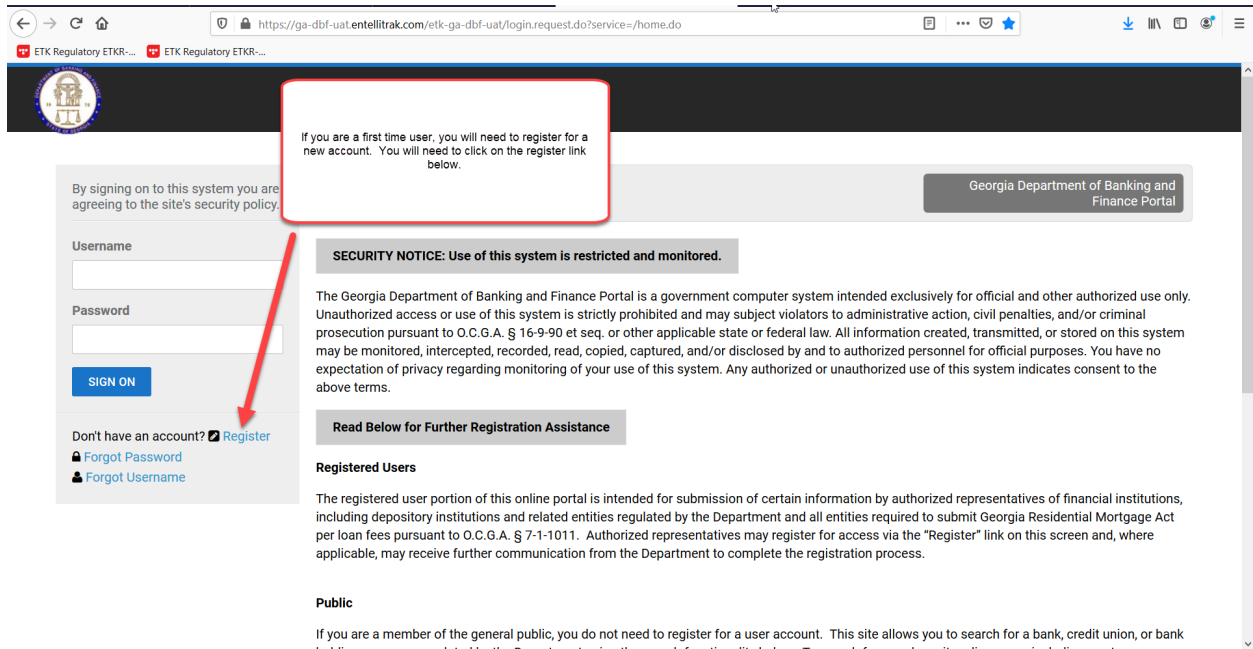


Registering as a New Online User

1. If you are a first-time user, you will need to register for a new account. Please click on the register link. If you have already registered for a new account, you can enter your username and password to sign on and proceed to step number five in the instructions.



https://ga-dbf-uat.entellitrak.com/etk-ga-dbf-uat/login.request.do?service=/home.do

ETK Regulatory ETKR... ETK Regulatory ETKR...

Georgia Department of Banking and Finance Portal

By signing on to this system you are agreeing to the site's security policy.

Username

Password

SIGN ON

Don't have an account? [Register](#)

[Forgot Password](#)

[Forgot Username](#)

SECURITY NOTICE: Use of this system is restricted and monitored.

The Georgia Department of Banking and Finance Portal is a government computer system intended exclusively for official and other authorized use only. Unauthorized access or use of this system is strictly prohibited and may subject violators to administrative action, civil penalties, and/or criminal prosecution pursuant to O.C.G.A. § 16-9-90 et seq. or other applicable state or federal law. All information created, transmitted, or stored on this system may be monitored, intercepted, recorded, read, copied, captured, and/or disclosed by and to authorized personnel for official purposes. You have no expectation of privacy regarding monitoring of your use of this system. Any authorized or unauthorized use of this system indicates consent to the above terms.

