Employer Overview

Benefits of KPCpay℠

- Convenient, accurate, safe and secure 24/7
- Pay immediately, get instant confirmation
- Avoid Post Office delays – faster than mail and needs no stamp
- Reduce paper, benefit the environment
- Pay by electronic check and it's free
- Option to use a credit or debit card*
- Sign up just once – it's easy
- Pay online when YOU want to:
  - Set up a payment and choose the date it will be paid
  - Cancel or reset a Future payment
  - It's there for you to use 24/7

* A convenience fee will be charged

KPCpay℠ Registration

The Kansas Payment Center's public website was updated in conjunction with the implementation of KPCpay℠. The look and organization of kspaycenter.com changed in an effort to make it easier for users to navigate and use. The website also provides functionality related to the KPCpay℠ process.

- **Step One**: Go to kspaycenter.com

- **Step Two**: Select *PAY ONLINE*, located on the left side of the home page

- **Step Three**: Select *New Employers*

Employer Registration

EMPLOYER DETAILS

User ID:	
Company Name:	
EIN:	
First Name:	
Last Name:	
Middle Initial:	
Email Address:	
Address 1:	
Address 2:	
Country:	United States
City:	
State:	
Zip/Postal Code:	-
Phone Number:	
Cell Phone Number:	

Continue   **Cancel**

- **Step Four - Employer Registration:** Fill out the details. Listed below are the required fields:

  - **User ID** – User ID must be at least 7 characters, include one number and one letter, no special characters (-, *, %)
  - **Company Name** – Enter company name in full
  - **EIN** – The federal employer identification number (EIN) assigned for taxes. The EIN is a nine digit number
  - **First Name**
  - **Last Name**
  - **Email Address** – Email address is required to register for KPCpay℠
  - **Address 1**
  - **Country**
  - **City**
  - **State**
  - **Zip / Postal Code**
  - **Phone Number**

KPCpay℠ Registration Cont'd

- **Step Five: Email / Initial Login**

  o Email – Upon selecting *Continue* in the previous step, the system will generate an email to the email address on file. This will include a temporary password (case sensitive) & a link to the log-in page

  o Initial Login – At the login page, the user will enter the User ID they chose during registration and the temporary password received in the email, then chose *Log On*
    - Upon selecting Log On, the user will be required to change their Password and setup Challenge Questions and Answers

Employer Home

Upon logging in successfully, the employer will be taken to the home page

> From the Employer Home, users can:
> - ✓ Make Payment,
> - ✓ Manage Accounts
> - ✓ View Payment History
> - ✓ Update their Profile
> - ✓ Access FAQs
> - ✓ Link to KPC Public Web
> - ✓ Access KPC Employer line contact phone number
> - ✓ Logoff

> To make a payment the user will select *Make Payment* on the left side of the page
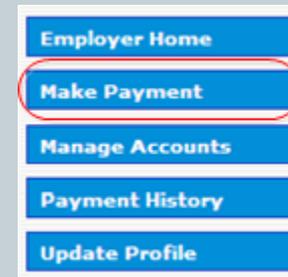
Employer Payment Roster

Make Payment/Employer Roster:

EMPLOYER PAYMENT ROSTER

Last Name	First Name	M.I.	SSN	Case Identifier / Order Identifier	Term. Ind.	Med. Sup. Ind.	Pay Date	Amount	
					☐	☐			Add

Fields:

➢ **Last Nam**e: *required*
➢ **First Nam**e: *required*
➢ **M.I.**
➢ **SSN:** *required* – Must be a valid SSN
➢ **Case Identifier / Order Identifier:** *required* – Correct format of court order is required, instructions can be located in Field Definitions section located on this screen (not pictured)
➢ **Term. Ind.:** This will indicate to KPC that the employee is no longer employed and will remove from roster
➢ **Med. Sup. Ind.:** Used when family medical insurance coverage is offered to the employee/obligor
➢ **Pay Date:** *required* – Represents the date on which the payment was (or will be) withheld from the employee's/obligor's wages
➢ **Amount:** *required* - Amount of support withheld
➢ **Continue:** Continue will save the entered payment roster information and take the user to the next step
➢ **Save:** Will allow user to save entered roster information and come back at a later time to complete payment

Make a Payment - Support

Make a Payment - Support

Bold fields with * are required.

Your payment will be posted when the funds have been received from your financial institution or credit card company - normally 2 or 3 business days after the Payment Date noted below.

