

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.

FIS | Integrated Payables

The solution that breaks down traditional barriers to electronic payments

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

Welcome Back!

User ID:

Password:

Login

[Forgot your user name or password?](#)

I Am A New Customer

Subscribing is a simple process that will take less than 5 minutes

Subscribe!

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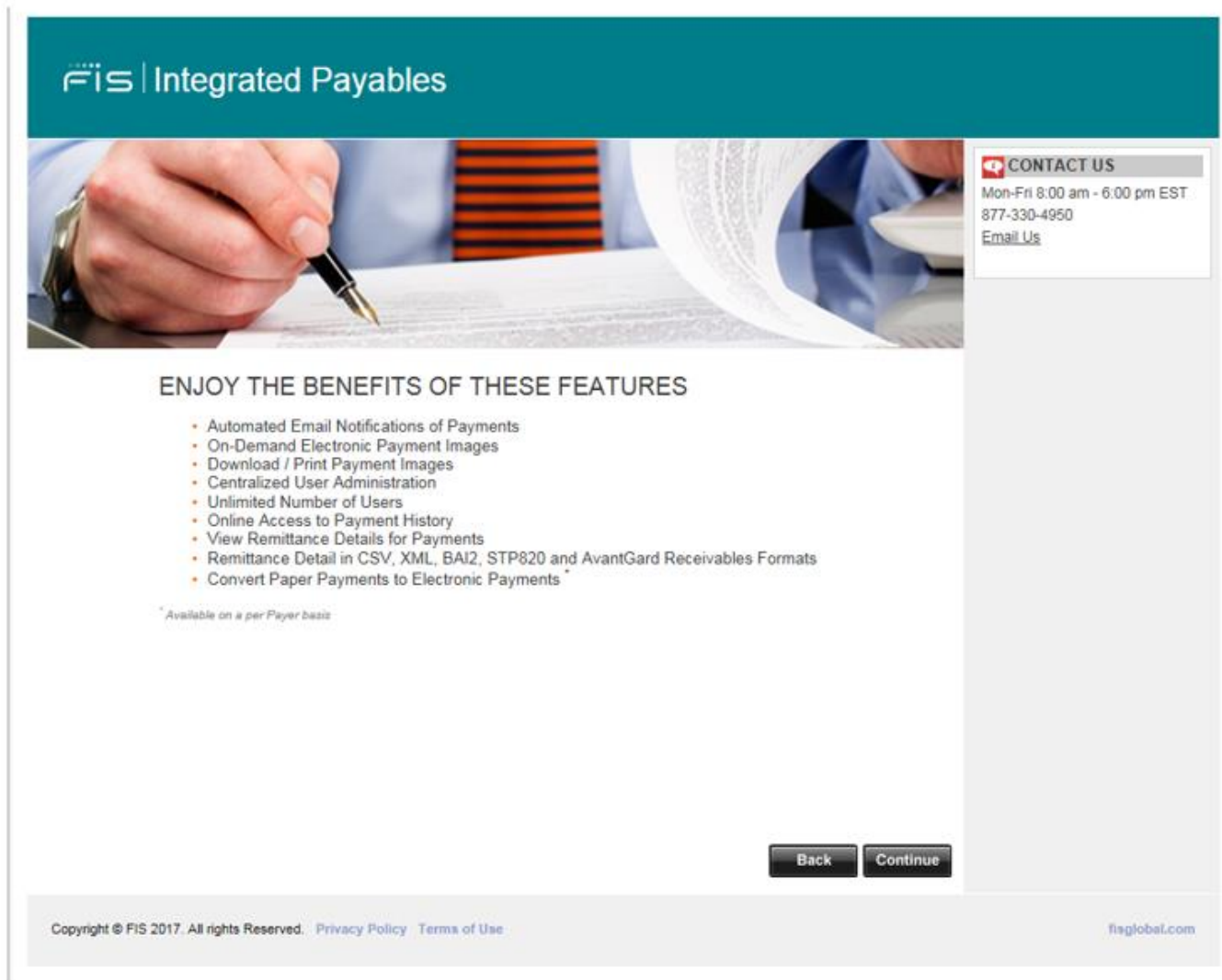
Enter login credentials in this box to return to account information after initial registration.

