Path: **Home Page** > **Creditor Agencies** > **Search for Creditor Agencies** > *[enter Creditor Agency Number]* **Search Agencies** > **Request modification of the creditor agency record** > *[modify information]* **Request Modify**

Creditor Agency Profile Updating

Each creditor agency has detailed record information in KTOP. Any time a creditor agency has a change to their name, sub-department, website, general contact information, notification contact information, and/or transfer contact information, a user with permission to view the agency can request a modification. Below is a description of what each contact is used for. Agencies can use the same person for two or all three contacts, or different people for each.

General Contact	Will be used as primary contact information and will receive basic correspondence sent out by KTOP
Notification Contact	Will be printed on letters to debtors sent by KTOP **IT IS RECOMMENDED THAT AGENCIES USE SOMETHING GENERIC SUCH AS "Business Office", AS THIS INFORMATION WILL BE GIVEN TO DEBTORS.**
Transfer Contact	Will receive information regarding payments intercepted and sent to the creditor agency for debts

To Modify a Creditor Agency Profile:

1. On the Home Page, click on ***Creditor Agencies***.

2. Click on ***Search for Creditor Agencies***.

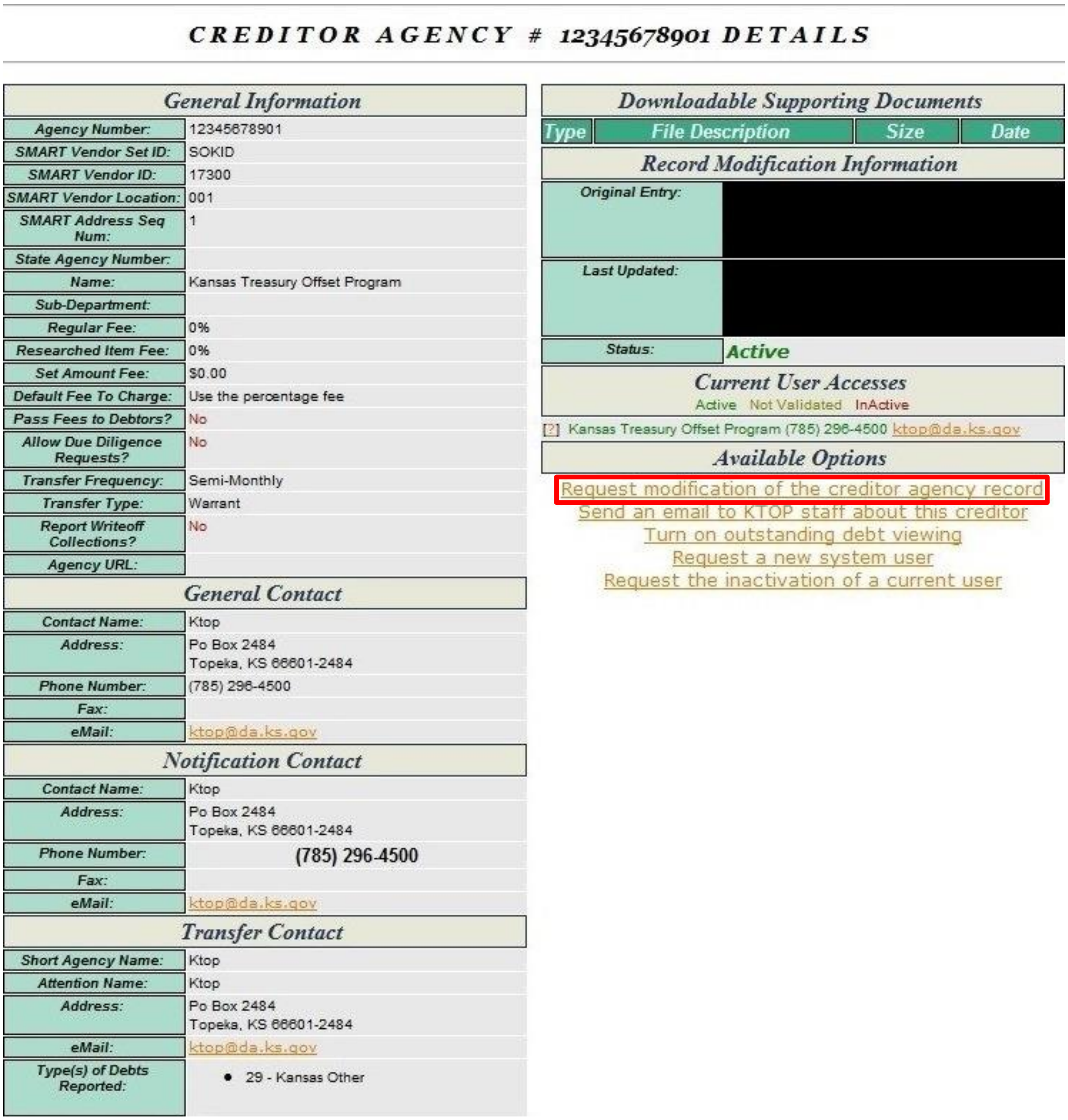
3. The Creditor Agency Search Criteria screen will appear:

