



New Mexico State Treasurer's Office

Local Government Investment Pool (LGIP)

Internet Participant Access System (iPAS)

iPAS Participant Guide

Broadridge Investment Accounting

Purpose

This document provides instruction on the use of the New Mexico State Treasurer's Office (NMSTO) LGIP through Broadridge iPAS in a normal operational context.

Information presented in this document applies to the platform releases beginning with 2018.x.

Audience

This document is intended for participant users of the iPAS extension of the Broadridge Investment Accounting platform, formerly known as QED.

Company Contacts

If you have any question in regards to iPAS, please feel free to contact NMSTO and we will be happy to assist you with any issues.

Support Services: NMSTO.LGIP@state.nm.us

Tel: (505)955-1146

Version History

Date	Version	Content Changes
21 January 2020	1.0	Document adapted for Broadridge Investment Accounting software version 2018+.
31 July 2020	2.0	Document adapted for New Mexico State Treasurer's Office LGIP.

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Introduction

Broadridge iPAS (Internet Participant Access System) is a common fund web management application that enables authorized users to process transactions and view account information via a web browser.

iPAS allows Local Government Investment Pool (LGIP) participants to:

- Deposit cash in authorized funds;
- Withdraw cash from authorized funds;
- Transfer cash from one authorized fund to another authorized fund;
- Print confirmations of all iPAS-executed transactions;
- Display and print account statements of all investments held in any authorized fund.

Participant account statements, transactions histories and investment position activity can be generated for any time period. Additionally, the power of Broadridge Investment Accounting with iPAS integration enables common fund administrators to monitor all iPAS participant activity as it occurs, complete with date, time, and user identification on each action.

Using a real-time message server for communication, the investment accounting platform dynamically validates and updates the information provided to iPAS participants, including:

- Investment balances (actual and available)
- Transaction activity (approved and pending settlement)
- Contributions- Note: the terms Deposit and Contribution are used synonymously in iPAS.
- Withdrawals
- Interfund Transfers
- Transaction policies for amounts, dates and time of day
- Administrative notices

Getting Started

Your iPAS administrator provides the URL Specific to your iPAS environment, which you can access through any web browser. Enter your User ID and Password as indicated below, then click Log on.

Figure 1. Login Page

The iPAS **Home** page appears.

Figure 2. Home Page



If you do not have a User ID or Password, please contact your iPAS administrator.

The **Home** page offers several choices for working within iPAS:

- **Home**- return to the iPAS main page.
- **Deposit**- submit a deposit request. Note: the terms Deposit and Contribution are used synonymously in iPAS.
- **Withdrawal**- submit a withdrawal request.
- **Interfund Transfer**- submit a transfer request between authorized funds.
- **Reports**- generate and print account statements.
- **Transactions**- view transaction history.
- **Alerts**- view and manage your alerts.
- **Account Maintenance**- change your password.

Notices display at the top of the home page; to pause a particular notice, hold the pointer over the notice text.

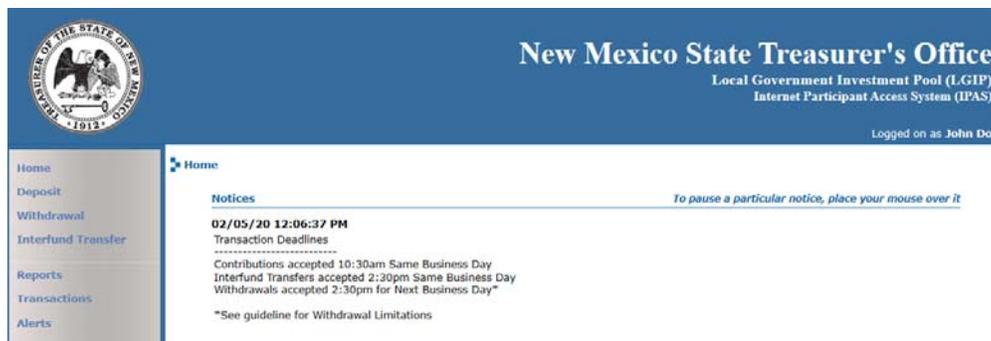


Figure 3. Notices

Default Investment information displays balance details along with contributions and withdrawals awaiting approval or settlement.



Figure 4. Default Investment

To modify your default investment, select **change**. The system prompts you to choose an investment by searching from a list of your authorized funds. After making your selection, click **Done** and **Save** your changes.