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 shows a web page for FIS Integrated Payables. At the top left, the logo "FIS | Integrated Payables" is displayed. Below the logo is a photograph of a person's hand holding a pen over a document. To the right of the photo is a "CONTACT US" box with the following text: "Mon-Fri 8:00 am - 6:00 pm EST", "877-330-4950", and "Email Us". Below the photo, the heading "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 reads: "* 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" on the left and "fisglobal.com" on the right.

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

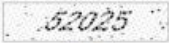
ENTER YOUR REGISTRATION CODE

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](#)

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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](#)

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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. Your email address will be your username when you log in to the portal.

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 *

This will be your login ID

whitney.sutton@fisglobal.com

Re-enter Email *

whitney.sutton@fisglobal.com

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.

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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 identify these as the "9 Digit Routing Number", "Your Account Number", and "Check Number" respectively.

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:

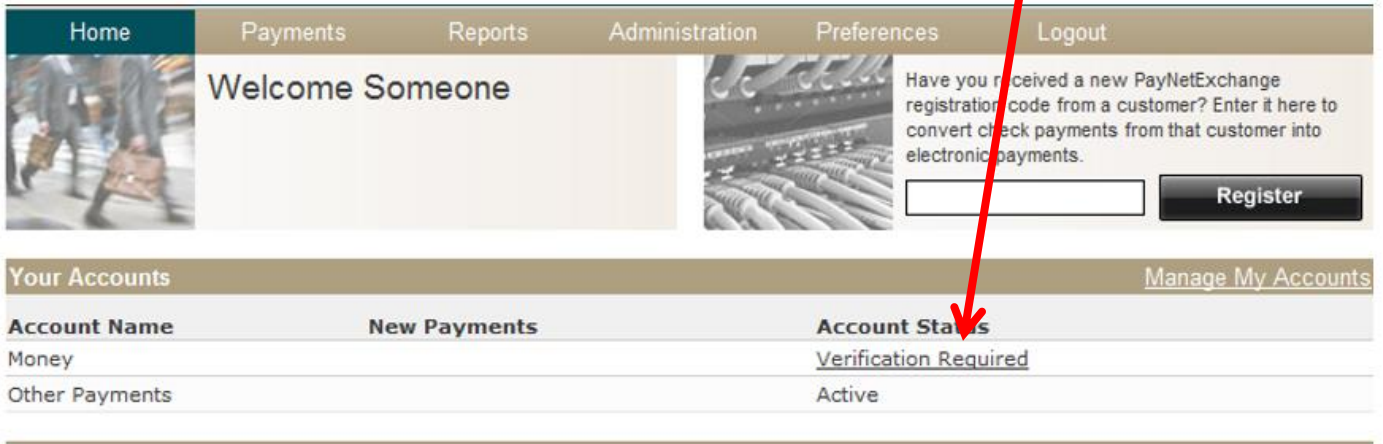
The screenshot shows the "FIS | Integrated Payables" account verification process. The page has a teal header and a navigation menu on the left with "Account Verification" selected. The main content area is titled "ACCOUNT VERIFICATION" and contains a three-step process:

- 1. Deposits**: We'll make two small deposits into your account.
- 2. View**: View your bank statement in 1-2 days to see the amounts. The deposits should appear as being from FIS.
- 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.

At the bottom of the process, there are "Back" and "Continue" buttons, and a note: "(If you prefer, you may send us a [form](#) instead.)". A "CONTACT US" box on the right 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 "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 | | Manage My Accounts |
|----------------|--------------|---------------------------------------|
| Account Name | New Payments | Account Status |
| Money | | Verification Required |
| 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

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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.

