

# Customer Deposit Account (CDA)

## Contents

Use and Setup Requirements of Customer Deposit Accounts (CDA) - [Page 2](#)

Closing or Inactivating a Customer Deposit Account (CDA) Record - [Page 2](#)

Customer Adding Money to a Customer Deposit Account via Portal - [Page 2](#)

Customer Add Money to CDA Via Portal - [Page 4](#)

Entering Payment via Telecheck - [Page 5](#)

Customer Deposit Account Receipts - [Page 7](#)

Verifying Customer Deposit Account Balance - [Page 8](#)

Customer Monthly Statements Portal Download - [Page 8](#)

## **Use and Setup Requirements of Customer Deposit Accounts (CDA)**

The Customer Deposit Accounts (CDA) are for customers filing documents online who prefer to pay using a prepaid account versus a charge card or mailing a check. The system stores the payee information, the customer IDs, and the emails of who can access the account.

Only predetermined Pennsylvania DOS Staff can set up a Customer Deposit Account. After the account is added to the system, the customer can use the portal to make deposits to their CDA account.

The Customer must have a PA login and provide Pennsylvania a required \$500 deposit to establish a new CDA. The person requesting the CDA must:

- Submit the information on Company letterhead
- Show the Contact person information (name, email address, address, contact telephone number).
- If known, include the name and email address of individuals who are authorized to use the account. This information can be sent after the account is set-up
- Enclose a \$500 payment
- Mail to DOS or drop it off at the office counter

A PA DOS staff member will notify the requester when the account is set up and ready to use.

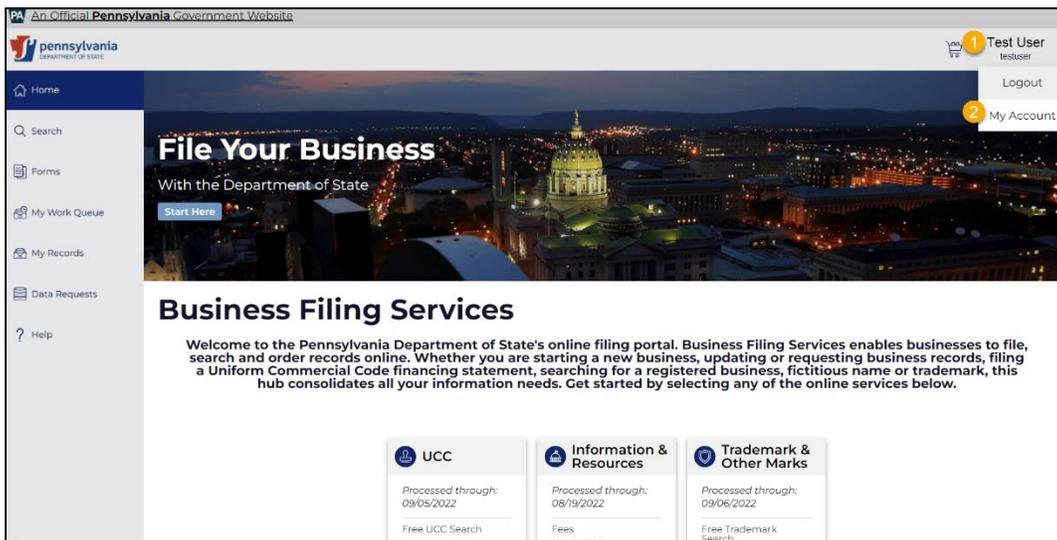
## **Closing or Inactivating a Customer Deposit Account (CDA) Record**

Should the holder of a Customer Deposit Account ever want to close or inactivate the account, notify the DOS and they will discuss with the account owner the required process.

## **Customer Adding Money to a Customer Deposit Account via Portal**

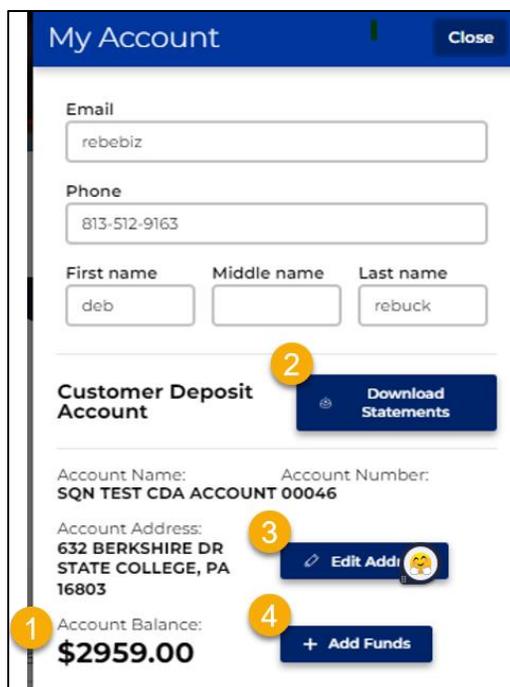
When a customer needs to add money to an account this can be done using the Pennsylvania Department of State Portal. The customer must be logged into the Pennsylvania Department of State portal using their assigned customer login.

