

# 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/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.

**REGISTERING FOR ACH PAYMENTS: \*\*Please wait to receive your first check prior to registering for ACH**

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.

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](#)

**Sign In**

User ID:

[Trouble signing in?](#) **Proceed**

**I Am A New Customer**

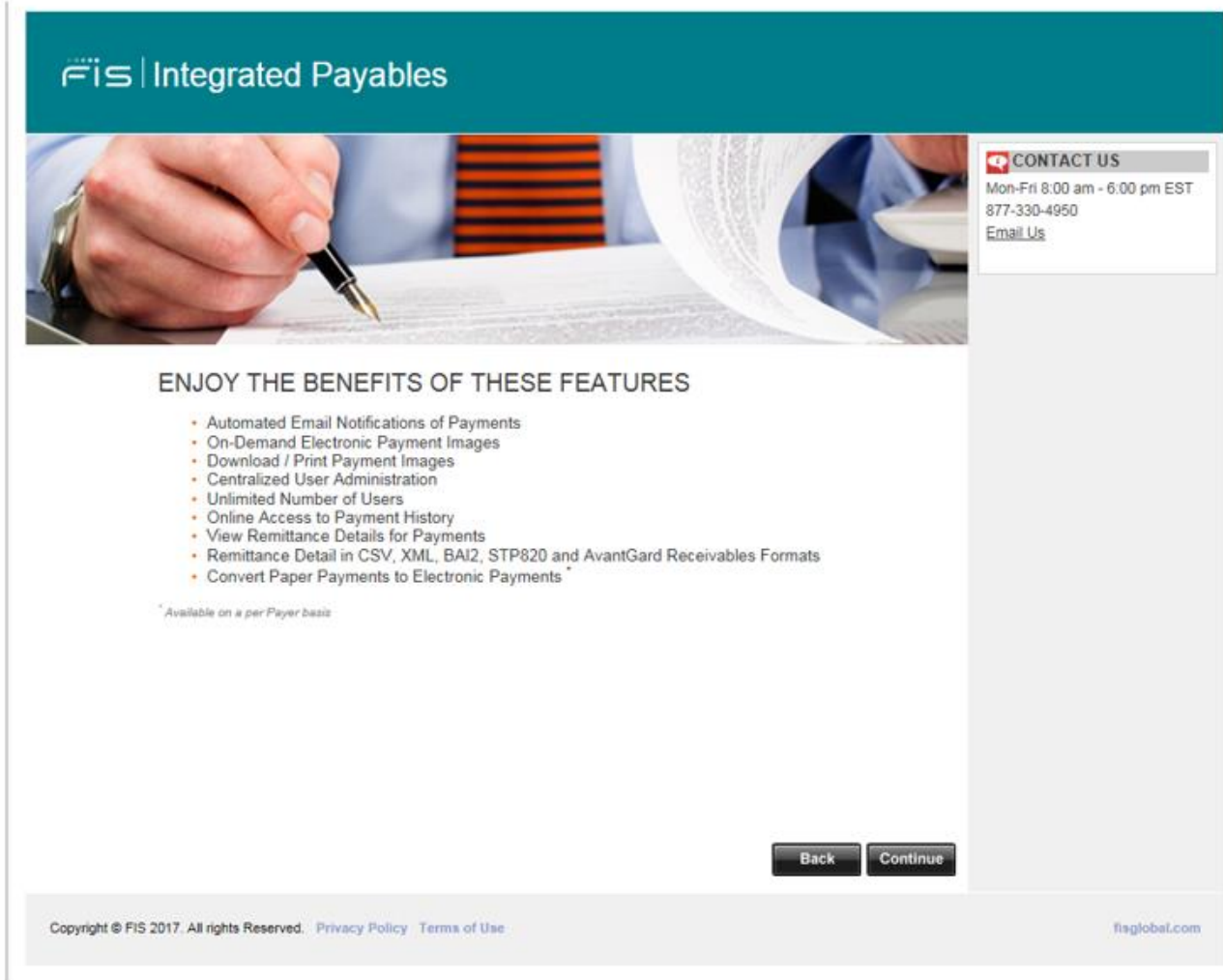
Subscribing is a simple process that will take less than 5 minutes

**Subscribe!**

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Click to register for the first time

Review the Benefits of Registering with FIS Integrated Payables: The next screen outlines the 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, there is a teal header with the FIS logo and the text "Integrated Payables". Below the header 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 a phone icon, listing contact hours (Mon-Fri 8:00 am - 6:00 pm EST), a phone number (877-330-4950), and a link for "Email Us".

**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, STP820 and AvantGard Receivables Formats
- Convert Paper Payments to Electronic Payments \*

\* Available on a per Payer basis

At the bottom right of the main content area, there are two buttons: "Back" and "Continue".

The footer 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:** After receipt of your first check, an 8 digit registration code is assigned to your Tap Rock owner number by FIS. The next screen requires you to enter the unique 8 digit registration code that can be requested by email at [agp.jax.vendorenrollment@fisglobal.com](mailto:agp.jax.vendorenrollment@fisglobal.com) or by phone at 877-330-4950 with a reference to your Tap Rock owner number.

