

Using ePAS for Payments (Continued)

Payment method:

Total: \$5,500.00

Routing number: 1234567890 ✓ *
 Checking account number: 0987654321 ✓ *
 Memo: 1234567890: 9876543210 ✓ *
 Routing# Account# Check# (not used)

Full name on bank account used to pay *
 Nancy Barker *

Street address: 133 Piedmont Ave. SE ✓ *
 Zip or Postal Code: 30319 ✓ *

Email: nancy.barker@doas.ga.gov *
 Phone: (404) 363-4878 *

I acknowledge and accept the Terms & Conditions below
 Remember me with an Xpress-pay account

Pay \$5,500.00 >

Terms & Conditions
 By submitting this payment, you authorize a debit transaction for the amount shown to be placed against your account on behalf of the above-named merchant and Xpress-pay. This authorization is valid only in connection with the transaction identified.
 All Xpress-pay transactions are final. Your payment will result in a transaction credited directly to the entity you have designated to receive the funds. Since they receive the funds directly, Xpress-pay cannot provide refunds. Questions or disputes must be directed to the organization you are paying.

[Privacy Policy](#)

- 12
- 13
- 14
- 15

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**.

Full name on bank account used to pay *
 Nancy Barker *

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Email: nancy.barker@doas.ga.gov *
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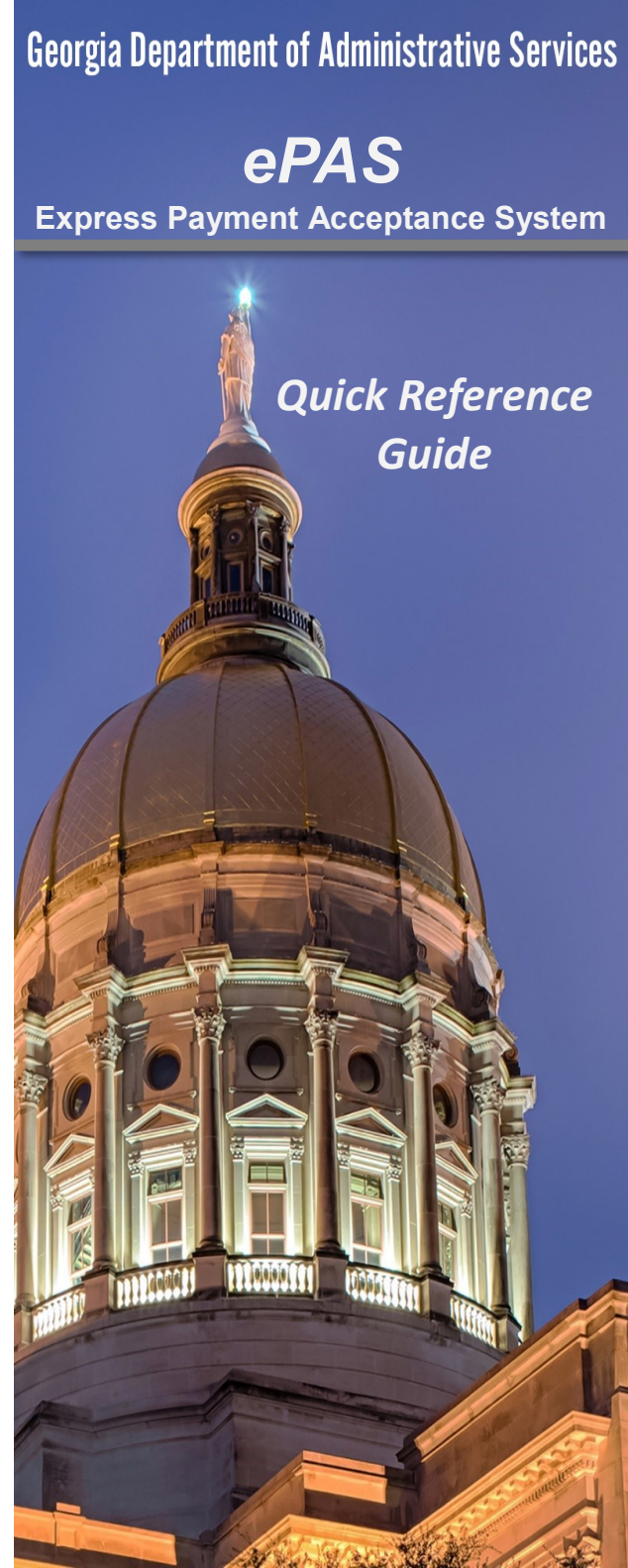
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- 16
- 17

