

# FIS | Integrated Payables

Welcome to FIS Integrated Payables!

This user guide will walk you through the registration process, as well as how to access several of the tools you will be utilizing within the system.

FIS Integrated Payables URL:

<https://www.fisintegratedpayables.com/payments/login.aspx>

Utilizing the FIS Integrated Payables URL will bring you to the Home Page. This page will allow you to follow the steps to register, or to login after registering to view payments, setup accounts, or change/edit your account profile.

The screenshot shows the FIS Integrated Payables Home Page. The page has a teal header with the FIS logo and the text "Integrated Payables". Below the header is a large banner image of a city skyline. The main content area is split into two columns. The left column is teal and contains a "Welcome Back!" section with input fields for "User ID:" and "Password:", a "Login" button, and a link for "Forgot your user name or password?". The right column is dark grey and contains an "I Am A New Customer" section with the text "Subscribing is a simple process that will take less than 5 minutes" and a "Subscribe!" button. A "CONTACT US" box in the top right corner provides contact information: "Mon-Fri 8:00 am - 6:00 pm EST", "877-330-4950", and a link for "Email Us". The footer contains copyright information "Copyright © FIS 2017. All rights Reserved. Privacy Policy Terms of Use" and the website "fisglobal.com". Two red arrows point from the text below to the "Login" and "Subscribe!" buttons respectively.

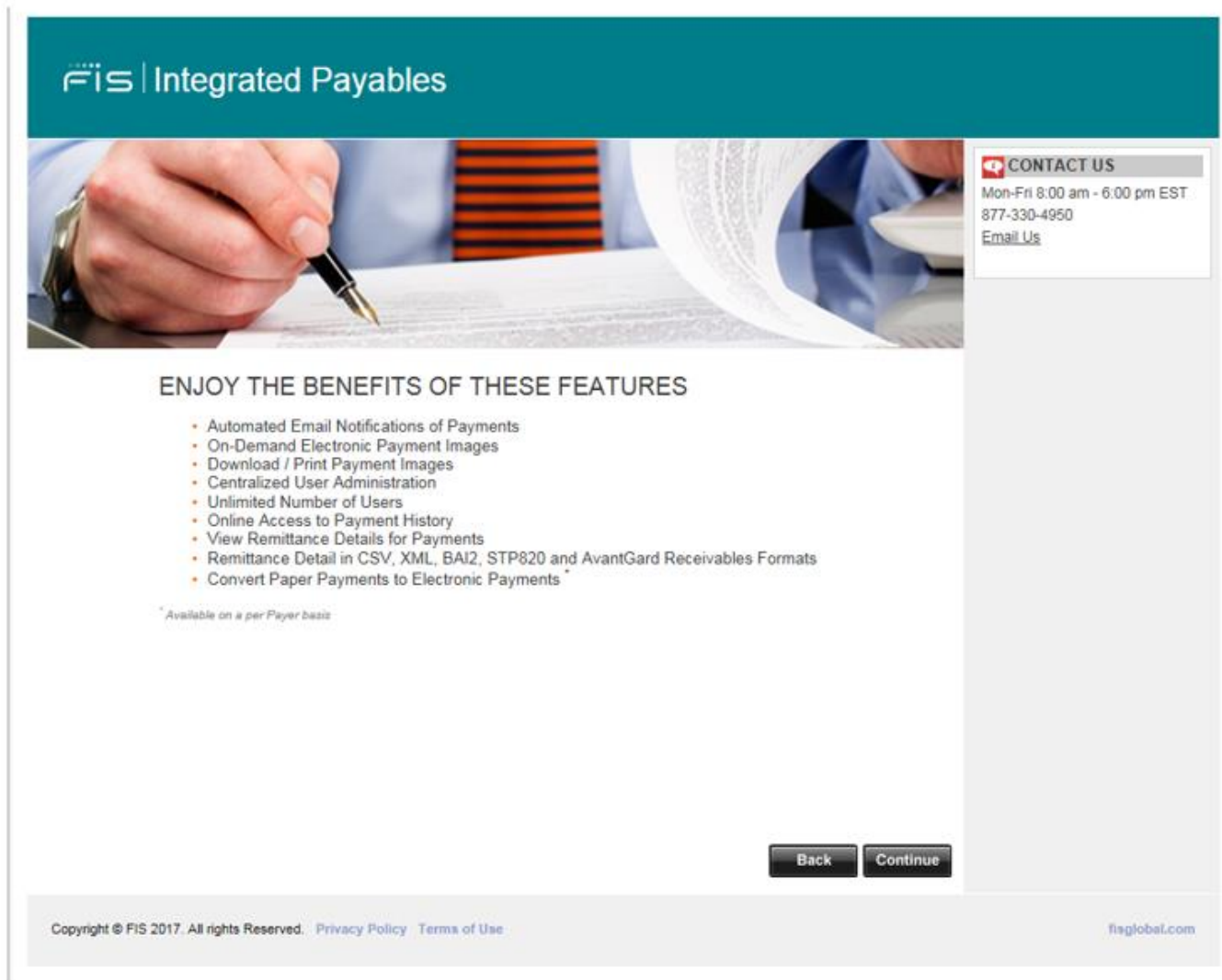
Enter login credentials in this box to return to account information after initial registration.

