

## 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 using the search function(s) below. To search for a bank, credit union, or bank holding company, click on the "Public" link in the left navigation pane.

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.pdf | Registration - ETK Regulatory

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

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**Account Registration**

TITLE

FIRST NAME \*

LAST NAME \*

MIDDLE NAME

SUFFIX

ACCOUNT INFORMATION

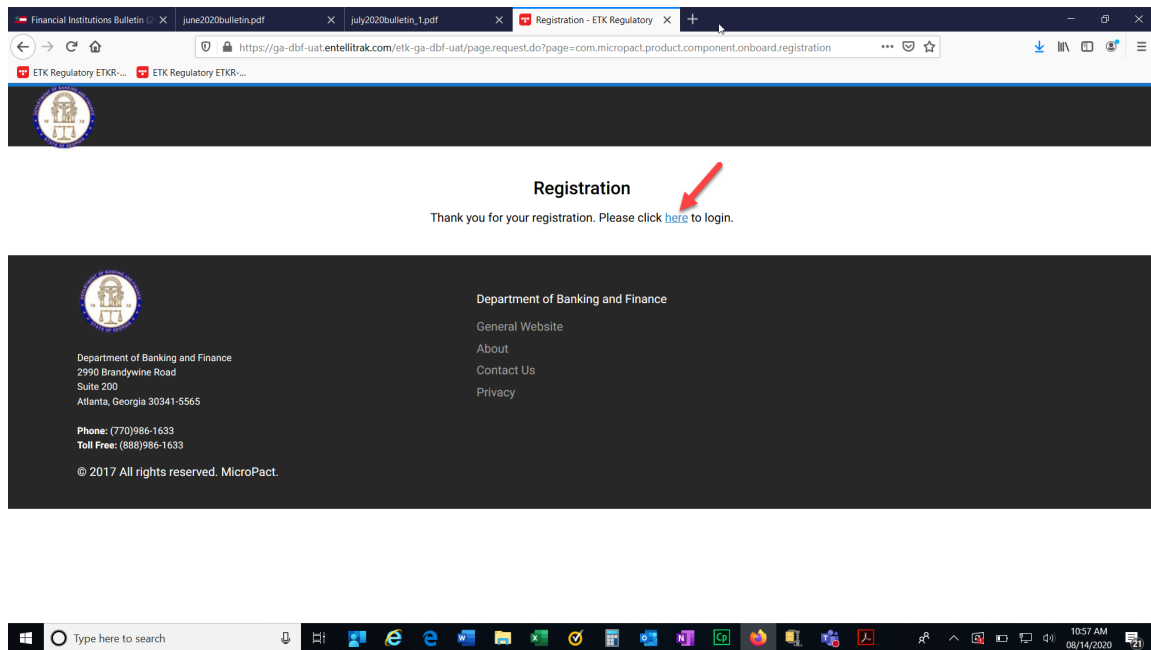
USERNAME \*

EMAIL ADDRESS \*

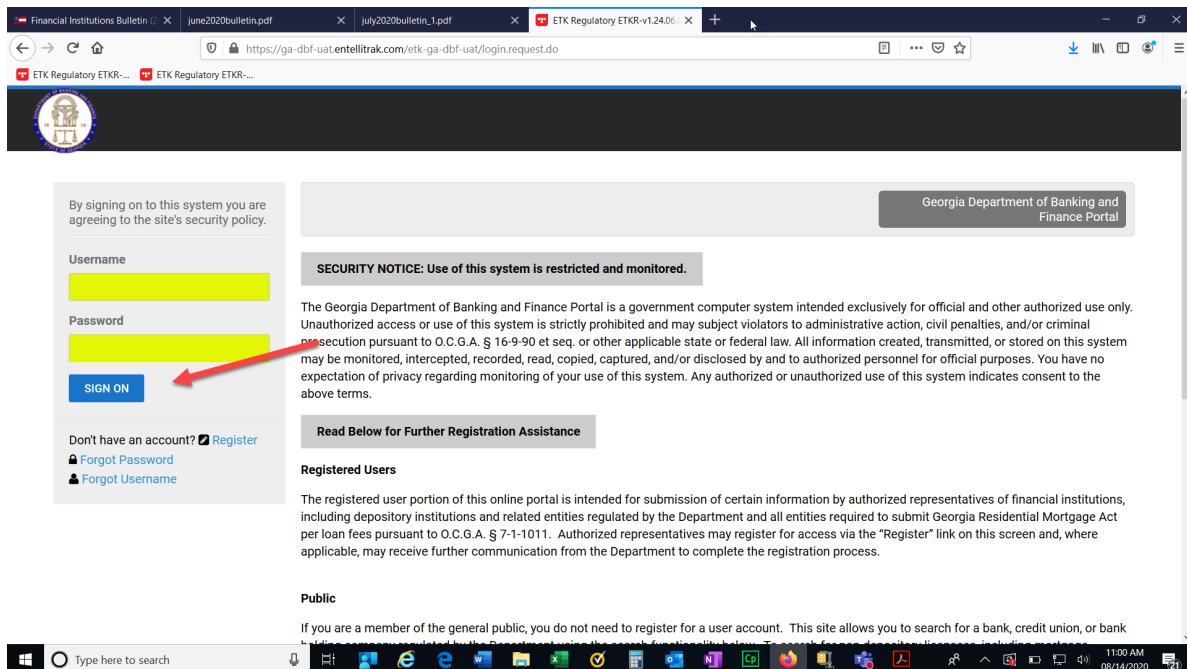
CONFIRM EMAIL ADDRESS \*

**REGISTER** **CANCEL**

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.