To begin, select the **customer ID**<sup>1</sup> from the top right of the page, and select **My Account**<sup>2</sup>.



The **My Account** screen shows the Customer Deposit information including the current **account balance**<sup>1</sup>, customer contact, and the functions available which are:

- **Download**<sup>2</sup> statements to retrieve a monthly statement
- **Edit Address**<sup>3</sup> to update the account address.
- **Add Funds**<sup>4</sup> to add money to the balance in the account. The funds are added to the CDA via ACH using the Payeezy interface.



## Customer Add Money to CDA Via Portal

Users can add money to the **Customer Deposit Account** by selecting **Add Funds**<sup>1</sup>. Next, enter a **Custom Amount**<sup>2</sup>. When finished, select **Add Funds**<sup>3</sup>.

The payment cart will appear showing the deposit to the Customer Account<sup>1</sup>, and the amount<sup>2</sup> added to the account. Users should verify the deposit account, and total amount, then select Pay with ACH<sup>3</sup>. *Note, that only ACH is available when adding funds to the Customer Deposit Account via the portal. Telecheck is the vendor used to enter the payment check information.*

## Entering Payment via Telecheck

The Telecheck application is used to load Customer Deposit Account funds when using a check. Users should verify the **deposit amount**<sup>1</sup> and enter the check payment **details**<sup>2</sup>. When finished, select **Proceed to Consent Page**<sup>3</sup> *Note, the check can be either a business or personal check. Entering the check number and ID Details is optional.*

PA.GOV

### Test Telecheck

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**Review Your Order**

REF\_NUM  
d9106e7a-0770-4a83-9 1

Total Amount:    USD    600.00

**Pay With Your Check**

Customer Name

2 ABA/Bank Routing No.

Bank Account Type  
Personal ▼

Account Number

Check Number

Address

City

State/Province  
Alabama ▼

ZIP/Postal Code

Country  
United States ▼

Phone  
Home ▼

Email

ID Details  
Driver's License ▼

If using a driver's license as ID, please also include the state, e.g: TX123456789  
If using a Tax ID/Tin, please omit any dashes or spaces, e.g: 89654121

Proceed to Consent Page

**Check Description**

Your Name  
123 Main Street  
Anytown, USA

1001

VOID

HOUR BANK

ABA Check Routing Number    Account Number    Check Number

123456789    000123456789    1001

- ABA/Bank Routing No.
- Account Number
- Check Number - (Optional)

Upon completion of the Payment Information page, the Consent page will be displayed; you will be asked to consent to the electronic funds transfer.

Next, review the user can review the order and **Click to Agree**<sup>1</sup> to the terms. Select **Pay With Your Check**<sup>2</sup> to finish.



## Test Telecheck

### Review Your Order

REF\_NUM  
d9106e7a-0770-4a83-9

Total Amount:    USD    600.00

**1** Please indicate your agreement.

Click to Agree

Today, being 07/19/2022, by entering the Company's routing and account number above and clicking "Authorize," as an authorized Company representative, I authorize the payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from the Company's checking or savings account as indicated above and, if necessary, electronic credits to the Company's account to correct erroneous debits.

I understand that the processing of the payment will be completed within 1 - 2 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment and the state return item fee and, if applicable, costs, based on the Company's locale that I have provided above by EFT(s) or draft(s) drawn from the Company account.

**Click here to view your state's returned item fee and, if applicable, costs.**

I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it by calling you at (XXX) XXX-XXXX and allow you reasonable opportunity to act on my notice.

I accept these terms, acknowledge these disclosures and authorize this payment on behalf of Company and further agree, on Company's behalf, that Company shall be bound by the NACHA Rules in effect, both now and as amended from time to time.

PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS. ALTERNATIVELY, CONTACT US AT (XXX) XXX-XXXX TO LEARN HOW YOU CAN OBTAIN A COPY.