Figure 5. Change Default Investment

Transaction Types

There are three types of transactions that you may initiate through iPAS:

Transaction Type	Deadline	Effective Date	System
Deposit	10:30 a.m. MT	Same Day	iPAS and Bank
Withdrawal	2:30 p.m. MT	Next Business Day	iPAS
Internal Transfer	2:30 p.m. MT	Same Day	iPAS

Deposit

To initiate a deposit request, select **Deposit** from the menu or on the **Home** page.

The screenshot shows the iPAS interface for the New Mexico State Treasurer's Office. The header includes the state seal and the text "New Mexico State Treasurer's Office Local Government Investment Pool (LGIP) Internet Participant Access System (iPAS)". The user is logged in as "John Doe". A left-hand navigation menu lists options: Home, Deposit (highlighted), Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, Account Maintenance, Log Off, and Contact Information. The main content area is titled "Home" and contains several sections:

- Notices:** A notice dated 02/13/20 10:09:09 AM with the text "MST TEST 2/13/2020".
- Default Investment:** A section with links for "change" and "refresh". It displays account details: Fund: 9999: LGIP COUNTY, Position: 34658: UNITS - INVESTMENT POOL 1. A summary table shows: Actual Balance: \$100.00, Contributions Pending Settlement: \$0.00 [0 Items], Withdrawals Pending Settlement: \$0.00 [0 Items], and Available Balance: \$100.00.
- Transactions:** Three buttons: "Deposit" (highlighted) with description "Initiate a deposit into your specified investment pool account.", "Withdrawal" with description "Initiate a withdrawal from your specified investment pool account.", and "Interfund Transfer" with description "Transfer cash between your investment pool accounts."
- Reports:** Three buttons: "Reports" (Generate and print reports.), "Transactions" (View your transactions.), and "Alerts" (View and manage your alerts.).
- Administration:** Two buttons: "Account Maintenance" (Administer your user account.) and "Log Off" (Log off from the system.).

 The footer includes "Local Government Investment Pool | Portfolio | Rates | Contact Us" and "Powered by Broadridge".

Figure 6. Deposit Request

The **Deposit** page appears.

Use the search function to select the investment that will receive the deposit (if other than the default investment) and select the *Effective Date*, *Deposit Amount* and *Transaction Description* (optional).

! You must submit deposit requests by 10:30 am to have an *Effective Date* of today’s date. For deposit requests submitted after the deadline, the earliest possible *Effective Date* is the next business day.

The required authorizations, minimum and maximum contribution requirements dynamically link to the business rules established within iPAS.

iPAS may display a message informing you the deposit request requires authorization before final processing is completed.

Click **Submit** to continue to the next page.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (iPAS)
Logged on as John Doe

Deposit

Select the investment that will receive the deposit:

Investment: 9999-34908: UNITS - INVESTMENT POOL 1

Fund: 9999: LGIP COUNTY
Position: 34908: UNITS - INVESTMENT POOL 1

Actual Balance:	\$100.00
Contributions Pending Settlement:	\$0.00 [0 items]
Withdrawals Pending Settlement:	\$0.00 [0 items]
Available Balance:	\$100.00

Select the payment method:

Payment Method: iPAS CNTR/WTHD

Enter the effective date and the total amount of the deposit.
Deposits for 05/18/2020 are accepted up to 10:30AM MDT on 05/18/2020.

Effective Date: 05/18/2020
Deposit Amount: 400.00
Transaction Description: Daily Deposit

This transaction must be authorized before it will officially be submitted. Users permitted to authorize this transaction will be notified upon logging in.

Submit Cancel

Figure 7. Deposit Details

Note: Payment method will always reflect “iPAS CNTR/WTHD”

The **Deposit Confirmation** page displays the deposit request details. Review the details and, if correct, click **Continue**.

DEPOSIT CONFIRMATION

Please confirm deposit details

Destination Investment Details:
Fund: 9999: LGIP COUNTY
Position: 34908: UNITS - INVESTMENT POOL 1

Payment Details:
Bank: iPAS CNTR/WTHD
Account: Information Not Available

Other Details:
Transfer Amount: 400.00
Effective Date: 05/18/2020

Continue Cancel

Figure 8. Deposit Confirmation

Note: Account will always show “Information Not Available”

The final page in the deposit request transaction process is the **Deposit Status** page. This page provides information regarding the next steps needed for the deposit request to complete.

If the transaction does not require an authorization to process, the status page displays the completed transaction along with its confirmation number, which you may print. If the transaction requires authorization, a message displays in the *Status* field.

Figure 9. Deposit confirmed

Figure 10. Deposit Pending Authorization

If any of the deposit request is invalid (e.g., amount limitations, effective date), iPAS does not accept the deposit request and displays your request in a rejected status, along with an explanation for the rejection. The authorizer (if applicable) can also reject the deposit request.

