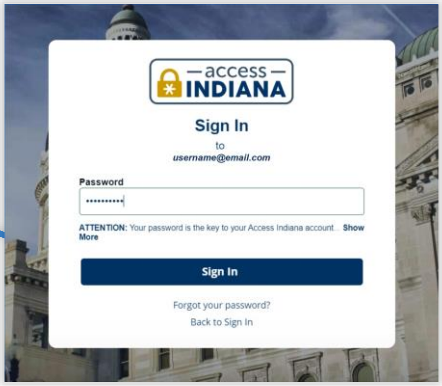
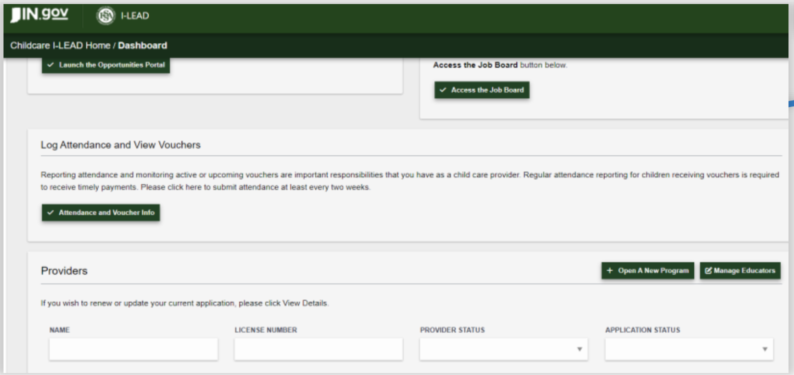
Provider Quick Guide: Logging in and Accessing Payment Details

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.

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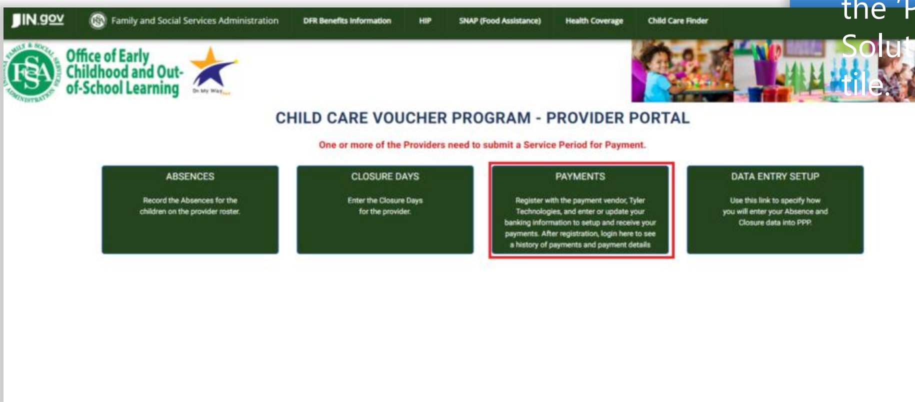
Step 2: Select the 'Payments' tile to access RFS/Tyler Technologies payment portal.

1

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



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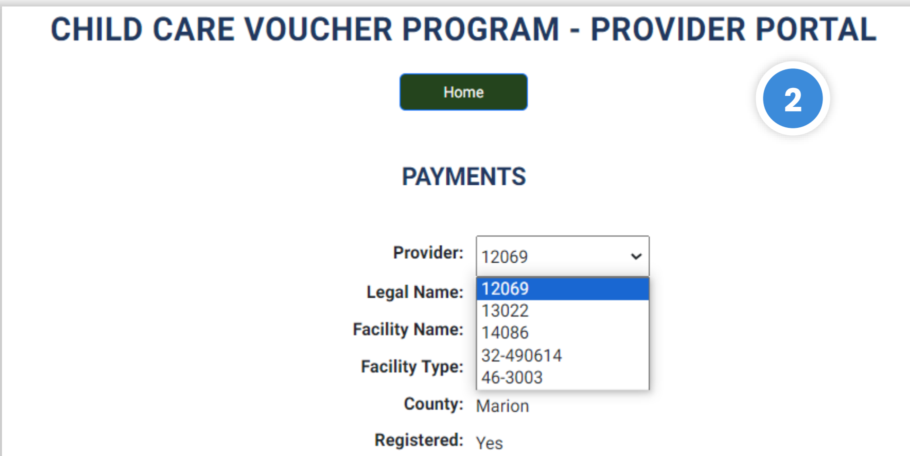