Read Below for Further Registration Assistance

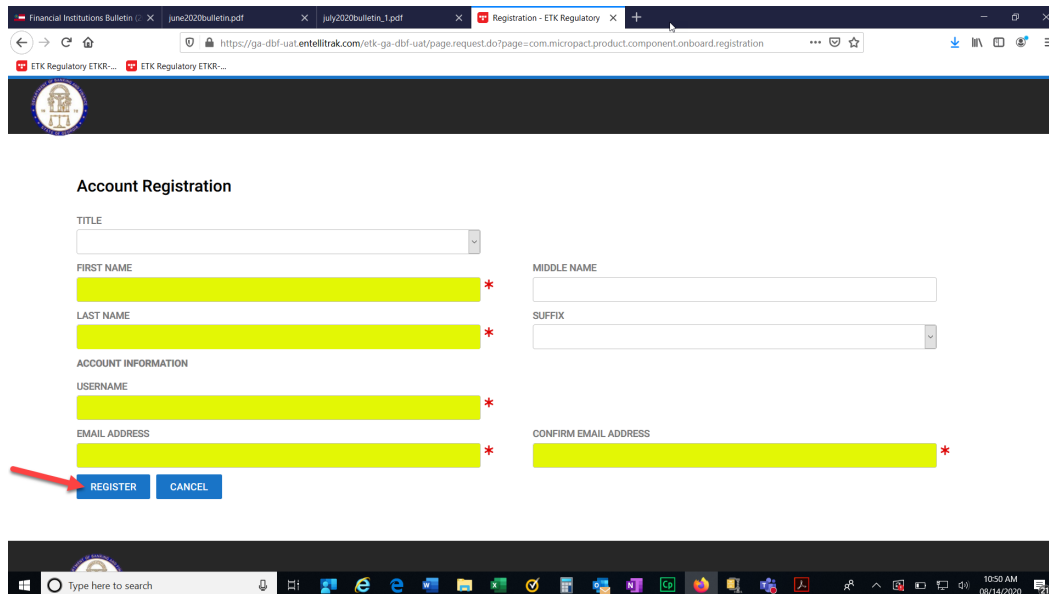
Registered Users

The registered user portion of this online portal is intended for submission of certain information by authorized representatives of financial institutions, including depository institutions and related entities regulated by the Department and all entities required to submit Georgia Residential Mortgage Act per loan fees pursuant to O.C.G.A. § 7-1-1011. Authorized representatives may register for access via the "Register" link on this screen and, where applicable, may receive further communication from the Department to complete the registration process.

Public

If you are a member of the general public, you do not need to register for a user account. This site allows you to search for a bank, credit union, or bank holding company regulated by the Department via the search function(s) below. To search for bank depository licenses including mortgage...

2. Once you click on register, you will be asked to provide the required information highlighted below. Once you have provided the required information, select register.



Financial Institutions Bulletin... june2020bulletin.pdf... july2020bulletin_1.pdf... Registration - ETK Regulatory

https://ga-dbf-uat.entellitrak.com/etk-ga-dbf-uat/page.request.do?page=com.microcompact.product.component.onboard.registration

ETK Regulatory ETKR... ETK Regulatory ETKR...

