

## H-3104-1 - BONDS

## Instructions for Accessing ALMRS Automated Bond Bulletin Board

INSTRUCTIONS FOR ACCESSING BOND BULLETIN BOARD

1. Use your office's Charge Code, Charge Code Password, and your own system Password to access the Timesharing program (TSS).

2. When you get the prompt "\*", enter INFO INDEX to read the ALMRS Bulletin Board headlines. At the end of the headlines, the following message will appear:

```
INFO RE: AUTOMATED BOND & SURETY SYSTEM
To display /BOND/NEWS      type BONDS/BB
To display /BOND/SURETY    type BONDS/BB
To display /BOND/UPDATES  type BONDS/BB
```

3. Enter BONDS/BB and the following message will appear:

```
enter X to exit
enter D to DISP Bonds/Bond/NEWS
enter S to DISP Bonds/Bond/SURETY
enter U to DISP Bonds/Bond/UPDATES
enter T to ADD message to NEWS
X/D/S/U/T?
```

If you wish to see the bond NEWS messages, enter D. The Bulletin Board is cleared out approximately once a month, with the outdated messages stored in a SAVE file. When you view the messages on the Bulletin Board, the first ones you will see are the oldest ones remaining since the latest save was done. As you proceed to TRANSMIT through the NEWS file, you'll view the more current messages.

If you wish to see the updates to Treasury Circular 570, enter S. This file displays information published in the Federal Register regarding acceptable/unacceptable surety companies. Again, the oldest remaining messages will come up first, with the more current messages appearing as you proceed through the file.

If you want to see the latest system enhancements from DSC, enter U. This file is where our ALMRS contact person, currently Carmen Gomes, will enter any enhancements, or updates, to the programs, along with directions for how to use the particular enhancement. Carmen generally enters these into the NEWS file when they're first developed so that the offices can see that the enhancements are available.

If you wish to add a message to the Bulletin Board, enter T. This is where you may enter your requests for termination or respond to another state office's requests. The system gives you step by step instructions on how to enter your message. When it's saved, your message is added to the end of the NEWS file's messages. All offices should be courteous when entering their requests and responses, and should not use the Bulletin Board to carry on extensive discussions of specific bond problems unless the problem is one that affects all offices and input from all offices is needed.

If you do not want to proceed in the Bond Bulletin Board, enter X. The program will take you back to the Timesharing prompt "\*" and you should then enter "BYE" to exit the Timesharing system.