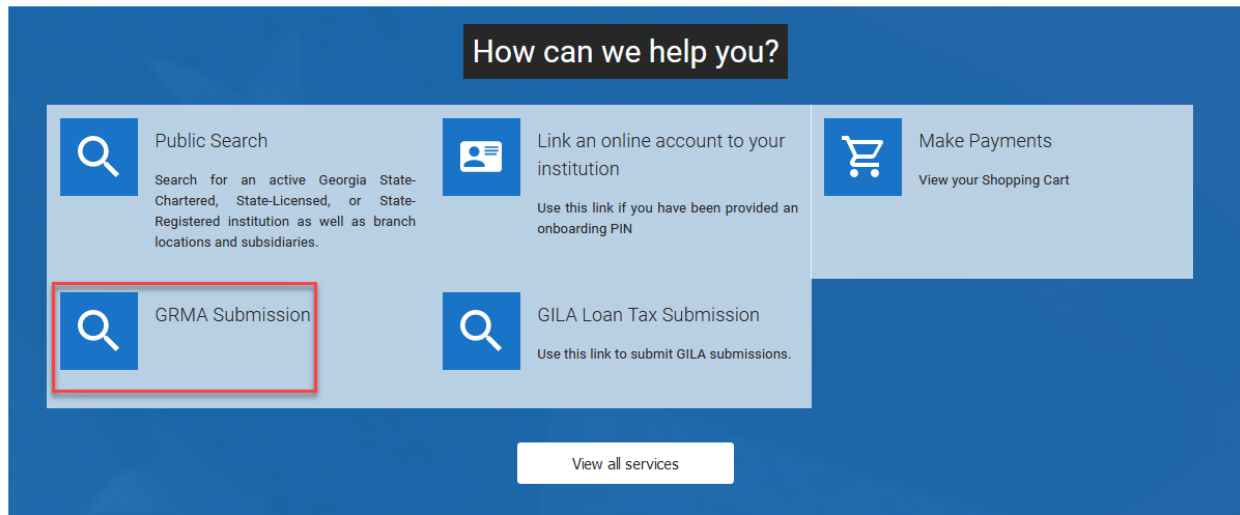


4. Once you click the link to login, you will need to provide your username and temporary password. Then click Sign On.



## Paying Your GRMA Submission


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



- You will need to choose Submission for non-regulated agent since the entity you represent is not regulated by the Department (e.g. Non-Georgia state chartered banks or credit unions, federal banks or credit unions, closing attorneys, etc.).

The screenshot shows a web browser window with the URL <https://ga-dbf-uattest2.entellitrak.com/etk-ga-dbf-uat/page.request.do?page=gov.georgia.gold.component.grmaonlineSubmission.page.grmaSubmission>. The page title is "Search for a collecting agent using FDIC, NCUA or NMLS number, or click Submission for Non-regulated Agent". The form contains three input fields labeled "FDIC", "NCUA", and "NMLS". Below the input fields are three buttons: "CLEAR", "SEARCH", and "SUBMISSION FOR NON-REGULATED AGENT". A red arrow points to the "SUBMISSION FOR NON-REGULATED AGENT" button.

7. 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

8. 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 \*

Number of Loans \*

Contact Name \*

Contact Phone Number \*

Contact Email Address \*

Collecting Agent Title

Collecting Agent First Name

Collecting Agent Last Name

Collecting Agent Company Name \*

Collecting Agent Phone Number \*

Collecting Agent Email \*

Previous

Next

9. 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

GRMA Reporting Period

Collecting Agent Attestation

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 ☐ No

Previous

Next

10. 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

MLD 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

11. 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 MLD 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