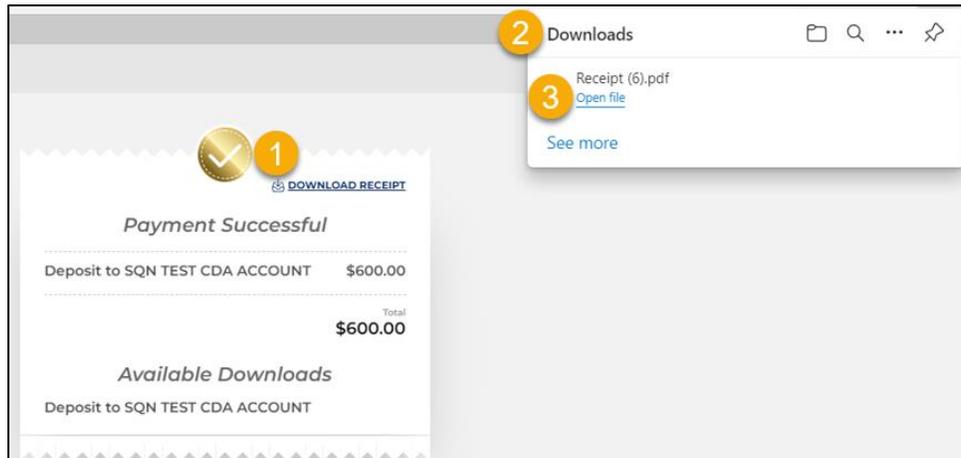
**2** Pay With Your Check

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

## Customer Deposit Account Receipts

After the payment is successfully processed a receipt is generated. Users can download the receipt by selecting **Download Receipt**<sup>1</sup>. A **pop-up**<sup>2</sup> will appear showing the downloaded receipt file available. By selecting **Open file**<sup>3</sup> users can view, save, or print the receipt.



Below is an example of a receipt. The receipt shows:

- **Receipt date**<sup>1</sup> - Date payment received
- **Receipt No**<sup>2</sup> - Payment receipt number
- **Receipt Item**<sup>3</sup> - Deposit or Payment detail lines
- **Description**<sup>4</sup> - Customer Deposit Account funds deposited
- **Check/Ref#**<sup>5</sup> - Check or reference number to track the transaction
- **Amount**<sup>6</sup> - Dollar amount debited and credited for the transaction

		<b>Pennsylvania Department of State</b> Bureau of Corporations and Charitable Organizations PO Box 8722   Harrisburg, PA 17105-8722 T: 717.787.1057 dos.pa.gov/BusinessCharities	
		1	Receipt Date: 07/19/2022
		2	Receipt No.: 203031
<b>Receipt Detail</b>			
3	Receipt Item	4	Description
	Deposit to Account	5	Check/Ref#
	Payment - Web Credit Card		Amount
	Deposit to SQN TEST CDA ACCOUNT	46	-\$600.00
		ET100167	\$600.00
			Balance: <b>\$0.00</b>

## Verifying Customer Deposit Account Balance

By viewing **My Account**, customers can **Download Statements**<sup>1</sup>, **Edit Address**<sup>2</sup> on file, and verify the **Account Balance**<sup>3</sup>.

The screenshot shows the 'My Account' page with the following details:

- Email:** rebebiz
- Phone:** (empty field)
- First name:** deb
- Middle name:** (empty field)
- Last name:** rebuck
- Customer Deposit Account:**
  - Download Statements** (button, marked with a yellow circle 1)
- Account Name:** SQN TEST CDA ACCOUNT 00046
- Account Number:** 00046
- Account Address:** 632 BERKSHIRE DR, STATE COLLEGE, PA 16803
  - Edit Address** (button, marked with a yellow circle 2)
- Account Balance:** \$3559.00
  - + Add Funds** (button, marked with a yellow circle 3)

## Customer Monthly Statements Portal Download

Customers can generate and download the CDA monthly transaction detail. To begin, select **Download Statements**<sup>1</sup>. Next, choose a month from the **drop-down**<sup>2</sup> menu, and select **Download**<sup>3</sup>. *Note, the current month is not available until after the last day of the month.*

This screenshot is identical to the previous one, but the **Download Statements** button is highlighted with a yellow circle 1.

The screenshot shows the 'Prepaid Statements' dropdown menu with the following options:

- Statement Date:** [Select a statement date] (marked with a yellow circle 1)
- Download** (button, marked with a yellow circle 2)
- July 2022
- June 2022
- May 2022
- April 2022
- March 2022
- February 2022
- January 2022
- December 2021
- November 2021
- October 2021
- September 2021
- August 2021

After downloading customers can View, Save, or Print the statement. Below is an example of the Account Activity a customer would receive.

