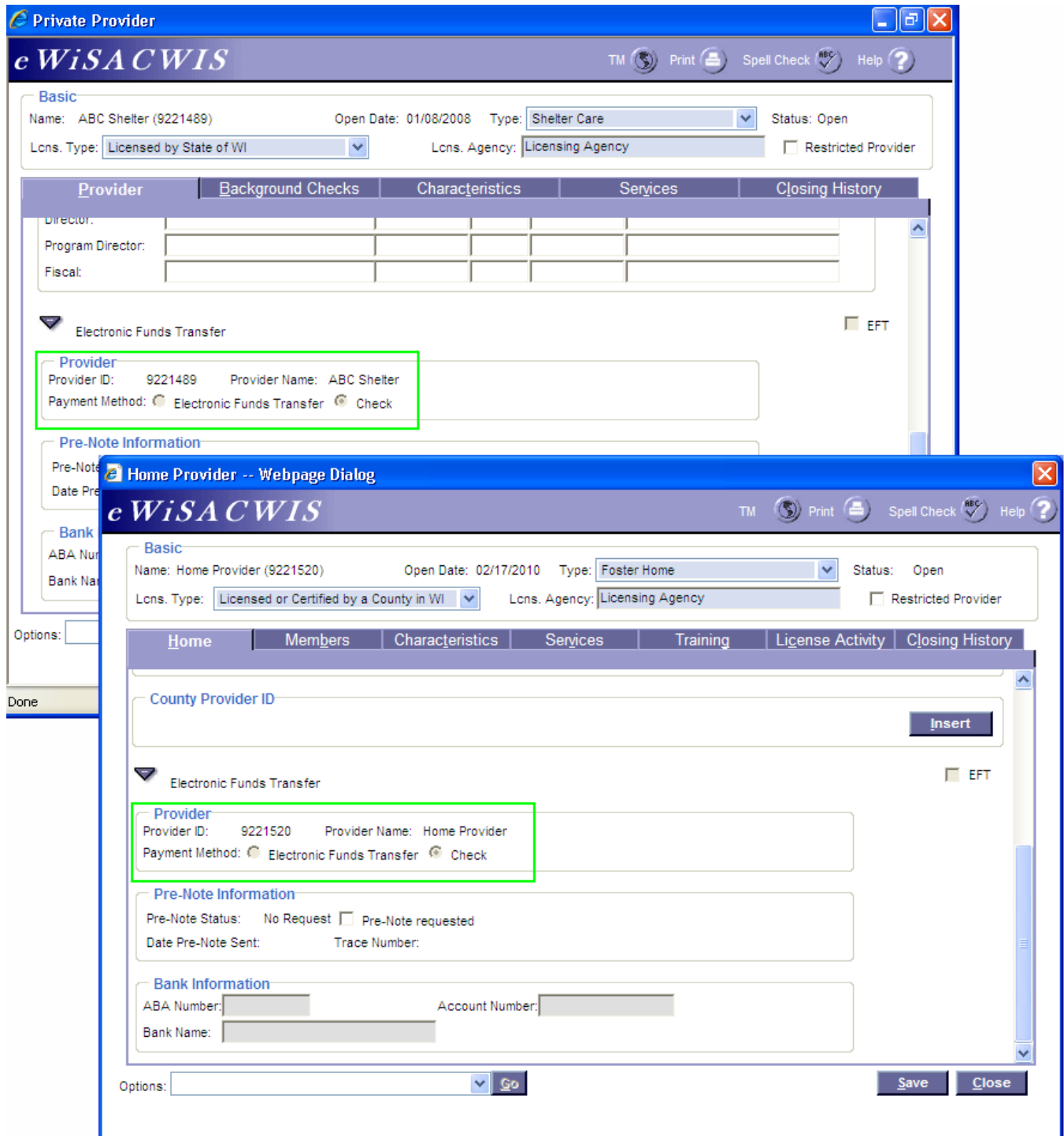


eWiSACWIS Provider EFT Setup

NOTE: Electronic Funds Transfer is only available to the State and BMCW at this time.

The EFT expando section is the same on both the Private Provider and the Home Provider pages.



Initial Setup

Step 1:

The first step is to select the “Pre-Note requested” checkbox. This will change the Pre-Note Status field to display “Prenote Requested”. The Bank Information group box and information fields will activate and turn blue, indicating they are required fields.

The screenshot shows the 'Private Provider' form in the eWiSACWIS system. The form is titled 'Private Provider' and includes a navigation bar with 'eWiSACWIS' and utility icons (TM, Print, Spell Check, Help). The main form area is divided into sections: 'Basic', 'Provider', 'Background Checks', 'Characteristics', 'Services', and 'Closing History'. The 'Basic' section contains fields for Name, Open Date, Type, Status, Lons. Type, and Lons. Agency. The 'Provider' section includes a table for Director, Program Director, and Fiscal. The 'Electronic Funds Transfer' section has a checkbox for 'EFT'. The 'Pre-Note Information' section is highlighted with a red box and a red arrow pointing to the 'Pre-Note requested' checkbox, which is checked. The 'Bank Information' section is also highlighted in blue, indicating it is a required field. The form includes 'Options' and 'Go' buttons at the bottom left, and 'Save' and 'Close' buttons at the bottom right. The browser status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

