	010101010	987654	\$75,000,000.00	6/2025
23	ABC Bank	PLEDGEVILLE GENERAL FUNDS	FALSE	212121212	567890	\$102,500.00	6/2025
24	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$200,000.00	2/2025
25	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$5,000,000.00	3/2025
26	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$150,000.00	4/2025
27	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$50,000.00	5/2025
28	XYZ NATIONAL BANK	PLEDGEVILLE DONATIONS	FALSE	626262626	452-361	\$1,000,000.00	6/2025

4. Users *without details* – Shows a complete list of all users set up for the financial institution. Will provide if the user is active / inactive, contact information, and if the user requires a password reset.

	A	B	C	D	E	F	G	H
1	Username	Name	Email	Phone	User Role	Active?	Force PW Reset?	Accounts (PD Only)
2	PD_Pledgeville	COLLATERAL SYSTEM	PLEDGEWV@WVSTO.GOV	5555555555	Admin	TRUE	FALSE	
3	PLEDGE_COLLATERAL	COLLATERAL SYSTEM	PLEDGEWV@WVSTO.GOV	5555555555	Admin	TRUE	FALSE	

4.2 System Filters

PDs can sort data easily with the built in filters if the “Export to Excel” feature does not meet their needs.

1. Public Depositors may utilize the built in filters on most tabs.

Legal Bank Name	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date	Time Deposit Issue Date	Time Deposit Maturity Date	Close Date	Pass-Through Deposit Insured?
										<input type="checkbox"/>

2. Once on the correct tab, decide which column you wish to filter.
3. Place your cursor in the field to the left of the filter icon. Note – the outline of the box will turn black in color.

BANK ACCOUNTS

Legal Bank Name	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date	Time Deposit Issue Date	Time Deposit Maturity Date	Close Date	Pass-Through Deposit Insured?
XYZ NATIONAL BANK	626262626	452-361	Outside Bank Account	Open	PLEDGEVILLE DONATIONS	2/9/2025				<input type="checkbox"/>
ABC Bank	212121212	567890	State Treasury Account	Open	PLEDGEVILLE GENERAL FUNDS	2/15/2025				<input type="checkbox"/>
ABC Bank	010101010	987654	Political Subdivision Account	Open	PLEDGEVILLE OPERATING	2/27/2025				<input type="checkbox"/>

4. Type the information in the field you wish for the system to search and filter for you.

BANK ACCOUNTS

Legal Bank Name	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date	Time Deposit Issue Date	Time Deposit Maturity Date	Close Date	Pass-Through Deposit Insured?
		452-361								<input type="checkbox"/>
XYZ NATIONAL BANK	626262626	452-361	Outside Bank Account	Open	PLEDGEVILLE DONATIONS	2/9/2025				<input type="checkbox"/>
ABC Bank	212121212	567890	State Treasury Account	Open	PLEDGEVILLE GENERAL FUNDS	2/15/2025				<input type="checkbox"/>
ABC Bank	010101010	987654	Political Subdivision Account	Open	PLEDGEVILLE OPERATING	2/27/2025				<input type="checkbox"/>

5. Click on the filter icon. A drop-down menu will appear for you to select from.

BANK ACCOUNTS

Legal Bank Name	ABA Number	Account Number	Depositor Account Type	Status
		452-361		
XYZ NATIONAL BANK	626262626	452-361		
ABC Bank	212121212	567890		
ABC Bank	010101010	987654		

[Export to Excel](#)

Filter Options

- Check All
- 452-361
- 567890
- 987654

No Filter

- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan
- GreaterThanOrEqualTo
- LessThanOrEqualTo
- Between
- NotBetween
- IsEmpty
- NotIsEmpty
- IsNull
- NotIsNull

