

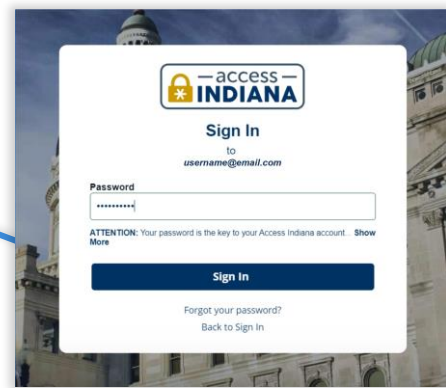
# Provider Quick Guide: Logging in and Accessing Payment Details

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.

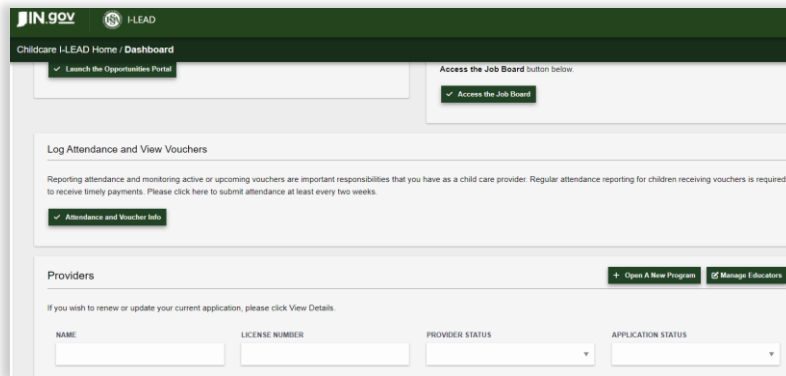
1

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



2

To access the portal, select the 'Attendance and Voucher Info' tile within the 'log Attendance and View Vouchers' section of the I-LEAD home screen.



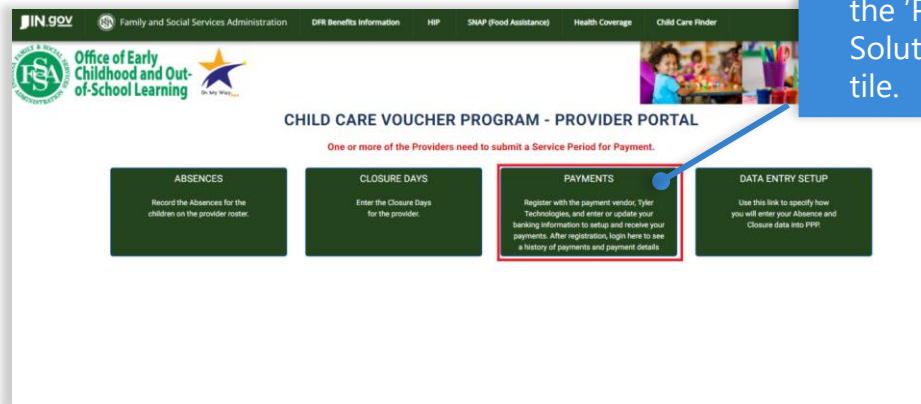
## Don't have a provider portal account?

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 <https://brighterfuturesindiana.org/ilead> 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.

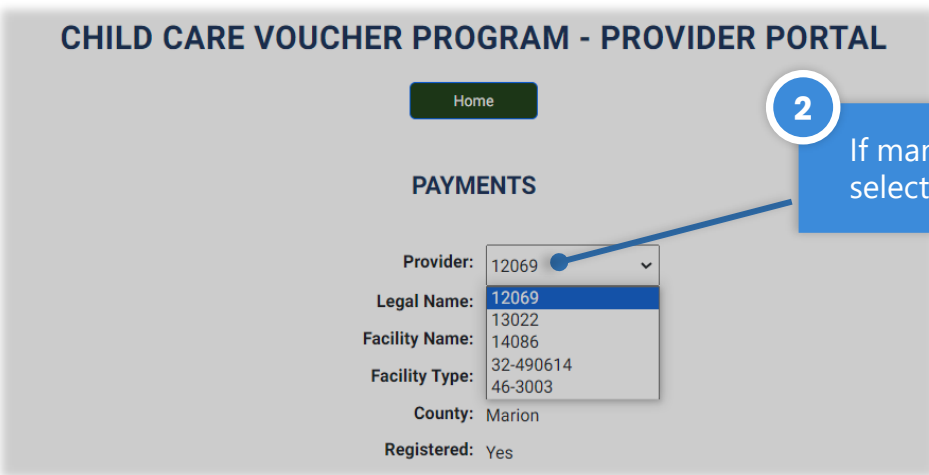
## Step 2: Select the 'Payments' tile to access RFS/Tyler Technologies payment portal.