Enter the code in the Registration/Subscription Code or ID box, and then enter your email address and re-enter your email again.

The screenshot shows the 'ENTER YOUR REGISTRATION CODE' page. At the top left, there is an 'Options...' dropdown menu. The header features the 'FIS Integrated Payables' logo. The main heading is 'ENTER YOUR REGISTRATION CODE'. Below this, there is a paragraph of instructions: '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.](#)'

The registration form consists of three input fields: 'Registration Code or ID:', 'Email:', and 'Re-enter Email:'. The 'Email:' field has a note next to it: 'This will be your login ID'. Below the input fields is a reCAPTCHA widget with a checkbox labeled 'I'm not a robot' and a 'reCAPTCHA' logo with links for 'Privacy' and 'Terms'. At the bottom right of the form are two buttons: 'Back' and 'Continue'.

On the right side of the page, there is a 'CONTACT US' box with the following information: 'Mon-Fri 8:00 am - 6:00 pm EST', '877-330-4950', and an 'Email Us' link.

At the bottom of the page, there is a footer with the text: 'Copyright © FIS 2019. All rights Reserved. [Privacy Policy](#) [Terms of Use](#)' and the website URL 'fisglobal.com'.

Red arrows in the image point to the 'Registration Code or ID' field, the 'Email' field, the 'Re-enter Email' field, and the 'I'm not a robot' checkbox.

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

### ENTER YOUR REGISTRATION

To begin the subscription process, please provide an 8-character registration code, or they may have one such as a vendor ID, company ID or tax ID. If you

If you or someone else at your company have already

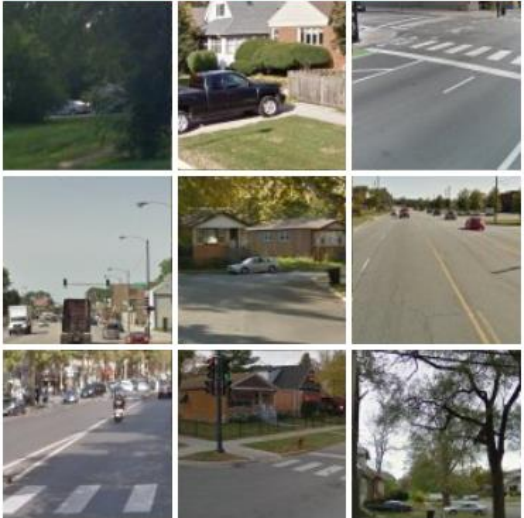
Registrati

Email:

Re-enter



Select all images with  
**crosswalks**  
Click verify once there are none left.



Continue

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877-330-4950  
[Email Us](#)



VERIFY



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", and then click "Continue".

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

# FIS | Integrated Payables

## YOU ARE HERE

- >> Payment Address
- User Account
- Bank Information
- Account Verification
- 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.

DO NOT USE - [REDACTED]  
PO BOX [REDACTED]  
DALLAS, TX 75303

This information is correct

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

### CONTACT US

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

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.

The email address from the Registration Code page will automatically populate on the “Create Your User Account” page and the field is now disabled.

Create your user account. Your email address will be your username when logging on to the portal.

**FIS | Integrated Payables**

**YOU ARE HERE**

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

**CREATE YOUR USER ACCOUNT**

**Login Information**

This will be your login ID

Email \*

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 \*

Secret Question 1 Answer \*

Secret Question 2 \*

Secret Question 2 Answer \*

**Subscriber Information**

First Name \*

Middle Name

Last Name \*

Job Title \*

Telephone \*    Ext.

**Secondary Subscriber Information**

First Name

Middle Name

Last Name

Title

Email

Telephone    Ext.

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Secondary subscriber information is if the user would like someone else to receive the payment notifications or that can call in on their behalf. (if the secondary subscriber email must be different than the subscribers email entered at the top)

## 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 \*  (please enter any leading zeroes)

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 and labels:

- Your Name** and **Your Address** (top left)
- 1001** (top right)
- DATE** (middle right)
- PAY TO THE ORDER OF** (left side)
- \$** and a box for the amount (middle right)
- DOLLARS** (middle right)
- Your Bank Name** (middle left)
- MEMO** (bottom left)
- ⑆ 123456789 ⑆ 0000987654321 ⑆ 1001** (bottom)

Labels below the check form:

- 9 Digit Routing Number** (under 123456789)
- Your Account Number** (under 0000987654321)
- Check Number** (under 1001)



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

**YOU ARE HERE**

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

**VERIFY YOUR INFORMATION**

**Login Information**

Email	yuganshu.sharma1@gmail.com
Password	*****
Secret Question	What is your pet's name?
Answer	*****
Secret Question 2	In what city were you married?
Secret Question 2 Answer	*****

**Payee Address**

Payee Name	von7
Address 1	450 ACH Fake Street
Address 3	
Address 4	
City	sacksonville
State/Province	FL
Postal Code	11507

**Subscriber Information**

Your Name	yuganshu.sharma
Title	PO
Telephone	987.798.9879x787

**Bank Information**

Account Name	ACHTEST1
Account Description	ACH
Payment Network	Federal Reserve (ABA)
Routing Number	121000388
Account Number	123456
Account Type	BusinessChecking
Bank Name	BANK OF AMERICA, N.A.
Branch	8001 VILLA PARK DRIVE
City	HENRICO
State	VA
Zip	23228
Name on Bank Account/Acceptable Payee	yuganshu

**Service Agreement**

www.fis.com applies to your use of our 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<sup>SM</sup> 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<sup>SM</sup> Integrated Payables

The above named officer/owners of the Payee account holder 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<sup>SM</sup> 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.

