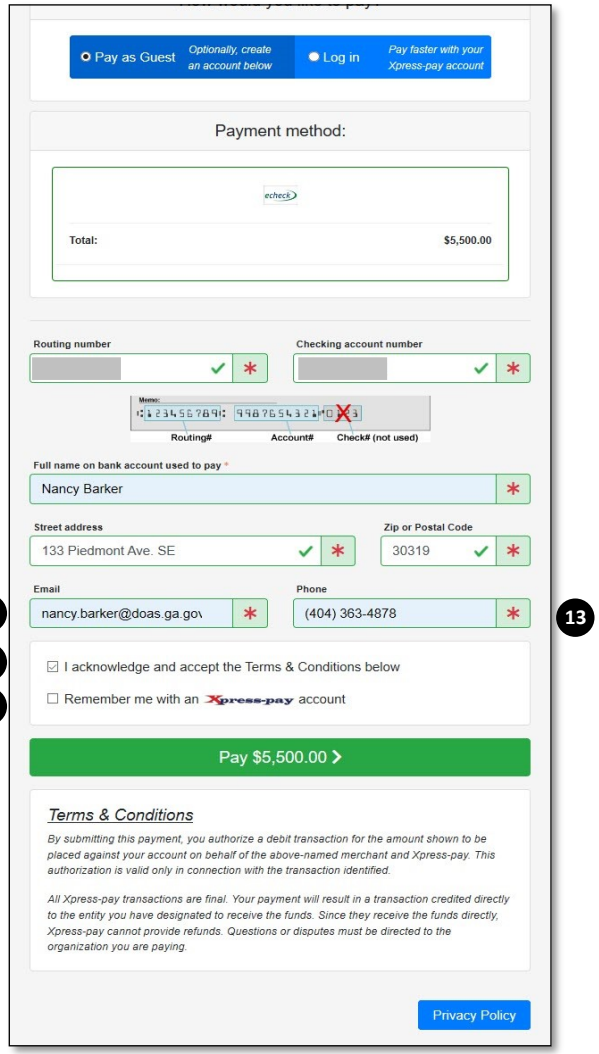
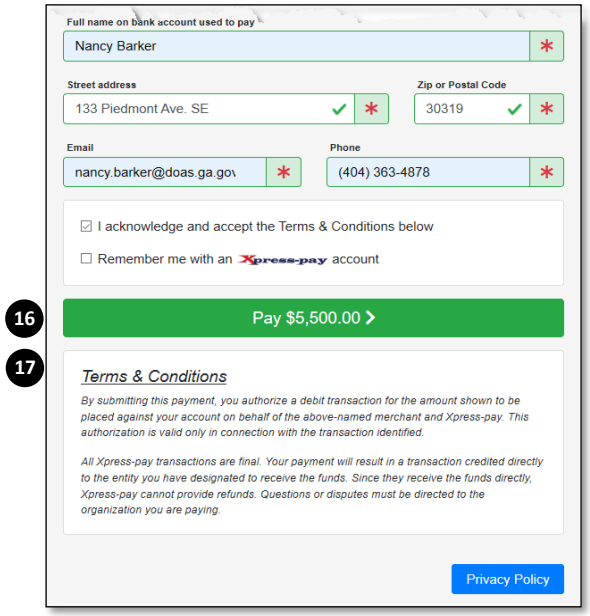
Using ePAS for Payments (Continued)



12. Enter the **email address** of the employee authorized to make payments from this bank account.
13. Enter the **phone number** of the employee authorized to make payments from this bank account.
14. Check **Acknowledge and accept the Terms & Conditions** to acknowledge that you read and accept the Terms & Conditions.
15. If you do not have an Xpress-pay account, check **Remember me with an Xpress-pay account.**



This allows you to create a new account. Creating a new Xpress-pa account requires that you enter the **email address** of the employee authorized for payments on the bank account and a **password**.

16. Once you are satisfied with the information, click the ***green button*** to complete the payment.
17. After payment completion, you can print a copy of the payment. You also receive an email from Xpress-pay to document your payment.