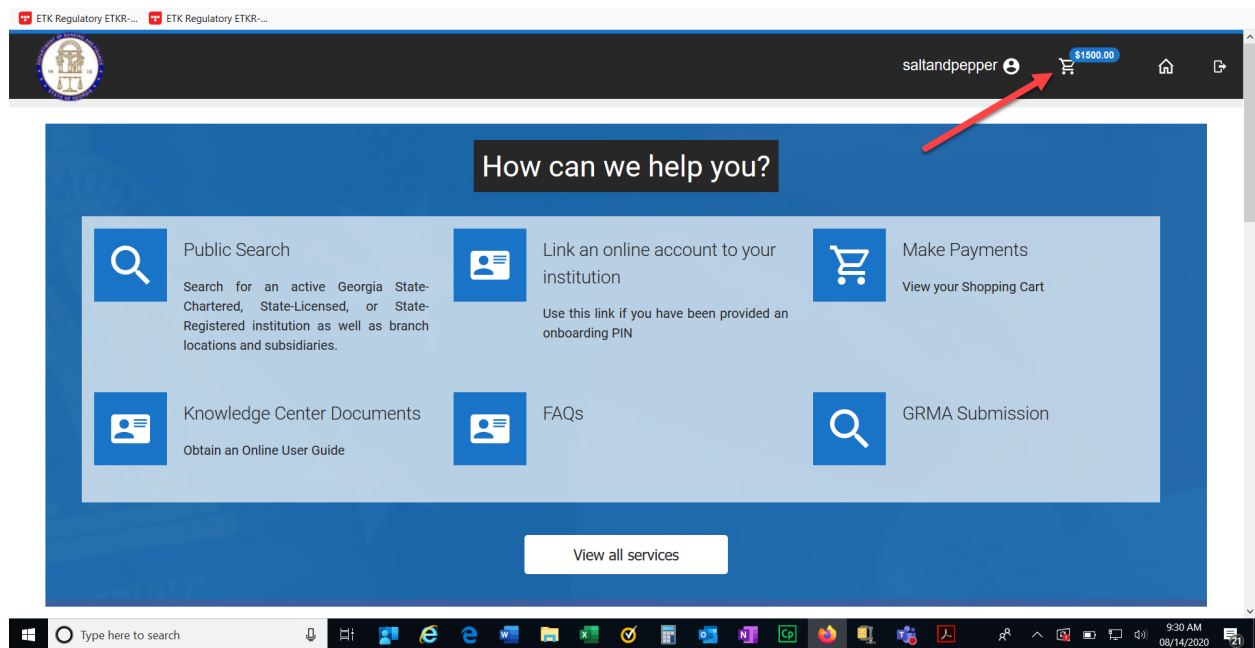
Description ▲	Fee Amount ▼
GRMA Loan Fee	\$1,500.00
GRMA Per Loan Fee Paid Late	\$100.00

1

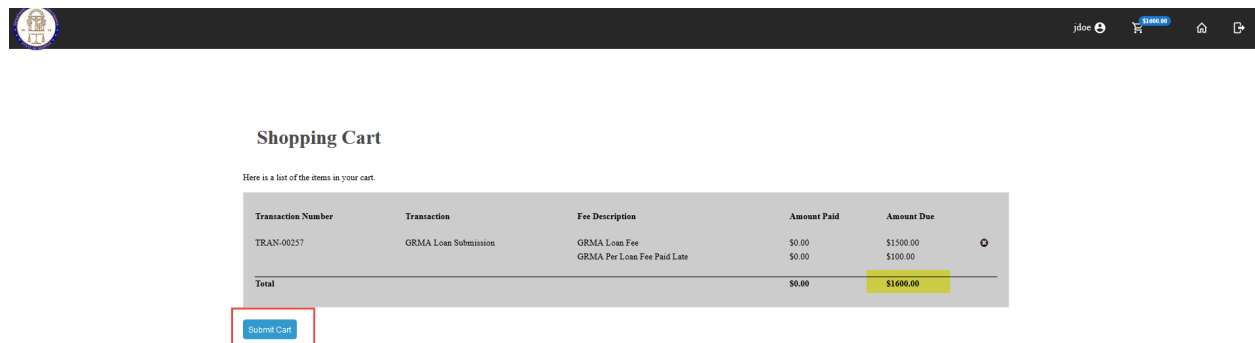
#### Actions

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

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



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



14. 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 title bar reads "Department of Banking and Finance". Below it, the section is titled "Payment Method". A sub-header "Choose method of payment" is followed by two radio button options: "Pay by electronic check" and "Pay by credit card". The "Pay by credit card" option is selected. Below this, there is a dropdown menu for "Account Type" set to "Personal". At the bottom of the form, there are logos for VISA, MasterCard, American Express, and Discover. Navigation buttons "Back", "Next", and "Exit" are at the bottom right. A small note at the top right of the form area says "\* Indicates required field". At the very bottom of the page, there is a small disclaimer: "All trademarks, service marks and trade names used in this material are the property of their respective owners." and "Powered by PayPoint®".

15. 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 web form for payment details. The "Payment Details" section includes fields for "First Name" (Pepper), "Last Name" (Smith), "Street Line 1" (121 Main Street), "City" (Atlanta), "State" (Georgia), "Zip" (11111), "Phone", and "E-Mail". 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 "What's This?" link is next to the CVV2 field. At the bottom, there is a CAPTCHA area with a green checkmark and the text "I'm not a robot". Navigation buttons "Back", "Next", and "Exit" are at the bottom right. The browser tabs at the top show "ETK Regulatory ETKR...".



16. 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

17. 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.

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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

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18. 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.

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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
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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 [dbfmort@dbf.state.ga.us](mailto:dbfmort@dbf.state.ga.us).