Click to register for the first time

To register for the first time:

From the FIS Integrated Payables home page, select the Subscribe! button that is within the I Am A New Customer box.

Review the Benefits of Registering with FIS Integrated Payables: The next screen shows the outlined benefits of registering with FIS Integrated Payables, including: Viewing PDFs of the payments, downloading the remittance, adding users for the site, and so forth. Click "Continue".



The screenshot displays the FIS Integrated Payables registration benefits page. At the top, there is a teal header with the FIS logo and the text "FIS | Integrated Payables". Below the header is a photograph of a person's hand holding a pen over a document. To the right of the photograph is a "CONTACT US" box with the following information: "Mon-Fri 8:00 am - 6:00 pm EST", "877-330-4950", and "Email Us". Below the photograph, the text "ENJOY THE BENEFITS OF THESE FEATURES" is followed by a bulleted list of features:

- Automated Email Notifications of Payments
- On-Demand Electronic Payment Images
- Download / Print Payment Images
- Centralized User Administration
- Unlimited Number of Users
- Online Access to Payment History
- View Remittance Details for Payments
- Remittance Detail in CSV, XML, BAI2, STP820 and AvantGard Receivables Formats
- Convert Paper Payments to Electronic Payments \*

Below the list, a small note states: "\* Available on a per Payer basis". At the bottom right of the main content area, there are two buttons: "Back" and "Continue". The footer of the page contains the text "Copyright © FIS 2017. All rights Reserved. Privacy Policy Terms of Use" and the website address "fisglobal.com".

**Enter Your Registration/Subscription Code or ID:** The next screen requires you to enter the unique 8 digit code given to you to utilize at the time you register.

Enter the code in the Registration/Subscription Code or ID box, and then enter the Security Code that you see in the box below that. When finished, click **Continue**.

## Registration/Subscription Code

FIS | Integrated Payables

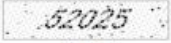
### ENTER YOUR REGISTRATION CODE

To begin the subscription process, please provide the information below. Your payer may have provided you with a unique 8-character registration code, or they may have asked you to subscribe using some information known to both you and them such as a vendor ID, company ID or tax ID. If you are unsure of what to enter here, please contact your payer for clarification.

If you or someone else at your company have already subscribed, [please login to manage your account](#).

Registration Code or ID:

Enter the code from the image below, then click Continue.




[Refresh](#)

CONTACT US  
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Enter Captcha code that you see to the left of this box on your screen

## REGISTERING FOR ACH PAYMENTS:



**YOU ARE HERE**

- >> Payment Address
- User Account
- Review & Submit

**VERIFY YOUR ADDRESS**

We currently send you payments to the following address. If this information is incorrect, you may have received an incorrect registration code. Please call your payer to verify your registration code before proceeding any further with your subscription.

Alan Abraham Klainbaum  
210 A Camino Real  
Redondo Beach, CA 90277

This information is correct

[Back](#) [Continue](#)

**CONTACT US**

Mon-Fri 8:00 am - 6:00 pm EST  
877-330-4950  
[Email Us](#)

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**Verify Your Address:** This page will outline the current mailing address that we have for you on our site. If the information is correct, check the box that says “This information is correct”, and then click “Continue”.

If the address not correct contact your payer to update their records with your correct address.

By selecting the check box at the bottom, you are confirming your agreement to receiving ACH payments from your customer. Once selecting this option and clicking ‘Continue’ will the system enable you to move to the final setup screen to complete the registration.

## Create your user account:

### YOU ARE HERE

Payment Address

> User Account

Bank Information

Account Verification

Review & Submit

## CREATE YOUR USER ACCOUNT

- \* 'Telephone' is required and must be in the form ddd-ddd-dddd.

