

# Currency Exchange Annual Report Instructions

## THERE ARE TWO METHODS FOR FILING YOUR ANNUAL REPORT.

1. Web-based
2. Paper copy

### Instructions for Web-based Annual Report:

1. **You must use the TAB key after each entry on the Annual Report.**
2. Errors in adding, or matching numbers between pages will be highlighted in RED and must be corrected before moving on to the next page.
3. If a line has a calculate button you must press the calculate button to receive the total.

### LOGGING ON:

1. Enter the Currency Exchange Section of the Web page, Click on "Web Annual Report". This will bring you to the Currency Exchange Overview page. Select the annual report filing field.
2. Click onto Web based Annual Report Link.
3. After entering the Annual Report Link, please enter your Currency Exchange License number and **PIN** number provided to you.
4. Continue through the report, first checking all the pre-entered information and making any adjustments necessary to them.
5. You will not be able to finish the Annual Report until you **Check for Errors**.
6. Processors of the Annual Report: The email address on the Accountant page is **required**. We need your email address for the email notification for you and the department when the annual report has been filed electronically.
7. **NEW** Information: In the Income statement page, the Revenue and Expenses form now has a drop down box to select the description instead of manually entering the description every time. For each item, you can select a previously-entered description in the drop down box or manually enter a new description. That new description will then appear in the drop down box for the next entry.

### HOW TO SUBMIT ANNUAL REPORT:

Click the Finalize button which will automatically date stamp the report.

Print out the Annual Report, complete and remit to the address below.

If you do not submit through the web page, send the completed paper report to the address below:

**CURRENCY EXCHANGE SECTION  
DIVISION OF FINANCIAL INSTITUTIONS  
IDFPR  
100 WEST RANDOLPH ST., 9<sup>TH</sup> FLOOR  
CHICAGO, ILLINOIS 60601**

**To be considered a timely submission of the 2009 Annual Report, the Section must receive your electronic (web-based) or paper report on or before Monday, March 1, 2010.**

If you have any questions, please contact the Currency Exchange Section at 312-814-5153.