Account Registration

TITLE

FIRST NAME *

LAST NAME *

MIDDLE NAME

SUFFIX

ACCOUNT INFORMATION

USERNAME *

EMAIL ADDRESS *

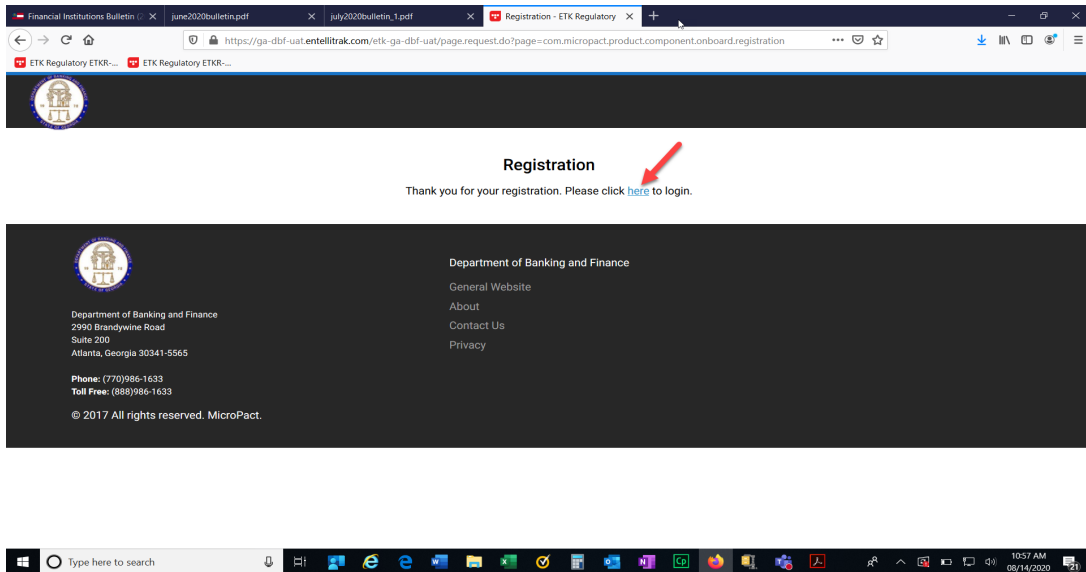
CONFIRM EMAIL ADDRESS *

REGISTER **CANCEL**

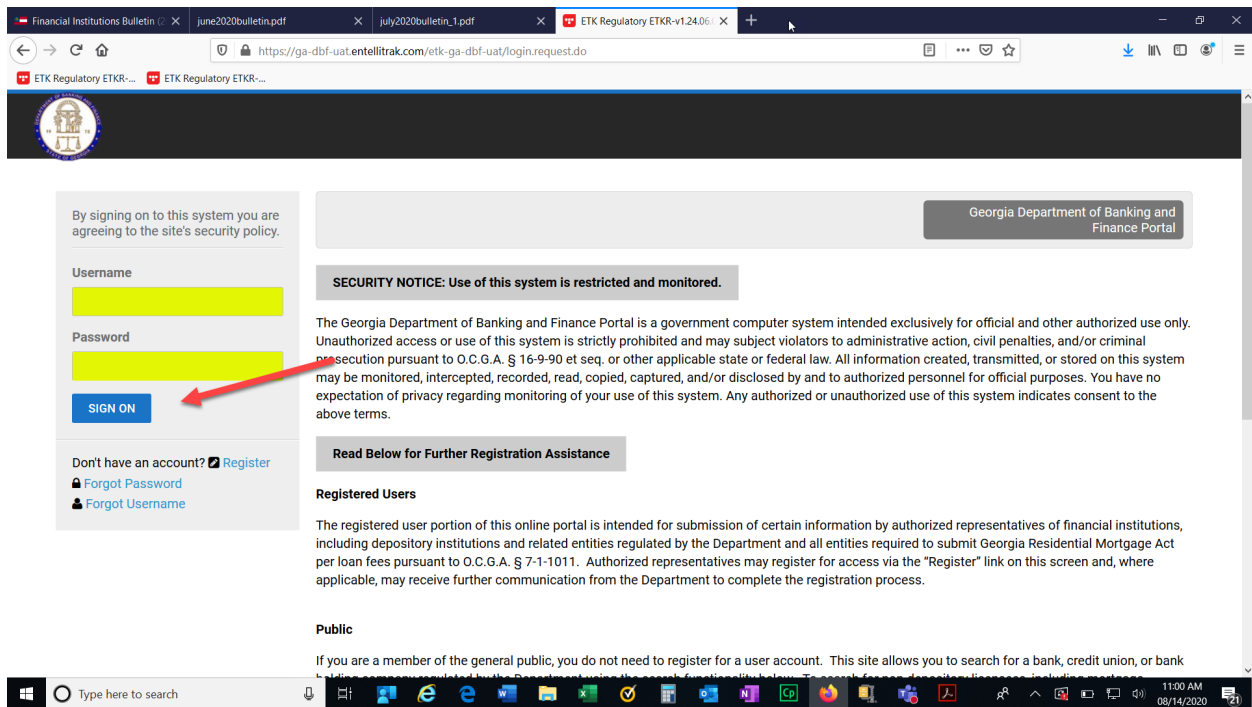
Type here to search

10:50 AM 08/14/2020

3. After clicking register, you should receive a confirmation screen that will allow you to return to login. You will need to check your email for the temporary password that will be sent to you in order to login to the system.

