

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

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 a form titled 'Add/Amend/Withdraw Agreements'. At the top left is an 'Intake' icon and the product ID 'PRODUCT-165519'. On the right are 'Withdraw Product' and 'Edit' buttons. The form fields include:

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

A 'New Agreement' button is at the bottom right. A note at the bottom says 'Current Agreement for Example Prepaid Product'.

Add an agreement for a prepaid product

Step 1

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

This screenshot is identical to the one 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 dialog box is titled 'New Agreement' and contains the message: 'This action will replace the current agreement, if one exists. Enter the Agreement Effective Date below to continue.' Below is a date input field with '03/30/2021' and a calendar overlay for March 2021. The calendar shows dates from 1 to 31. Buttons for 'Cancel' and 'Continue' are at the bottom right. A note at the bottom says '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 page is titled 'Document Upload' with the instruction: 'Agreements must have all document types listed below. Files must be text-searchable, digitally-created PDFs. Please see the User Guide for more information.' It includes:

- A section for 'Document Type(s)' with checkboxes for 'Prepaid Agreement', 'Short Form', and 'Long Form Information', all of which are unchecked.
- An 'Attachment' section with a 'Choose File' button.
- Buttons for 'Cancel Agreement Creation' and 'Upload Document' at the bottom.

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		New
				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

Product Name: Example Prepaid Product
Status: Active
Initial Offer Date of Program: 1/1/2019
Product Withdrawal Date:
Is there a Program Manager? Yes
Program Manager: Example Program Manager

If Other, please specify:
Are there Other Relevant Parties? Yes
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.

Sample 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	Mo	Tu	We	Th	Fr	Sa
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

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**'

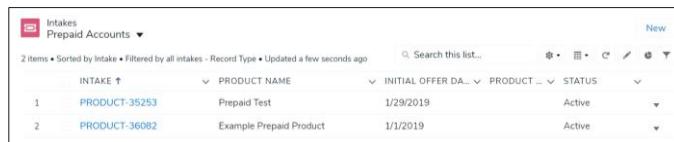


Prepaid account agreement submission

- 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			
INTAKE	PRODUCT NAME	INITIAL OFFER DATE	PRODUCT
1	PRODUCT-35253	Prepaid Test	1/29/2019
2	PRODUCT-36082	Example Prepaid Product	1/1/2019

Step 3

Select '**Withdraw Product**' to proceed.



Product Name: Example Prepaid Product
Status: Active
Initial Offer Date of Program: 1/1/2019
Product Withdrawal Date: (empty)
Is there a Program Manager? Yes
Program Manager: Example Program Manager

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.



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

Update a prepaid product entry

Step 1

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

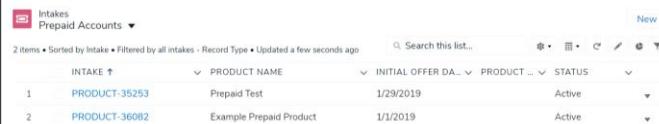


Prepaid account agreement submission

- 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					
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

Issuer Name: ****CFPB Test****

Product Type: GPR (General Purpose Reloadable)

If Other, please specify:

Are there Other Relevant Parties? Yes

Other Relevant Parties: Example Other Relevant Party

Status: Active

Initial Offer Date of Program: 1/1/2019

Product Withdrawal Date:

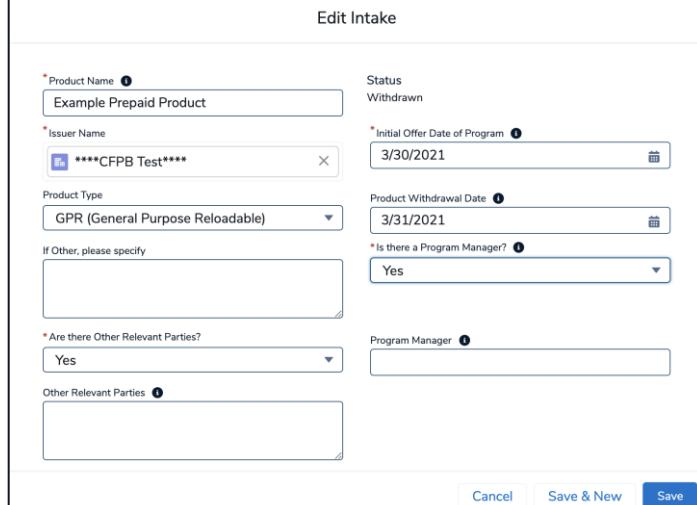
Is there a Program Manager? Yes

Program Manager: Example Program Manager

B 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

Initial Offer Date of Program: 3/30/2021

Product Withdrawal Date: 3/31/2021

Is there a Program Manager? Yes

Are there Other Relevant Parties? Yes

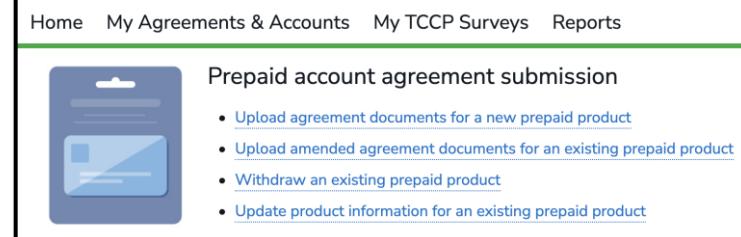
Other Relevant Parties:

Cancel Save & New Save

[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 Agreements & 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.

The screenshot shows a list of reports under the 'All Folders' section. There is one item listed: 'Collect - Prepaid Products'. The details for this item are as follows:

Name	Created By	Created On	Last Modified By	Last Modified
Collect - Prepaid Products		5/18/2022, 4:24 PM		5/18/2022, 4:

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.

The screenshot shows the contents of the 'Collect - Prepaid Products' folder. There is one report item listed: 'Prepaid Product'. The details for this item are as follows:

Name	Description	Folder	Created By	Created On	Subscribed
Prepaid Product		Collect - Prepaid P		6/6/2022, 4:21 PM	

Step 4

Select a report within the folder in order to view.

The screenshot shows the 'Report: Intakes Prepaid Product' interface. At the top right, there are two red arrows pointing to the 'Filter' button (a dropdown menu icon) and the 'Export' button. The report table displays three records:

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	-	Wet
2 AGMNT-287414	Test Prepaid 2	Test Collect Entity	-	-	No	-	Wet
3 AGMNT-287415	Test Prepaid 3	Test Collect Entity	-	-	No	-	Wet

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