

West Virginia State Treasurer's Office

Larry Pack State Treasurer

User Manual



2025

State Treasurer's Office Safekeeping System

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State Treasurer's Office Safekeeping System

Login

You will access the Safekeeping system via <http://apps.wvsto.com/safekeepingii/>

First, you must request an account. See next page to set up an account.



The screenshot shows a web browser window with the title "SAFEKEEPING - LOGIN". The address bar displays the URL: [https://apps.wvsto.com/safekeepingii/\(S\(ov01ezgqpoglyu2rex54w3s\)\)/login.aspx](https://apps.wvsto.com/safekeepingii/(S(ov01ezgqpoglyu2rex54w3s))/login.aspx). The page features the West Virginia State Treasurer's Office logo on the left, which includes the state seal and the text "THE SEAL OF THE STATE TREASURER OF WEST VIRGINIA". To the right of the logo, the name "Larry Pack" is displayed in a large, blue serif font, followed by "West Virginia State Treasurer" in a smaller, blue serif font. Below the header, there are two input fields: "Username:" and "Password:". Below the password field is a link that says "Forgot your password?". At the bottom of the login section are two buttons: "Login" and "Cancel". Below the buttons is a link that says "Not a registered user? Request an Account". At the very bottom, there is a paragraph of text: "For assistance, please contact the Safekeeping staff at 304-340-5033 or email Safekeeping@wvsto.com. Normal business hours are Monday thru Friday, 8am to 5pm."

SAFEKEEPING - LOGIN

[https://apps.wvsto.com/safekeepingii/\(S\(ov01ezgqpoglyu2rex54w3s\)\)/login.aspx](https://apps.wvsto.com/safekeepingii/(S(ov01ezgqpoglyu2rex54w3s))/login.aspx)

 **Larry Pack**
West Virginia State Treasurer

Username:

Password:

[Forgot your password?](#)

[Not a registered user? Request an Account](#)

For assistance, please contact the Safekeeping staff at 304-340-5033 or email Safekeeping@wvsto.com.
Normal business hours are Monday thru Friday, 8am to 5pm.

State Treasurer's Office Safekeeping System

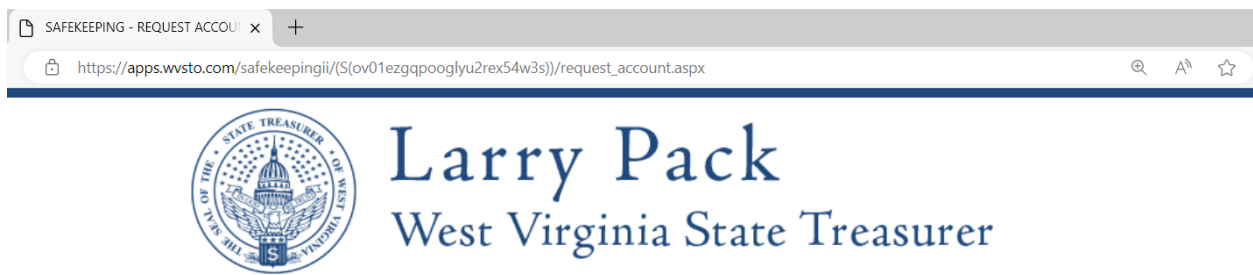
Not a registered user? Request an account

Select the appropriate agency name from the drop down box.

Enter in your user information, username and password.


Review the information for accuracy and select Request an Account.

You will receive an email notification when your account is established.



