

# SLGSafe User's Guide

## Change a Subscription Before Issue

You can change a subscription in SLGSafe, provided you are authorized to do so. A Trustee, Owner, or Subscriber can make changes to a subscription.

Your subscriptions must be in complete status before 3:00 p.m. ET on the issue date. In order to update or make changes to a subscription, follow the steps below.



## Change a Subscription Before Issue

File Edit View Favorites Tools Help

TD Home

SLG Safe  
PORTFOLIO  
MANAGEMENT  
SYSTEM

SLG Safe v0.11.11.0

OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 08:18 AM EDT

### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

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## Change a Subscription Before Issue

File Edit View Favorites Tools Help

TD View Subscriptions

SLG Safe v0.11.11.0

OMB: No:1535-0092

Home Rate Management

The Status column shows whether the subscription is "Complete" and ready to issue or, "Incomplete" and still needs to be updated.

07/01/2009 08:19 AM EDT

### View Subscriptions

Subscriptions

	<a href="#">View</a>	<a href="#">TIN</a>	<a href="#">Program</a>	<a href="#">Status</a>	<a href="#">Owner Name</a>	<a href="#">Rate Table Date</a>	<a href="#">Issue Date</a>	<a href="#">Issue Amount</a>
<a href="#">Chance</a>	<a href="#">2009</a>		Demand Deposit	Complete	Village of Washington	07/01/2009	08/14/2009	\$10,000.00
<a href="#">Chance</a>	<a href="#">2009</a>		Time Deposit	Complete	Big School ISD	07/01/2009	07/31/2009	\$1,000.00

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To make changes to the subscription, click on the Change link in the first column beside the Case Number of the subscription you want to change.

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## Change a Subscription Before Issue

File Edit View Favorites Tools Help

TD Change a Subscription Before Issue - Time Deposit

### Change a Subscription Before Issue - Time Deposit

Owner | Trustee | Funds for Purchase | ACH Institution | ACH Instructions | Subscriber | Viewer | Securities | Review

#### Issue Information

Treasury Case Number 2009      Status Complete  
Issue Date 07/31/2009      Issue Amount \$1,000.00  
Rate Table Date 07/01/2009

#### State or Local Government Body

Taxpayer Identification Number   
Underlying Bond Issue 2002 Refunding  
Owner Name Big School ISD  
Address Line 1 1234 School Road  
Line 2 Room 1  
Line 3   
City Smallville  
State WV  
Zip Code 26101 -   
Contact Name John Smith  
Telephone 304-222-8888  
Fax 304-222-9999  
E-mail jsmith@smallville.gov

This brings up the subscription screen where you originally entered the information. Notice that there is some information you will not be able to change. According to our regulations (31 CFR Part 344), the issue day cannot be changed, so that information is not available for change. Any other information shown in open text boxes is available to change. Note that some information has restrictions per our regulations. The issue amount can only be changed 10% above or below the original issue amount.

Continue tabbing through the screens until you have made all the updates you require. Be sure to include contact information. For more information on updating information on the different tabs, see the section on [Entering a Time or Demand Subscription](#).

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## Change a Subscription Before Issue

The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for home, RSS, print, page, and tools. The page title is "View a Subscription Before Issue - Time Deposit". The navigation menu includes Home, Rate Management, Reports, Help, Contact Us, and Logout. The date and time "07/01/2009 08:21 AM EDT" are displayed in the top right.

### View a Subscription Before Issue - Time Deposit

**Issue Information**

<b>Treasury Case Number</b>	
<b>Status</b>	Complete
<b>Issue Date</b>	07/31/2009
<b>Issue Amount</b>	\$1,000.00
<b>Rate Table Date</b>	07/01/2009

**Owner**

<b>Taxpayer Identification Number</b>	
<b>Underlying Bond Issue</b>	2002 Refunding
<b>Owner Name</b>	Big School ISD
<b>Address Line 1</b>	1234 School Road
<b>Line 2</b>	Room 1
<b>Line 3</b>	
<b>City</b>	Smallville
<b>State</b>	WV
<b>Zip Code</b>	26101
<b>Contact Name</b>	John Smith
<b>Telephone</b>	304-222-8888
<b>Fax</b>	304-222-9999
<b>E-mail</b>	jsmith@smallville.gov

Once you have made all the changes, review the information. None of your changes will be accepted until you have hit the Submit to Treasury button at the bottom of the Review tab.

**Trustee**

<b>ABA Routing Number</b>	
<b>Bank Reference Number</b>	

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## Change a Subscription Before Issue

**Viewers**

ABA/TIN	Organization Name
	bk

**Securities**

Security Number	Security Type	Principal Amount	Interest Rate	Maturity Date	First Interest Payment Date	Security Description
1	Note	\$25,986.00	0.000000000%	01/15/2012		

**Submit**

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- If you are an agent, you are acting under the issuer's specific authorization.
- If the issuer is purchasing a SLGS security with any amount received from the sale or redemption (at the option of the holder) before maturity of any marketable security, the yield on such SLGS security does not exceed the yield at which such marketable security was sold or redeemed.
- If the issuer is purchasing a SLGS security with any amount received from the redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security), the yield on the SLGS security being purchased does not exceed the yield that was used to determine the amount of redemption proceeds for such redeemed Time Deposit security.

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At the bottom of the Review tab, you will see the Submit to Treasury button. Click on this button and you will receive a confirmation page.

## Change a Subscription Before Issue — Review Confirmation

### Change a Subscription Before Issue - Time Deposit

Thank you for subscribing to SLGS. The Bureau

has received change(s) to the following subscription:

#### Confirmation

**Treasury Case Number** 2009  
**Program Type** Time Deposit  
**Issue Amount** \$25,986.00  
**Issue Date** 07/15/2009  
**Owner** TOWN OF CLINTON (CLINTON REF ESC 12/29/04)  
**TIN**  
**Rate Table Date** 06/29/2009  
**Status** Complete

**Please record this information for your case file.**

#### Timestamp

**Confirmation Date** 07/03/2009  
**Confirmation Time** 09:59 AM EDT

[Create PDF](#)

Print this page for your records. If you do not receive a confirmation page, your changes were not accepted. You can also create a .pdf of the confirmation by clicking on the Create PDF button from this page.