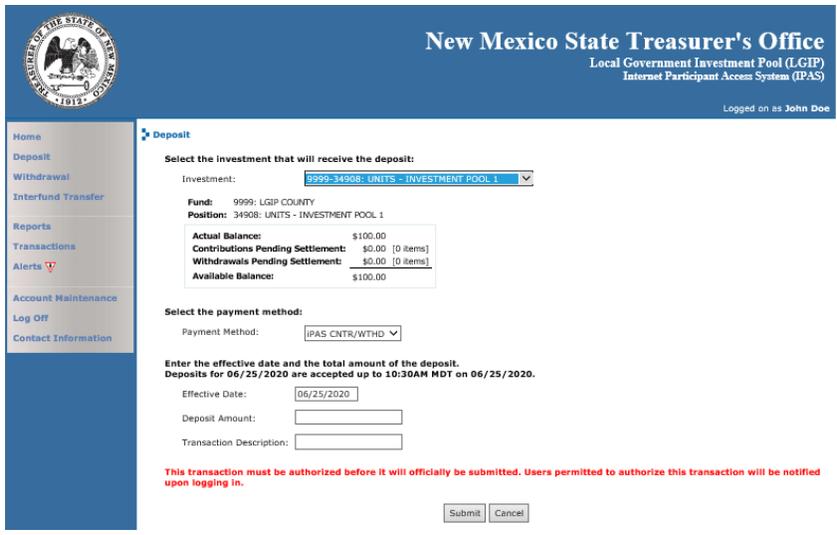


Figure 11. Deposit Deadline- iPAS will provide next available date

Upon approval of the deposit request by the required number of authorizations, you will receive an alert on your **Home** page. Click the **Alert** icon to view the message.



Figure 12. Alert Messages

The Alerts page appears. Click **View** to display details of the alert.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (IPAS)
Logged on as John Doe

View Alerts

Pending Transactions

You have no pending transactions.

Updated Transactions

Updated	Entered	Type	Effective	Amount	
05/18/2020 08:49:49 AM	05/18/2020 08:45:13 AM	Deposit	05/18/2020	\$400.00	view
05/18/2020 09:52:42 AM	05/18/2020 09:52:15 AM	Deposit	05/18/2020	\$400.00	view

Times are in Mountain Standard Time

Figure 13. View Alerts

The Transaction page displays the status of the transaction. If complete, iPAS provides a confirmation number, along with information related to the authorization (date of authorization, username of the authorizer and type). You may print this page and clear the alert.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (IPAS)
Logged on as John Doe

Transaction

Originator	John Doe [JDoe]
Entry Date	05/18/2020 08:45:13 AM
Type	Deposit
Source	9999-34908 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Payment Method	iPAS CNTR/WTHD
Amount	\$400.00
Effective Date	05/18/2020
Last Update	05/18/2020 08:49:49 AM
Status	Rejected Incorrect Amount

Times are in Mountain Standard Time

Authorizations

Entry Date	User	Type
05/18/2020 08:49:49 AM	Hannah Chavez [chavez]	

Times are in Mountain Standard Time

Alert

[Print this page](#)

Figure 14. Authorized Deposit Request



The State Treasurer's Office reviews all authorized transactions before processing them in the Investment Accounting system. Once approved, iPAS will reflect the updated investment balances or transactions pending on a future effective date.

If the authorizer rejected the deposit request, it displays in the *Status* field along with a short description detailing the rejection and information related to the transaction (entry date of the rejection, username of the authorizer and type). You may print the page and clear the alert.



Figure 15. Rejected Deposit Request

Withdrawal

To initiate a withdrawal request, select **Withdrawal** from the menu or on the **Home** page.



Figure 16. Withdrawal Request

The **Withdrawal** page appears.

Use the search feature to select the investment from which to withdraw (if other than the default investment) and select the **Payment Method**, **Effective Date**, **Withdrawal Amount** and **Transaction Description** (optional).

Refer to the following table to determine the **Effective Date** of the withdrawal request.

Amount	Notice*
< \$30MM	1 Business Day
\$30 - \$60MM	2 Business Days
\$60 - \$100MM	5 Business Days
>\$100MM	10 Business Days
*If submitted prior to 2:30 p.m. Mountain Time. For requests submitted after the deadline, add a business day for each category.	



For example, entering a withdrawal request at 11:00 a.m. for \$35MM has an *Effective Date* of Today +2 business days. And entering a withdrawal request at 4:00 p.m. for \$20MM also has an *Effective Date* of Today +2 business days.