SAFEKEEPING - REQUEST ACCOU | x +

https://apps.wvsto.com/safekeepingii/(S(ov01ezgqpoglyu2rex54w3s))/request_account.aspx

 **Larry Pack**
West Virginia State Treasurer

REQUEST AN ACCOUNT

Select an agency: -Choose One- ▼

First Name:

Last Name:

Title:

Phone Number: () -

Email Address:

Username:

Re-enter your username:

Password:

Re-enter your password:


Read Only? ☐

State Treasurer's Office Safekeeping System

Forgot your password

SAFEKEEPING - PASSWORD RETRI x +

[https://apps.wvsto.com/safekeepingii/\(S\(ov01ezgqpooglyu2rex54w3s\)\)/forgot_password.aspx](https://apps.wvsto.com/safekeepingii/(S(ov01ezgqpooglyu2rex54w3s))/forgot_password.aspx) 🔍 A ☆



Larry Pack

West Virginia State Treasurer

PASSWORD RECOVERY

Username:

Email Password

Cancel

State Treasurer's Office Safekeeping System

USER DISCLAIMER

Please read the disclaimer:

Choose **"I agree"** box to proceed.

If you choose the **"I Do Not Agree"**, the session will terminate.

USER DISCLAIMER

IMPORTANT: PLEASE READ THIS SAFEKEEPING VERIFICATION CAREFULLY BEFORE CLICKING BELOW OR ACCESSING THE SAFEKEEPING SYSTEM. BY CLICKING BELOW AND ACCESSING THE SAFEKEEPING SYSTEM, YOU ACKNOWLEDGE THAT YOU HAVE READ THE REPRESENTATIONS BELOW, THAT YOU UNDERSTAND THEM, AND THAT YOU AGREE TO BE BOUND BY THEIR TERMS. IF YOU DO NOT AGREE TO AND ACCEPT ALL OF THESE TERMS, DO NOT CLICK THE "I ACCEPT" BUTTON BELOW OR ATTEMPT TO ACCESS THE SAFEKEEPING SYSTEM.

I, XXXXXX on the behalf of XXXXX, hereby declare, under penalty of perjury, that I am the individual assigned the logon by which I accessed this site. Further, I recognize that it is my responsibility to confirm that the security was received, and the security will only be considered received when the West Virginia State Treasurer's office has received it in a complete, accurate and correct form including any required remittance. I also affirm that I have read and understand WV State Code § 12-5-2, which states:

(a) The treasurer of this state, unless otherwise expressly provided by law, shall be custodian of all securities required by law to be deposited with the state or held in legal custody by the state, and all departments of this state, commissioners or agents of the state, who hold any such securities, shall transfer and deliver the same to the state treasurer to be kept and held by him as legal custodian thereof until released in the manner provided by law: Provided, That the state treasurer shall establish a list of which securities shall be acceptable securities and notify all state agencies of the contents of that list: Provided, however, That the provisions of this subsection shall not apply to the investment management board.

(b) The treasurer may by formal order of record fix fair and reasonable charges for the care, custody, exchange and substitution of securities deposited by insurance companies and companies issuing annuity contracts. The treasurer shall collect the charges from the companies and shall deposit the collections in the general revenue fund: Provided, That no charge shall be made against any company depositing securities of the par value of less than three hundred thousand dollars. (1927, c.5 § 2; 1941, c. 96; 1978, c.58; 1990, 3rd Ex. Sess., c. 5; 1997, c.95.)

I Agree

I Do Not Agree

State Treasurer's Office Safekeeping System

MAIN MENU



Larry Pack
West Virginia State Treasurer

[Home](#) [Add Security](#) [Pending Securities](#) [Held Securities](#) [Release Security](#) [Companies](#) [Edit User Account](#) [Change Password](#) [Policies & Procedures](#)
[STO Acknowledgement](#) [Help](#)

*Welcome to State Treasurer Larry Pack's Safekeeping system.
If at any time you need assistance with the system or encounter a problem,
please contact the Safekeeping staff at 304-340-5033 or email Safekeeping@wvsto.com.
Normal business hours are Monday thru Friday, 8am to 5pm.*



West Virginia State Treasurer's Office

Fee Schedule

Effective July 1, 2012

Banking Service Fees	<i>Fee schedule</i>		
	Per item	Hourly	Monthly
Returned Checks	\$15	-	-
Returned ACH	\$15	-	-

State Treasurer's Office Safekeeping System

Add Security

Select the Company box to select a specific company.

