

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. **Please make sure you follow all instructions as laid out in this guide.**

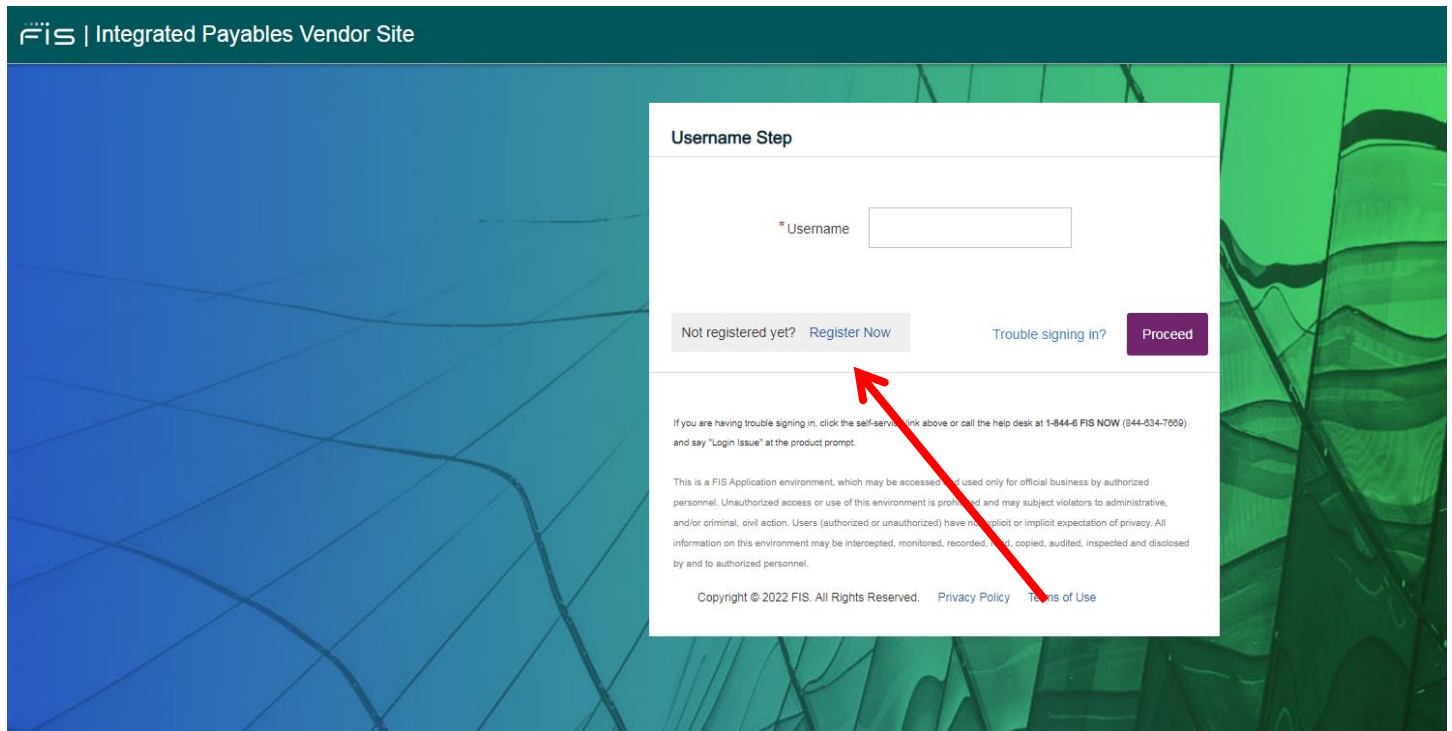
FIS Integrated Payables URL: <https://www.fisintegratedpayables.com/payments>

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.

REGISTERING FOR ACH PAYMENTS:

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.

The screenshot shows the FIS Integrated Payables Vendor Site. At the top, there is a dark teal header with the FIS logo and the text "Integrated Payables Vendor Site". Below the header, the main content area has a blue and green abstract background. A white registration form is centered on the page. The form has a title "Username Step". It contains a text input field labeled "*Username". Below the input field, there are two links: "Not registered yet? Register Now" and "Trouble signing in?". To the right of these links is a purple button labeled "Proceed". A red arrow points from the "Register Now" link to the "Register Now" text. Below the links, there is a paragraph of text: "If you are having trouble signing in, click the self-service link above or call the help desk at 1-844-6 FIS NOW (844-634-7669) and say 'Login Issue' at the product prompt." Below this paragraph is another paragraph: "This is a FIS Application environment, which may be accessed and used only for official business by authorized personnel. Unauthorized access or use of this environment is prohibited and may subject violators to administrative, and/or criminal, civil action. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. All information on this environment may be intercepted, monitored, recorded, stored, copied, audited, inspected and disclosed by and to authorized personnel." At the bottom of the form, there is a footer: "Copyright © 2022 FIS. All Rights Reserved. Privacy Policy Terms of Use".

Click to register for the first time

Enter Your Registration/Subscription Code or ID:

The next screen requires you to enter the unique 8 digits 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 your email address and re-enter your email again.