The required authorizations, minimum balance requirements and minimum withdrawal requirements dynamically link to the business rules established by the iPAS administrator.

iPAS may display a message informing you the withdrawal request requires authorization before final processing completes.

Click **Submit** to continue to the next page.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (IPAS)
Logged on as John Doe

Withdrawal

Select the investment from which to withdraw:

Investment: 9999-34908: UNITS - INVESTMENT POOL 1

Fund: 9999: LGIP COUNTY
Position: 34908: UNITS - INVESTMENT POOL 1

Actual Balance:	\$100.00
Contributions Pending Settlement:	\$0.00 [0 items]
Withdrawals Pending Settlement:	\$0.00 [0 items]
Available Balance:	\$100.00

Select the payment method:

Payment Method: IPAS CNTR/WTHD

Enter the effective date and the total amount of the withdrawal.
Withdrawals for 06/26/2020 are accepted up to 02:30PM MDT on 06/25/2020.

Effective Date: 06/26/2020

Withdrawal Amount: 50.00

Transaction Description: Daily Withdrawal

This transaction must be authorized before it will officially be submitted. Users permitted to authorize this transaction will be notified upon logging in.

Submit Cancel

Figure 17. Withdrawal Details

The **Withdrawal Confirmation** page displays the withdrawal request details. Review the details and, if correct. Click **Continue**.

WITHDRAWAL CONFIRMATION

Please confirm withdrawal details

Source Investment Details:
Fund: 9999: LGIP COUNTY
Position: 34908: UNITS - INVESTMENT POOL 1

Payment Details:
Bank: iPAS CNTR/WTHD
Account: Information Not Available

Other Details:
Transfer Amount: 50.00
Effective Date: 06/26/2020

Figure 18. Withdrawal Confirmation

The final page in the withdrawal request transaction process is the **Withdrawal Status** page. This page provides information regarding the next steps needed for the withdrawal request to complete.

If the transaction does not require an authorization to process, the status page displays the completed transaction along with its confirmation number, which you may print. If the transaction requires authorization, a message displays in **Status** field.



New Mexico State Treasurer's Office
 Local Government Investment Pool (LGIP)
 Internet Participant Access System (iPAS)

Logged on as John Doe

- Home
- Deposit
- Withdrawal
- Interfund Transfer
- Reports
- Transactions
- Alerts ▼
- Account Maintenance
- Log Off
- Contact Information

Transaction

Originator	John Doe [JDoe]
Entry Date	06/24/2020 07:44:49 PM
Type	Withdrawal
Source	9998-34910 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Payment Method	iPAS CNTR/WTHD
Amount	\$55.00
Effective Date	06/26/2020
Last Update	06/24/2020 07:44:50 PM
Status	Complete 633088/WTHD

Times are in Mountain Standard Time

Authorizations

There are no authorizations for this transaction

Figure 19. Withdrawal Confirmed



Figure 20. Withdrawal Pending Authorization

If any part of the withdrawal request is invalid (e.g., amount limitations, effective date), iPAS does not accept the withdrawal request and displays your request in a rejected status, along with an explanation for the rejection. The authorizer (if applicable) can also reject the withdrawal request.