1 In the provider portal, select the 'Payments' or 'Rapid Financial Solutions (RFS)/Tyler Technologies' tile.

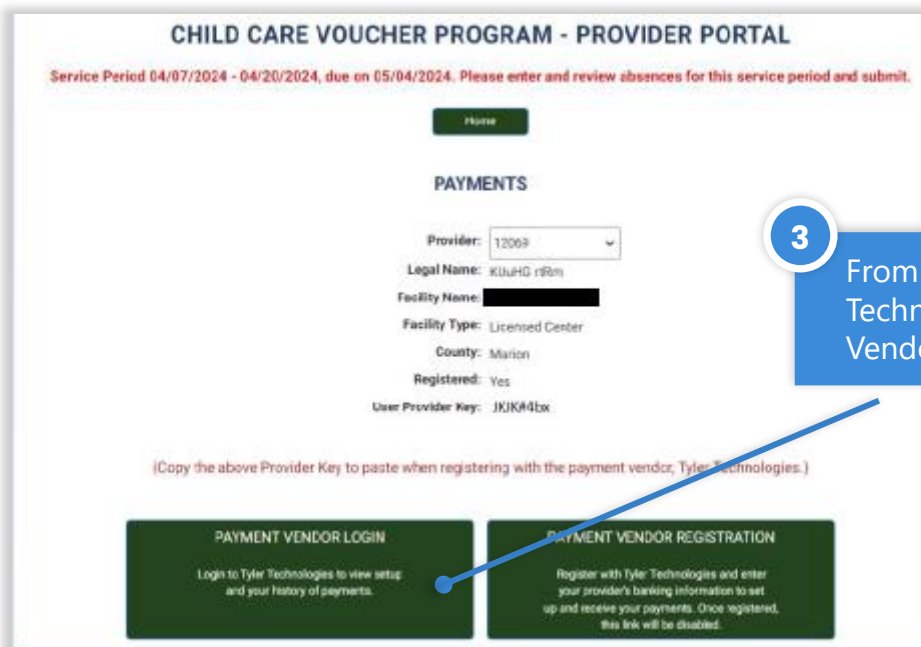


### CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

2 If managing multiple child care sites, select the site to manage.



3 From this page, select the 'RFS/Tyler Technologies Login' or 'Payment Vendor Login' tile.



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

Username: (Forgot?)  
Password: (Forgot?)  
Login  
Register

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

2 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.

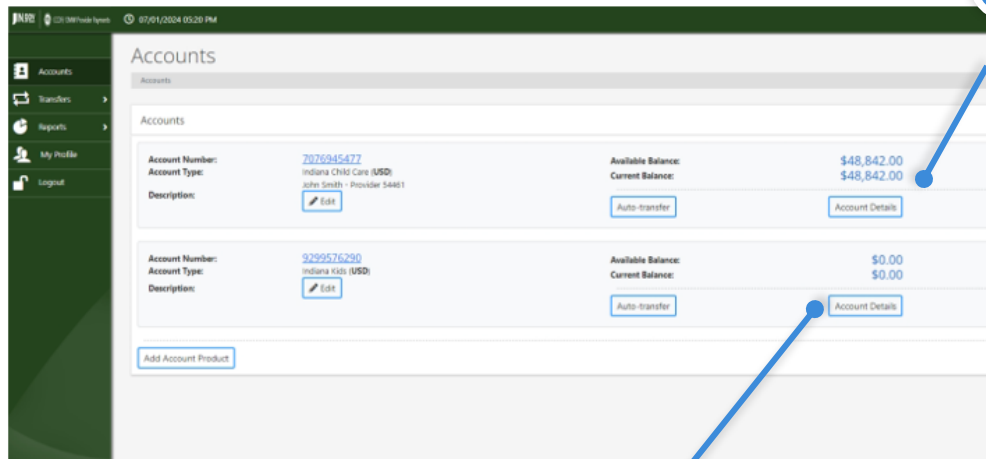
LOGIN: TWO-STEP AUTHENTICATION  
Keep your account safe.  
You haven't signed in from this device before. To help us verify your identity and protect your private information, a confirmation code will be sent to your phone or email.  
 To my phone via text message: xxxxxx-2891  
 To my email address at jonescoff@gmail.com  
Cancel Send Confirmation Code