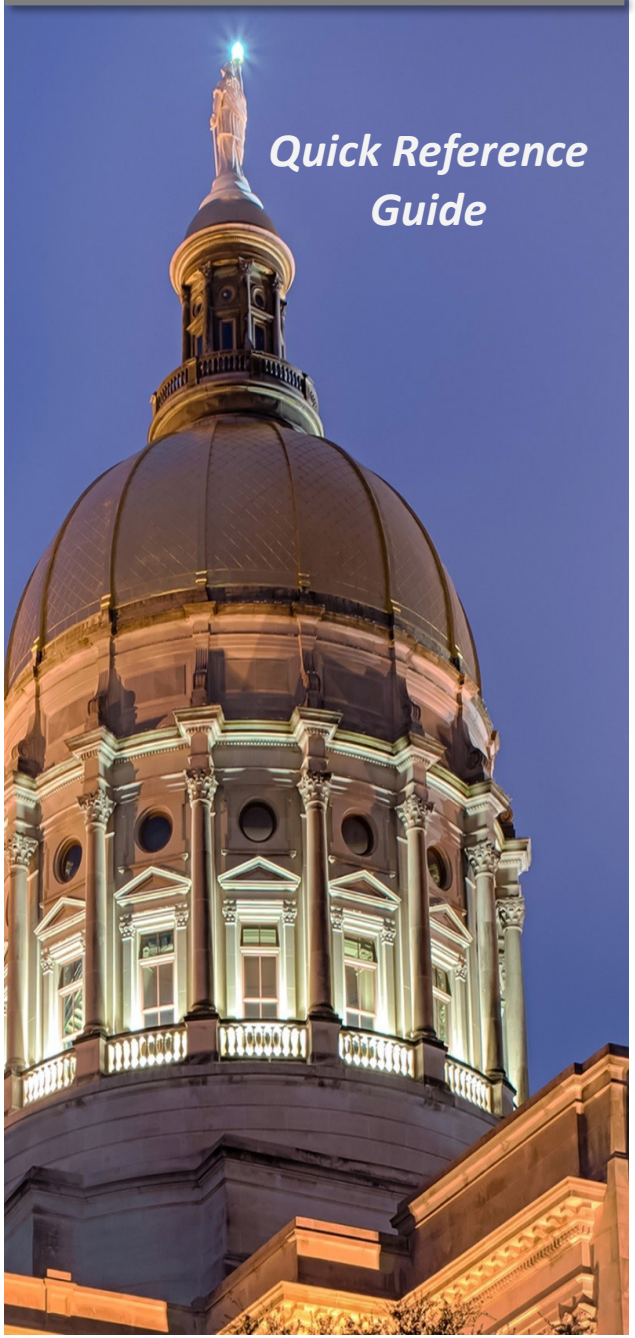
For any issues with access or use of ePAS, send a detailed message to eligia.familia@doas.ga.gov, or call 404-651-5035

Georgia
Department of Administrative Services

Georgia Department of Administrative Services

ePAS

Express Payment Acceptance System



Quick Reference Guide

ePAS

The purpose of Express Payment Acceptance System (ePAS) is to accept online payments for Flexible Benefits from organizations that do not use PeopleSoft as their financial system. ePAS replaces sending paper checks to the Department of Administrative Services (DOAS) or payments.

Accessing ePAS

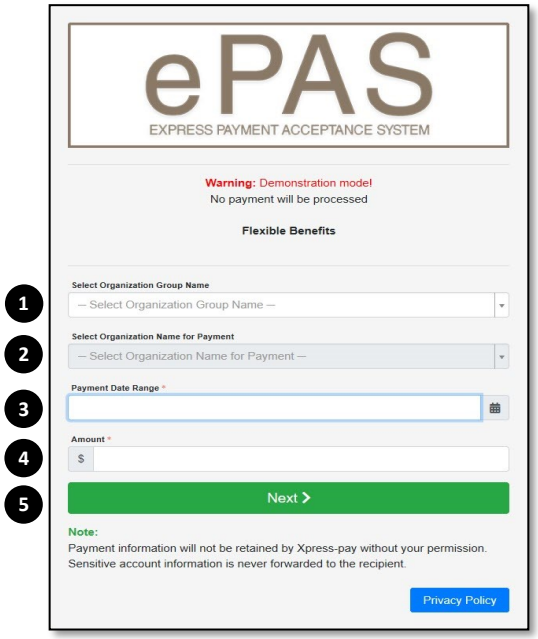
- To access ePAS, navigate to the DOAS website at www.doas.ga.gov.
- Click on the first gray button on the top, left side of the screen. The button is labeled **New Express Payment Acceptance System.**