If not found, you must add company at the Companies menu (see page 25).



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West Virginia State Treasurer

[Security](#) [Pending Securities](#) [Held Securities](#) [Release Security](#) [Companies](#) [Edit User Account](#) [Change Password](#) [Policies & Procedures](#) [Help](#)

ADD A SECURITY

Company: 

Location: 

Security Type: 

Click the Location box and select the appropriate option:

- Cash/Check—deliver deposit to the Safekeeping Division of the STO
- Vault—deliver Certificates of Deposit or Letters of Credit to the Safekeeping Division of the STO
- Custodial Bank—securities (marketable securities such as T-Bills, Treasury notes, etc) to be held by State Custodial Bank. Before initial investment may occur, agency must contact STO and become registered with the Custodial Bank.

The security type box will automatically populate with the security types allowable to be held as collateral pursuant to WV Code relative to each State agency. Please contact Safekeeping@wvsto.com or call 304-340-5033 to add a security type.

State Treasurer's Office Safekeeping System

If your agency has code authority to invest funds, select the INVESTED CASH/ CHECK OR WIRE ACH (depending on mode of payment).

If your agency DOES NOT HAVE CODE AUTHORITY to invest funds, select the NON INVESTED method of payment.



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ADD A SECURITY

Company: *

Location:

Security Type:

- Choose One-
- Invested Cash
- Invested Check
- Invested Wire/ACH
- Non-Invested Cash
- Non-Invested Check

State Treasurer's Office Safekeeping System

Location: Cash\Check: Add an Invested Check or Cash:

Company:	<input type="text" value="-Choose One-"/>	*
Location:	<input type="text" value="Cash/Check"/>	
Security Type:	<input type="text" value="Invested Cash"/>	
Description:	<input type="text"/>	
Comments:	<input type="text"/>	
Agency Doc ID:	<input type="text"/>	
Initial Value:	<input type="text" value="\$0.00"/>	
Misc 1:	<input type="text"/>	
Misc 2:	<input type="text"/>	
<input type="button" value="Save"/>		<input type="button" value="Clear"/>
<input type="button" value="Close"/>		

Description: Place the DEP X account number in this box.

Comments: Agency use.

Agency Doc ID: This would be an agency specific number unrelated to Safekeeping such as permit number or API number.

Initial value: Enter the amount stated on the face of the check or the amount of cash on hand. This is a required field and must match the check or cash presented at the STO Safekeeping division. This is a required field.

Issue date: Enter the issue date of the check. This is a required field.

Check #: Enter the check number on the face of the check. This is a required field.

Bank name: Enter the name of the financial institution the check is drawn on.

Misc 1: Agency use

Misc 2: Agency use

Click SAVE and you will receive a message **"The security was successfully submitted!"**

State Treasurer's Office Safekeeping System

Location Vault:

Select the type of security (certificates of deposit, escrow accounts, letters of credit and surety bonds) to send to the STO Safekeeping vault.



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ADD A SECURITY

Company:




Location:

Security Type:

- Choose One-
- CD
- Escrow Account
- LOC
- Stock Security
- Surety Bond

State Treasurer's Office Safekeeping System

Add Certificate of Deposit (CD):

Description:	<input type="text"/>
Comments:	<input type="text"/>
Agency Doc ID:	<input type="text"/>
Initial Value:	<input type="text" value="\$0.00"/>
Maturity Date:	<input type="text"/> 
Issue Date:	<input type="text"/> 
CD#:	<input type="text"/>
Interest Rate:	<input type="text" value="0.00%"/>
Bank Name:	<input type="text"/>
Automatic Renewal	<input type="checkbox"/>
Renewal Period:	<input type="text"/> day(s) 
Misc 1:	<input type="text"/>
Misc 2:	<input type="text"/>

Description: Agency use

Comments: Agency use.

Agency Doc ID: This would be an agency specific number unrelated to Safekeeping.