this page, select the 'RFS/Tyler
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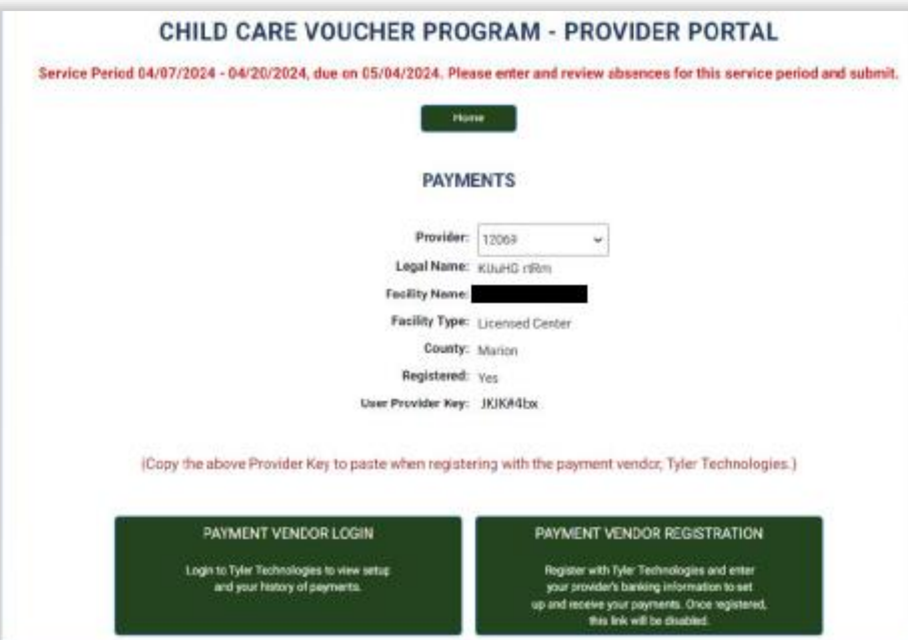
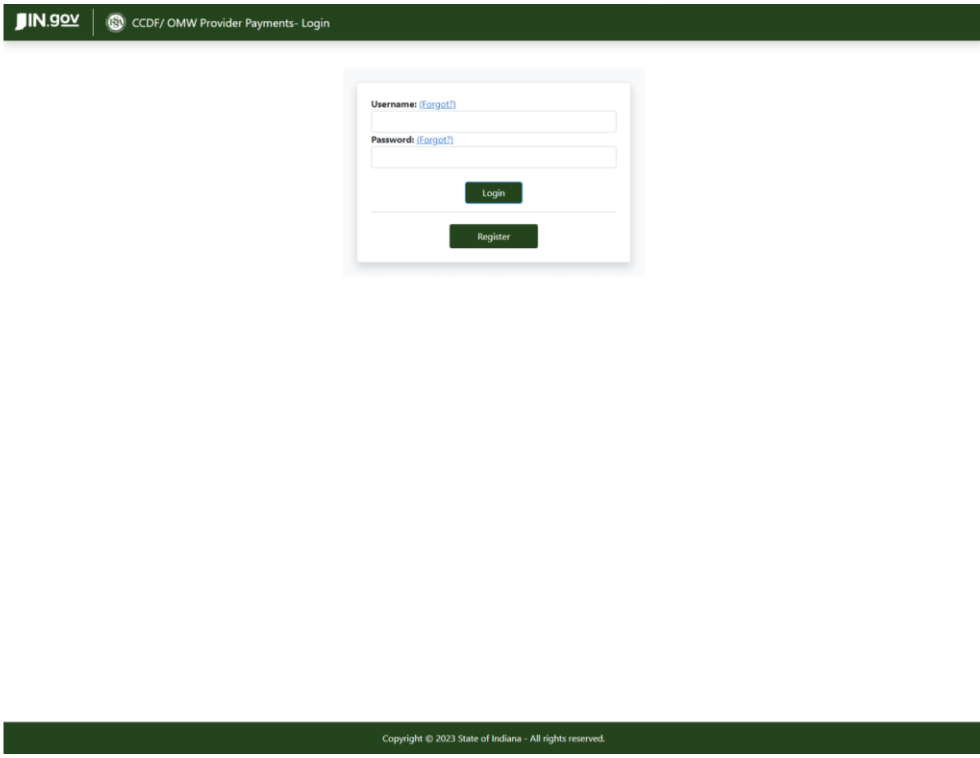


Step 3: Log in to the new payment vendor portal.



