



## *The benefits of electronic payments*

- Eliminate mail and handling delays
- Immediate availability of funds
- Traceable payments
- Eliminate lost, stolen or misplaced checks
- Reduce possibility of fraud
- Single authorization form for multiple state agencies
- Reduce government operation costs
- Reduce paper consumption

## *Eligibility*

If you regularly receive payments from Oregon state government, you may be eligible to receive ACH electronic payments.

## *Getting started*

Do you want to get set up for electronic payments? Contact SFMS Operations to request an enrollment form, or visit us online.

**SFMS Operations**  
(503) 373-0261

[http://oregon.gov/DAS/SCD/SFMS/docs/forms/ACH\\_enrollment\\_form.doc](http://oregon.gov/DAS/SCD/SFMS/docs/forms/ACH_enrollment_form.doc)



**DAS**  
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SERVICES

*The state of Oregon complies with the Americans with Disabilities Act. People who need an alternative format for this information may request it by TTY at (503) 378-4672.*

State of Oregon  
Automated Clearing House

# *Electronic payment program*



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DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

State Controller's Division  
Statewide Financial  
Management Services

## About electronic payments

Automated Clearing House (ACH) electronic payments are a secure, reliable, low-cost alternative to printing and mailing checks and warrants. These electronic payments are made through electronic funds transfer.

Oregon state government uses an authorized bank to process ACH payments to contractors, merchants, and other business partners for a wide range of goods and services. The state also uses ACH payments for state employees who regularly receive reimbursement for approved expenses while traveling on state business.



*The ACH electronic payments process is completely separate from state government's payroll system. Changes in one system do not affect the other in any way.*

## How it works

- 1 When an agency approves a payment to a contractor, merchant or employee, their staff enters payment instructions into the Statewide Financial Management Application (SFMA). SFMA then sends payment instructions to the state's bank. The bank forwards these instructions to the ACH operator which coordinates the transfer of funds to the appropriate financial institution.
- 2 The payee receives email notification that the payment order has been sent to the State Treasury. Payment order information is accessible online for 90 days at: <https://pmtinfo.das.state.or.us>
- 3 On the settlement day, the bank posts a credit to the account. Total transit time is two banking days.
- 4 If an account is closed or incorrectly identified, the funds return through ACH to the state's bank. If this happens, the state mails the payment.
- 5 The initial set up and routing verification takes nine banking days. In the meantime, if a payee is owed a payment, the state issues a warrant.