Note: The Payment Date field below can be left blank. It will default to the next available date for the Payment Method you choose. Enter the Payment Date field only if you want to 'warehouse' a payment to settle in the future.

PAYMENT DETAILS

Payment Amount*: $10.00

Payment Amount*:   Payment Date*:
$10.00   Aug   28   2012

PAYMENT METHOD

Saved Account*:
◉ Select Choose One...

New Account*:
○ eCheck

○ Credit/Debit Card   VISA MasterCard DISCOVER
Card Number*:
[   ]

This payment may be assessed a convenience fee. The fee amount will display on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged.

Continue   Cancel

Make a Payment – Support:
➢ Payments are securely processed in conjunction with the JPMorgan Chase payment processing system PayConnexion

Payment Details:
➢ Payment Amount - Confirmation of payment amount
➢ Payment Date – Date payment will be processed
➢ Warehousing Payments – User can enter a Payment Date up to 60 days in the future

Payment Method:
➢ Saved Account – Next screen, user will be given the option to save their eCheck or Credit Card/Debit Card payment method
➢ New Account - User will choose to pay via eCheck or CC/DC
   ✓ eCheck: No convenience fee
   ✓ Credit/Debit Card: Convenience fee applies (see FAQ)

Convenience Fee Notification
➢ User is notified that a fee may apply

Make a Payment – Support Cont'd

eCheck Payment:

Make a Payment - Support

Bold fields with * are required.

PAYMENT INFORMATION

Payment Amount: **$10.00**   Payment Date: **Aug-29-2012**

Payment Amount: **$10.00**

ECHECK ACCOUNT INFORMATION

Bank Routing Number*:
[ ]

Bank Account Number*:
[ ]

Re-enter Bank Account Number*:
[ ]

Bank Account Type*:
○ Checking ○ Savings

Bank Account Category*:
○ Consumer ○ Business

Save this account?:
○ Yes ⦿ No

Nickname:
[ ]

Continue **Cancel**

Verify Payment - Support

Bold fields with * are required.

For your own protection, review the details of your payment and enter your Confirmation Password (Country Code + Postal Code, e.g. USA66614 (all caps)) below before choosing **Confirm**.

Your Payment Detail

Payment Amount: **$10.00**

Scheduled Payment Date: **Aug-29-2012**

Payment Amount: **$10.00**

Your Account Detail

Bank Routing Number: **101100728**

Bank Account Number: **XXXXXXXXXXXX1111**

Bank Account Type: **Checking**

Bank Account Category: **Business**

E-mail Address*: [ ]

Send me an email confirmation: ☑

Enter Confirmation Password (Country Code + Postal Code, e.g. USA66614 (all caps))*: [ ]

Terms And Conditions

PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and date set forth above. This authorization is valid for this transaction only.

If a convenience fee is added to the transaction, I understand that the convenience fee displayed will be included in the total payment amount.

In the event that a payment is returned for insufficient funds, I authorize the payee to electronically debit my bank account for the original amount of the transaction, as well as a returned item fee, up to the maximum amount allowed by law.

PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

I accept the Terms and Conditions*: ☐

Confirm **Cancel**

Bank Routing Number: *required* – Can be retrieved from Bank
Bank Account Number: *required* – Can be retrieved from Bank
Bank Account Type: *required*
Bank Account Category: *required*
Save this account: User can save bank information for faster future transactions

E-Mail Address: *required* – Confirmation emailed to this email
Enter Confirmation Password: *required* – Country Code + Postal Code
Terms And Conditions: *required* – User approving payment

Make a Payment – Support Cont'd

Credit Card/Debit Card:

Make a Payment - Support

Bold fields with * are required.

PAYMENT INFORMATION

Payment Amount: **$10.00**   Payment Date: **Aug-29-2012**

Payment Amount: **$10.00**

CARD ACCOUNT INFORMATION

Card Number: **XXXXXXXXXXXX1414**

Cardholder Name*: [   ]

Expiration Date*: [▼] / [▼]

Save this account?: ○ Yes
                      ⊙ No

Nickname: [   ]

Card Billing Address*: ⊙ **Use Profile Address as Billing Address**
                        120 SE 6TH ST
                        SUITE 210
                        TOPEKA, KS 66603
                        United States
                        ○ **Use New Billing Address Entered Below**

Country*: [United States ▼]

Address 1*: [   ]

Address 2: [   ]

City*: [   ]

State*: [Select State ▼]

Zip Code*: [   ] - [   ]

This payment may be assessed a convenience fee. The fee amount will display on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged.