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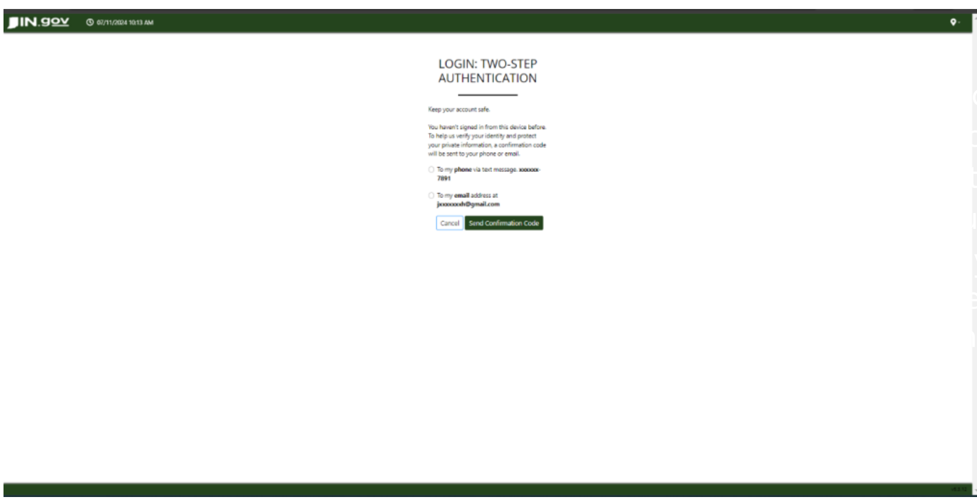

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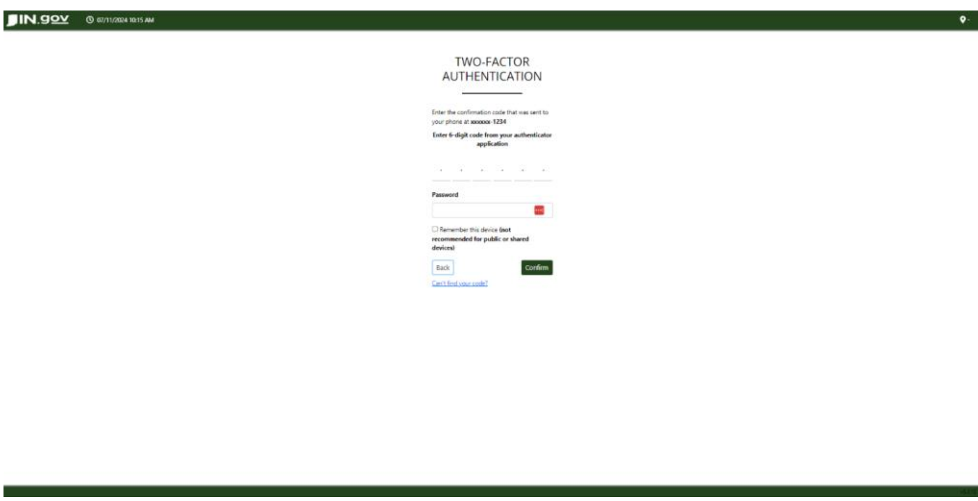