Registration/Subscription Code

FIS | Integrated Payables Vendor Site

New Registration

Welcome

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 Information

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Enter Email address and then re-enter email again, check box next to "I'm not a Robot"

New Registration

Welcome

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 Information

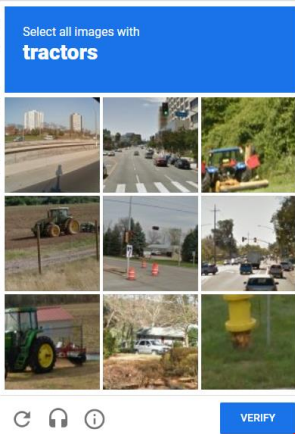
Reg Code
9D88C

Email
whitne

Confirm
whitne

☐

Back



After verifying the images, the user can proceed with the registration process. Click Verify; Click Continue

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

User Account: Your Username will always be your email address. Security Questions will be used to verify your identity if you reach out to our support team.

FIS | Integrated Payables Vendor Site

New Registration

Verify Your Address

If this is not your current address, contact your payer to update their records.

BROOM LLC

701 SAN MARCO BLVD STE 1100

JACKSONVILLE, FL 32207

☐ This information is correct?

User Account

Password

Confirm Password

First Name

Middle Name

Last Name

Phone

Ext

Mobile

Challenge Questions (2 Questions) ⓘ

Question 1 ▾

Answer 1

Question 2 ▾

Answer 2

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.

Add ACH Account 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 electronic payments are made into this account.

ACH Account Information

Reg Code
9D88C132

Account Name

Account Description

☒ US ☐ Canadian

Routing #

Bank Name

Account #

Select account type

Back

Continue

Routing Number Account Number
123456789 10010012345 0790

Please be sure to choose US

The bank name will auto populate based on your routing number

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

Service Agreement: Review the details and check the box on agreeing to the Service Agreement to continue.

Service Agreement

This Services Agreement ("Agreement") is a contract between you and FIS and applies to your use of the FIS™ Integrated Payables service, any related products and services and all related intellectual property and "online" or electronic documentation available through www.fisintegratedpayables.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 FIS™ Integrated Payables network. Use of the website and the Service is a privilege, and FIS reserves the right to suspend the privilege at its discretion. By accepting the terms and conditions of this Agreement, you certify that you are authorized by your company (a) to accept these terms and conditions on its behalf, (b) to provide information to FIS™ Integrated Payables and our affiliates, agents and subcontractors as necessary to provide the Services, and, if signing up for credit card payments, (c) you are authorized as a registered merchant under the applicable credit card to receive card payments from the Payer. We may amend this Agreement at any time by posting the amended terms on our website. Except as stated otherwise, all amended terms shall be effective 30 days after they are initially posted on our site. You may review the current Agreement prior to initiating a transaction at any time at our User Agreement page.

In this Agreement, "you" or "your" means any person or entity using the Service ("Users"). Unless otherwise stated, "FIS™ Integrated Payables," "we" or "our" will refer to FIS. Unless otherwise specified, all references to a "bank" in this Agreement includes any depository financial institution including banks, savings associations, and credit unions.

1. Eligibility. In order to use the Service, you must complete the FIS™ Integrated Payables enrollment process at the invitation of a FIS™ Integrated Payables Payer. Our Services are only available to businesses with a bank account in good standing from a financial institution capable of receiving funds through the U.S. Automated Clearinghouse (ACH) network that can form legally binding contracts under applicable law and/or registered merchants authorized to accept credit card payments under the applicable credit card. Without limiting the foregoing, our Service is not available to parties suspended from our Service, or to persons who present an unacceptable level of financial risk.

2. The Legal Relationship between You and FIS™ Integrated Payables.

2.1 FIS™ Integrated Payables acts as a facilitator to help you accept payments from third parties. We act based upon your direction and your requests to use our Services that require us to perform tasks on your behalf. FIS never assumes possession of your funds, nor will FIS use

☐ 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 FIS™ Integrated Payables 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.

Confirm

Cancel

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

Confirmation

Thank you for registering!

For your records you can download a copy of Service Agreement by clicking [here](#) 

Once your registration has been processed, you will receive a confirmation email.

Action Required:

To ensure you receive emails from FIS please whitelist agp.jax.vendorenrollment@fisglobal.com.

Finish

Click “Finish” and the registration process is complete

If your bank account information cannot be verified through our 3rd party verification platform our Support Team will reach out to you for additional verification documents and provide you with the FIS Authorization Form. Additional documents can include but are not limited to:

1. Voided check
2. Signed and dated letter from your financial institution which includes your bank account number and your routing number
3. Bank statement plus W9 – financial information can be redacted

The supporting documentation along with the FIS Authorization Form can be returned to the Support Team by emailing it to agp.jax.vendorenrollment@fisglobal.com or by faxing it to 904-208-6895.

Your account will be activated to receive ACH payments within 48 - 72 business hours by our Support Team.

Banking Information:

Should you need to update your banking information please email agp.jax.vendorenrollment@fisglobal.com. A customer service agent will assist you in making the necessary updates.