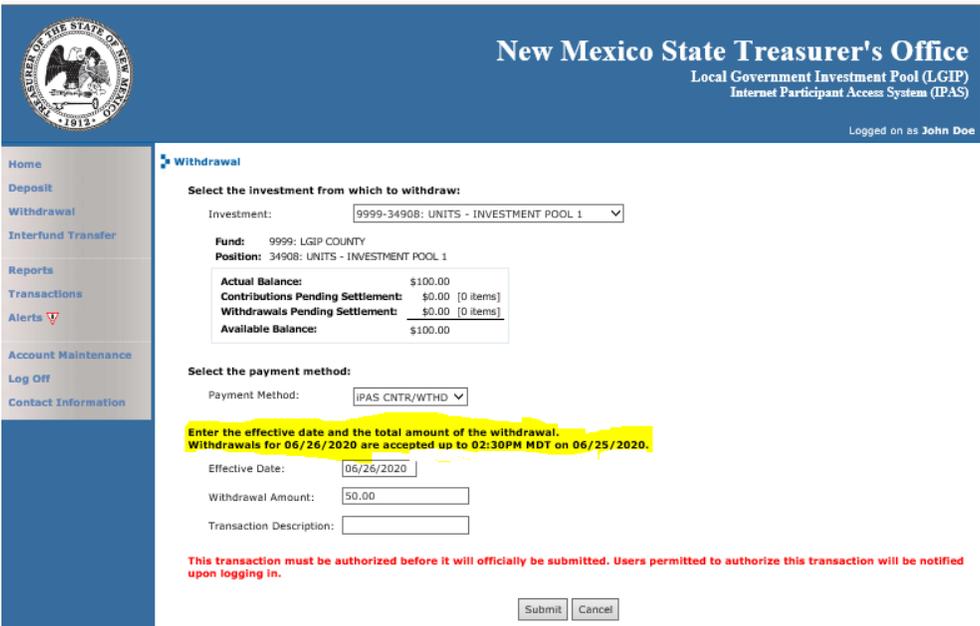


Figure 21. Withdrawal Deadline Error

Upon approval of the withdrawal request by the required number of authorizations, you will receive an alert on your **Home** page. Click the **Alert** icon to view the message.



Figure 22. Alert Messages

The **Alerts** page appears. Click **View** to display details of the alert.



Figure 23. View Alerts

The **Transaction** page displays the status of the transaction. If complete, iPAS provides a confirmation number, along with information related to the authorization (date of authorization, username of the

authorizer and type). You may print this page and clear the alert. Transactions will show as "MARK" until LGIP Staff posts final approval.

The screenshot shows the 'Withdrawal' page in the iPAS system. The header includes the state seal and the text 'New Mexico State Treasurer's Office Local Government Investment Pool (LGIP) Internet Participant Access System (IPAS)'. The user is logged in as 'John Doe'. A green message states 'The transaction was processed successfully.' Below this is a table with the following details:

Originator	John Doe
Entry Date	06/24/2020 04:35:54 PM
Source	9999-34908 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Payment Method	IPAS CNTR/WTHD
Amount	\$50.00
Effective Date	06/26/2020
Confirmation Number	633087/MARK

Times are in Mountain Standard Time

Print this page

Figure 24. Authorized Withdrawal Request



The State Treasurer's Office reviews all authorized transactions before processing them in the Investment Accounting system. Once approved, iPAS will reflect the updated investment balances.

If the authorizer rejected the withdrawal request, it displays in the Status field along with a short description detailing the rejection and information related to the transaction (entry date of the rejection, username of the authorizer and type). You may print the page and clear the alert.

The screenshot shows the 'Transaction' page in the iPAS system. The header includes the state seal and the text 'New Mexico State Treasurer's Office Local Government Investment Pool (LGIP) Internet Participant Access System (IPAS)'. The user is logged in as 'John Doe'. A table displays the transaction details:

Originator	John Doe [JDoe]
Entry Date	06/24/2020 06:04:51 PM
Type	Withdrawal
Source	9999-34908 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Payment Method	IPAS CNTR/WTHD
Amount	\$50.00
Effective Date	06/26/2020
Last Update	06/24/2020 06:05:24 PM
Status	Rejected Duplicate Transaction

Times are in Mountain Standard Time

Below the transaction table, there is an 'Authorizations' section with a table:

Entry Date	User	Type
06/24/2020 06:05:24 PM	Hannah Chavez [chavez]	Rejected

Times are in Mountain Standard Time

At the bottom, there is an 'Alert' section with a 'Clear Alert' button.

Print this page

Figure 25. Rejected Withdrawal Request

Interfund Transfer

To initiate an interfund transfer request, select **Interfund Transfer** from the menu or on the **Home** page.

Note: Internal Transfers do not require authorizations.



Figure 26. Interfund Transfer Request

The **Interfund Transfer** page appears.

Use the **search** feature to select the source investment (if other than the default investment) and the destination investment; then enter the *Effective Date*, *Transfer Amount* and *Transaction Description* (optional).

 You must submit interfund transfers by 2:30 p.m. to have an *Effective Date* of today. For interfund transfers submitted after the deadline, the earliest possible *Effective Date* is the next business day.

Click **Submit** to continue to the next page.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (IPAS)

Logged on as John Doe

Interfund Transfer

Select the source investment:

Transfer From: 9999-34908: UNITS - INVESTMENT POOL 1

Fund: 9999: LGIP COUNTY
Position: 34908: UNITS - INVESTMENT POOL 1

Actual Balance:	\$100.00
Contributions Pending Settlement:	\$0.00 [0 items]
Withdrawals Pending Settlement:	\$0.00 [0 items]
Available Balance:	\$100.00

Select the destination investment:

Transfer To: 9998-34910: UNITS - INVESTMENT POOL 1

Fund: 9998: LGIP COUNTY
Position: 34910: UNITS - INVESTMENT POOL 1

Actual Balance:	\$1,000.00
Contributions Pending Settlement:	\$0.00 [0 items]
Withdrawals Pending Settlement:	\$0.00 [0 items]
Available Balance:	\$1,000.00

Enter the effective date and the total amount to transfer.