3 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.

TWO-FACTOR AUTHENTICATION  
Enter the confirmation code that was sent to your phone at xxxxxx-1234.  
Enter 6-digit code from your authenticator application  
[ ][ ][ ][ ][ ][ ][ ]  
Password [ ] [ ]  
 Remember this device (not recommended for public or shared devices)  
Back Confirm  
Get text now code

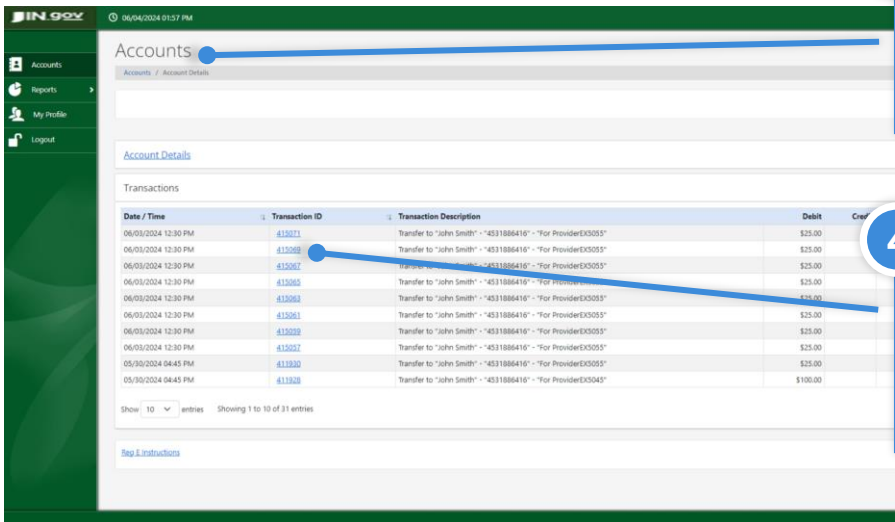
4 Get the 6-digit temporary code from the method you chose and enter it here, along with your account password, to complete logging into the account. Select 'Confirm' to continue.

## Step 4: Access Transaction Details



**1** 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.

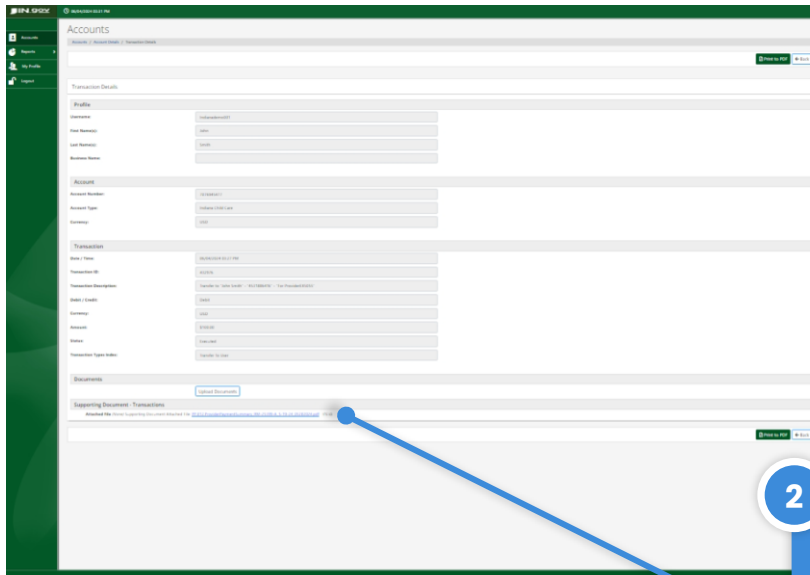
**2** Click on 'Account Details' to access more detailed information about your transaction history.