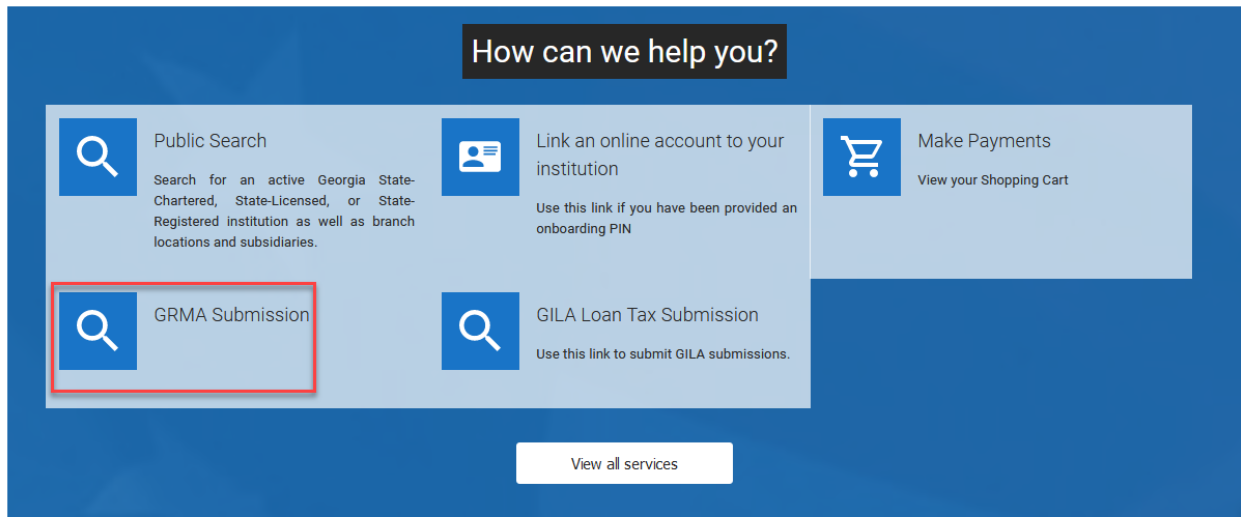


4. Once you click the link to login, you will need to provide your username and temporary password. Then click Sign On.



Paying Your GRMA Submission

5. Next you will need to provide your GRMA submission. You will scroll down until you see the GRMA Submission button. Click on GRMA Submission.




6. You will need to enter your NMLS number and click search.

The screenshot shows a web browser window with the URL <https://ga-dbf-uat2.entelltrak.com/etk-ga-dbf-uat/page.request.do?page=gov.georgia.gold.component.grmaonlinesubmission.page.grmasu>. The page content includes the heading "Search for a collecting agent using FDIC, NCUA or NMLS number, or click Submission for Non-regulated Agent". Below the heading are three input fields labeled "FDIC", "NCUA", and "NMLS". At the bottom of the form are three buttons: "CLEAR", "SEARCH", and "SUBMISSION FOR NON-REGULATED AGENT".

7. For regulated entities, you should see the entity that corresponds to the NMLS number that you submitted. Click select and submit for the approved selection. If your company has terminated its license with the Department, you will not see a record displaying an approved status, but you can still select and submit for your company even if it is not in an approved status.

<p>Mortgage Inc.</p> <p>Credential Number: 101</p> <p>Entity Type: NMLS Company</p> <p>SELECT AND SUBMIT</p>	<p>Credential Status: Surrendered/Cancelled</p> <p>Credential Type: Mortgage Lender License/Registration</p>
<p>Mortgage Inc.</p> <p>Credential Number: MLL - 101</p> <p>Entity Type: NMLS Company</p> <p>SELECT AND SUBMIT</p>	<p>Credential Status: Approved</p> <p>Credential Type: Mortgage Lender License/Registration</p>

8. You will need to review the instructions on the screen and then click next.

 **TRAN-0044779**
GRMA Loan Submission
Credential Type: Installment Lender License

Department: Georgia Department of Banking and Finance | Division: NDFI | Board: NDFI | Status: Draft | Total Fee: \$0.00

Instructions

GRMA Reporting Period

Instructions

On the following screen please enter the required information:

Loans
Select the appropriate reporting period and the total number of loans issued.

Contact Details
Provide Contact Information of Person to Contact with Questions Concerning this Form.

Collecting Agent Details
If the collecting agent is an individual, provide First and Last Name, or provide Company Name if the collecting agent is a company. The term "collecting agent" means the person listed as the secured party on a security deed or other loan document that establishes a lien on the residential real property taken as collateral at the time of the closing of the mortgage loan transaction.

