Provider Quick Guide: Logging in and Accessing Payment Details

Indiana is changing from Conduent to Rapid Financial Solutions (RFS)/Tyler Technologies as its voucher payment vendor. This step-by-step guide explains how to log in to the new payment vendor portal. **Providers must create an account in this new portal and enter banking information to continue receiving voucher payments and access payment details.** The last payment from Conduent will be sent on July 31, 2024.

Step 1: Log in to your provider portal account. This portal is the hub for all transactions related to vouchers.

Log into <u>I-LEAD</u>. If you are a new provider, you can <u>create an account</u> through Access Indiana.



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og Attendance and View Vo	auchers g active or upcoming vauchers are important response	er og at have as a child same provider. Regular allereta	ince reporting for children receiving vauchers is required	and Voucher Info' tile
oreceive timely payments. Please	cick here in submit allendarre at least of a root nee	8		Attendance and View

Don't have a provider portal account?

If you do not have a portal account, you will first need to set one up:

- 1. Refer to the email you received from OECOSL with your invitation to link your provider site. Call 1-800-299-1627 or visit <u>https://brighterfuturesindiana.org/ilead</u> if you did not receive the email.
- 2. Select the "Accept Invitation" button at the bottom of the email message.
- 3. Follow the prompts and fill out all required fields. At the end of the process, select the "Update Your Profile button in the bottom-right corner of the window.



Step 2: Select the 'Payments' tile to access RFS/Tyler Technologies payment portal.





Step 3: Log in to the new payment vendor portal.

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A new browser tab will open where you can log in to the payment vendor portal.

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Enter your login information from when you registered with the payment vendor. If you have not yet done registered, please refer to page 4 of this guide for instructions.

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LOGIN: TWO-STEP AUTHENTICATION wave reveal the or of period with the standard the of the standard standard "Standard standard standard Card Contraction Standard standard Card Contraction Standard standard Card Contraction Standard standard Contraction Standard standard

TWO-FACTOR AUTHENTICATION Multi-factor authentication is enabled to protect your account. You will need to enter a temporary code to continue logging in. Choose if you want to get temporary code by text or by email. Then, select 'Send Confirmation Code' to proceed.

Get the 6-digit temporary code from the method you chose and enter it here, along with your account password, to complete logging into the account.

Select 'Confirm' to continue.



Step 4: Access Transaction Details

Assurb Tuesfer:	Accounts			
Ny Podla Ny Podla Legent	Accounts Account Number Account Type Description:	2025/0456772 Indiana Child Care (MBD) solar Banth - Installer Sellit I faith	Available Balance: Current Balance: Auto-statecher	\$48,842.00 \$48,842.00 Account Details
	Account Number: Account Type Description	9299576290 militara (20, 1059) 🖉 6.67	Available Balance Corrent Balance Jours-transfer	\$0.00 \$0.00
	Add Account Product		/	
2	Click on	'Account Details' t	o access	
Ĭ	more det your trar	tailed information saction history or	about click on	

The 'Accounts' tab will display when you log into your account. The available balance is the total funds in the Tyler **Technologies Digital** Disbursements Portal account, and the current balance will show the money that will transfer into your bank account on the payment date.

This page will display a list of

Annuale / Simulat Caluti					transaction IDs.
				(3	
Account Details					
Transactions					
Date / Time	; Transaction ID	Transaction Description	Debit	Credit	Avuilable Balarros Status
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DE/OS/2024 12:50 PM	81500	Number to "John Levels" - "AST Hills AV6" - "For Periodic C25250"	\$25.00		
06/02/2024 12:30 FM	#10047	Tempters	\$25.00		
05/03/0324 12:30 744	411005	Transfer to Table Sevent - 145118364101 - 1400 Previous concern	\$25.00		Click on the hyperlinked
06/05/3384 12:50 794	61000	Transfer to "John Smith" - "4531836410" - "For Frenkler 555853"	49500		
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03/30/0304 (64 45 FM	823502	Teampler to Turken Service: + 14511808818" + Teor Presider(X2004)*	1100.00		
they to v ether P	inning 1 to 10 of 31 white.				payment.
MULTINGENCE					

Note: For each payment cycle, you will see two transactions. One will say "Transfer from Indiana OECOSL" in the transaction description and one will say "EFT-Indiana Child Care." The payment detail pdf is located in the first transaction labeled "Transfer from Indiana OECOSL"



Office of Early Childhood & Out-of-School Learning

Step 5: Obtain a detailed breakdown of your payments.