**3** This page will display a list of your voucher payments and transaction IDs.

**4** Click on the hyperlinked transaction ID to get more information about a payment.

## Step 5: Obtain a detailed breakdown of your payments.



1 Additional information about this payment can be seen on the screen that opens when selecting a hyperlinked payment from the 'Account Details' page.

2 At the bottom of the page, select the hyperlink under 'Supporting Document Transactions' to access a detailed breakdown of payments.

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

### Provider Payment Detail

Payment Details for the period: 4/21/2024 - 5/4/2024

Payment Date: 5/19/2024

Facility #: RM-100942-A Legal Name: dhtru Munnntttu rhurth, tnr.

Facility Type: Ministry

County: LaGrange

Facility Name: Rainbow Years Learning Ministry

Location Address: 2125 yint 555 ltqth, cckzzHVG, IN 46565

#### CCDF Voucher Payments

Parent Name	Child Name	Voucher Number	Week Start	Week End	Payment Amount	PT
Junktnd, Dustnnoo	Jtrdun, Mulltry	10173722	2024-04-21	2024-04-27	\$182.00	
Junktnd, Dustnnoo	Jtrdun, Mulltry	10173722	2024-04-28	2024-05-04	\$182.00	
vtnd, Ryun	vtnd, uxul	10191249	2024-04-21	2024-04-27	\$182.00	
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	
Ftnluy, uvvtgulu	Ftnluy, uvuyn	10188746	2024-04-28	2024-05-04	\$208.00	
Ftnluy, 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	
rtntnrud, Murtuh	rtntnrud, rumtllu	10261367	2024-04-21	2024-04-27	\$274.00	
rtntnrud, Murtuh	rtntnrud, rumtllu	10261367	2024-04-28	2024-05-04	\$274.00	
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	
Dulgu, Ruth	Dulgu, Ltntn	10265046	2024-04-21	2024-04-27	\$78.00	
Dulgu, Ruth	Dulgu, Ltntn	10265046	2024-04-28	2024-05-04	\$78.00	

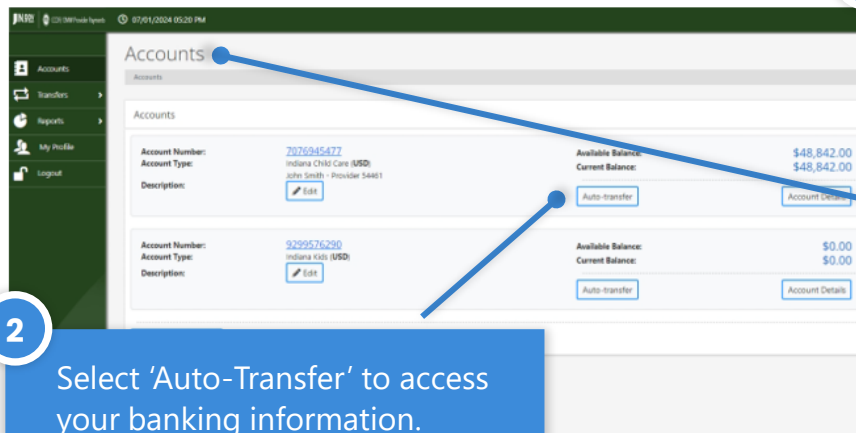
#### CCDF Totals:

CCDF Voucher Payments:	\$2,282.00
CCDF Voucher Level Adjustments:	\$0.00
CCDF Provider Level Adjustments:	\$0.00
<b>CCDF Total Payments:</b>	<b>\$2,282.00</b>