Using ePAS for Payments

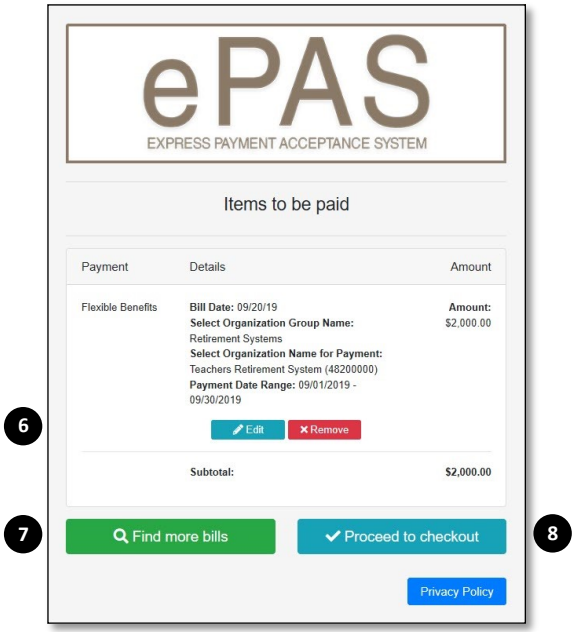
From the Home page:

1. Click **Organization Group Name** to type the name of the group containing your organization or select it from the list of **Organization Group Names**.
2. Click **Organization Name** to type the name of your organization or select it from the list of **Organizations**.
3. Click on **Payment Date Range Calendar** to select a From and To Date for the Date Range of this payment.
   a. When the calendar displays, select a **FROM** and **TO Date**.
   b. Click **Apply** to associate the Date Range with the payment.
4. Click on **Amount** to enter the payment amount.
5. Click **Next** to enter payment and account information.

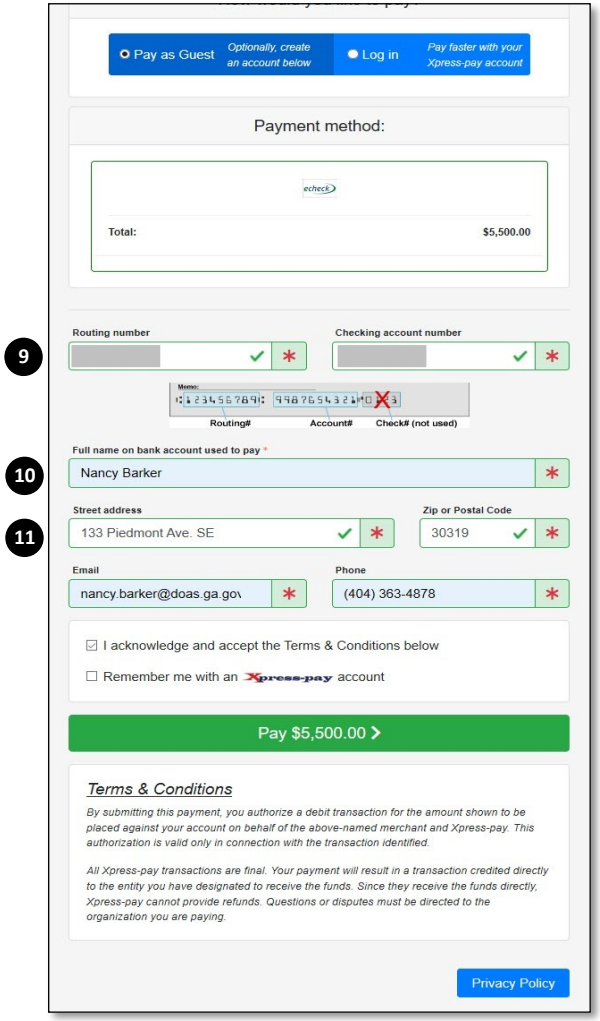
If desired, click on Privacy Policy to review the policy.



After clicking Next, the Review screen displays for your review.



6. From the Review screen, you can **Edit** or **Remove** the information entered. Click **Edit** to edit portions of the data or click **Remove** to remove the entire entry.
7. You can also enter additional payments for the same Entity or for another Entity, such as an attached Entity. To enter additional payments, click on **Find more bills**.
8. If you are satisfied with the information entered, click on **Proceed to checkout**.
9. The next step is to enter the **bank Routing Number** and the **bank account number**.



10. Enter the **name of the** Entity on the Bank Account for which you are making the Payment.
11. Enter the **Entity's address** and **zip code**.