Accounts				
Accounts / Account Delisiti, / Trans	natime (Detail)			
Transaction Details				Additional information about this payment can
Profile				be seen on the screen
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First Name(s):	test			that opens when
Last Name(s):	test			selecting a hyperlinked
Business Name				selecting a hyperinked
Account				navment from the
Account Number:	1111111			payment nom the
Account Type:	Indiana Child Care			'Account Details' name
Currency:	USD			Account Details page.
Transaction				
Date / Time:	08/28/2024 10:47 AM			
Transaction ID:				
Transaction Description:	Transfer from "Indiana DECDSL" + * "For Provider 2222222			
Debit / Credit:	Credit			
Currency:	USD			
Amount	42,801.00			
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Administrator's Notes				
Administrator's Notes			section ab	ove
			beetion ut	

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A PDF report will open, showing the children/vouchers that are included within the selected payment and any adjustments that were applied.

Payment Details for the p	Payment Date: 5/19/2024					
Facility #: RM-100942-A	Legal Name: dhtru Munntnttu rhurrh, tnr.	dhtru Munntnttu rhurrh, tnr. Facility Type:		У	County: LaGrange	
Facility Name: Rainbow Years Learning Ministry		Location Address: 2125 yint 555 ltqth, cckzzHVG, IN				
CCDF Voucher Paym	nents					
Parent Name	Child Name	Voucher Number	Week Start	Week End	Payment Amount	PT
Junktnd, Dusttnuu	Jtrdun, Mulltry	10173722	2024-04-21	2024-04-27	\$182.00	
Junktnd, Dusttnuu	Jtrdun, Mulltry	10173722	2024-04-28	2024-05-04	\$182.00	1
vtnd, Ryun	vtnd, uxul	10191249	2024-04-21	2024-04-27	\$182.00	1
vtnd, Ryun	vtnd, uxul	10191249	2024-04-28	2024-05-04	\$182.00	
Ftnluy, uvvtgulu	Ftnluy, uvuyn	10188746	2024-04-21	2024-04-27	\$208.00	1
Ftnluy, uvvtgulu	Ftnluy, uvuyn	10188746	2024-04-28	2024-05-04	\$208.00	1
Etnluy, uvvtgulu	Ftnluy, Zundyr	10188771	2024-04-21	2024-04-27	\$182.00	
Ftnluy, uvvtgulu	Ftnluy, Zundyr	10188771	2024-04-28	2024-05-04	\$182.00	
rintrurud, Murtuh	rtntrurud, rumtliu	10261367	2024-04-21	2024-04-27	\$274.00	1
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Dulgu, Ruth	Dulgu, Ltly	10265036	2024-04-21	2024-04-27	\$35.00	
Dulgu, Ruth	Dulgu, Ltly	10265036	2024-04-28	2024-05-04	\$35.00	1
Dulgu, Ruth	Dulgu, Ltnrtin	10265046	2024-04-21	2024-04-27	\$78.00	1
Dulgu, Ruth	Dulgu, Ltnrtin	10265046	2024-04-28	2024-05-04	\$78.00	

Provider Payment Detail

CCDF Totals:

 CCDF Voucher Payments:
 \$2,282.00

 CCDF Voucher Level Adjustments:
 \$0.00

 CCDF Provider Level Adjustments:
 \$0.00

 CCDF Total Payments:
 \$2,282.00



Changing Bank Information Online

This step-by-step guide explains how update your banking information in the new Rapid Financial Solutions (RFS)/Tyler Technologies payment vendor portal. **Providers must create an account and enter banking information in this new portal to continue receiving voucher payments.** All banking information must entered or changed online in this new portal.

Step 1: Access banking details



The 'Accounts' tab will display when you log into your account. The available balance is the total funds in the Tyler Technologies Digital Disbursements Portal account, and the current balance will show the money that will transfer into your bank account on the payment date.

You can make banking information changes on the page that opens.

In the 'External Bank Account' section, select the down arrow next to 'External Bank Account' and select "Associate New Bank Account."