Effective Date: 05/25/2020

Transfer Amount: 50.00

Transaction Description: Interfund Trans

Submit Cancel

Figure 27. Interfund Transfer Details

The **Interfund Transfer Confirmation** page displays the request details. Review the details and, if correct, click **Continue**.

INTERFUND TRANSFER CONFIRMATION

Please confirm interfund transfer details

Source Investment Details:
Fund: 9999: LGIP COUNTY
Position: 34908: UNITS - INVESTMENT POOL 1

Destination Investment Details:
Fund: 9998: LGIP COUNTY
Position: 34910: UNITS - INVESTMENT POOL 1

Other Details:
Transfer Amount: 50.00
Effective Date: 05/25/2020

Continue Cancel

Figure 28. Interfund Transfer Confirmation

The final page in the interfund transfer request process is the Interfund Transfer Status page. This page provides information regarding the next steps needed for the transfer request to complete.

If any part of the interfund transfer request is invalid (e.g., amount limitations, effective date), iPAS does not accept the transfer request and displays your request in a rejected status, along with an explanation about the rejected transaction.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (iPAS)

Logged on as **John Doe**

Interfund Transfer

The amount requested will exceed the balance available.

Originator	John Doe
Entry Date	05/22/2020 05:04:43 PM
Source	9999-34908 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Destination	9998-34910 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Amount	\$500.00
Effective Date	05/25/2020
Status	Error Insufficient funds

Times are in Mountain Standard Time

[Print this page](#)

Figure 29. Interfund Transfer Error

If the system does not encounter any errors, the status page displays the completed transaction along with its confirmation number, which you may print.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (iPAS)

Logged on as **John Doe**

Interfund Transfer

The transaction was processed successfully.

Originator	John Doe
Entry Date	05/22/2020 05:06:01 PM
Source	9999-34908 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Destination	9998-34910 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Amount	\$50.00
Effective Date	05/25/2020
Confirmation Number	633029/MARK 633030/MARK

Times are in Mountain Standard Time

[Print this page](#)

Figure 30. Interfund Transfer Confirmed



The State Treasurer's Office reviews all authorized transactions before processing them in the Investment Accounting system. Once approved, iPAS will reflect the updated investment balances.

Reports

iPAS offers real-time account statements across your investments for any time period which can be generated in various formats, including PDF and Excel.

To generate a report, select Reports from the menu or on the **Home** page.



Figure 31. Reports

The Reports page appears.

Use the **search** feature to select the investment (if other than the default investment), reporting period and output format and click **Submit**.



Your default investment displays in the investment field box automatically.