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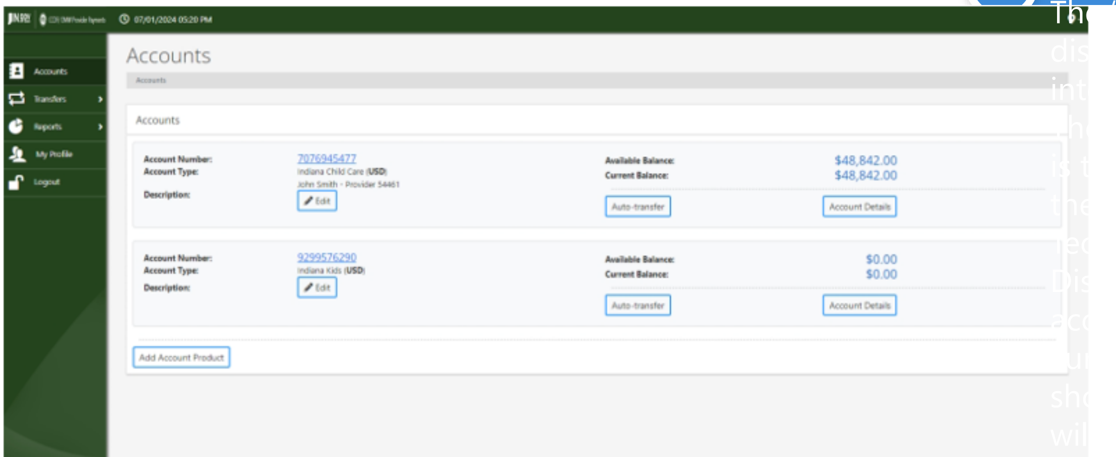
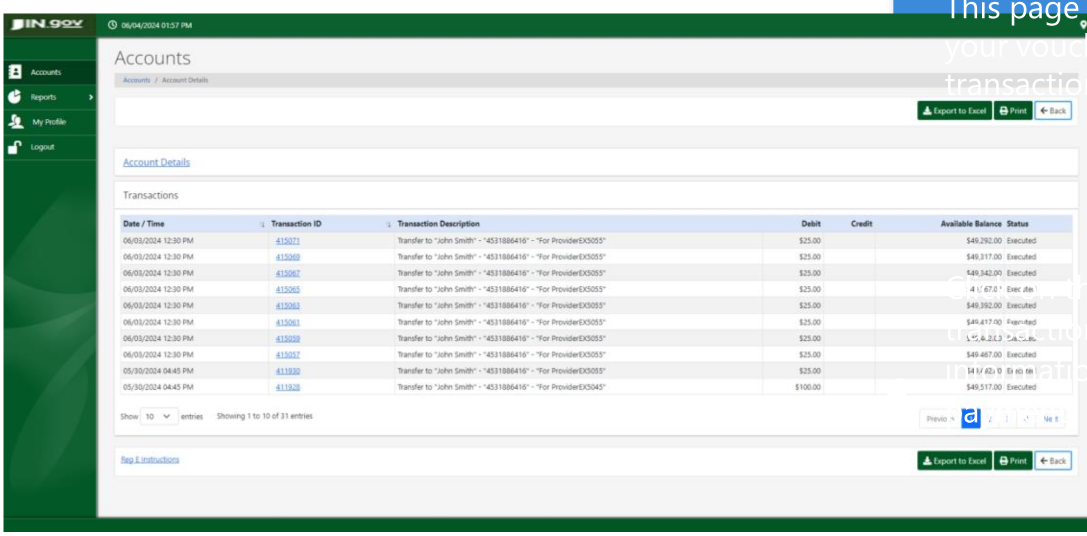
Step 4: Access Transaction Details



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 or click on the hyperlinked account number.

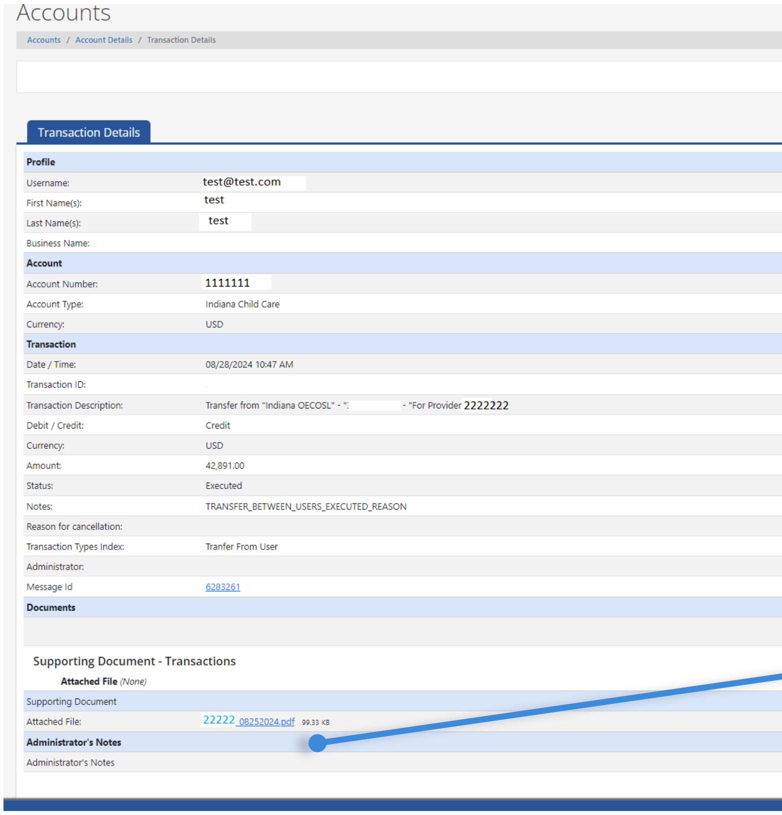
This page will display a list of your voucher payments and transaction IDs.



