

The screenshot displays the 'State Licensing Tool' interface. On the left is a table with columns for State, Type Of Debt, and Original Creditor. The table lists numerous accounts, all with 'Pay Day Loans' as the debt type and 'HSBC' as the original creditor. On the right side, there are several control panels:

- 77 Accounts in Que**: Includes an 'Edit States' button.
- Claim Status**: Features radio buttons for 'Open' (checked), 'Do Not Dial', and 'Closed', along with an 'Ignore Claim Status' checkbox.
- Action Buttons**: 'Select Accounts' (yellow), 'Exclude' (purple), and 'Pay Day Rules' (white).
- States Licensed**: A list of states including Alabama, California, Georgia, Kansas, Kentucky, Mississippi, Missouri, Montana, New Hampshire, New York, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Vermont, and Virginia. A 'View Rules' button is also present.
- Status Select**: Includes 'Change Single' and 'Change All' buttons.
- Change Client and Portfolio**: A yellow bar with a dropdown menu showing 'B.Collector' and a 'Collector' label below it.
- Assign Buttons**: 'Assign One' (yellow) and 'Assign All' (red) buttons.

The state licensing tool is a nice utility that can help you close out accounts that are in states that you are not licensed to collect debt in. If you happen to get a complaint from a person in a state that you are not licensed in you can be fined tens of thousands of dollars by that state. This tool makes closing out those accounts easy and helps identify illegal pay day loans in states that have outlawed them.

**Choosing states you are licensed in.**



When you click the Edit states button you will be able to select the states that you are currently licensed in. You will see a popup like below.

Select All of the States you are Licensed in

<input checked="" type="checkbox"/> Alabama	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> New Mexico	<input checked="" type="checkbox"/> South Dakota
<input type="checkbox"/> Alaska	<input type="checkbox"/> Idaho	<input type="checkbox"/> Michigan	<input checked="" type="checkbox"/> New York	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Arizona	<input type="checkbox"/> Illinois	<input type="checkbox"/> Minnesota	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Texas
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Indiana	<input checked="" type="checkbox"/> Mississippi	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Utah
<input checked="" type="checkbox"/> California	<input type="checkbox"/> Iowa	<input checked="" type="checkbox"/> Missouri	<input checked="" type="checkbox"/> Ohio	<input checked="" type="checkbox"/> Vermont
<input type="checkbox"/> Colorado	<input checked="" type="checkbox"/> Kansas	<input checked="" type="checkbox"/> Montana	<input checked="" type="checkbox"/> Oklahoma	<input checked="" type="checkbox"/> Virginia
<input type="checkbox"/> Connecticut	<input checked="" type="checkbox"/> Kentucky	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Oregon	<input type="checkbox"/> Washington
<input type="checkbox"/> Delaware	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Nevada	<input checked="" type="checkbox"/> Pennsylvania	<input type="checkbox"/> West Virginia
<input checked="" type="checkbox"/> Florida	<input type="checkbox"/> Maine	<input checked="" type="checkbox"/> New Hampshire	<input checked="" type="checkbox"/> Rhode Island	<input type="checkbox"/> Wisconsin
<input checked="" type="checkbox"/> Georgia	<input type="checkbox"/> Maryland	<input type="checkbox"/> New Jersey	<input checked="" type="checkbox"/> South Carolina	<input type="checkbox"/> Wyoming
				<input type="checkbox"/> New York City
				<input type="checkbox"/> Buffalo New York
				<input type="checkbox"/> Yonkers New York
				<input type="checkbox"/> District Of Columbia (DC)
				<input type="checkbox"/> Puerto Rico

Save Settings    Load Settings

Check All    Un-Check All

Open Border and no license needed Sates  
Bond Needed Only

OK    CANCEL

Checking these boxes will allow you to set the states that you are licensed in. Unchecking them will remove them from the list.

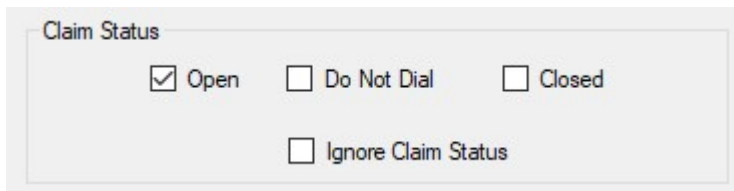
Save Settings button - allows you to make a backup of your settings file.

Load Settings button - loads your settings file.

