

12 Start / Create your Quarterly Filings - SINGLE LOCATION ONLY

If there were zero transactions for the quarter this step is still required.

Before you can report zero contracts, create a contract, or upload a contract you must first create your quarterly Contract Filing record. This will act as a folder to contain your preneed contract records or your zero filing records.

12.1.1 Start / Create your Quarterly Filing Record

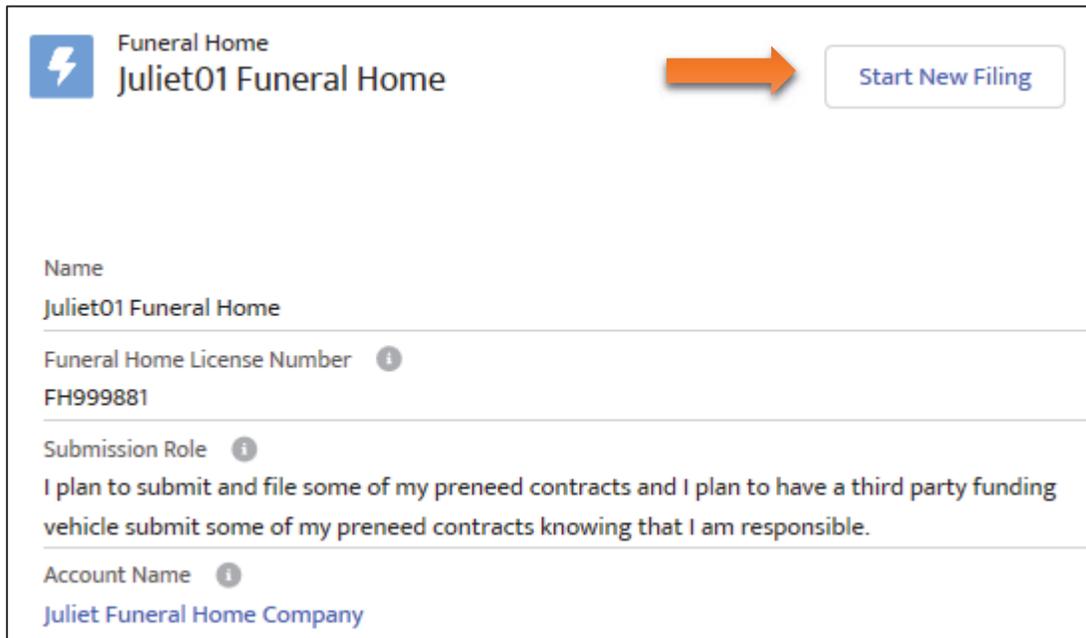
1. Log into ARPPS
2. At the top navigation command menu next to the Ohio.gov in red, click FUNERAL HOMES



3. Mid way down to the far left under "NAME", ARPPS will display your funeral home name .

NAME	ARPPS ID
Juliet01 Funeral Home	ARPPS-01204

4. Click on the funeral home which is displayed to the far left under the title "NAME" not "**ACCOUNT NAME**"
5. ARPPS will display the details of your Filing Group (Filing Group name, Funeral Home, Assigned Contact(s), Filings, and Preneed Contracts)



6. At the far right are the buttons - Start New Filing or Submit Zero Filing
7. If this is your first filing for a quarter, then you must create a Filing Record / folder to contain your preneed contracts.
8. To start / create a Filing Record click the button – Start New Filing or Submit Zero Filing, for zero contracts to report