Click on the hyperlinked transaction ID to get more information about a

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"

Step 5: Obtain a detailed breakdown of your payments.


Accounts

Accounts / Account Details / Transaction Details

Transaction Details

Profile	
Username:	test@test.com
First Name(s):	test
Last Name(s):	test
Business Name:	
Account	
Account Number:	1111111
Account Type:	Indiana Child Care
Currency:	USD
Transaction	
Date / Time:	08/28/2024 10:47 AM
Transaction ID:	
Transaction Description:	Transfer from "Indiana OECOSL" - " - "For Provider 2222222
Debit / Credit:	Credit
Currency:	USD
Amount:	42,891.00
Status:	Executed
Notes:	TRANSFER_BETWEEN_USERS_EXECUTED_REASON
Reason for cancellation:	
Transaction Types Index:	Tranfer From User
Administrator:	
Message Id	6283261
Documents	

Supporting Document - Transactions

Attached File *(None)*

Supporting Document	
Attached File:	22222_08252024.pdf 99.33 KB
Administrator's Notes	
Administrator's Notes	

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. Be sure to click on the link ending in ".pdf" and not the message ID in the section above.

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 Munntnttu rhurrh, 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, 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	
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	
rtntrurud, Murtuh	rtntrurud, rumtllu	10261367	2024-04-21	2024-04-27	$274.00	
rtntrurud, Murtuh	rtntrurud, 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, Ltnrtln	10265046	2024-04-21	2024-04-27	$78.00	
Dulgu, Ruth	Dulgu, Ltnrtln	10265046	2024-04-28	2024-05-04	$78.00	

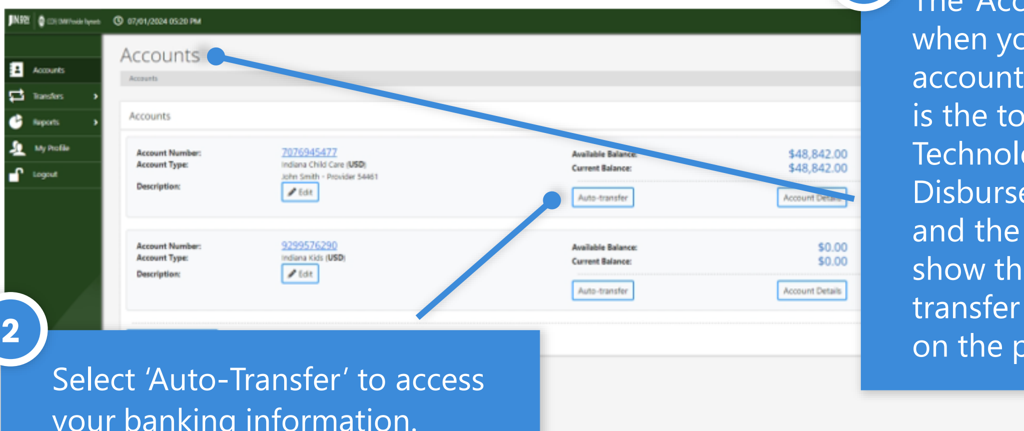
CCDF Totals:

CCDF Voucher Payments:	$2,282.00
CCDF Voucher Level Adjustments:	$0.00
CCDF Provider Level Adjustments:	$0.00
CCDF Total Payments:	**$2,282.00**