# Changing Bank Information Online

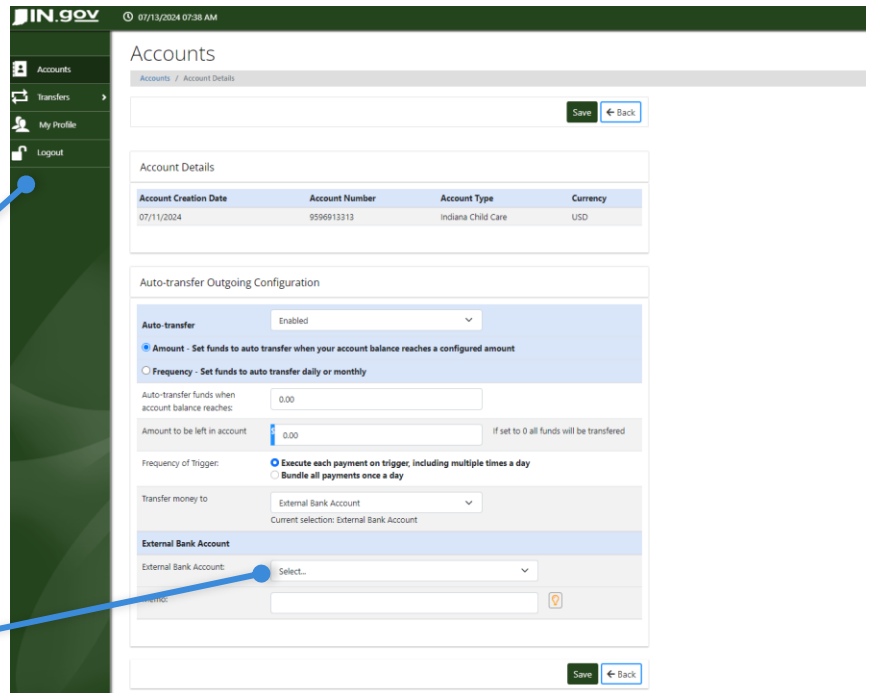
This step-by-step guide explains how update your banking information in the new Rapid Financial Solutions (RFS)/Tyler Technologies payment vendor portal. **Providers must create an account and enter banking information in this new portal to continue receiving voucher payments.** All banking information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

2 Select 'Auto-Transfer' to access your banking information.



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

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

### IMPORTANT:

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 07/13/2024 07:41 AM

Auto-transfer Enabled

Amount - Set funds to auto transfer when your account balance reaches a configured amount

Frequency - Set funds to auto transfer daily or monthly

Auto-transfer funds when account balance reaches: 0.00

Amount to be left in account: 0.00 If set to 0 all funds will be transferred

Frequency of Trigger:  Execute each payment on trigger, including multiple times a day  Bundle all payments once a day

Transfer money to: External Bank Account Current selection: External Bank Account

External Bank Account: Associate New Bank Account

**BANK ACCOUNT INFORMATION**

Account Nick Name: \*

Bank Name: \*

Routing Number: \*

[How to find this?](#) [Look it up](#)

Account Number: \*

Please re-enter your Account Number: \*

Account Type: \*

Name On Account: \*

Memo: \*

Save Back

1 Additional fields will be shown on the screen. Complete all required fields for your new bank account.

2 When complete, select 'Save' at the bottom of the screen.

3 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.

Transfer money to: External Bank Account Current selection: External Bank Account

External Bank Account: Associate New Bank Account

**BANK ACCOUNT INFORMATION**

Account Nick Name: \* Test20240713b

Bank Name: \* Chase

Routing Number: \* 07400

[How to find this?](#) [Look it up](#)

Account Number: \* 111222333

Please re-enter your Account Number: \* 111222333

Account Type: \* Debit

Name On Account: \* Tony Cruse

Memo: \*

**Confirm your identity** Step 1 / 2

To help us verify your identity a confirmation code will be sent to your phone or email.