### Login Information

Email \*

whitney.sutton@fisglobal.com

Re-enter Email \*

whitney.sutton@fisglobal.com

*This will be your login ID*

*Your password must be at least 8 characters and contain 3 of the following: uppercase letter, lowercase letter, number or special character*

Password \*

••••••••

Re-enter Password \*

••••••••

Secret Question 1 \*

What is your pet's name? ▾

Secret Question 1 Answer \*

dog

Secret Question 2 \*

What is the first name of the best man/maid of ▾

Secret Question 2 Answer \*

Man

### Subscriber Information

First Name \*

John

Middle Name

Last Name \*

Doe

Job Title \*

Bookkeeper

Telephone \*

123 123 1234 Ext.

### Secondary Subscriber Information

First Name

Middle Name

Last Name

Title

Email

Telephone

Ext.

Back

Continue

## Enter Your Banking Information:

The account name can be anything of your choosing as it is for your eyes only. Please do not use any punctuation when creating the account name.

The account description can be anything of your choosing. Ex: Payments from ABC Corporation.

**FIS | Integrated Payables**

**YOU ARE HERE**

- Payment Address
- User Account
- >> Bank Information
- Account Verification
- Review & Submit

**ENTER YOUR BANK INFORMATION**

FIS™ Integrated Payables will direct your payments into the account that you specify here. This information will be verified by our customer service representatives before any payments are made into this account.

Account Name \*

Account Description

Payment Network \*

Routing Number \*

Account Number \*  (please enter any leading zeroes)

Re-type Account Number \*  (please enter any leading zeroes)

Account Type \*

Bank Name \*

Name on Bank Account/Acceptable Payee \*

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Please be sure to choose Federal Reserve (ABA) as the Payment Network.

Routing numbers must be in the form of "XXXXXXXXX", where X is a number between 0-9. Routing numbers are 9 digits.  
EX: 123456789

The diagram shows a check form with the following fields: "Your Name", "Your Address", "DATE", "PAY TO THE ORDER OF", "\$", "DOLLARS", "Your Bank Name", and "MEMO". At the bottom, the MICR line contains the numbers "123456789", "0000987654321", and "1001". Blue brackets and labels below the MICR line identify "123456789" as the "9 Digit Routing Number", "0000987654321" as "Your Account Number", and "1001" as the "Check Number".

Once you select the "I agree to the FIS Integrated Payables Service Agreement", you can verify and activate your account in one of two ways.

(1) Penny Deposits:

The screenshot shows the "FIS | Integrated Payables" account verification page. On the left, a "YOU ARE HERE" breadcrumb trail includes: "Payment Address", "User Account", "Bank Information", "Account Verification" (highlighted with a double arrow), and "Review & Submit". The main heading is "ACCOUNT VERIFICATION". Below it, a bolded instruction states: "Your account information will be verified using the following process:". The process consists of three steps:

- 1. Deposits**: We'll make two small deposits into your account. (Icon: stack of coins)
- 2. View**: View your bank statement in 1-2 days to see the amounts. The deposits should appear as being from FIS. (Icon: bank building)
- 3. Enter**: You will receive an email asking you to return to this site to confirm the deposit amounts. After entering the correct amounts, your account will be immediately activated and ready to receive payments. (Icon: laptop)

At the bottom of the steps are "Back" and "Continue" buttons. Below the buttons, a note says: "(If you prefer, you may send us a [form](#) instead.)". On the right side, a "CONTACT US" box provides contact information: "Mon-Fri 8:00 am - 6:00 pm EST", "877-330-4950", and an "Email Us" link. The footer contains "Copyright © FIS 2017. All rights Reserved. Privacy Policy Terms of Use" and the website "fisglobal.com".

You will receive 2 small deposits in your bank account within 24 – 48 hours. The deposits will show as coming from PNE Sungard. Once you receive the two small deposits you will return to the portal to verify the amounts.

Click "Verification Required."



The screenshot shows the SunGard portal dashboard. At the top, there is a navigation bar with links for Home, Payments, Reports, Administration, Preferences, and Logout. Below the navigation bar, there is a "Welcome Someone" message and a "Register" button. A red arrow points from the "Register" button to the "Verification Required" link in the "Account Status" column of the "Your Accounts" table.

Your Accounts		<a href="#">Manage My Accounts</a>
Account Name	New Payments	Account Status
Money		<a href="#">Verification Required</a>
Other Payments		Active



The screenshot shows the SunGard portal navigation bar with links for Home, Payments, Reports, Administration, Preferences, and Logout.

To complete your account verification, enter the amounts of the two deposits from SunGard.

Account Name: Money  
Account Description:  
Bank: BANK OF AMERICA, N.A.  
Routing Number: 063000047  
Account Number: 12345678  
Account Type: Checking

Amount of deposit: \$0.   
Amount of deposit: \$0.

Enter the two small amounts.



