

915 Capitol Mall, Room 311 Sacramento, CA 95814 p (916) 653-3255 f (916) 653-6827 cdlac@treasurer.ca.gov www.treasurer.ca.gov/cdlac

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EXECUTIVE DIRECTOR

JEREE GLASSER-HEDRICK

To: All CDLAC Applicants (Bond Issuers)

From: Jeree Glasser-Hedrick, Executive Director

Date: January 5, 2017

Re: Online Compliance Reporting Reminder

2016 Issuer Self Certifications are due no later than March 1, 2017 and must be submitted electronically via the CDLAC Online System.

For those active QRRP Applicants ("Issuers") that have already utilized the Online System ("System") to create and submit Online Applications, electronic Issuer Self Certifications ("E-Certification") for <u>all program types</u> may be accessed by clicking on a new tab in the System labeled COMPLIANCE CERTIFICATION.

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There you should find your entire portfolio of Projects that require annual certification. If you do not find your entire portfolio or you observe any other problems or concerns, please email CDLAC at <u>cdlac@treasurer.ca.gov</u>.

Issuers that have not already pre-established access must email CDLAC at <u>cdlac@treasurer.ca.gov</u> to request a copy of their Registration Code letter. Please note: Registration Code information is established by the System utilizing the Issuer's Federal Identification Number. Accordingly, the Registration Code is assigned by Issuer <u>not by program</u>. Before contacting CDLAC, Non-QRRP Issuers should check with their Multifamily Housing department to determine if a user name and password have already been established for the Issuer. The Registration and Log In page may be accessed on the CDLAC website at <u>www.treasurer.ca.gov/cdlac</u> or directly at https://cdlaconline.treasurer.ca.gov/Account/Login.aspx?ReturnUrl=%2f.

You are advised to visit the CDLAC website and/or subscribe to the CDLAC e-mail distribution list to receive additional information as it becomes available. Should you have questions regarding the information, please do not hesitate to contact the CDLAC office at (916) 653-3255.