a. Enter the Creditor Agency Number of the agency to be updated.

b. Click ***Search Agencies***.

4. Moving the cursor over a record will highlight it in yellow. Click on the desired agency in the Creditor Agency Search Result List.

5. Under *Available Options*, click on ***Request modification of the creditor agency record***.



CREDITOR AGENCY # 12345678901 DETAILS

General Information	
Agency Number:	12345678901
SMART Vendor Set ID:	SOKID
SMART Vendor ID:	17300
SMART Vendor Location:	001
SMART Address Seq Num:	1
State Agency Number:	
Name:	Kansas Treasury Offset Program
Sub-Department:	
Regular Fee:	0%
Researched Item Fee:	0%
Set Amount Fee:	$0.00
Default Fee To Charge:	Use the percentage fee
Pass Fees to Debtors?	No
Allow Due Diligence Requests?	No
Transfer Frequency:	Semi-Monthly
Transfer Type:	Warrant
Report Writeoff Collections?	No
Agency URL:	

General Contact	
Contact Name:	Ktop
Address:	Po Box 2484 Topeka, KS 66601-2484
Phone Number:	(785) 296-4500
Fax:	
eMail:	ktop@da.ks.gov

Notification Contact	
Contact Name:	Ktop
Address:	Po Box 2484 Topeka, KS 66601-2484
Phone Number:	(785) 296-4500
Fax:	
eMail:	ktop@da.ks.gov

Transfer Contact	
Short Agency Name:	Ktop
Attention Name:	Ktop
Address:	Po Box 2484 Topeka, KS 66601-2484
eMail:	ktop@da.ks.gov
Type(s) of Debts Reported:	• 29 - Kansas Other

Downloadable Supporting Documents

Type	File Description	Size	Date

Record Modification Information	
Original Entry:	[redacted]
Last Updated:	[redacted]
Status:	Active

