Online Payment Webinar

New Payment System for Flexible Benefits

Sept. 30 – Oct. 3, 2019
Project Purpose

- To setup a payment acceptance portal (A web-based payment acceptance/processing portal).
  - Allows agencies to submit payments to DOAS for multiple programs/products online, free of charge.
  - Allows agencies convenient payment methods (e-checks) for services.
  - Allows the online payment application to process payments and deposit the money into a pre-defined State of GA DOAS bank account.
  - Provides reporting of data from the web-based application.
  - Eliminate the manual process of accepting and processing checks.
Need for Change – Current State

- Agencies send paper checks, one to two times per month, to DOAS via USPS mail for Flexible Benefits premium payments for their employees. This process is time consuming, inefficient and cost prohibitive.
- Checks are manually opened and recorded by DOAS personnel.
- These checks are then run through a designated bank’s check processing machine and archived for any audit purposes.
- Delay in posting the payments to customer’s account can potentially cause a lapses in employee benefits.
Need for Change – Future State

- On October 15th, DOAS will launch a paperless online payment solution called Express Payment Acceptance System, or ePAS, for DOAS products and services.
- Agencies that currently mail checks to DOAS will use ePAS to post payments for employees’ flexible benefits premiums.
- Agencies will have a convenient, flexible, secure and quick way to make payments for DOAS products and services, and realize savings from no longer having to order checks, purchase stamps, and process manual transactions.
Application Demonstration

Express Payment Acceptance System (ePAS)
Entry point #1: Homepage - Promotional Area
“NEW! Online Payments”
“Express Payment Acceptance System”
Express Payment Acceptance System

Entry point #2: Homepage – Learn About DOAS “Online Payments”
Express Payment Acceptance System

Entry point #3:
Human Resources Administration
Homepage - Promotional Area
Entry point #3
continue to Select Online Payments
Welcome to Express Payment Acceptance System (ePAS), the Department of Administrative Services (DOAS) new online paperless solution that offers a more convenient, flexible, electronic, and secure way to make payments for DOAS products and services.

To launch the application, simply click on the Flexible Benefits link below and begin using the tool. You will also find FAQs and Training links to assist you in navigating through the payment process.

Select **Flexible Benefits** to begin the payment process.
Warning: Demonstration mode!
No payment will be processed

Flexible Benefits

Select Organization Group Name
— Select Organization Group Name —

Select Organization Name for Payment
— Select Organization Name for Payment —

Payment Date Range *

Payment Date Range cannot be blank.

Amount *

Amount cannot be blank.

Note:
Payment information will not be retained by Xpress-pay without your permission. Sensitive account information is never forwarded to the recipient.
# Example: Select Organization Group Name

Select Organization Group Name:

- Community Service Board (CSB)
- Education
- Inspection Service
- Libraries
- Mental Health
- Retirement Systems

Lists of Organization Group Names that will be in the drop down:

- Public Health Public Health District 1 128-011 Northwest/Rome
- Public Health Public Health District 1-2 128-012 North GA/Dalton
- Public Health District 2 128-02 North/Gainesville
- Public Health District 3-1 128-031 Cobb/Douglas
- Public Health District 3-3 128-033 Clayton/Jonesboro
- Public Health District 3-4 128-034 East Metro
- Public Health District 3-5 128-035 Dekalb County
- Public Health District 4 128-04 LaGrange
- Public Health District 5-1 128-051 South Central/Dublin
- Public Health District 5-2 128-052 North Central/Macon
- Public Health District 6 128-06 East Central/Augusta
- Public Health District 7 128-07 West Central/Columbus
- Public Health District 8-1 128-081 South/Validosta
- Public Health District 8-2 128-082 Southwest
- Public Health District 9-1 128-091 Coastal/Savannah
- Public Health District 9-2 128-092 Southeast/Waycross
- Public Health District 10 128-010 Northeast/Athens
Example: Select Organization Name for Payment

Select Organization Group Name
Public Health District 1, 128-011 Northwest/Rome

Select Organization Name for Payment
Bartow County Public Health (1280011008)
Catoosa County Public Health (1280011023)
Chattooga County Public Health (1280011027)
Dade County Public Health (1280011041)
Floyd County Public Health (1280011057)
Gordon County Public Health (1280011064)

Note: Payment information will not be retained by Xpress-pay without your permission. Sensitive account information is never forwarded to the recipient.
Warning: Demonstration mode!
No payment will be processed

Flexible Benefits

Select Organization Group Name

Select Organization Name for Payment

Payment Date Range *

Payment Date Range cannot be blank.