Changing Bank Information Online

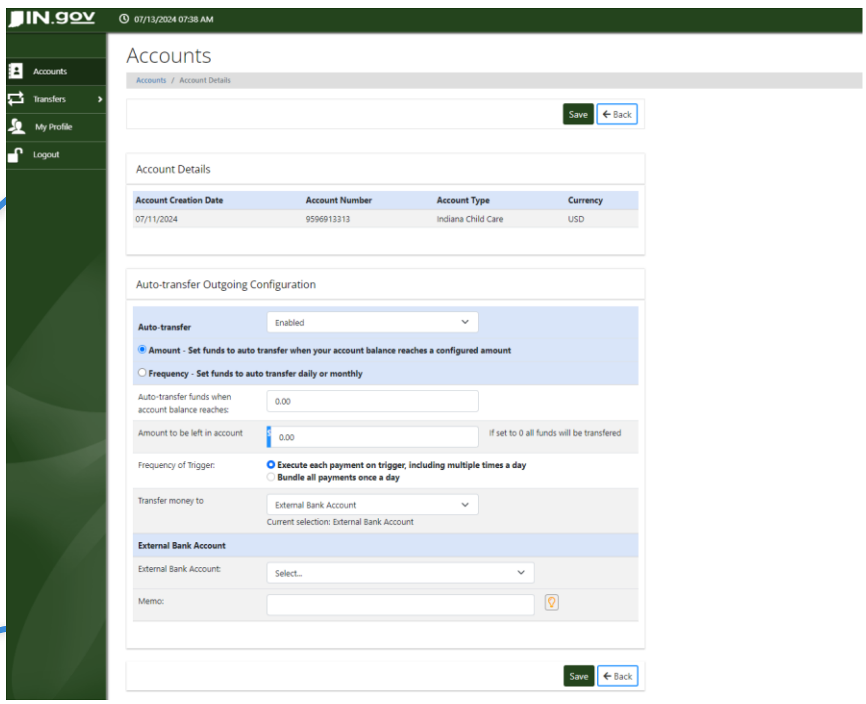
This step-by-step guide explains how update your banking information in the new Rapid Financial Solutions (RFS)/Tyler Technologies payment vendor portal. **Providers must create an account and enter banking information in this new portal to continue receiving voucher payments.** All banking information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

Step 1: Access banking details



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 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.***

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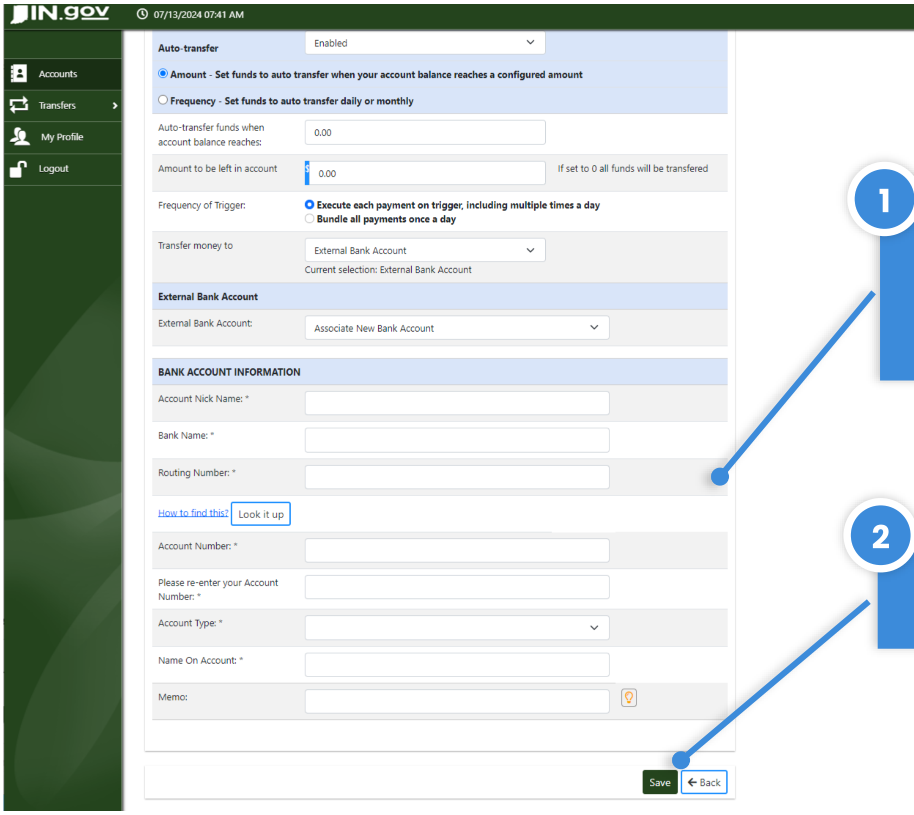
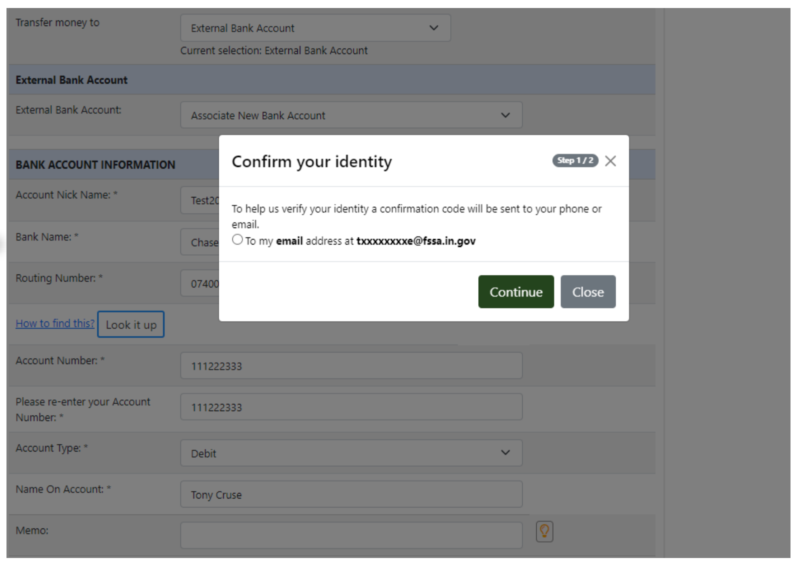
Step 2: Enter your new banking information

