



## Notes for entering Annual Report information online:

1. Have all of your documentation together before you start entering information. Since this is a password protected application the system may “time you out” if there is no activity on the webpage after a certain amount of time. If you are uncertain about what information is needed you may login, complete the contact information, press continue and then print a blank copy of the report using your print button. Close your web browser. Then, gather the information, log back in, and begin. Your user-id, license-id, and password will be on the memo sent by the Department.
2. **You cannot use any auto-fill feature when completing the annual report!**
3. Please do not copy and paste information in the form, it must be typed, especially the email address.
4. The email address is used as your e-signature. The email address used on page one (first page after the login screen) must match exactly the email address used on the last page (affidavit section). Again you should not use any auto-fill feature nor should you cut and paste your email address.
5. After you have completed all information on the annual report please print the form. There is a print button at the bottom, underneath the affidavit section. Save the printed copy for your records. This copy could also be faxed to us if the online submission fails for any reason. The fax number you should send it to is (334) 353-5961.
6. After you print and review your entries you should submit the annual report. There is a submit button at the bottom of the annual report underneath the affidavit section. After you submit, if completed successfully, you should be sent to a screen that states “**Thank you very much for your Annual Report submission. You will be transferred to the banking website in 5 seconds**”. That screen will transfer you in 5 seconds so please pay close attention after you press the submit button. If you do not see that screen and are reverted back to the login screen for the annual report then it is likely that the report was not submitted correctly. If you are able to enter your user id, license id, and password and on the first page can select your license type at the bottom, then the annual report was not completed successfully. You may try again, but please refer to numbers 2, 3, & 4 on this page. **Note:** If completed successfully you should not be able to select the license type at the bottom of the first page after you login.
7. We will be monitoring annual reports as they are submitted. We will receive the information overnight; it is not an immediate transfer. If we see any issues with your filing, or if we see that you attempted to file online and failed, then we will attempt to contact you through your email address on file.