		<b>Pennsylvania Department of State</b> Bureau of Corporations and Charitable Organizations PO Box 8722   Harrisburg, PA 17105-8722 T: 717.787.1057 <a href="http://dos.pa.gov/BusinessCharities">dos.pa.gov/BusinessCharities</a>		
<b>SQN TEST CDA ACCOUNT</b> 632 BERKSHIRE DR STATE COLLEGE, PA 16803		08/19/2022 Account No. 00046		
<b>Account Activity</b> For Activity Between 5/1/2022 12:00:00 AM and 5/31/2022 11:59:59 PM				
<b>Account Summary</b>				
		<b>Beginning Balance:</b>	<b>\$0.00</b>	
		<b>Total Charges:</b>	<b>-\$2,071.00</b>	
		<b>Total Deposits:</b>	<b>\$2,100.00</b>	
		<b>Ending Balance:</b>	<b>\$29.00</b>	
<b>Account Activity</b>				
<u>Date</u>	<u>Document No.</u>	<u>Description</u>	<u>Receipt No.</u>	<u>Amount</u>
05/03/2022	0003522106	Expedite Same Day	000199938	-\$100.00
05/13/2022	0003522250	Expedite Same Day	000200080	-\$100.00
05/10/2022	0000027745	Trademark Registration	000200028	-\$50.00
05/12/2022	0000027750	Trademark Registration	000200066	-\$50.00
05/09/2022	2022050900007 2	UCC - 20220509000072	000200010	-\$84.00
05/09/2022	2022050900007 3	UCC - 20220509000073	000200011	-\$84.00
05/13/2022	2022051300007 6	UCC - 20220513000076	000200070	-\$84.00
05/13/2022	2022051300007 7	UCC - 20220513000077	000200071	-\$84.00
05/18/2022	2022051802022 4	UCC - 20220518020224	000201976	-\$84.00
05/18/2022	2022051802022 4	UCC - 20220518020224	000201976	-\$84.00
05/16/2022	2022051602022 2	UCC11 Information Request - 20220516020222	000201973	-\$12.00
05/16/2022	2022051602022 3	UCC11 Information Request - 20220516020223	000201974	-\$12.00
05/17/2022	2022051702022 3	UCC11 Information Request - 20220517020223	000201970	-\$12.00
05/20/2022	2022052002022 9	UCC11 Information Request - 20220520020229	000202039	-\$12.00
05/16/2022	2022051602022 2	UCC11 Certification - 20220516020222	000201973	-\$28.00
05/16/2022	2022051602022 3	UCC11 Certification - 20220516020223	000201974	-\$28.00
Page 1 of 2				
<u>Date</u>	<u>Document No.</u>	<u>Description</u>	<u>Receipt No.</u>	<u>Amount</u>
05/17/2022	2022051702022 3	UCC11 Certification - 20220517020223	000201970	-\$28.00
05/20/2022	2022052002022 9	UCC11 Certification - 20220520020229	000202039	-\$28.00
05/10/2022	0000027743	Insignia or Marked Articles Registration	000200025	-\$70.00
05/10/2022	0000027744	Insignia or Marked Articles Registration	000200026	-\$70.00
05/12/2022	0000027749	Insignia or Marked Articles Registration	000200065	-\$70.00
05/13/2022	0000027751	Insignia or Marked Articles Registration	000200072	-\$70.00
05/13/2022	0000027752	Insignia or Marked Articles Registration	000200074	-\$70.00
05/18/2022	0000027988	Three oval circles with a blue background and havi	000201998	-\$70.00
05/16/2022	0000027969	Insignia or Marked Articles Amendment	000201965	-\$70.00
05/16/2022	0000027971	Insignia or Marked Articles Amendment	000201967	-\$70.00
05/20/2022	0000027996	marketing logos used for paper materials and marke	000202047	-\$70.00
05/23/2022	0000028000	two blue and white coloring with animal paw prints	000202075	-\$70.00
05/03/2022	0003522106	DR ONYX AND DHARMA, LLLP	000199938	-\$125.00
05/03/2022	0003522102	dr restricter mind, llc	000199936	-\$125.00
05/13/2022	0003522250	RE AUTH ONYX AND DHARMA, LTD	000200080	-\$70.00
05/03/2022	0003522106	Veteran Fee Waiver	000199938	\$125.00
05/12/2022	0003522237	RE BIZ TRUST TEST	000200060	-\$125.00
05/16/2022	2022051602022 3	UCC11 Info Request Copies - 20220516020223	000201974	-\$3.00
05/20/2022	2022052002022 9	UCC11 Info Request Copies - 20220520020229	000202039	-\$84.00
			<b>Total New Charges:</b>	<b>-\$2,071.00</b>
<b>Deposits</b>				
<u>Date</u>	<u>Payment No.</u>	<u>Description</u>	<u>Receipt</u>	<u>Amount</u>
05/03/2022	00046	Deposit to Account	000199925	\$1,000.00
05/03/2022	00046	Deposit to Account	000199945	\$100.00
05/06/2022	00046	Deposit to Account	000199967	\$1,000.00
			<b>Total Payments:</b>	<b>\$2,100.00</b>