Finish

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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.

| | | |
|--|--|--|
| YOU ARE HERE | VERIFY YOUR INFORMATION | CONTACT US Mon-Fri 8:00 am - 6:00 pm EST 877-330-4950 Email Us |
| Verify Address Create Account >> Review & Submit | Login Information 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 | |
| | Payee Information Payee Name: ROEMER OIL CO Address 1: 35 N WYNDEN DR City: HOUSTON State/Province: TX ZIP/Postal Code: 77056 | |
| | Subscriber Information Your Name: Someone Title: Something Telephone: 555-555-5555 | |
| | Service Agreement <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> <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 Privacy Policy and Terms of Use and that such terms of use or services agreement may change from time to time.</p> | |
| | <input type="button" value="Back"/> <input type="button" value="Submit"/> | |

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

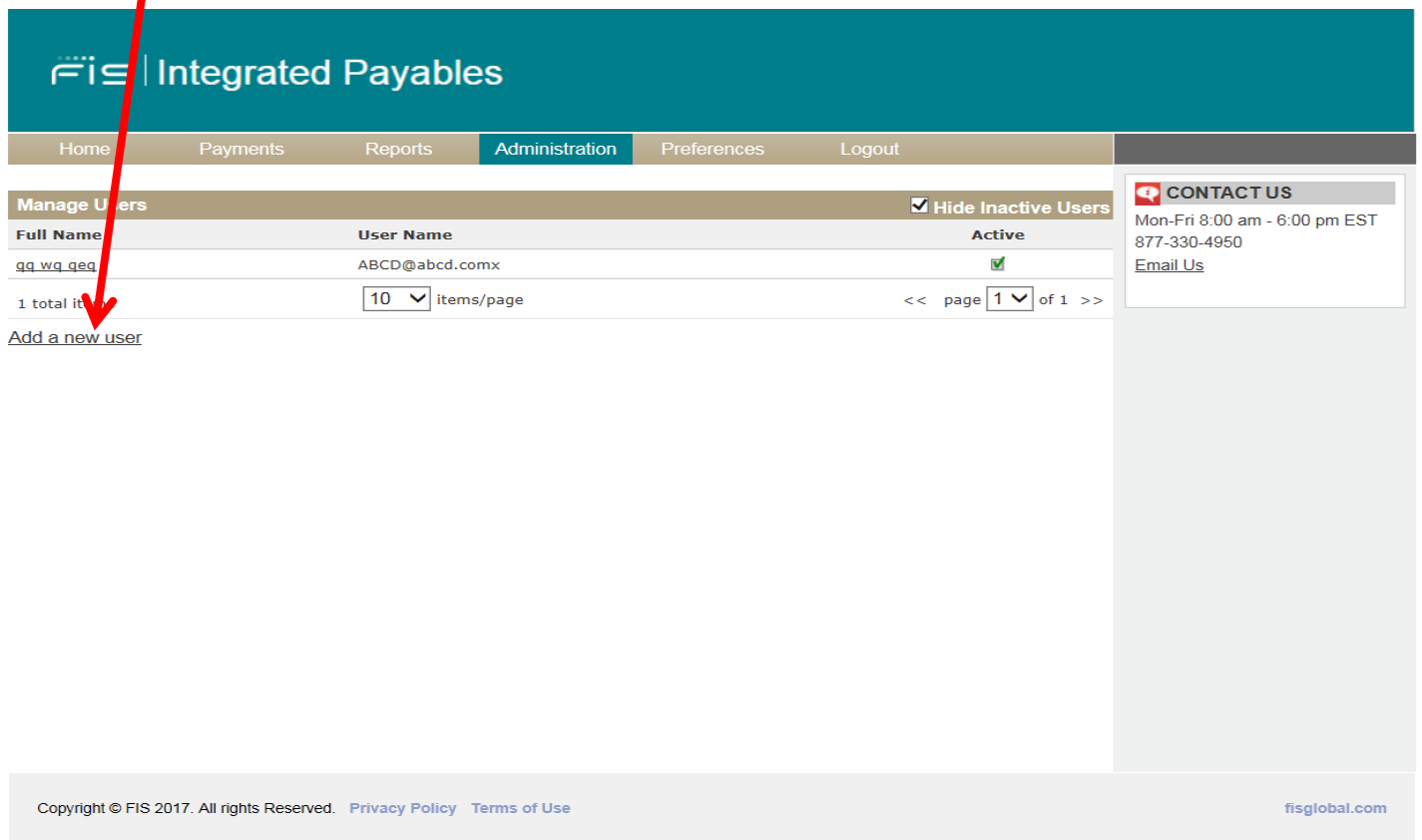
New Payments:

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 features 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, links to Privacy Policy and Terms of Use, and 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.



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. A customer service agent will assist you in making the necessary updates.