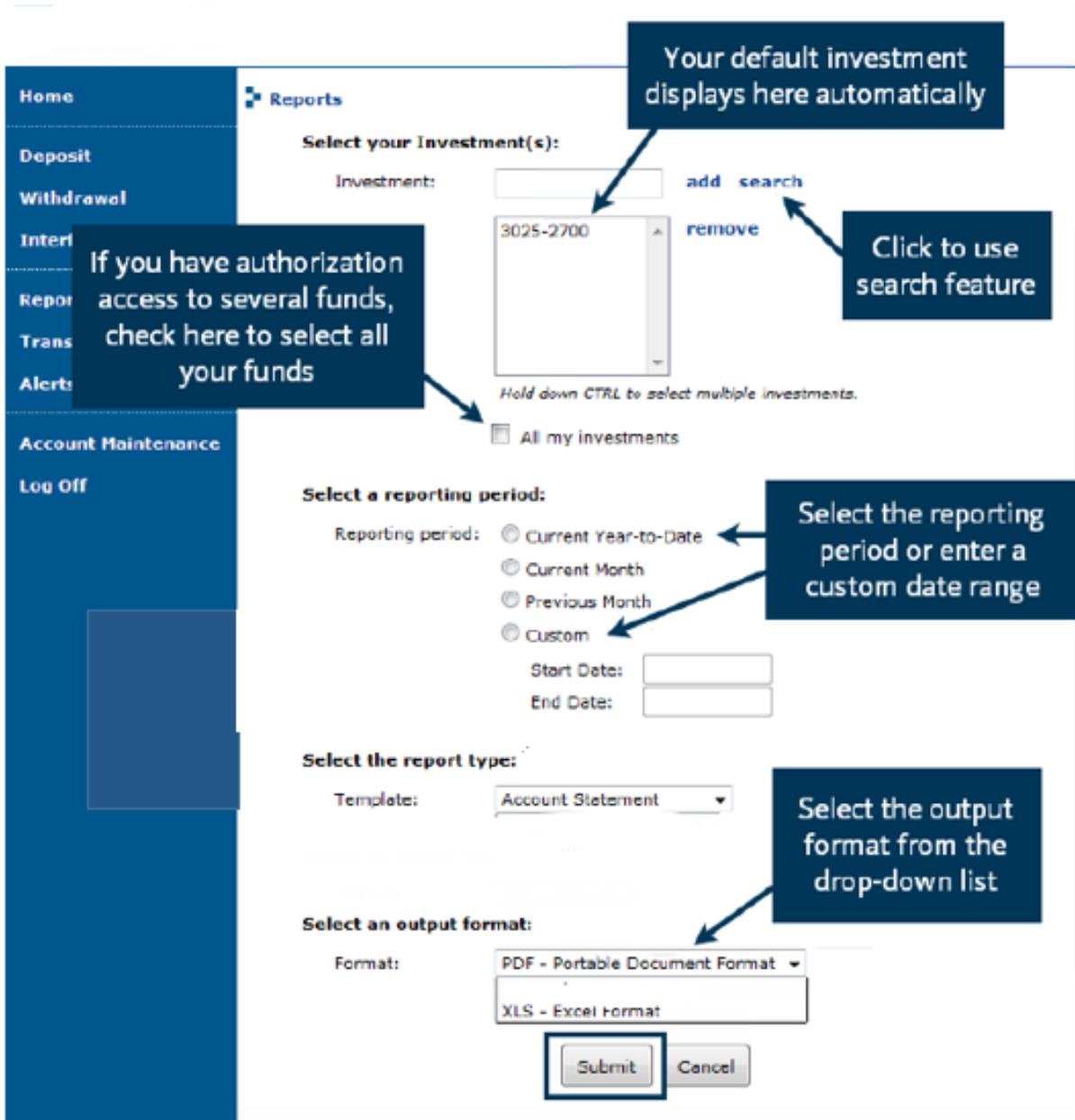


Figure 32. Report Selection

The report appears.

New Mexico State Treasurer’s Office
Local Government Investment Pool (LGIP)

Statement of Account

LGIP COUNTY		----- Account Period -----
LGIP TREASURER		05/01/2020 through 05/22/2020
LGIP COUNTY		Account Name: LGIP MAIN ACCOUNT
555 SANTA FE LANE		Account Number: 9999
SANTA FE, NM 87505		Account Type: LGIP FUND (Pool-4101)

Net Current Yield: 0.0000	Management Fee Rate: 0.0500
---------------------------	-----------------------------

Current Gross Earnings	0	Beginning Balance	0.00
Current Management Fee	0	Deposits	100.00
Current Net Earnings*	0	Withdrawals	(0.00)
Average Daily Balance	40.91	Prior Month's Earnings Reinvested	0.00
		Ending Balance	100.00

DATE	ACTIVITY	AMOUNT	BALANCE
05/01/2020	Beginning Balance		0.00
05/14/2020	Deposit	100.00	100.00
05/22/2020	Ending Balance		100.00

*Current Net Earnings credited 1st business day of the following month.

New Mexico Local Government Investment Pool (LGIP) deposits are not guaranteed or insured by any bank, the State of New Mexico, the Federal Deposit Insurance Corporation, the Federal Reserve Board, or any other agency. New Mexico LGIP deposits involve certain investment risks. Yield and total return may fluctuate and are not guaranteed.

2055 S. Pacheco St., Suite 100 & 200 | Santa Fe, NM 87505 | (505) 955-1120 | www.NMSTO.gov

Page: 1

Figure 33. Report

Note: If a date range is selected that includes dates in more than one calendar month, the resulting report will provide a summary statement for the period rather than the individual monthly statements. The summary statement will show all transactions within the date range, but will not show earnings or balances for the period. Statement options are available to run month-to-date and year-to-date statements.

Report Outcome

Statement Options	Earnings	Management Fee	Average Daily Balance
Current Year-to-Date	N/A	N/A	Account Period
Current Month	N/A	N/A	Account Period
Previous Month	Monthly	Monthly	Monthly
Custom*	N/A	N/A	Account Period

**Earnings and Management Fee will only be provided on a monthly or yearly statement*

The **View Transactions** page enables you to review iPAS transaction from within a date range. To view, select **Transactions** from the menu or on the **Home** page.



Figure 34. Transactions

The View Transactions page appears. The filter criterion includes date range (entered), transaction type, effective date range, amount and status.

