

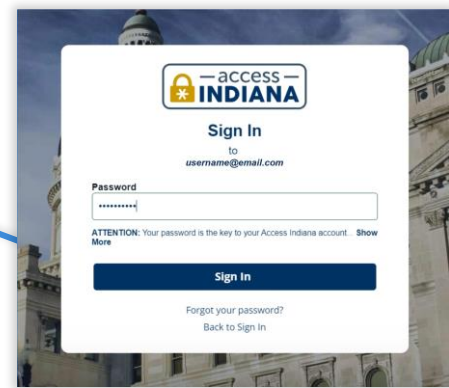
Provider Quick Guide: Logging in and Accessing Payment Details

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.

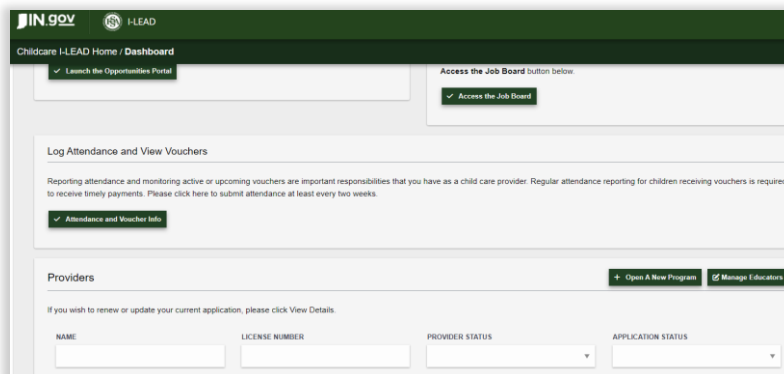
1

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.

IN 99V Family and Social Services Administration DFR Benefits Information HIP SNAP (Food Assistance) Health Coverage Child Care Finder

Office of Early Childhood and Out-of-School Learning

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

One or more of the Providers need to submit a Service Period for Payment.

ABSENCES
Record the Absences for the children on the provider roster.

CLOSURE DAYS
Enter the Closure Days for the provider.

PAYMENTS
Register with the payment vendor, Tyler Technologies, and enter or update your banking information to setup and receive your payments. After registration, login here to see a history of payments and payment details.

DATA ENTRY SETUP
Use this link to specify how you will enter your Absence and Closure data into PPS.

2

Managing multiple child care sites, the site to manage.

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Home

PAYMENTS

Provider: 12069

Legal Name: 12069

Facility Name: 13022

Facility Type: 14086

County: 32-490614

Registered: 46-3003

County: Marion

Registered: Yes

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

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Service Period 04/07/2024 - 04/20/2024, due on 05/04/2024. Please enter and review absences for this service period and submit.

Home

PAYMENTS

Provider: 12069

Legal Name: KJUHGRIRM

Facility Name: [REDACTED]

Facility Type: Licensed Center

County: Marion

Registered: Yes

User Provider Key: JKJKA4bx

(Copy the above Provider Key to paste when registering with the payment vendor, Tyler Technologies.)

PAYMENT VENDOR LOGIN
Login to Tyler Technologies to view setup and your history of payments.

PAYMENT VENDOR REGISTRATION
Register with Tyler Technologies and enter your provider's banking information to set up and receive your payments. Once registered, this link will be disabled.

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

A white login form with a light gray border. It contains two input fields: "Username: (Forgot?)" and "Password: (Forgot?)". Below the fields are two buttons: "Login" and "Register".

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

If you have login information from a previous vendor, you can log in with that information. If you have not yet registered with the vendor, please refer to page 2 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 jonescahill@gmail.com

[Cancel](#) [Send Confirmation Code](#)

Two-step authentication is required to protect your account. You will need to enter a temporary code when logging in.

If you want to get temporary codes via text or by email, then, select 'Send Confirmation Code' to



TWO-FACTOR AUTHENTICATION

Enter the confirmation code that was sent to your phone at xxxxxx-1234

Enter 6-digit code from your authenticator application

1 2 3 4 5 6

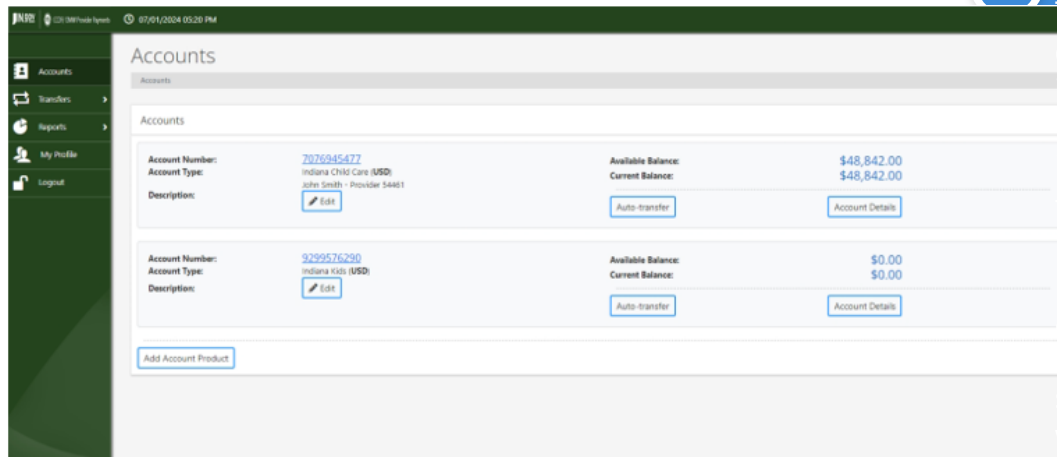
Remember this device last recommended for public use shared device

[Back](#) [Confirm](#)

6-digit temporary code from your authenticator app. If you chose and enter it correctly, you will be logged in with your account and able to complete logging into the portal.