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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.

Finish

### CONTACT US

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877-330-4950

[Email Us](#)

If your bank account information cannot be verified through our 3<sup>rd</sup> 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

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](mailto: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.

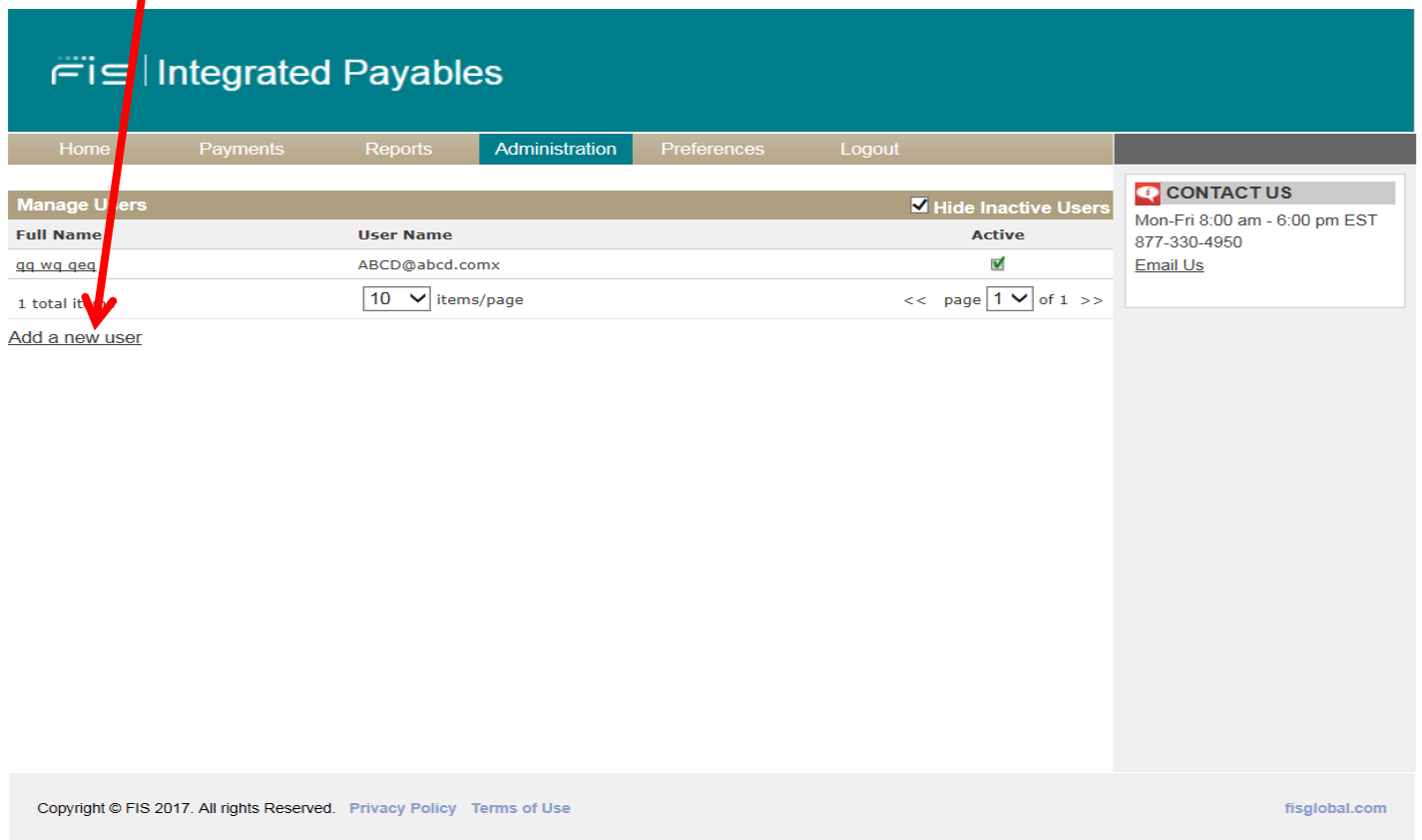
## New Payments:

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

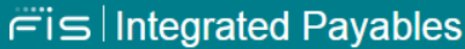
**Payer Management**—Manage which account a Payer Deposits Payments Into

**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.  
or  
 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@fisglobal.com](mailto:agp.jax.vendorenrollment@fisglobal.com). A customer service agent will assist you in making the necessary updates.