Continue **Cancel**

Cardholder Name: *required*
Expiration Date: *required*
Card Billing Address: *required*

Email Address: *required*
3 digit code: *required*

Verify Payment - Support

Bold fields with * are required.

Please verify your payment, then choose **Confirm**.

Your Payment Detail

Payment Amount: **$10.00**

Convenience Fee: **$1.50**

Total Payment Amount: **$11.50**

Scheduled Payment Date: **Aug-29-2012**

Payment Amount: **$10.00**

Your Account Detail

Cardholder Name: **KPC**

Credit Card or Debit Card Number: **XXXXXXXXXXXX1414**

Credit Card or Debit Card Type: **Visa Debit**

Your Credit/Debit Card Billing Address

Billing Street Address 1: **120 SE 6TH ST**

Billing Street Address 2: **SUITE 210**

Billing City: **TOPEKA**

Billing State: **KS**

Billing Zip Code: **66603**

Billing Country: **United States**

Please verify that your e-mail address is correct. You will be notified via e-mail if there are problems with your payment.

E-mail Address*: [   ]

Send me an email confirmation: ☑

3 digit code on the signature strip of your credit/debit card*: [   ]

Confirm **Cancel**

Confirmation Email

eCheck Payment:

From: noreply@payconnexion.com Sent: Tue 8/28/2012 9:39 AM
To:
Cc:
Subject: Payment Confirmation for Support

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***
Thank you for submitting your payment for Support. This email is to confirm that on Aug-28-2012, you authorized Kansas Payment Center to debit the bank account listed below on the scheduled payment date.

Confirmation Number: X58KPC000001368
Confirmation Date (ET): Aug-28-2012 10:37:46 AM
Payer Name:

Payment Amount: $10.00
Scheduled Payment Date: Aug-29-2012

Bank Routing Number: 101100728
Bank Account Number: XXXXXXXXXXXXX1111
Bank Account Type: Checking
Bank Account Category: Business

If you have questions about this payment or need assistance, please view the payment online at http://67.220.123.229/, or call Customer Service at (877) 572-5722.
Thank you for using the Kansas Payment Center electronic payment system.

Credit Card/Debit Card:

From: noreply@payconnexion.com Sent: Tue 8/28/2012 9:33 AM
To:
Cc:
Subject: Payment Confirmation for Support

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***
Thank you for submitting your payment for Support. This email is to confirm that on Aug-28-2012, you authorized Kansas Payment Center to charge the credit card listed below on the scheduled payment date.

Confirmation Number: X58KPC000001366
Confirmation Date (ET): Aug-28-2012 10:32:05 AM
Payer Name:

Payment Amount: $10.00
Convenience Fee: $1.50
Total Payment Amount: $11.50
Scheduled Payment Date: Aug-29-2012

Cardholder Name: KPC
Card Number: XXXXXXXXXXXXX1414
Card Type: Visa Debit

If you have questions about this payment or need assistance, please view the payment online at http://67.220.123.229/, or call Customer Service at (877) 572-5722.
Thank you for using the Kansas Payment Center electronic payment system.

FAQs

Q: What are warehoused payments?
A: Warehoused payments are payments the user can setup as far as 60 days in advance. This payment can be canceled anytime prior to the payment date set.

Q: Can the user make a payment for any amount?
A: The maximum allowed per transaction is as follows: Employer - $50,000.00

Q: Are there fees for using KPCpay^{SM}?
A: There are no convenience fees when paying with eCheck, when paying with CC/DC a convenience fee of minimum 2.43%, maximum 6% will apply based upon the amount of payment

Q: Will the users' KPCpay^{SM} password expire?
A: Yes. KPCpay^{SM} passwords expire 90 days after they are created. The user will not receive an alert before your password expires.

Q: How long will the user be able to view payments?
A: KPCpay^{SM} Payment History will display the users' completed payment transactions indefinitely.

Q: As an Employer, I have multiple users maintaining our KPCpay^{SM} account, can we create multiple IDs
A: Yes, multiple IDs can be created, KPC's Employer line representatives can assist with those requests by phone: 877-729-6367

Q: If the user has a questions about KPCpay^{SM}, or they find an issue with the site, who do they contact?
A: KPC can be reached by email: kpcpaysupport@ywcss.com or by phone: Employer-877-729-6367