(2) Authorization form

# FIS | Integrated Payables

## CONFIRMATION

Thank you for registering! Remember to complete the following three steps:



**1. Print**

Print [this agreement](#)



**2. Sign**

Complete, sign and attach a voided check or deposit slip to the form



**3. Fax**

Fax it to (904) 208-6895 or scan and email it to [agp.jax.vendorenrollment@fisglobal.com](mailto:agp.jax.vendorenrollment@fisglobal.com).

Finish

### CONTACT US

Mon-Fri 8:00 am - 6:00 pm EST  
877-330-4950

[Email Us](#)

If you choose not to do the penny deposit verification method you may print out the authorization form and return it to FIS Integrated Payables. Please be sure to return the Authorization Form with the proper documentation. You will receive an email once your account has been verified and is active to receive ACH payments.

**Review Your Account:** Review the details of the user profile before continuing.

<b>YOU ARE HERE</b>	<b>VERIFY YOUR INFORMATION</b>	<b>CONTACT US</b> Mon-Fri 8:00 am - 6:00 pm EST 877-330-4950 <a href="#">Email Us</a>
<a href="#">Verify Address</a> <a href="#">Create Account</a> >> <a href="#">Review &amp; Submit</a>	<b>Login Information</b> Email: roemeroil@abc.comx Password: ***** Secret Question: What is your pet's name? Answer: Dog Secret Question 2: What was the color of your first car? Secret Question 2 Answer: Red <b>Payee Information</b> Payee Name: ROEMER OIL CO Address 1: 35 N WYNDEN DR City: HOUSTON State/Province: TX ZIP/Postal Code: 77056 <b>Subscriber Information</b> Your Name: Someone Title: Something Telephone: 555-555-5555 <b>Service Agreement</b> <div style="border: 1px solid black; padding: 5px;"><p>This Services Agreement ("Agreement") is a contract between you and SunGard AvantGard LLC ("SunGard") and applies to your use of the PayNetExchange service, any related products and services and all related intellectual property and "online" or electronic documentation available through www.paynetexchange.com (collectively the "Service"). If you do not agree to be bound by the terms and conditions of this Agreement, please do not use or access our Services. You must accept all of the terms and conditions contained in this Agreement before you may become a participant in the PayNetExchange network. Use of the website and the Service is a privilege, and SunGard reserves the right to suspend the privilege at its discretion. By accepting the terms and</p></div> <p><input checked="" type="checkbox"/> The above named officers/owners identified above certify that the information provided above is correct, and that Payee agrees to the terms and conditions, as set forth in the PayNetExchange Service Agreement as well as the <a href="#">Privacy Policy</a> and <a href="#">Terms of Use</a> and that such terms of use or services agreement may change from time to time.</p> <p style="text-align: right;"><input type="button" value="Back"/> <input type="button" value="Submit"/></p>	

Once you select the "I agree to the FIS Integrated Payables Service Agreement", you are agreeing to receive ACH payments from your customer.