Amount *

Note:
Payment information will not be retained by Xpress-pay without your permission. Sensitive account information is never forwarded to the recipient.
1. Select Payment Date Range Calendar

2. Select Apply

3. Enter Payment Amount

4. Select Next

Warning: Demonstration mode!
No payment will be processed

Flexible Benefits

Select Organization Group Name

Select Organization Name for Payment

Payment Date Range *

Payment Date Range cannot be blank.

Amount *

Note:
Payment information will not be retained by Xpress-pay without your payment account information is never forwarded to the recipient.
Display of Payments you want to pay for

Select Edit to change information, or Remove if you want to remove this item for payment

Find more bills allows you to pay for more than one entity

Select to checkout

Find more bills

Proceed to checkout
Proceed to checkout and **Pay as Guest or Log in** if you are preregistered.

**Pay as Guest example:**
Select Pay as Guest Button
Proceed to checkout and Pay as Guest or Log in if you are preregistered.

Pay as Guest example: Select *Pay as Guest* Button.

Enter your *check routing and checking account numbers*. The system validates the 9-digit routing number.

Enter the name and address of the entity check owner.

Enter the email address and phone number of the person that you want to receive the payment receipt.
You will then receive your payment confirmation screen.

Transaction id is your confirmation number.

You can Print or Make Another Payment.

Note: If you would like to make another payment, click here.
You will also receive an email from “Mail@xpress-pay.com”

Your receipt from Xpress-Pay.com

Thank you for your payment. Please print this receipt and retain it for your records.

Payment date: 9/9/2019 1:18:37 PM
Payer’s email: sherry.trammell@doas.ga.gov
Transaction ID: 0

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Interest</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Department of Administrative Services Flexible Benefits, 9/9/2019</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Education, Atlanta Area Technical College (82300000), 05/02/2019 - 05/20/2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $200.00
Site fee: $0.00
Payment total: $200.00

The following charges will appear on your credit card or checking account statement:
$200.00: Georgia Department of Administrative Services
How to Register
HOW TO REGISTER
(NOTE: This is optional. You do not have to be a registered user in order to make payments using the application.)

1. Select pay as guest for the first time.
2. Enter checking account information.
3. Enter your full name and address of the entity paying.
4. Enter the email address and phone number of the person to receive the email receipt confirmation.
5. Select Remember
6. Enter a password
7. Select Pay
AFTER YOU REGISTER

The next time you enter ePAS, just select "Log in"
AFTER YOU REGISTER

Your email address and password will be retained and secured for the next log in.
AFTER YOU REGISTER
The bank account and routing number will be retained and secured.

In this example, two bank accounts were created.

You can add additional bank accounts
In this example the GREEN check mark is the bank selected.

Acknowledge and accept Terms & Conditions and select Pay.
Paying for More than One Entity
Select *Find More Bills* allows you to pay for more than one entity.
PAYING FOR MORE THAN ONE ENTITY

You will enter the organization group and organization name for payment.

Enter your date range and Payment amount.

Select Organization Group Name

Select Organization Name for Payment

Payment Date Range

Payment Date Range cannot be blank.

Amount

Next

Warning: Demonstration mode!
No payment will be processed.

Flexible Benefits

Select Organization Group Name

Select Organization Name for Payment

Payment Date Range

Payment Date Range cannot be blank.

Amount

Next

Note:
Payment information will not be retained by Xpress-pay without your permission. Sensitive account information is never forwarded to the recipient.

Powered by Xpress-pay
PAYING FOR MORE THAN ONE ENTITY

Multiple payments shown below.

You can proceed to checkout and pay.
Multiple payments receipt will display for you to print.

You will also receive an email confirmation for multiple payments.

<table>
<thead>
<tr>
<th>Payment</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Flexible Benefits| **Bill Date:** 09/13/19  
**Select Organization Group Name:** Public Health District 1, 128-011 Northwest/Rome  
**Select Organization Name for Payment:** Bartow County Public Health (1280011008)  
**Payment Date Range:** 09/10/2019 - 09/27/2019 | **Amount:** $300.00 |
| Flexible Benefits| **Bill Date:** 09/13/19  
**Select Organization Group Name:** Public Health District 1, 128-011 Northwest/Rome  
**Select Organization Name for Payment:** Chattooga County Public Health (1280011027)  
**Payment Date Range:** 09/10/2019 - 09/27/2019 | **Amount:** $100.00 |

Subtotal: $400.00

Payment total: $400.00

Thank you for payment.

**Note:** If you would like to make another, click here.
Next Steps

- Ensure online payment interface is accessible to users from DOAS.GA.GOV
- Agencies complete and submit readiness assessment by October 10, 2019
- Communications and Training for State Flexible Benefits agencies who currently send checks to DOAS to use the new online payment application
- Timeline – Go Live October 15, 2019
Q&A
Department of Administrative Services

Eligia Familia
DOAS Fiscal Accounts Receivables Manager
eligible.familia@doas.ga.gov
404-651-5035