

To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

<b>Job Aid Number</b>	<b>JAA-VEN101-009</b>
<b>Purpose</b>	This quick guide provides guidance on how to enroll in ePayments through the Statewide Financial System (SFS) Vendor Self-Service Portal.
<b>User Role</b>	<b>SFS VENDOR GUEST LOGIN, SFS VENDOR REGULAR USER</b>
<b>Date Modified</b>	<b>4/20/2023</b>
<b>Related SFS Handbook</b>	SFS Training for Vendors

### Concept

ePayments is NY State's electronic payment program for vendors. It transfers payment directly into your bank account sooner than you would receive payment by check. You should receive electronic payments within two weeks.

### Predecessor(s)

Transactions that should occur before this task.

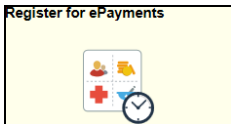
N/A




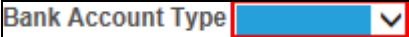


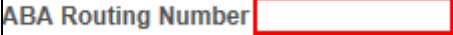

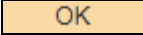
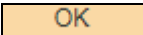
### Successor(s)

Transactions that should occur after this task.

N/A

### Procedure

Step	Action
1.	<p>From <b>My Homepage</b>, navigate to: Register for ePayments.</p> <p><b>Alternative Navigation:</b> From the <b>NavBar</b>, navigate to: Menu &gt; Maintain Supplier Information &gt; Enroll in ePayments (Direct Deposit).</p> 

Step	Action
2.	Enter the applicable value into the <b>Supplier</b> field or click the magnifying glass to search for the information. 
3.	Click the <b>Search</b> button after all search criteria has been entered. 
4.	Select the applicable link from the <b>Supplier Inquiry Results</b> grid. 
5.	Click the <b>Bank Account Type</b> field drop-down list and select the applicable list item. 
6.	Enter the applicable value into the <b>Bank Account #</b> field. 
7.	Enter the applicable value into the <b>Confirm Bank Account #</b> field. 
8.	Enter the applicable value into the <b>ABA Routing Number</b> field. 
9.	Click the <b>Authorization</b> option to indicate your authorization for direct deposit. 
10.	Click the <b>OK</b> button. 
11.	Click the <b>OK</b> button confirming that you have successfully signed up for electronic payments. 
12.	<b>End of Procedure.</b>