Initial value: Enter the amount stated on the CD. This is a required field.

Maturity Date: Enter the date of first maturity. This is a required field.

Issue date: Enter the issue date of the CD. This is a required field.

CD #: Enter the CD #. This is a required field.

Interest rate: Enter the interest rate on the CD.

Bank name: Enter the bank name the CD is issued on. This is a required field.

State Treasurer's Office Safekeeping System

Automatic Renewal: Check this box if CD is automatically renewable.

Renewal Period: In the first box, enter the **numeric value** only (days, months, years). In the second box, select (days, months, years). THE SAFEKEEPING SYSTEM WILL PROMPT YOU PRIOR TO MATURITY TO RENEW THE CD.

Misc 1: Agency use

Misc 2: Agency use

Click SAVE and you will receive a message “The security was successfully submitted!”

Add Letter of credit:

Description:	<input type="text"/>
Comments:	<input type="text"/>
Agency Doc ID:	<input type="text"/>
Initial Value:	<input type="text" value="\$0.00"/>
Issue Date:	<input type="text"/>
Expiration Date:	<input type="text"/>
LOC #:	<input type="text"/>
Bank Name:	<input type="text"/>
Automatic Renewal	<input type="checkbox"/>
Renewal Period:	<input type="text"/> day(s) <input type="button" value="v"/>
Misc 1:	<input type="text"/>
Misc 2:	<input type="text"/>

Description & Comments boxes are for agency use.

Agency Doc ID: This would be an agency specific number unrelated to Safekeeping.

Initial value: Enter the amount stated on the Letter of Credit.

Issue date: Enter the issue date or the effective date if both are the same. If different dates, then enter the effective date. This is a required field.

State Treasurer's Office Safekeeping System

Expiration date: Enter if provided on the Letter of Credit. If there is not, skip this field. This is not a required field.

LOC #: Enter letter of credit #. This is a required field.

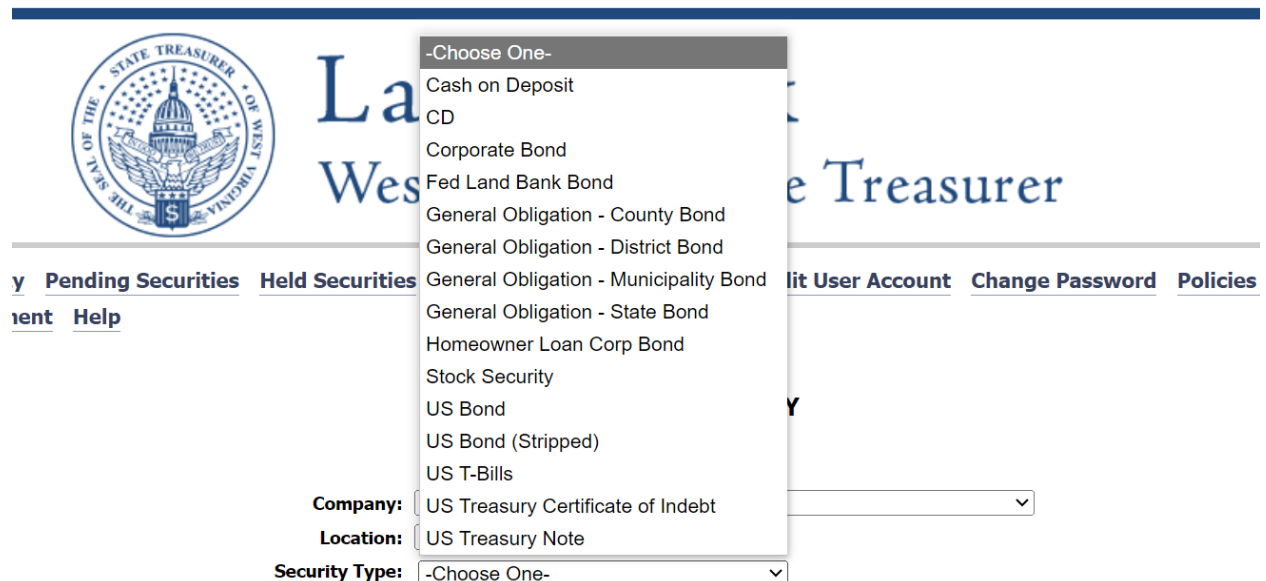
Bank name: Enter the bank name Letter of Credit is drawn on. This is a required field.

