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.
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”.

ENJOY THE BENEFITS OF THESE 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, STP020 and AvantGard Receivables Formats
- Convert Paper Payments to Electronic Payments

*Available on a per-Payer basis*
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.
REGISTERING FOR ACH PAYMENTS:

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.
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.

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

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

(1) Penny Deposits:
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.”

Enter the two small amounts.
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.

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

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.

**Updating 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.