Next

9. The items highlighted are required. All other information is optional. Enter the required information, then click Next.

Department: Georgia Department of Banking and Finance Division: NDFI Board: NDFI Status: Draft Total Fee: \$0.00

Instructions
GRMA Reporting Period

GRMA Reporting Period

Reporting Period *	<input type="text"/>
Number of Loans *	<input type="text"/>
Contact Name *	<input type="text"/>
Contact Phone Number *	<input type="text"/>
Contact Email Address *	<input type="text"/>
Collecting Agent Title	<input type="text"/>
Collecting Agent First Name	<input type="text"/>
Collecting Agent Last Name	<input type="text"/>
Collecting Agent Company Name *	<input type="text"/>
Collecting Agent Phone Number *	<input type="text"/>
Collecting Agent Email *	<input type="text"/>

[Previous](#) [Next](#) 

10. Please review the following statement. When you submit the information to us, you are attesting that it is true and correct to the best of your knowledge. You will not be able to move forward if you click no. Once you select yes, click next to proceed.

Department: Georgia Department of Banking and Finance Division: NDFI Board: NDFI Status: Draft Total Fee: \$0.00

Instructions	Collecting Agent Attestation	<input checked="" type="radio"/> Yes <input type="radio"/> No
GRMA Reporting Period	The information contained in this fee statement is provided in order to comply with the requirements of O.C.G.A. § 7-1-1011 and Department Rule 80-5-1-.04, which mandate the collection and remittance of \$10.00 fees to the Department of Banking and Finance. I swear and affirm that the information herein is true and correct to the best of my knowledge and belief. *	
Collecting Agent Attestation		

[Previous](#) [Next](#)

11. Once you click next, you will have an opportunity to review the information that you entered prior to submitting your GRMA Submission and paying. Once you click add to cart, you will not be able to make any changes to the transaction.

GRMA Reporting Period

Reporting Period *	1/1/2018-6/30/2018
Number of Loans *	150
Contact Name *	Carol Tester
Contact Phone Number *	770-986-1386
Contact Email Address *	webbc@dbf.state.ga.us
Collecting Agent Title	Compliance Manager
Collecting Agent First Name	Carol
Collecting Agent Last Name	Tester
Collecting Agent Company Name	Mortgage, Inc.
Collecting Agent Phone Number *	770-986-1386
Collecting Agent Email *	webbc@dbf.state.ga.us

Collecting Agent Attestation

The information contained in this fee statement is provided in order to comply with the requirements of O.C.G.A. § 7-1-1011 and Department Rule 80-5-1-.04, which mandate the collection and remittance of \$10.00 fees to the Department of Banking and Finance. I swear and affirm that the information herein is true and correct to the best of my knowledge and belief. *

Yes

Fees

Description	Fee Amount
GRMA Loan Fee	\$1,500.00
GRMA Per Loan Fee Paid Late	\$100.00

[1](#)

Actions

[Add To Cart](#)

12. Once you click add to cart, you will receive a thank you message at the bottom of the page. Please click on the [here](#) link to submit your payment.

GRMA Reporting Period

Reporting Period * 1/1/2018-6/30/2018
Number of Loans * 150
Contact Name * Carol Tester
Contact Phone Number * 770-986-1386
Contact Email Address * webbc@dbf.state.ga.us
Collecting Agent Title Compliance Manager
Collecting Agent First Name Carol
Collecting Agent Last Name Tester
Collecting Agent Company Name Mortgage, Inc.
Collecting Agent Phone Number * 770-986-1386
Collecting Agent Email * webbc@dbf.state.ga.us

Collecting Agent Attestation

The information contained in this fee statement is provided in order to comply with the requirements of O.C.G.A. § 7-1-1011 and Department Rule 80-5-1-.04, which mandate the collection and remittance of \$10.00 fees to the Department of Banking and Finance. I swear and affirm that the information herein is true and correct to the best of my knowledge and belief. *