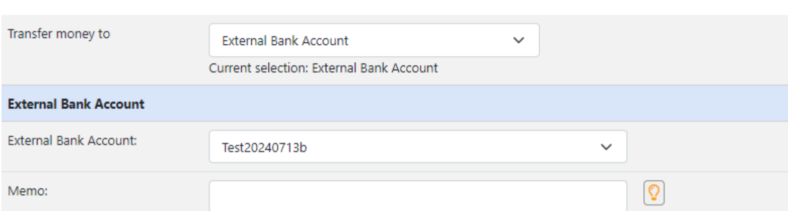


1 Additional fields will be shown on the screen. Complete all required fields for your new bank account.

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

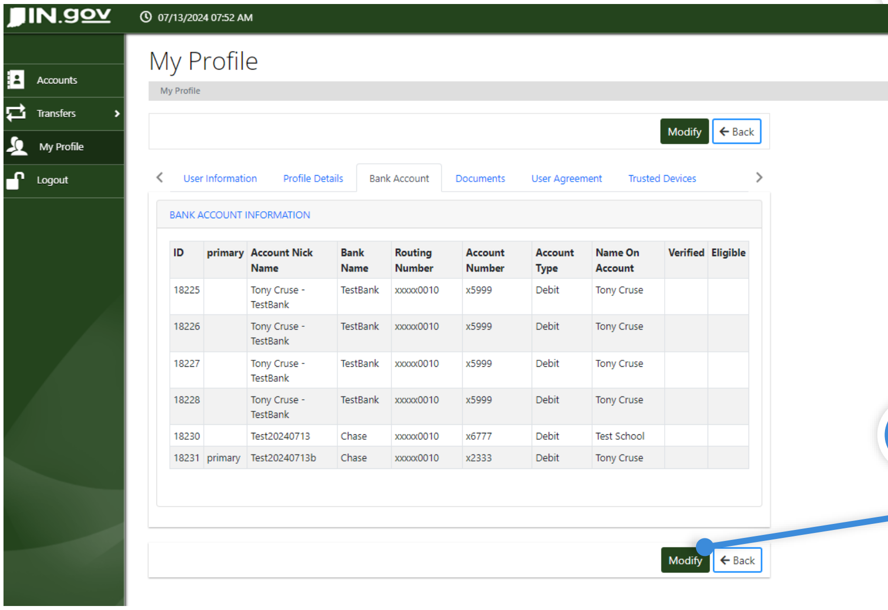


3 A prompt to confirm your identity will appear. You will need to enter a one-time code to continue. Select where you'd like the code to be sent, and once received, enter it on this screen.