Misc 1: Agency use

Misc 2: Agency use

Click SAVE and you will receive a message “The security was successfully submitted!”

Location: Custodial Bank Select the type of security to be held at the State's Custodial Bank.



The screenshot displays the State Treasurer's Office Safekeeping System interface. The page features a navigation menu with links: [Pending Securities](#), [Held Securities](#), [Log Out User Account](#), [Change Password](#), and [Policies](#). A dropdown menu is open for the 'Security Type' field, listing various security options: -Choose One-, Cash on Deposit, CD, Corporate Bond, Fed Land Bank Bond, General Obligation - County Bond, General Obligation - District Bond, General Obligation - Municipality Bond, General Obligation - State Bond, Homeowner Loan Corp Bond, Stock Security, US Bond, US Bond (Stripped), US T-Bills, US Treasury Certificate of Indebt, and US Treasury Note. The 'Company' field is set to 'US Treasury Certificate of Indebt' and the 'Location' field is set to 'US Treasury Note'.

State Treasurer's Office Safekeeping System

Add US T-Bills:

Company:	<input type="text" value="-Choose One-"/>
Location:	<input type="text" value="Custodial Bank"/>
Security Type:	<input type="text" value="US T-Bills"/>
Description:	<input type="text"/>
Comments:	<input type="text"/>
Agency Doc ID:	<input type="text"/>
Initial Value:	<input type="text" value="\$0.00"/>
Shares/Units:	<input type="text"/>
Custodial Account Number:	<input type="text"/>
Maturity Date:	<input type="text"/>
Issue Date:	<input type="text"/>
Interest Rate:	<input type="text" value="0.00%"/>
Cusip #:	<input type="text"/>
Misc 1:	<input type="text"/>
Misc 2:	<input type="text"/>

Description &

Comments boxes are for agency use.

Agency Doc ID: This would be an agency specific number unrelated to Safekeeping.

Initial value: Enter the Market value when purchased. This is a required field.

Shares/Units: Enter the number of units purchased.

Custodial account #: Enter the account number assigned by the custodial bank. This is a required field.

Maturity date: Enter the maturity date.

Issue date: Enter the date purchased. This is a required field.

Interest rate: Enter the interest rate of the security.

Cusip : Enter the security cusip number. This is a required field.

Misc 1: Enter the security cusip number.

Click SAVE and you will receive a message ["The security was successfully submitted!"](#)

State Treasurer's Office Safekeeping System

Add Cash on Deposit:

Company:	<input type="text" value="-Choose One-"/>
Location:	<input type="text" value="Custodial Bank"/>
Security Type:	<input type="text" value="Cash on Deposit"/>
Description:	<input type="text"/>
Comments:	<input type="text"/>
Agency Doc ID:	<input type="text"/>
Initial Value:	<input type="text" value="\$0.00"/>
Custodial Account Number:	<input type="text"/>
Misc 1:	<input type="text"/>
Misc 2:	<input type="text"/>

Description & Comments boxes are for agency use.

Agency Doc ID: This would be an agency specific number unrelated to Safekeeping.

Initial value: Enter the amount of cash on deposit when securities mature and are not wired to agency or company. This is a required field.

Custodial account #: Enter the account number assigned by the custodial bank. This is a required field.

Misc 1: Agency use

Misc 2: Agency use

Click SAVE and you will receive a message "The security was successfully submitted!"