Account Details Account Number Account Nye Currany OV/11/2024 SS99512213 Indiana Child Cure USD	
Account Details Account Statis Account Statis Account Statis Account Statis Currany O/11/0024 S599512213 Pedana Child Care USD	
Account Details Account Centrino Date Account Number Account Type Currancy 07/11/0024 5599013213 Indiana Chrid Care USD	
Account Details Account Cetation Date Account Number Account Type Carrancy OV/11/2024 SS96913213 Indune Child Care USD	
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07/11/2024 SISHEP13313 Indiana Chvid Care USD	
Auto-transfer Outgoing Configuration	
Auto transfer thatland 🗸	
Amount - Sat funds to auto transfer when your account balance reaches a configurad amount	
O Frequency - Set funds to auto transfer daily or monthly	
Auto-transfer funds when 8:00	
Amount to be left in account. 0.00 // set to 0 all funds will be transferred	
meguancy of bigger. C Execute each payment on bigger, including multiple times a day Bundle all payment once a day	
Transfer money to External Bank Account v Current selection: External Bank Account	
External Bank Account	
Eitena Bark Account Select.	

IMPORTANT:

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The settings at the top of this page should not be changed. You should only use this page to associate a new bank account. *Auto transfer should always be enabled, so that your payments are automatically transferred to your bank account on the payment date.*



Step 2: Enter your new banking information

IN.gov	O 87/13/2024 07:41 AM		
	Auto-transfer	Enabled	
Accounts	Amount - Set funds to auto	transfer when your account balance reaches a configured	amount
tansfers 🔉	O Frequency - Set funds to a	ito transfer daily or monthly	
My Profile	Auto-transfer funds when account balance reaches	0.00	
Logout	Amount to be left in account	0.00	If set to 0 all funds will be transfered
	Frequency of Trigger.	Execute each payment on trigger, including multiple Bundle all payments once a day	tímes a day
	Transfer money to	External Bank Account	
		Current selection: External Bank Account	
	External Bank Account		
	External Bank Account:	Associate New Bank Account	~
	BANK ACCOUNT INFORMATIC	DA	
	Acres at Nick Name *		
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	Routing Number *		
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	Account Number.		
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	Account Type: "		
	Name To Assess to 1		
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			/
			Save 🗲 Bac

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A prompt to confirm your identity will appear. You will need to enter a one-time code to continue. Select where you'd like the code to be sent, and once received, enter it on this screen.



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 Transfer money to.
 External Bank Account

 Current selection: External Bank Account

 External Bank Account:

 External Bank Account:

 Test20240713b

 Memo:

Your new account is now set to be the default for your deposits.



Step 3: If needed, delete inactive bank accounts. These include bank accounts associated with your profile that you no longer wish to use or that have been closed or are inactive.

IIN.go⊻	© 07/13/2024 07:52 AM	Select "My Profile" from the
Accounts	Ny Protie	letthand side of the screen.
Transfers >	Modily 🗲 Back	
My Profile 🔶		
Logout	C User Information ProFile Details Bank Account Documents User Agreement Trusted Devices	
	EANK ACCOUNT INFORMATION	
	ID primary Account Nick Bank Routing Account Account Name On Vermeur-Similale Name Name Number Number Type Account	Select the tab labeled "Bank
	18225 Torry Cruse - TestBank xoooxid010 x5999 Dabit Torry Cruse TestBank	Account" from this page.
	18226 Tony Cruse - TestBank xxxxx01010 x5999 Debit Tony Cruse TestBank	
1	18227 Tony Cruse - TestBank xxxxx0010 x5999. Debit Tony Cruse TestBank	
	18228 Tony Cruse - TextBank xxxxx0010 x5999 Debit Tony Cruse TextBank	
	18230 Test20240713 Chase x00x0010 x6777 Debit Test School	(3)
	18231 primary Test20240713b Chase xoxxxid010 x2333 Debit Tony Cruse	Select "Modify" from the bottom of the screen.
	Modity Cook	

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Select the link labeled "Bank Account Information" from this screen.

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Select the button(s) next to the bank account(s) you wish to remove.

Select the "Delete" button and then answer "Yes" to the pop-up box. To complete this process, you will need to select to receive a one-time code.





Accessing your 1099 Form Online

You will use the 1099 tax form as part of your annual tax filing to indicate the income you have received through the Rapid Financial Solutions (RFS)/Tyler Technologies payment portal.

At beginning of each year, RFS/Tyler Technologies will send a copy of the 1099 tax forms to the mailing address listed in the 'User Information' tab of the 'My Profile' section of the payment portal. You are responsible for keeping your mailing address updated to receive the 1099 forms each year.

Step 1: Navigate to "Reports" to download 1099 documents.