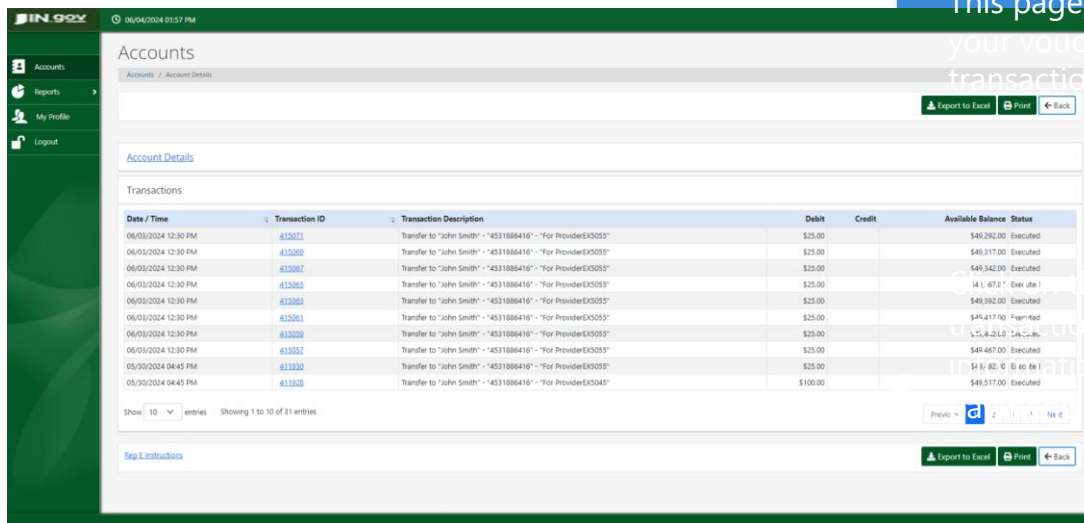
Click 'Confirm' to continue.

Step 4: Access Transaction Details



The 'Accounts' tab will display when you log into your account. The available balance is the total funds in the payer 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 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 222222

Debit / Credit: Credit

Currency: USD

Amount: 42,891.00

Status: Executed

Notes: TRANSFER_BETWEEN_USERS_EXECUTED_REASON

Reason for cancellation:

Transaction Types Index: Transfer 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: dhtu Munntttu rhurh, 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
Junktd, Dustnuu	Jtrdun, Mulltry	10173722	2024-04-21	2024-04-27	\$182.00	
Junktd, Dustnuu	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, Ltntln	10265046	2024-04-21	2024-04-27	\$78.00	
Dulgu, Ruth	Dulgu, Ltntln	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



Office of Early Childhood & Out-of-School Learning

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."

Account Details

Account Creation Date	Account Number	Account Type	Currency
07/11/2024	9596913313	Indiana Child Care	USD

Auto-transfer Outgoing Configuration

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

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

External Bank Account

External Bank Account: Select...

Memo:

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

Accounts
Transfers
My Profile
Logout

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: *

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:

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 bxxxxxxx@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: 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.

My Profile

Modify Back

User Information Profile Details Bank Account Documents User Agreement Trusted Devices

ID	primary	Account Nick Name	Bank Name	Routing Number	Account Number	Account Type	Name On Account	Verified	Eligible
18225		Tony Cruse - TestBank	TestBank	xxxxxx0010	x5999	Debit	Tony Cruse		
18226		Tony Cruse - TestBank	TestBank	xxxxxx0010	x5999	Debit	Tony Cruse		
18227		Tony Cruse - TestBank	TestBank	xxxxxx0010	x5999	Debit	Tony Cruse		
18228		Tony Cruse - TestBank	TestBank	xxxxxx0010	x5999	Debit	Tony Cruse		
18230		Test20240713	Chase	xxxxxx0010	x6777	Debit	Test School		
18231	primary	Test20240713b	Chase	xxxxxx0010	x2333	Debit	Tony Cruse		

Modify Back

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.

My Profile / Modify My Profile

Save Back

User Information Profile Settings Bank Account Documents User Agreement Trusted Devices

[BANK ACCOUNT INFORMATION](#)

Save Back

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.

My Profile / Modify My Profile

Save Back

User Information Profile Settings Bank Account Documents User Agreement Trusted Devices

[BANK ACCOUNT INFORMATION](#)

Select	primary	Account Nick Name	Bank Name	Routing Number	Account Number	Account Type	Name On Account
☐	primary	Test20240713b	Chase	xxxxxx0010	xxxxx2333	Debit	Tony Cruse
☐		Tony Cruse - TestBank	TestBank	xxxxxx0010	xxxxx5999	Debit	Tony Cruse
☒		Tony Cruse - TestBank	TestBank	xxxxxx0010	xxxxx5999	Debit	Tony Cruse
☐		Tony Cruse - TestBank	TestBank	xxxxxx0010	xxxxx5999	Debit	Tony Cruse
☐		Tony Cruse - TestBank	TestBank	xxxxxx0010	xxxxx5999	Debit	Tony Cruse
☐		Test20240713	Chase	xxxxxx0010	xxxxx6777	Debit	Test School

Delete NEW BANK ACCOUNT MAKE PRIMARY

Save Back