Check All button - places a checkmark in all boxes.

Un-Check All button - Unchecks all boxes.

The Ok button will save all of your settings while the Cancel button will not save any changes.



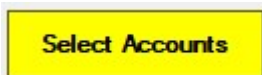
The image shows a 'Claim Status' selector interface. It contains four radio button options: 'Open' (checked), 'Do Not Dial', 'Closed', and 'Ignore Claim Status'.

The Claim Status selector allows you to tailor what type of accounts you want the system to bring up when you click the Select Accounts button. Accounts in Collections MAX have a main status (like NEWBIZ or Bankruptcy) and a Claim Status. This claim status is set in Utilities / Status Names inside Collections MAX Administrator.

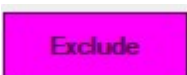
You might want to pull up only accounts that have an Open claim status. In this case you would only check off the Open selection. However you can also use the Do not Dial, Closed, and Ignore Claim Status features.

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## Selecting Accounts



Clicking the Select Accounts button will fill the left data grid with all accounts from states that you are not license in and have the claim status that you chose above. The resulting accounts can then have actions done on them such as closing them out (change to a different status) or moved into different desks so collectors don't work them.



Selecting an account from the left data grid and then clicking the Exclude button will remove it from any processing....but it will still keep the account in the database.



Clicking the Pay Day Rules button will bring up accounts that appear to violate state pay day rules where they are outlawed.



Clicking the View Rules button will show you a popup like the following.



**States that have outlawed Pay Day loans**

Arkansas, Arizona, Connecticut, Georgia, Maryland, Massachusetts, New Jersey, New York, North Carolina, Pennsylvania, Vermont, West Virginia, Washington D.C.

The Pay Day Rules button on the State Licensing Tool page will show any pay day loans that are in states that have outlawed them. It requires the debt to have Pay Day Loan as the type of debt.



The states licensed indicator will show you all the states that you indicated that you was licensed in when you clicked on the Edit States button.

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## Changing account status in bulk or one at a time



The status change system let's you change the account status on all accounts in the left data grid or on a single account. To choose your admin status click on the skinny Status Select button. You will see the following popup.

## Select Status

Status Name	Description
BANKRUPTCY	BANKRUPT ACCOUNT
BROKEN PROMISE	BROKEN PROMISE ON ACCOUNT
CLIENT RECALL	CLIENT RECALLED ACCOUNT
▶ CLOSED	CLOSED ACCOUNT
DECEASED	DECEASED DEBTOR
FRANK'S PLACE	TEST OUT
NEWBIZ	NEW BUSINESS
PAID IN FULL	ACCOUNT HAS BEEN PAID IN FULL
PAYMENT PLAN	PAYMENT PLAN
PROMISE TO PAY	PROMISE ON ACCOUNT
REQUEST VOD	REQUEST VERIFICATION OF DEBT

**Change STATUS to** **CLOSED**

**OK** **CANCEL**

Here the closed status is selected. Clicking OK will show the status on the main form.

The Change Single button will change the SELECTED account that is in the left data grid to your chosen status.

The Change All button will change all of your accounts listed in the left data grid to your chosen status.

## Change Client And Portfolio

**Change Client and Portfolio**

This button will allow you to change the Client and Portfolio on your listed accounts. Clicking this button brings up the following screen.

Select Client and Portfolio

<b>Client</b>	Client1	▼
<b>Portfolio</b>	Portfolio 1	▼

Change Single Account  
 Change ALL Accounts

OK
CANCEL

Clicking the client drop down will allow you to select which client you want. The portfolio section will automatically populate with a list of portfolios from the selected client.

If you select Change Single Account - the client and portfolio will be changed on only the selected account in the left grid.

If you select Change all accounts - all accounts will be changed to the selected client and portfolio.

### Re-Assigning Accounts

<div style="border: 1px solid gray; padding: 5px;"> <span>B.Collector</span> ▼             </div> <p style="text-align: center;"><b>Collector</b></p>	<div style="background-color: orange; color: black; padding: 5px; text-align: center; width: 100px; margin-bottom: 10px;">Assign One</div> <div style="background-color: red; color: white; padding: 5px; text-align: center; width: 100px;">Assign All</div>
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In this section you can re-assign accounts in the system that are in the left data grid. The drop down will allow to to select which collector to assign the accounts to.

**Assign One** - Assigns the selected collector the account that is selected in the left data grid.

**Assign All** - Assigns all accounts to the selected collector.