State Treasurer's Office Safekeeping System

Pending Securities

This menu will identify all securities entered at the Agency level awaiting delivery of the security to the Safekeeping Division of the STO.

You may choose your search feature by security type, company name or the ALL feature from either drop down box.



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West Virginia State Treasurer

[Home](#) [Add Security](#) [Pending Securities](#) [Held Securities](#) [Release Security](#) [Companies](#) [Edit User Account](#) [Change Password](#) [Policies & Procedures](#)
[STO Acknowledgement](#) [Help](#)

PENDING SECURITIES

Security ID:
Security Type:
Company:
Maturity Date:
Agency Doc ID:

Search

Security ID	Security Type	Company	Maturity Date	Initial Value	STO Possession Date	Agency Doc ID
No records to display.						

State Treasurer's Office Safekeeping System

Held Securities

This menu will identify all securities held by the Safekeeping Division of the STO.

You may choose your search feature by security type, company name or the ALL feature from either drop down box.



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SECURITIES HELD BY THE STO

Security ID:
Security Type:
Company:
Company Functional Code:
Maturity Date:
Agency Doc ID:

Search

Security ID	Security Type	Company	Maturity Date	Initial Value	STO Possession Date	Status	Agency Doc ID	Check
-------------	---------------	---------	---------------	---------------	---------------------	--------	---------------	-------

State Treasurer's Office Safekeeping System

Release a Security

You may choose from the following options to select a security to release.

Your search may yield multiple securities (be careful to select the correct security to release) (unless you utilize the **Security ID option**).

The Security ID option will only pull up that specific security.



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RELEASE A SECURITY

Security ID:
Security Type:
Company:
Maturity Date:
Agency Doc ID:

Search

Security ID	Security Type	Company	Maturity Date	Security Value	STO Possession Date	Status
-------------	---------------	---------	---------------	----------------	---------------------	--------

State Treasurer's Office Safekeeping System

Once you have selected the security for release, the security details will appear on your screen for review and confirmation before selecting DONE.

The requested pick up date will default to the next day.

Please allow (5) business days for normal processing.

Company: -All Companies-

Maturity Date:

Agency Doc ID:

Search

Security ID	Security Type	Company	Maturity Date	Security Value	STO Possession Date	Status
<input type="checkbox"/> 35371	Details	Non-Invested Check		\$2,850.00	6/4/2024	held by STO
<input type="checkbox"/> 35427	Details	Non-Invested Check		\$265,100.00	11/7/2024	held by STO

Requested Pickup Date: 01/10/2025

Special Handling:

Request Release

Cancel Release

Done

State Treasurer's Office Safekeeping System

Companies -Search

Before adding a company, determine if the company is already on the database.

Type the company name in the white box and Click Filter.

Then select an appropriate option to search for the company name.



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West Virginia State Treasurer

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COMPANIES

Add Company

Company Name

Edit [REDACTED]

Edit [REDACTED]

Edit [REDACTED]

Edit [REDACTED]

Edit [REDACTED]

Edit [REDACTED]

Edit [REDACTED]

NoFilter

Contains

DoesNotContain

StartsWith

EndsWith

EqualTo

NotEqualTo

GreaterThan

LessThan

GreaterThanOrEqualTo

LessThanOrEqualTo

Between

NotBetween

IsEmpty

NotIsEmpty

IsNull

NotIsNull

State Treasurer's Office Safekeeping System

Companies- Add

If the company is NOT FOUND during search, click the blue bar to Add Company and enter the data.

All the displayed fields are required for primary contact. Secondary contact information is optional.

SAFEKEEPING - ADD/EDIT COMPANY

Company:

Mailing Address:

City:

State: WV

Zip Code:

FEIN:

Functional Code:

Active? ☒

Company Primary

Name:

Phone: () -

Fax: () -

Email:

Company Secondary

Name:

Phone: () -

Fax: () -

Email:

adedit_company.aspx

State Treasurer's Office Safekeeping System

Companies-Edit

The **EDIT** feature is also found on the Companies screen.