Current User Accesses

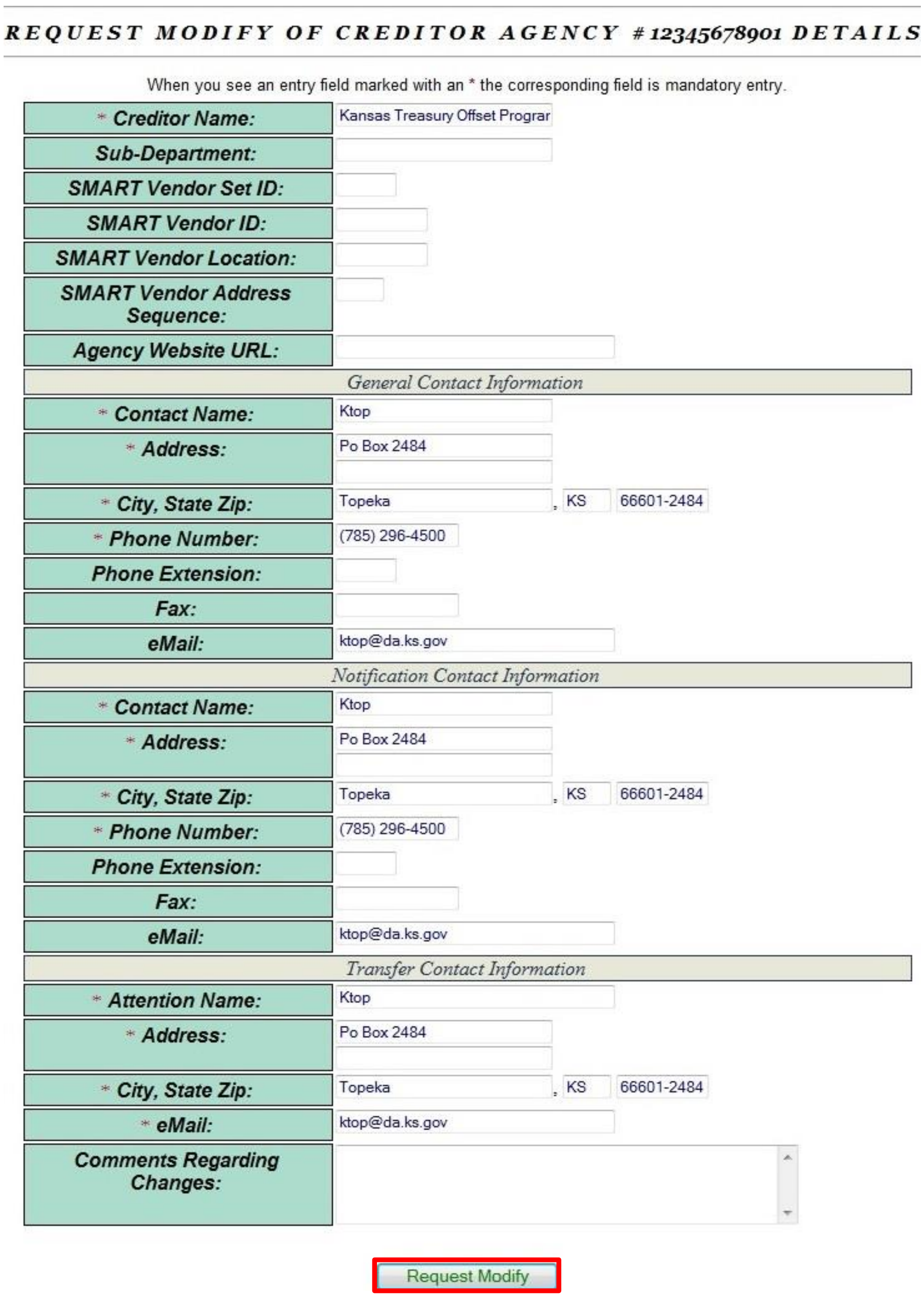
Active Not Validated InActive

[?] Kansas Treasury Offset Program (785) 296-4500 ktop@da.ks.gov

Available Options

Request modification of the creditor agency record
Send an email to KTOP staff about this creditor
Turn on outstanding debt viewing
Request a new system user
Request the inactivation of a current user

6. The Request Modify of Creditor Agency Details screen will appear:



REQUEST MODIFY OF CREDITOR AGENCY #12345678901 DETAILS

When you see an entry field marked with an * the corresponding field is mandatory entry.

* Creditor Name:	Kansas Treasury Offset Prograr
Sub-Department:	
SMART Vendor Set ID:	
SMART Vendor ID:	
SMART Vendor Location:	
SMART Vendor Address Sequence:	
Agency Website URL:	
General Contact Information	
* Contact Name:	Ktop
* Address:	Po Box 2484
* City, State Zip:	Topeka , KS 66601-2484
* Phone Number:	(785) 296-4500
Phone Extension:	
Fax:	
eMail:	ktop@da.ks.gov
Notification Contact Information	
* Contact Name:	Ktop
* Address:	Po Box 2484
* City, State Zip:	Topeka , KS 66601-2484
* Phone Number:	(785) 296-4500
Phone Extension:	
Fax:	
eMail:	ktop@da.ks.gov
Transfer Contact Information	
* Attention Name:	Ktop
* Address:	Po Box 2484
* City, State Zip:	Topeka , KS 66601-2484
* eMail:	ktop@da.ks.gov
Comments Regarding Changes:	

Request Modify

a. Change the information in any or all of the fields.