4 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.

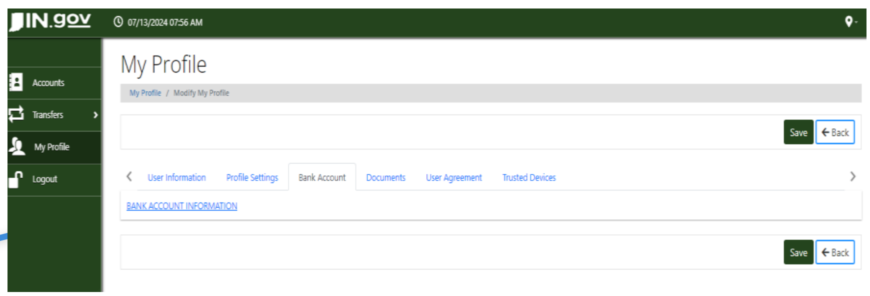


ID	primary	Account Nick Name	Bank Name	Routing Number	Account Number	Account Type	Name On Account	Verified	Eligible
18225		Tony Cruse - TestBank	TestBank	xxxxx0010	x5999	Debit	Tony Cruse		
18226		Tony Cruse - TestBank	TestBank	xxxxx0010	x5999	Debit	Tony Cruse		
18227		Tony Cruse - TestBank	TestBank	xxxxx0010	x5999	Debit	Tony Cruse		
18228		Tony Cruse - TestBank	TestBank	xxxxx0010	x5999	Debit	Tony Cruse		
18230		Test20240713	Chase	xxxxx0010	x6777	Debit	Test School		
18231	primary	Test20240713b	Chase	xxxxx0010	x2333	Debit	Tony Cruse		

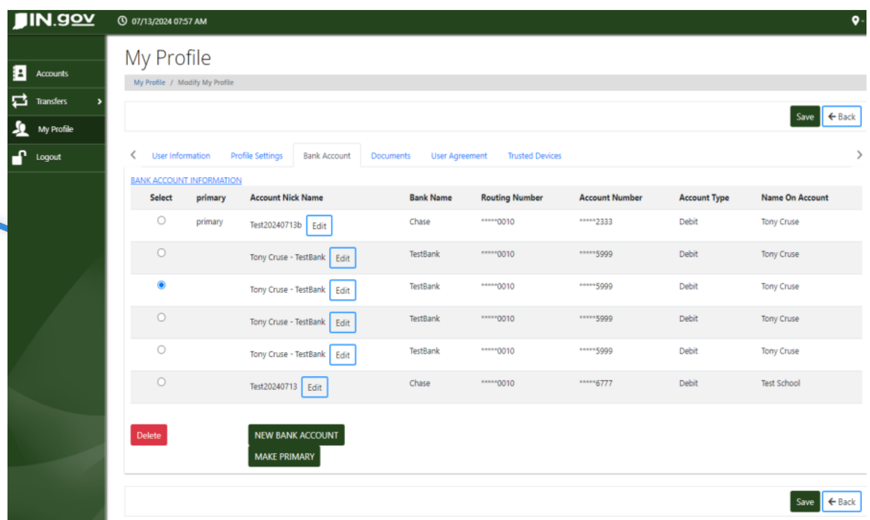
1. Select “My Profile” from the lefthand side of the screen.

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.



Select	primary	Account Nick Name	Bank Name	Routing Number	Account Number	Account Type	Name On Account
○	primary	Test20240713b Edit	Chase	*****0010	*****2333	Debit	Tony Cruse
○		Tony Cruse - TestBank Edit	TestBank	*****0010	*****5999	Debit	Tony Cruse
●		Tony Cruse - TestBank Edit	TestBank	*****0010	*****5999	Debit	Tony Cruse
○		Tony Cruse - TestBank Edit	TestBank	*****0010	*****5999	Debit	Tony Cruse
○		Tony Cruse - TestBank Edit	TestBank	*****0010	*****5999	Debit	Tony Cruse
○		Test20240713 Edit	Chase	*****0010	*****6777	Debit	Test School

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.