Apply Cancel

Collateral Hotline

6. In this example, "Contains" was chosen. It has now filtered all account numbers with 452-361 in it.

BANK ACCOUNTS

Bank Account Details		Bank Account Balances									
Legal Bank Name	ABA Number	Account Number	Depositor Account Type	Status	Bank Account Name	Open Date	Time Deposit Issue Date	Time Deposit Maturity Date	Close Date	Pass-Through Deposit Insured?	
XYZ NATIONAL BANK	626262626	452-361	Outside Bank Account	Open	PLEDGEVILLE DONATIONS	2/9/2025				<input type="checkbox"/>	

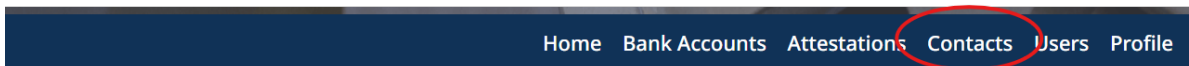
[Export to Excel](#)

Contacts

5.1 Add Public Depositor Contact

PDs can add contacts directly to Pledge WV Online Collateral System. This will allow the State Treasurer’s Office to communicate with PDs regarding any future changes, updates, and issues.

1. Click on “Contacts” from the main navigation menu.



PUBLIC DEPOSITOR HOME PAGE

2. Click on “Add Contact”.

CONTACTS

To upload a file, please verify the contact information and click "Continue".

[Add Contact](#)

Continue

3. Complete the pop-up box with the new contact information.

Contact Name:

Title:

Phone:

Email:

Make Primary Contact

Save

Cancel

4. Decide if the new contact will be the designated primary contact for your entity. If so, check mark the box. Click "Save" at the bottom.

Contact Name:

Title:

Phone:

Email:

Make Primary Contact

5. The newly added contact will now appear.

CONTACTS

To upload a file, please verify the contact information and click "Continue".

[Add Contact](#)

Name: Public Depositor

Title: City Manager

Phone: 5555555555

Email: pdmanual@wv.go

Primary Contact

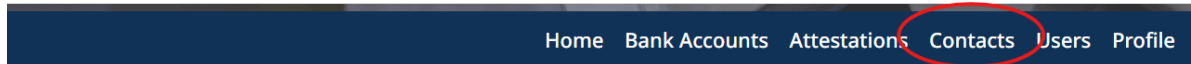
[Edit](#)

6. Repeat the steps if more contacts are needed.

5.2 Edit Public Depositor Contact

PDs can edit contacts directly in Pledge WV Online Collateral System. This will allow the State Treasurer's Office to communicate with PDs regarding any future changes, updates, and issues.

1. Click on "Contacts" from the main navigation menu.



PUBLIC DEPOSITOR HOME PAGE

2. Locate the contact you wish to edit and click the blue "Edit" button below it.

CONTACTS

To upload a file, please verify the contact information and click "Continue".

[Add Contact](#)

Name: Public Depositor
Title: City Manager
Phone: 5555555555
Email: pdmanual@wv.go

Primary Contact

[Edit](#)

3. Update the information in the pop-up box and click "Save" at the bottom. You may also delete a contact if needed from the system in this pop-up box.

Contact Name:

Title:

Phone:

Email:

Make Primary Contact

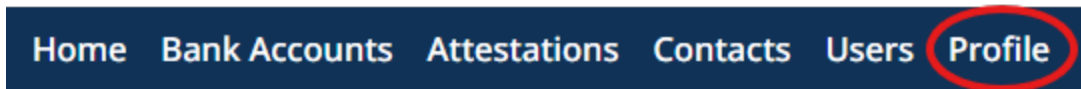
Profile

6.1 Public Depositor Demographics

PDs will be able to view the demographics for their organization under the “Profile” tab. They can notify the STO of any incorrect information by email or phone.

CollateralGroup@wvsto.gov

304-340-5020



PROFILE

<i>Legal Name:</i>	PD TRAINING
<i>Tax ID:</i>	555555555
<i>Address 1:</i>	111 PLEDGE LANE
<i>Address 2:</i>	
<i>City:</i>	PLEDGEVILLE
<i>State:</i> WV	<i>Zip:</i> 22222
<i>Website Address:</i>	PLEDGESRUS.COM