Yes

Fees

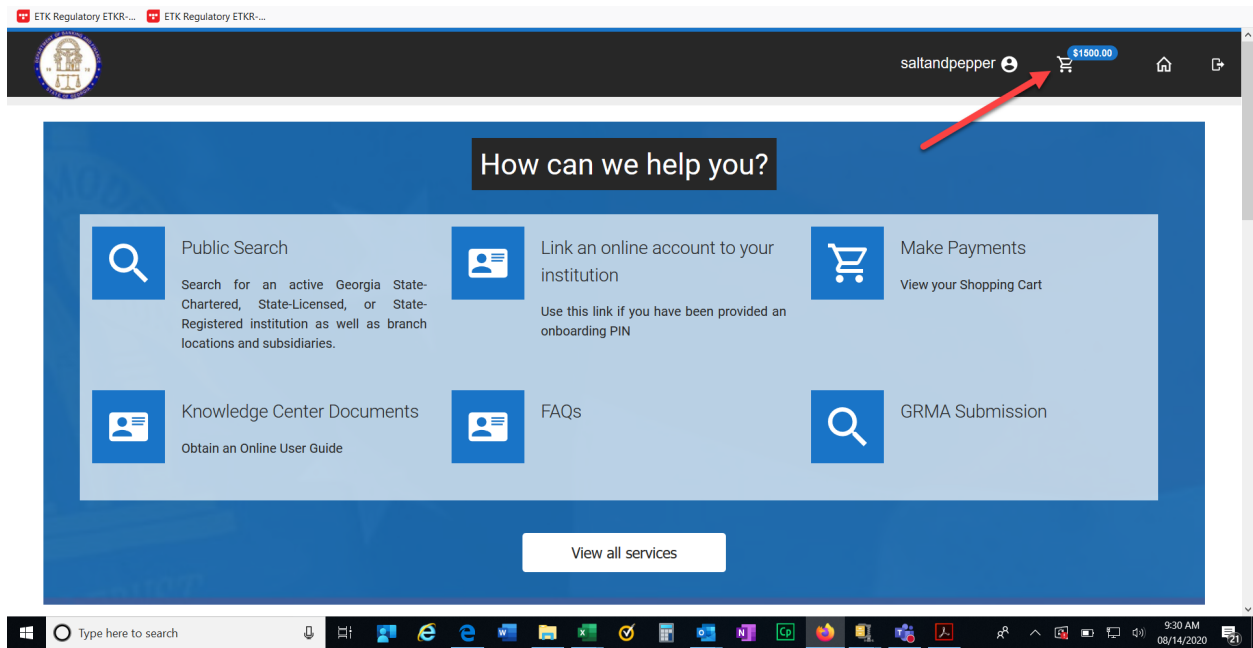
Description	Fee Amount
GRMA Loan Fee	\$1,500.00
GRMA Per Loan Fee Paid Late	\$100.00

1

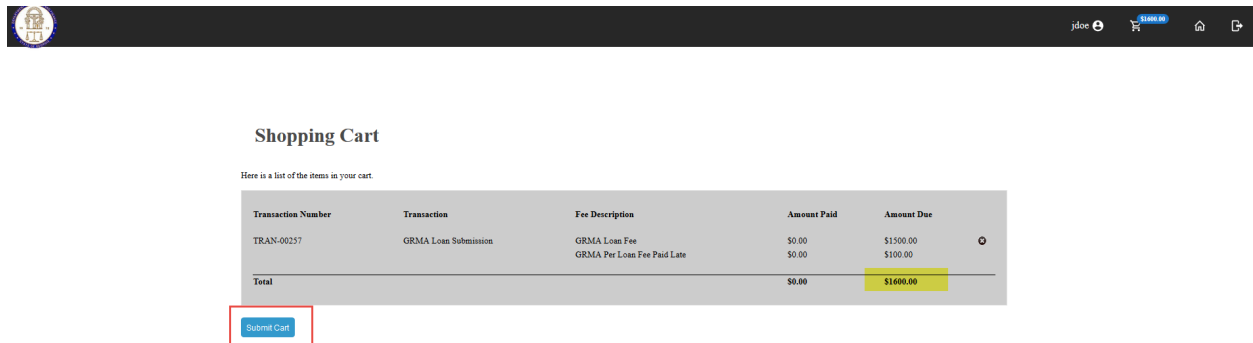
Actions

Thank you. Your Transaction has been added to shopping cart. Please click [here](#) to return to the home page.