Note: Transactions will only appear on initiator page and not authorizer. To view all transactions on a given day a statement can be generated under Reports.

Make your selection and click [Get Transactions](#) to view the output.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (IPAS)

Logged on as **John Doe**

View Transactions

Filter (hide)

Entered: Between 05/01/2020 and 05/31/2020

Type: Please select

Effective: Between 05/01/2020 and 05/31/2020

Amount: Between and

Status: Please select

Transactions

Entered	Type	Effective	Amount	Status	
05/18/2020 08:45:13 AM	Deposit	05/18/2020	\$400.00	Rejected	view
05/18/2020 09:52:15 AM	Deposit	05/18/2020	\$400.00	Complete	view

Times are in Mountain Standard Time

Figure 35. Transaction Activity Results

To display a transaction's details, click **View**.

New Mexico State Treasurer's Office
Local Government Investment Pool (LGIP)
Internet Participant Access System (IPAS)

Logged on as **John Doe**

Transaction

Originator	John Doe [JDoe]
Entry Date	05/18/2020 09:52:15 AM
Type	Deposit
Source	9999-34908 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Payment Method	iPAS CNTR/WTHD
Amount	\$400.00
Effective Date	05/18/2020
Last Update	05/18/2020 09:52:42 AM
Status	Complete 633011/CNTR

Times are in Mountain Standard Time

Authorizations

Entry Date	User	Type
05/18/2020 09:52:41 AM	Hannah Chavez [chavez]	Authorized

Times are in Mountain Standard Time

Alert

[Print this page](#)

Figure 36. Transaction Activity Detail

Alerts

The **Alert** notification feature in iPAS advised you when a transaction request you entered has an updated status or, if you have authorization privileges, notifies you a transaction is awaiting authorization.

To view your alerts, select **Alerts** from the menu or on the **Home** page. , or click the Alerts icon on the Home page.



Figure 37. Alerts

If you have transaction authorization permission, the **View Alerts** page displays a list of pending transactions. Click **View** to proceed to the transaction detail page.



Figure 38. Alerts – Pending Transactions

The **Transaction** page appears. Review the transaction details and **Authorize** or **Reject** the transaction.



Figure 39. Alerts – Transaction Details

If you reject the transaction, you may enter the reason for the rejection in the space provided.



Figure 40. Alerts – Reject Transaction

If you do not have authorization privileges, the **View Alerts** page displays your pending and updated iPAS transaction. Click **View** to display the transaction details.



Figure 41. Alerts – Pending Transactions (Basic User)

The **Transaction** page appears. The *Status* field identifies the status of the transaction and includes information related to the authorization or rejection. You may print this page and clear the alert.

The screenshot displays the New Mexico State Treasurer's Office iPAS interface. At the top, the header includes the state seal, the office name, and the system name: "Local Government Investment Pool (LGIP) Internet Participant Access System (IPAS)". The user is logged in as "John Doe".

A left-hand navigation menu contains the following items: Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts (with a red triangle icon), Account Maintenance, Log Off, and Contact Information.

The main content area is titled "Transaction" and features a table with the following details:

Originator	John Doe [JDoe]
Entry Date	05/18/2020 08:45:13 AM
Type	Deposit
Source	9999-34908 LGIP COUNTY: UNITS - INVESTMENT POOL 1
Payment Method	iPAS CNTR/WTHD
Amount	\$400.00
Effective Date	05/18/2020
Last Update	05/18/2020 08:49:49 AM
Status	Rejected Incorrect Amount

Below the table, it states: "Times are in Mountain Standard Time".

An "Authorizations" section follows, with a table:

Entry Date	User	Type
05/18/2020 08:49:49 AM	Hannah Chavez [chavez]	Rejected

It also notes: "Times are in Mountain Standard Time".

An "Alert" section is present at the bottom, containing a "Clear Alert" button.

Figure 42. Alerts – Transaction Details

Account Maintenance

You can change your password for iPAS through the **Account Maintenance** page. To access, select **Account Maintenance** from the menu or on the **Home** page.



Figure 43. Account Maintenance

The **Account Maintenance** page appears.



Figure 44. Account Maintenance Menu

Change Password

The **Update Password** page allows you to change your password to log into iPAS. To edit, select **Change Password** from the **System Maintenance Menu**; the **Update Password** page displays.



Figure 45. Update Password

Enter your Current Password and New Password in the fields provided.

Click Save to establish your new password. A message confirms you successfully updated your iPAS password.

- At least 10 characters
 - At least one uppercase letter
 - At least one lowercase letter
 - At least one number
 - At least one special character
- No repeating characters of 3 or more at any point in the password.

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