To my phone

To my email address at txxxxxxxxx@fssa.in.gov

Continue Close

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

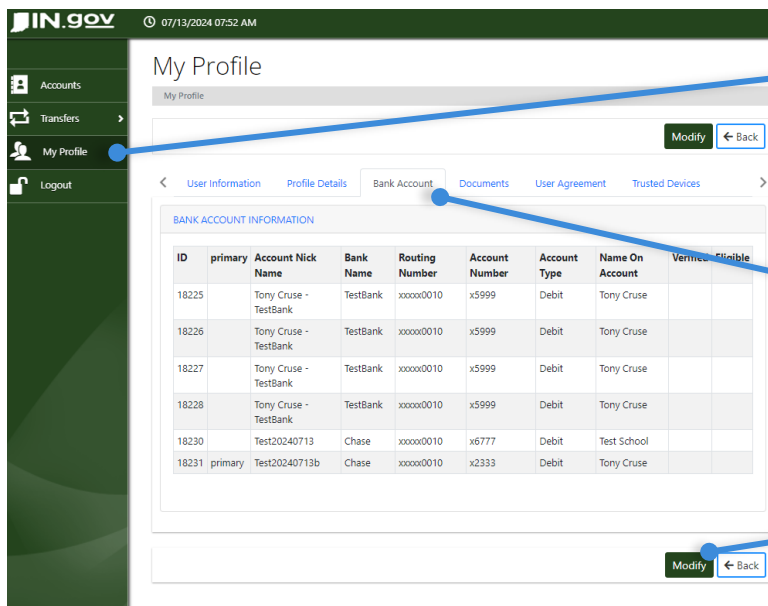
Transfer money to: External Bank Account Current selection: External Bank Account

**External Bank Account**

External Bank Account: Test20240713b

Memo: \*

**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.

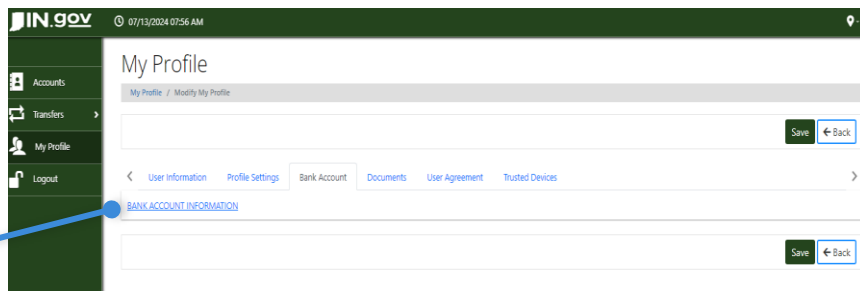


1 Select "My Profile" from the lefthand side of the screen.

2 Select the tab labeled "Bank Account" from this page.

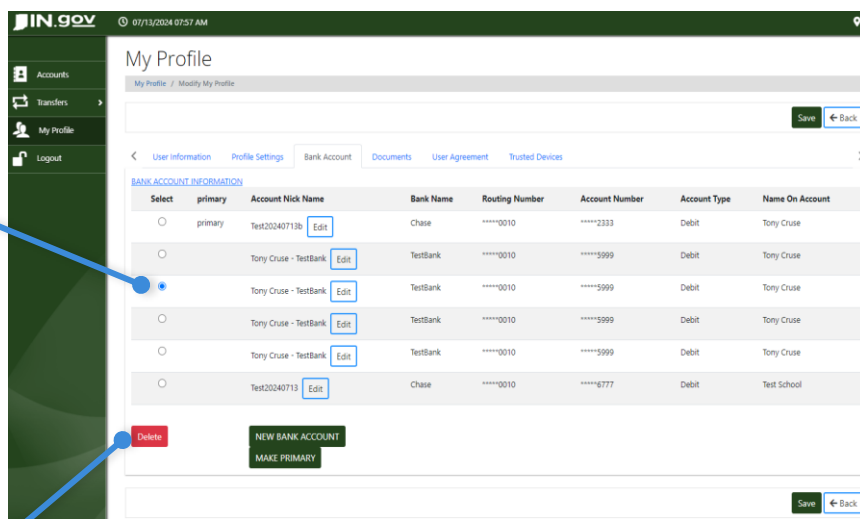
3 Select "Modify" from the bottom of the screen.

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



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

6 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.



