

Financial Institutions Portal – Quick Guide

Reporting Paths

Financial institutions must submit reports via one of two paths:

- A. IOLTA Remittance Report** (monthly/quarterly)
- B. Annual Report**

A. IOLTA Remittance Report Submission (Monthly/Quarterly)

Who: Existing CA IOLTA program financial institutions with prior portal access or new remitters who request login credentials.

To request credentials (new remitters):

Email BankingCompliance@calbar.ca.gov with your first name, last name, and email address.

Steps:

1. **Log in:** Visit the Financial Institutions Portal, <https://apps.calbar.ca.gov/cta>, and sign in with your IOLTA Portal username and password.
 2. **Verification:** Enter the email verification code sent to you.
 3. **Report:** If remitter is also designated to upload annual report, select “IOLTA Remittance Report” on the dashboard.
 4. **Download Template:**
 - Use the standard remittance report Excel template.
 - Complete the **Part II Detail Statement** tab with each account’s details (account number, name, total average daily balance, IOLTA rate, fees, interest earned, new/closed status).
 - Totals from Part II must be summarized in **Part I Summary Statement** tab (sections A through E).
 - Important: Do NOT modify the template format; modified templates will fail upload.
 5. **Upload Report:**
 - Upload the completed Excel file.
 - Expand the uploaded report to review details, then click “Approve & Submit.”
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B. Annual Report Submission (Due March 1)

Who: Financial institutions designating a staff member for portal access to submit the annual report.

IOLTA remitters also designated to upload the annual report must register with existing credentials.

Registration for Annual Report Access:

1. Go to the Financial Institutions Portal: <https://apps.calbar.ca.gov/cta>
2. Click **Register as a new user**.
3. Complete the registration form and submit.
4. Check email for confirmation and login credentials.

If Registration Was Incomplete:

- Return to portal, enter your initial username/password.
- You will receive an email with a link to complete registration.

Domain Registration (If your institution does not have a registered domain):

- Submit domain registration request via portal.
- Wait for approval email.
- Use the email link to continue registration.

Denied Domain Registration:

- Contact BankingCompliance@calbar.ca.gov for questions or appeals.

Submitting the Annual Report:

1. Log in with your credentials and verification code.
 2. Download the Annual Report template.
 3. Complete fields:
 - Trust Account Type
 - Account Number
 - Account Name
 - Designated Attorney Bar License Number
 - Balance as of December 31
 4. Upload the completed spreadsheet to submit.
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Note: Designated users with access to both “IOLTA Remittance Report” and “Annual Report” may toggle between paths by using the banner in the upper left of the portal dashboard.