13. Click on the shopping cart at the top of the page.



14. This screen will show you the amount that you owe. Click Submit Cart.



15. The next screen will take you to the payment site. You can choose to pay by check or credit card.

The screenshot shows a web interface for the Department of Banking and Finance. The main heading is "Department of Banking and Finance". Below it, the section is titled "Payment Method". A central dialog box titled "Choose method of payment" contains the following elements: a note "* Indicates required field", two radio button options: "Pay by electronic check" and "Pay by credit card", a dropdown menu for "* Account Type:" with "Personal" selected, and logos for VISA, MasterCard, American Express, and Discover. At the bottom of the dialog are "Back", "Next", and "Exit" buttons. A small footer at the bottom of the page reads "All trademarks, service marks and trade names used in this material are the property of their respective owners." and "Powered by PayPoint®".

16. Please complete the required fields for a credit card payment. These fields are highlighted below. (Note: The system will send a payment confirmation email to the email entered in the E-mail field.) Then click Next.

The screenshot shows a credit card payment form with several sections. The top section is for personal information, including fields for "First Name" (Pepper), "Last Name" (Smith), "Street Line 1" (123 Main Street), "City" (Atlanta), "State" (Georgia), "Zip" (11111), "Phone", and "E-Mail". The "Payment Details" section shows a "*Payment Amount: 1500.00 USD". The "Payment Method" section includes fields for "*Name on Card" (Pepper Smith), "*Card Number" (5111111111111111), "*Expiration Date" (Month: 09, Year: 2028), and "*Card Verification Value(CVV2)" (111). A reCAPTCHA "I'm not a robot" checkbox is also present. "Back", "Next", and "Exit" buttons are at the bottom right.

17. Alternatively, if you are paying by check, please complete the required fields for a check payment. These fields are highlighted below. (Note: The system will send a payment confirmation email to the email entered in the E-mail field.) Then click Next.

Department of Banking and Finance

https://uat.thepayplace.com/epayconsumerweb/stateofgeorgia/deptbankingfinance/mirrorgdbf/paymentinfo.aspx

* Indicates required field

Billing Address

Use Business Name

*First Name: [Redacted]
M.I.: [Redacted]
*Last Name: [Redacted]
Street Line 1: [Redacted]
Street Line 2: [Redacted]
City: [Redacted]
State: Select State [Redacted]
Zip: [Redacted]
Phone: [Redacted]
E-Mail: [Redacted]

Payment Details

*Payment Amount: 1500.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 5:00 PM ET will be executed on the next valid banking day.

Payment Method

*Name On Account: [Redacted]
*Account Number: [Redacted] [What's This?](#)
*Re-Type Account Number: [Redacted]
*Routing Number: [Redacted] [What's This?](#)
*Account Type: Checking Savings

Back Next Exit

18. The next screen will be a confirmation of the information that you just entered along with the amount that you are paying. Click Pay now.

Financial Institutions Bulletin | June2020bulletin.pdf | July2020bulletin_1.pdf | Department of Banking and Finance | Mail | Main Site

https://uat.thepayplace.com/epayconsumerweb/stateofgeorgia/deptbankingfinance/mirrorgdbf/paymentreview.aspx

Department of Banking and Finance

Payment Review

Address

Billing Address:
Pepper Smith
123 Main Street
Atlanta, GA 11111

Payment Method

Credit Card
Pepper Smith
x1111 09/28

Payment Amount

Amount: 1500.00 USD
Total: 1500.00 USD

Back Pay Now Exit

All trademarks, service marks and trade names used in this material are the property of their respective owners. Powered by PayPoint® PayPoint Privacy Policy

19. Once your payment is processed, you will receive a payment successful screen. You have now completed the online payment. You may log out of the system.

ETK Regulatory ETKR... ETK Regulatory ETKR...

saltandpepper

Payment Successful

Your payment has been received. Click [here](#) to return to your home screen.

Receipt #: 00548	Payer: Salt Pepper	Date: 08/14/2020
-------------------------	---------------------------	-------------------------

Transaction Number	Transaction	Fee Description	Amount Paid
TRAN-00720	Name of Transaction	Fee Description	\$1000.00
			\$500.00
Total			\$1500.00

Department of Banking and Finance
General Website
About

If you have any questions or concerns about completing the GRMA submission process, please contact the Department's NDFI Division at NDFIDivision@dbf.state.ga.us.