

## **Direct Deposit Sign Up Instructions**

Providers who want to sign up for the Direct Payment Option may either call FIS (3rd party company) by phone, 877-330-4950, or by email, [agp.jax.vendorenrollment@fisglobal.com](mailto:agp.jax.vendorenrollment@fisglobal.com).

You must have your OCDE Vendor ID# in order for you to request for a Registration ID, which is a registration code that is unique to each provider.

Remember that you will be given 2 options when requesting for a Direct Deposit/Direct Payment reimbursement:

1. vCard is a credit card option and must have credit card accepting capabilities to process payment; or
2. ACH (Automatic Clearing House) is a direct payment to your bank account (need a bank account and routing information).

Once you have received your registration ID, you will be able to register online. Have your email address and other contact information ready prior to doing the online registration. You may register online by going to the following link: <https://www.fisintegratedpayables.com/payments/login.aspx>

Once registered, you will be notified by email when a payment is processed and you are able to view a PDF document that itemizes reimbursement/payment by child. You should wait at least 48 hours before the payment is reflected in your bank accounts (48 hours during business days, not including holidays).

FIS has an online portal where you can view your reimbursement/payment if you opted for ACH.

If you have multiple sites with different vendor ID numbers, you will need to register multiple times.