- 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



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

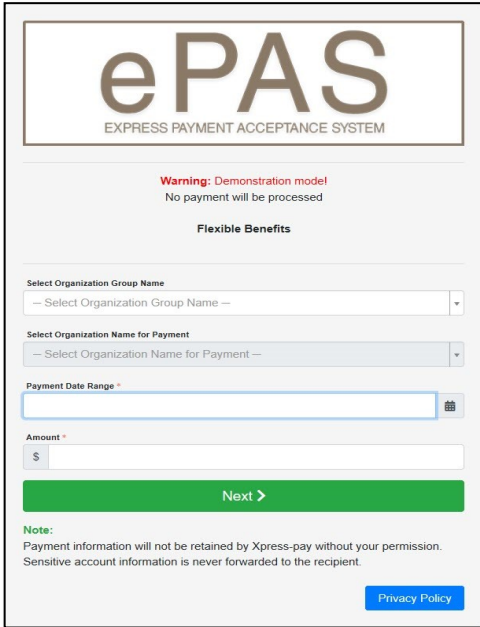
- To access ePAS, navigate to the DOAS website at www.doas.ga.gov.
- Click on the first gray button on the top, left side of the screen. The button is labeled **New Express Payment Acceptance System**.

Using ePAS for Payments

From the Home page:

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

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



ePAS
EXPRESS PAYMENT ACCEPTANCE SYSTEM

Warning: Demonstration model
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 *

Amount *

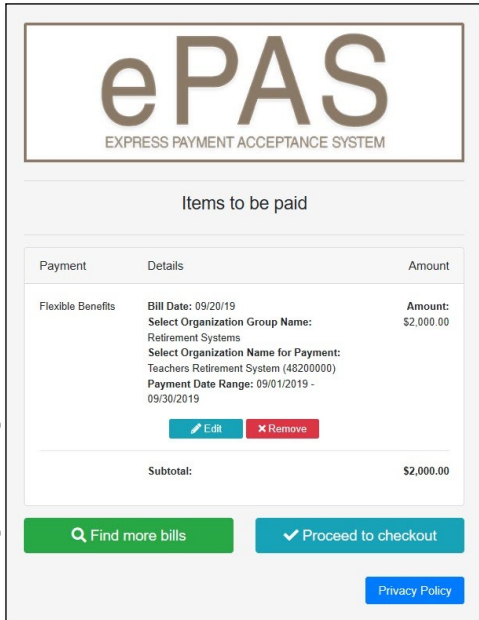
\$

Next >

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

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



ePAS
EXPRESS PAYMENT ACCEPTANCE SYSTEM

Items to be paid

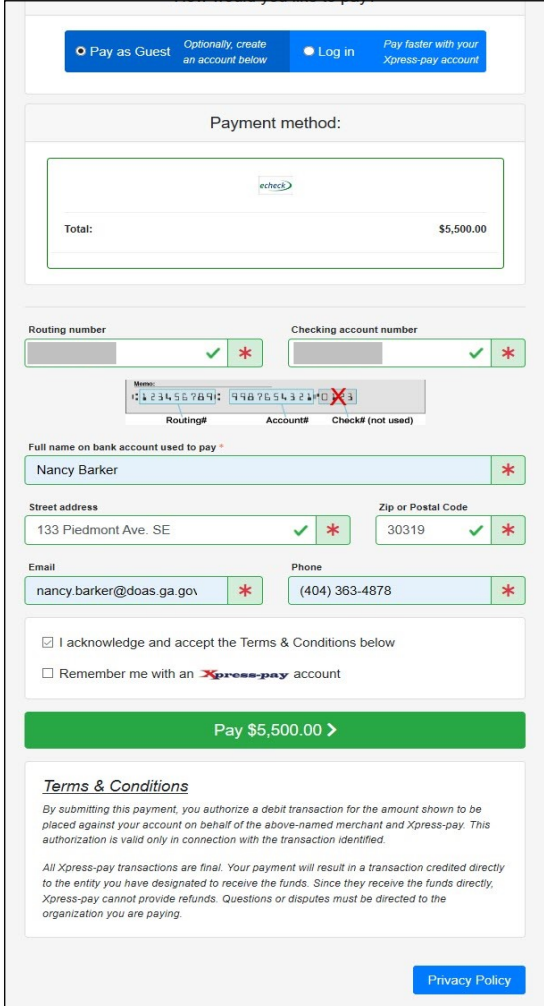
Payment	Details	Amount
Flexible Benefits	Bill Date: 09/20/19 Select Organization Group Name: Retirement Systems Select Organization Name for Payment: Teachers Retirement System (48200000) Payment Date Range: 09/01/2019 - 09/30/2019	Amount: \$2,000.00
Subtotal:		\$2,000.00

Find more bills **Proceed to checkout**

[Privacy Policy](#)

- 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.

- 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**.
- If you are satisfied with the information entered, click on **Proceed to checkout**.
- The next step is to enter the **bank Routing Number** and the **bank account number**.



Pay as Guest *Optionally, create an account below* **Log in** *Pay faster with your Xpress-pay account*

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