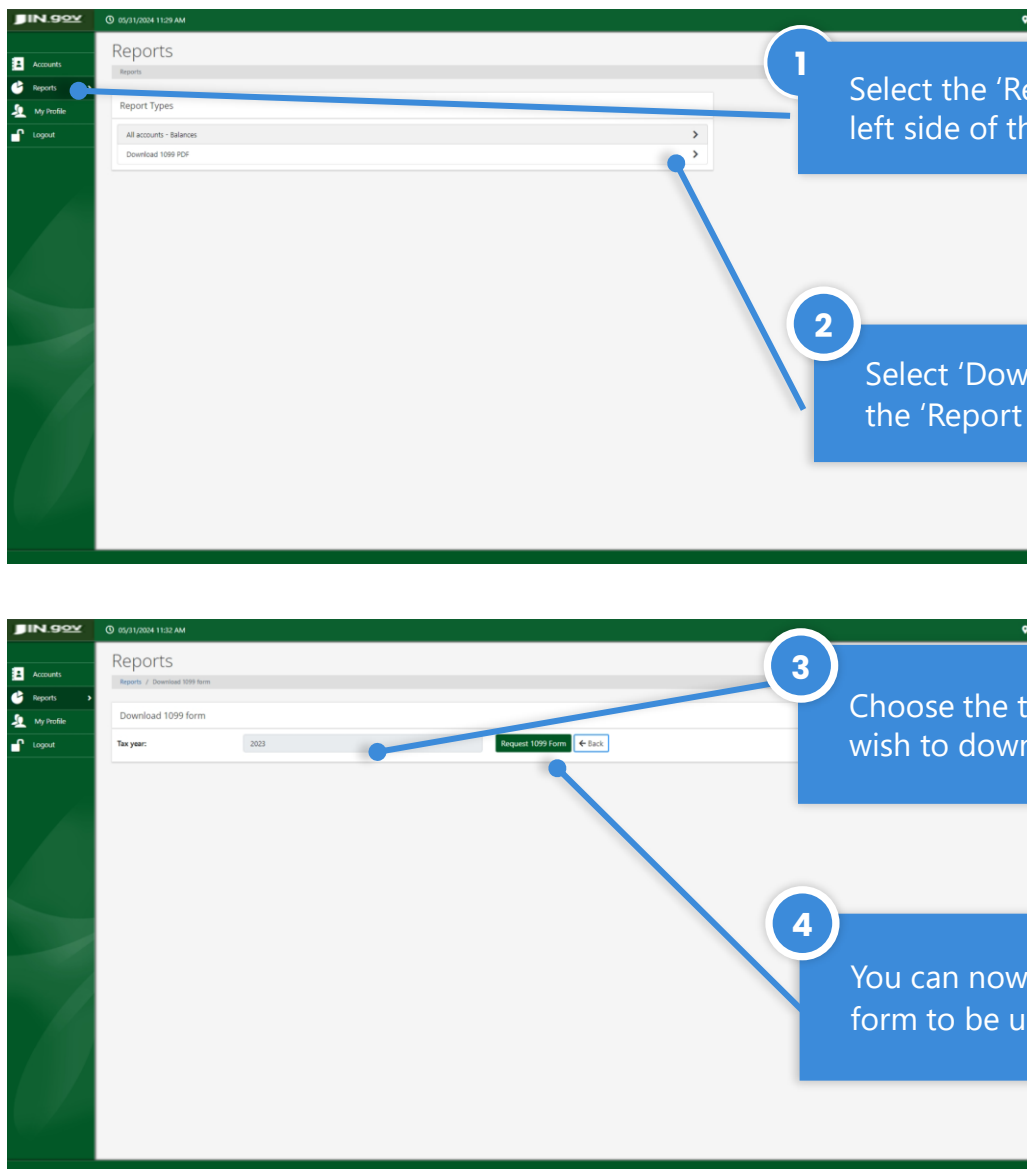


# Accessing your 1099 Form Online

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.



**1** Select the 'Reports' menu from the left side of the screen.

**2** Select 'Download 1099 PDF' from the 'Report Types' section.

**3** Choose the tax year for the 1099 you wish to download.

**4** You can now print or save your 1099 form to be used with your taxes.