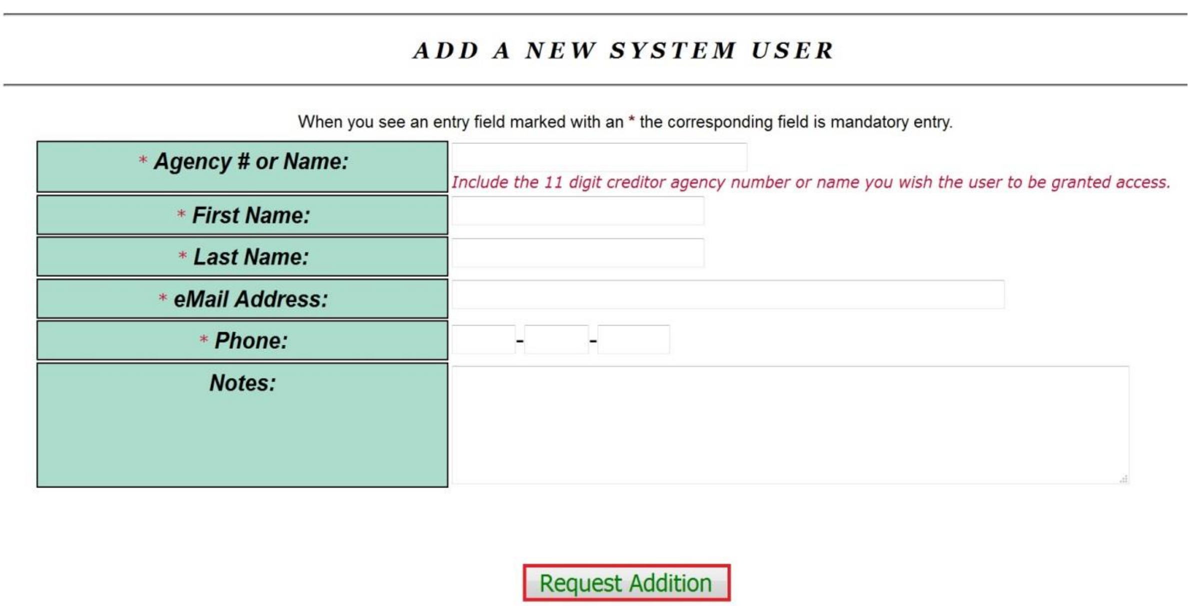
b. Click ***Request Modify***.

7. A pop-up box will appear that says, "Creditor information modification successfully requested!" Click ***OK***.

Each creditor agency has one or more users of the system. At the discretion of the agency, a new user can be added and/or inactivated.

TO REQUEST A NEW SYSTEM USER:

1. Return to the creditor agency details screen.
2. Under *Available Options*, click on ***Request a new system user***.
3. The Add a New System User screen will appear:



a. Enter the information in all of the required fields.

b. Click ***Request Addition***.

4. The new user will receive an email notification that they were given access to the State of Kansas Treasury Offset Program System.

From: ktop@treasuer.state.ks.us
Sent: Thursday, November 5, 2015 9:50 AM
To: *[USER EMAIL ADDRESS]*
Cc: *[KTOP STAFF]*
Subject: KTOP: Welcome to KTOP Kansas Treasury Offset Program

11/05/2015 9.50:28

At the above date and time you were given access to the State of Kansas Treasurer Offset Program System (KTOP) under the name *[FULL NAME]*.

Please read the full text of this e-mail or print this page. It covers most concerns that you may have during the validation process.

At your convenience contact *[KTOP STAFF]* at *[PHONE NUMBER]* for the temporary password associated with your account. You will then need to complete the sign on process before using the system to update your debts.

You must follow these steps in order to validate your access:

1. Follow the link (after reading the full text of this email):

https://host.treasurer.state.ks.us/ktop/new_user_validate.php?cntrl=*[CONTROL NUMBER]*

You will be presented with a gray window/box asking you to log in to the site. Enter "ktop" as the User Name and "anrktop" as the Password. The User Name & Password are case sensitive. If you are asked to enter Domain, leave this field blank. Please keep this information for future reference.

By clicking on the link you will be directed to a validation page in KTOP.

Note: If you have problems linking to the long address above please visit

https://host.treasurer.state.ks.us/ktop/new_user_validate.php

and copy & paste the control number *[CONTROL NUMBER]* in the field provided.

2. You will be asked to enter the control number from this e-mail, the temporary password given to you by *[KTOP STAFF]* over the phone and a new password of your choice for your account. When you click VALIDATE YOUR ACCOUNT, if you did everything correctly, you will be taken to the main KTOP login page.

3. Enter the Personal Operator ID (for non-Department of Administration users, most often this is your e-mail address) and the new password you just chose for your account.

You are now logged on to KTOP. For future reference you may visit the login page directly by visiting https://host.treasurer.state.ks.us/ktop.

If you have any suggestions or questions regarding KTOP please contact us at (785) 296-4500.

Thank You,

[KTOP STAFF]

READ the entire email before taking any action.