Select the Edit box before the company name and the company information will appear on screen (see next print screen),



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COMPANIES

Add Company	
Company Name	Is Active
<input type="text"/>	<input type="checkbox"/>
Edit [REDACTED]	<input checked="" type="checkbox"/>
Edit [REDACTED]	<input checked="" type="checkbox"/>

State Treasurer's Office Safekeeping System

Edit company

When editing a company, this screen will have fields populated.

To protect the privacy of our customers, we have provided a blank screen for illustration.

To edit a company, select the field or fields to edit and click **Save**.

SAFEKEEPING - ADD/EDIT COMPANY

Company: *

Mailing Address: *

City: *

State: WV ▾

Zip Code: *

FEIN: *

Functional Code:

Active? ☒

Company Primary	Company Secondary
Name: <input type="text"/> *	Name: <input type="text"/>
Phone: () - <input type="text"/> *	Phone: () - <input type="text"/>
Fax: () - <input type="text"/> *	Fax: () - <input type="text"/>
Email: <input type="text"/> *	Email: <input type="text"/>

State Treasurer's Office Safekeeping System

STO Acknowledgement

Every user granted access to the Safekeeping system must acknowledge that the Safekeeping Code and any applicable Agency code has been read and understood before submitting data or requests within the Safekeeping System.

STO Acknowledgement

IMPORTANT: PLEASE READ THIS SAFEKEEPING VERIFICATION CAREFULLY BEFORE CLICKING BELOW OR ACCESSING THE SAFEKEEPING SYSTEM. BY CLICKING BELOW AND ACCESSING THE SAFEKEEPING SYSTEM, YOU ACKNOWLEDGE THAT YOU HAVE READ THE REPRESENTATIONS BELOW, THAT YOU UNDERSTAND THEM, AND THAT YOU AGREE TO BE BOUND BY THEIR TERMS. IF YOU DO NOT AGREE TO AND ACCEPT ALL OF THESE TERMS, DO NOT CLICK THE "I ACCEPT" BUTTON BELOW OR ATTEMPT TO ACCESS THE SAFEKEEPING SYSTEM.

I, XXXXXX on the behalf of XXXXX, hereby declare, under penalty of perjury, that I am the individual assigned the logon by which I accessed this site. Further, I recognize that it is my responsibility to confirm that the security was received, and the security will only be considered received when the West Virginia State Treasurer's office has received it in a complete, accurate and correct form including any required remittance. I also affirm that I have read and understand WV State Code § 12-5-2, which states:

(a) The treasurer of this state, unless otherwise expressly provided by law, shall be custodian of all securities required by law to be deposited with the state or held in legal custody by the state, and all departments of this state, commissioners or agents of the state, who hold any such securities, shall transfer and deliver the same to the state treasurer to be kept and held by him as legal custodian thereof until released in the manner provided by law: Provided, That the state treasurer shall establish a list of which securities shall be acceptable securities and notify all state agencies of the contents of that list: Provided, however, That the provisions of this subsection shall not apply to the investment management board.

(b) The treasurer may by formal order of record fix fair and reasonable charges for the care, custody, exchange and substitution of securities deposited by insurance companies and companies issuing annuity contracts. The treasurer shall collect the charges from the companies and shall deposit the collections in the general revenue fund: Provided, That no charge shall be made against any company depositing securities of the par value of less than three hundred thousand dollars. (1927, c.5 § 2; 1941, c. 96; 1978, c.58; 1990, 3rd Ex. Sess., c. 5; 1997, c.95.)

Accept

Reject

State Treasurer's Office Safekeeping System

Policies & Procedures

The STO's Policies & Procedures will be maintained and updated within the Safekeeping System.

Help



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HELP

If at any time assistance is needed with this site or Safekeeping procedures,
please contact the Safekeeping staff at 304-340-5033 or safekeeping@wvsto.com.
Normal business hours are Monday thru Friday, 8am to 5pm.