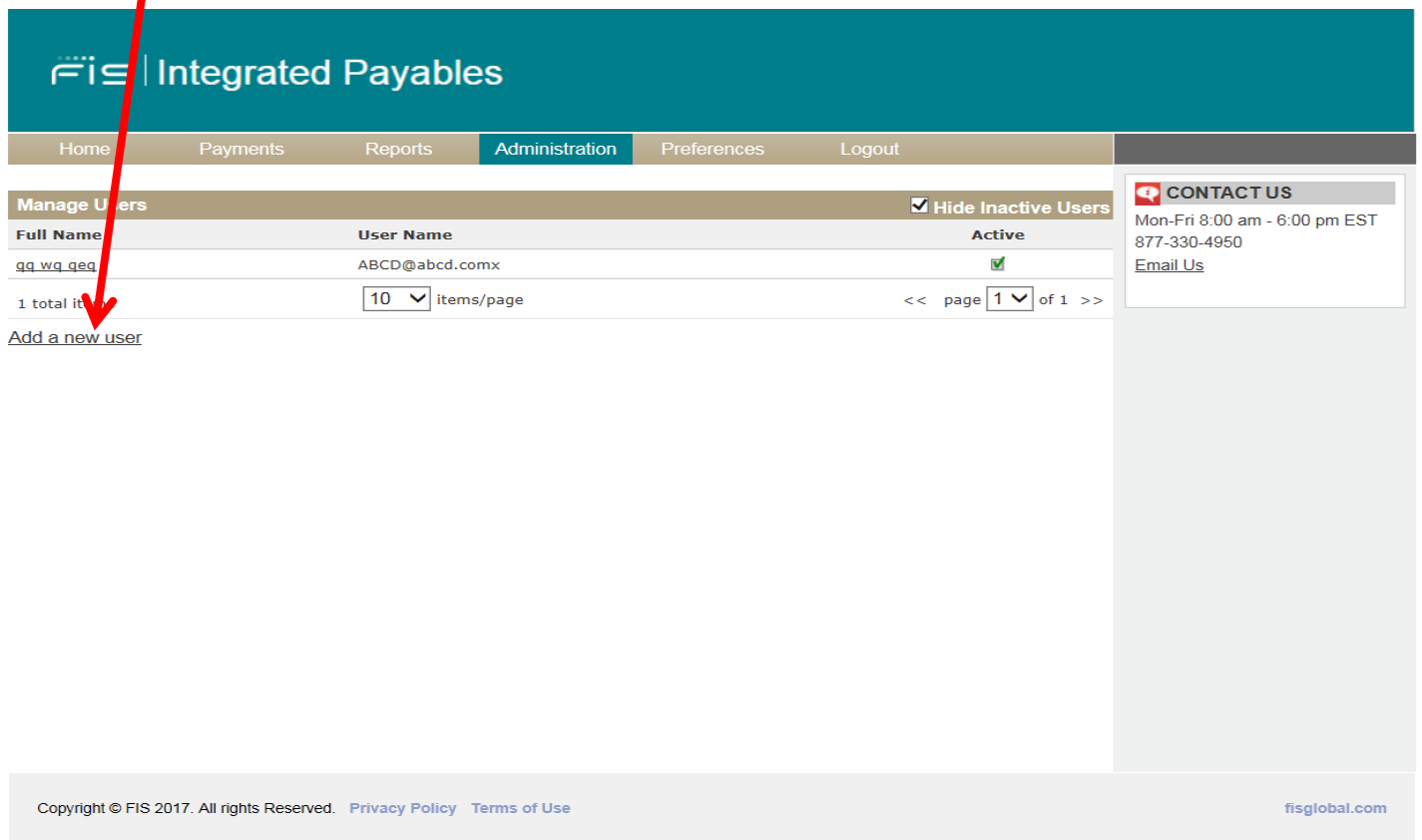
## New Payments:

New ACH payments made will trigger an email notification to be sent out alerting you of the new payment amount, link to the remittance advice and the Customer who has made the payment.

## Adding Other Users:

Other users may be assigned to access the FIS Integrated Payables site in order to review information about payments made to your company. These users will also receive the payment notifications. Click on “Administration” in the tool bar, and then select “User Administration”.

Click to add a new user



The screenshot shows the FIS Integrated Payables Administration interface. The navigation bar includes Home, Payments, Reports, Administration (selected), Preferences, and Logout. The main content area is titled 'Manage Users' and includes a table with columns for Full Name, User Name, and Active. A single user is listed with the username ABCD@abcd.comx and an active status. Below the table, there is a pagination control showing '1 total item' and '10 items/page'. A red arrow points to the 'Add a new user' link. On the right side, there is a 'CONTACT US' box with contact information and an 'Email Us' link. The footer contains copyright information for FIS 2017 and links to Privacy Policy and Terms of Use, along with the website URL fisglobal.com.

After clicking “Add New User”, the following menu appears.  
Security Access features/rights are as follows:

**User Administration**—User’s ability to add/edit Users

**View Documents**—View PDFs of Payments

Document Archive—Search in the Payment History

**Account Management**—Add/Manage Accounts

**Payer Management**—Manage which account a Payer Deposits Payments Into

**Reconcile Payments**—Confirming New Payments Made

Under Applications, each account setup in system will be shown. By selecting an application, this give the User the selected rights from above, to that particular application. Each application will have the same rights setup for that user.

## Document Archive:

The Document Archive gives access to payments already made. This enables the user to search past payments, find images for records, etc.

# FIS | Integrated Payables

Home   Payments   **Reports**   Administration   Preferences   Logout

**Card**   Cross-Account Reporting   Other Payments

Specify as much or as little information as necessary.

Search by:    Select the type of search from the list

Card Number:

Payer Name:    Character field. Supports exact match or wildcards, e.g. John Doe John\* \*Smith

Payment Date:  to    Specify one date or start and stop dates, or choose a relative time period from the dropdown list.

Date Period:

Amount:    Numeric field. Supports exact match or ranges, e.g. 510.32 10-1000 <500 >1000

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## Updating Banking Information:

Should you need to update your banking information please email [agp.jax.vendorenrollment@figlobal.com](mailto:agp.jax.vendorenrollment@figlobal.com). A customer service agent will assist you in making the necessary updates.