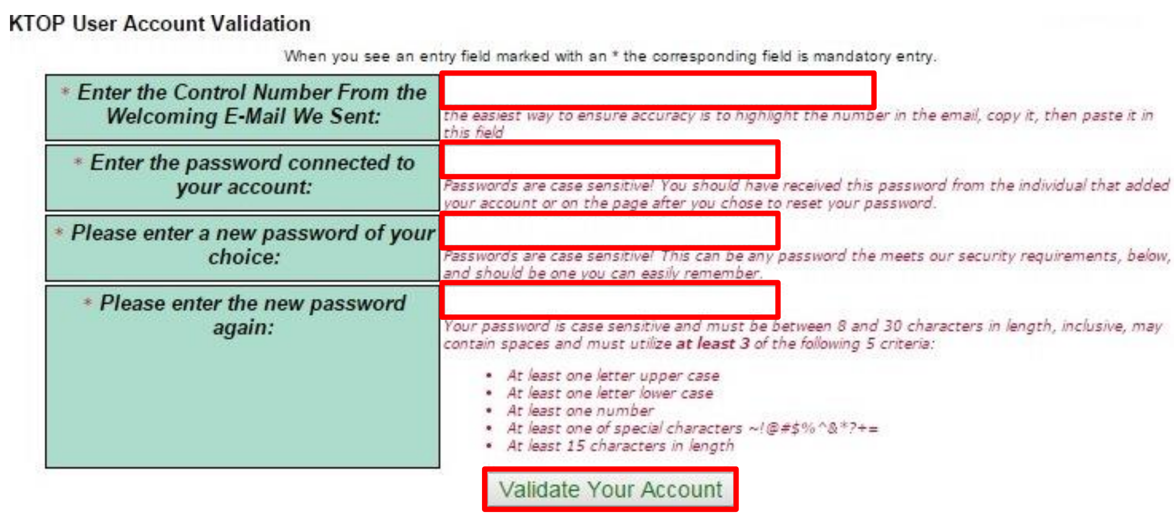
5. Click on the first link in step 1 of the email. This link includes a control number that is used by the system for validation.

   Depending on the user's email client, only part of the control number may be included in the hyperlink. If this is the case, the second link that does not contain the control number should be used.

6. A pop-up box will appear. Enter "**ktop**" in the user name field and "**anrktop**" in the password field.

7. Click ***Log In*** or ***OK*** (depending on the browser).

8. The KTOP User Account Validation screen will appear:



   a. If the user was able to use the first link in the email, the control number will already be filled in. If not, highlight and copy the control number from the email and paste it into the first field.

   b. Enter the temporary password given to the user by KTOP staff.

   c. Enter a new password that meets at least three of the criteria listed on the screen.

   d. Reenter the new password.

   e. Click ***Validate Your Account***.

9. If the information in step 8 was entered correctly, a pop-up box will appear that says, "Record successfully validated!" Click ***OK***.

10. The KTOP System Login Page will appear. Refer to the "Logging Into the KTOP System" user manual for more information on how To Access KTOP.

TO REQUEST THE INACTIVATION OF A CURRENT USER:

1. Return to the creditor agency details screen.
2. Under *Available Options*, click on ***Request the inactivation of a current user***.
3. The Request User Inactivation screen will appear:

REQUEST USER INACTIVATION

When you see an entry field marked with an * the corresponding field is mandatory entry.

* First Name:	
* Last Name:	

Request Inactivation

   a. Enter the information in all of the fields.

   b. Click ***Request Inactivation***.

At the creditor agency details page, agencies can see their outstanding debts entered in the system.

TO TURN ON OUTSTANDING DEBT VIEWING:

1. Return to the creditor agency details screen.
2. Under *Available Options*, click on ***Turn on outstanding debt viewing***.

   The list of debts will appear in Outstanding Certified Debts.

Outstanding Certified Debts

Total Records Found: 1086 **Showing:** 1 - 10

[1] [2] [3] [4] [20] [40] [60] [80] [100] [E] >>>

Tax ID	Debtor Name	Account	Type	Description	T	Amount	Options
[redacted]	[redacted]	578562	29	Housing	T	60.52	[Mod] [Del]
		392734	29	Nursing Loan	T	938.76	[Mod] [Del]
		392734	29	Perkins Loan	T	5,020.34	[Mod] [Del]
		0707543	29	14wf Tuition	T	1,408.00	[Mod] [Del]
		593228	29	Perkins Loan	T	9,885.41	[Mod] [Del]
		438885	29	Parking	T	71.98	[Mod] [Del]
		562237	29	Parking	T	227.00	[Mod] [Del]
		750593	29	13wf Fed Refund	T	2,957.50	[Mod] [Del]
		640372	29	13su Pay Plan	T	284.64	[Mod] [Del]
		0749560	29	13wf Federal Refund	T	8,018.00	[Mod] [Del]