Basic
Name: ABC Shelter (9221489) Open Date: 01/08/2008 Type: Shelter Care Status: Open
Lons. Type: Licensed by State of WI Lons. Agency: Licensing Agency Restricted Provider

Provider **Background Checks** **Characteristics** **Services** **Closing History**

Director:					
Program Director:					
Fiscal:					

Electronic Funds Transfer EFT

Provider
Provider ID: 9221489 Provider Name: ABC Shelter
Payment Method: Electronic Funds Transfer Check

Pre-Note Information
Pre-Note Status: Prenote Requested Pre-Note requested ←
Date Pre-Note Sent: Trace Number:

Bank Information
ABA Number: Account Number:
Bank Name:

Options:

Done Trusted sites

Step 2:

In the Bank Information group box, enter the ABA Number, Account Number, and Bank Name. Then click the Save button.

The screenshot shows the 'Private Provider' form in the eWiSACWIS system. The form is titled 'Basic' and contains the following information:

- Name: ABC Shelter (9221489)
- Open Date: 01/08/2008
- Type: Shelter Care
- Status: Open
- Lcons. Type: Licensed by State of WI
- Lcons. Agency: Licensing Agency
- Restricted Provider

The form has several tabs: Provider, Background Checks, Characteristics, Services, and Closing History. The 'Provider' tab is active, showing a table with columns for Director, Program Director, and Fiscal. Below the table, there is a section for 'Electronic Funds Transfer' with an 'EFT' checkbox. The 'Bank Information' section is highlighted with a red box and a red arrow pointing to it. It contains the following fields:

- ABA Number: 123456789
- Account Number: 12345
- Bank Name: US Bank

At the bottom of the form, there is an 'Options' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The browser's address bar shows 'Done' and 'Trusted sites'.

Step 3:

After being processed by the EFT batch (which is run by the State operations staff), the Pre-Note Status field will display "Prenote Sent." Additionally, the Provider group box Payment Method will be activated and the radio buttons for "Electronic Funds Transfer" and "Check" will be enabled. The default value remains as "Check" until a worker updates the value to "Electronic Funds Transfer."

The screenshot shows the 'Private Provider' form in the eWiSACWIS system. The 'Basic' section contains the following information:

- Name: ABC Shelter (9221489)
- Open Date: 01/08/2008
- Type: Shelter Care
- Status: Open
- Lcns. Type: Licensed by State of WI
- Lcns. Agency: Licensing Agency
- Restricted Provider

The 'Provider' section includes a table for Director, Program Director, and Fiscal information.

The 'Electronic Funds Transfer' section is expanded, showing:

- Electronic Funds Transfer
- Check

The 'Pre-Note Information' section shows:

- Pre-Note Status: Prenote Sent
- Pre-Note requested
- Date Pre-Note Sent: 04/19/2010
- Trace Number: 07500000013541

The 'Bank Information' section shows:

- ABA Number: 123456789
- Account Number: 12345
- Bank Name: US Bank

At the bottom, there are 'Options' and 'Go' buttons, and 'Save' and 'Close' buttons. The browser status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

Step 4:

Selecting the radio button for “Electronic Funds Transfer” and clicking the Save button will change the provider’s payment method to EFT.

The screenshot shows a web browser window titled "Private Provider" displaying the "eWiSACWIS" interface. The main content area is titled "Basic" and contains the following information:

- Name: ABC Shelter (9221489)
- Open Date: 01/08/2008
- Type: Shelter Care
- Status: Open
- Lcons. Type: Licensed by State of WI
- Lcons. Agency: Licensing Agency
- Restricted Provider

Below this information is a tabbed interface with tabs for "Provider", "Background Checks", "Characteristics", "Services", and "Closing History". The "Provider" tab is active and shows a table with columns for Director, Program Director, and Fiscal, with empty rows below.

The "Electronic Funds Transfer" section is expanded, showing:

- EFT
- Provider**
Provider ID: 9221489 Provider Name: ABC Shelter
Payment Method: Electronic Funds Transfer Check
- Pre-Note Information**
Pre-Note Status: Prenote Sent Pre-Note requested
Date Pre-Note Sent: 04/19/2010 Trace Number: 07500000013541
- Bank Information**
ABA Number: 123456789 Account Number: 12345
Bank Name: US Bank

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. A red arrow points to the "Electronic Funds Transfer" radio button.

The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom level.

Provider is ready for EFT processing

Once the provider has been setup for EFT, the Electronic Funds Transfer expando area will display as below. The Payment Method will be set to "Electronic Funds Transfer", the Pre-Note Status will display "No Request", and the Bank Information group box will display the bank and account information. The only field which is user selectable is the "Check" radio button.

The screenshot shows the 'Private Provider' window in the eWiSACWIS system. The 'Basic' section contains the following information:

- Name: ABC Shelter (9221489)
- Open Date: 01/08/2008
- Type: Shelter Care
- Status: Open
- Lcons. Type: Licensed by State of WI
- Lcons. Agency: Licensing Agency
- Restricted Provider

Below this is a tabbed interface with tabs for 'Provider', 'Background Checks', 'Characteristics', 'Services', and 'Closing History'. The 'Provider' tab is active and contains:

- Director, Program Director, and Fiscal fields.
- Electronic Funds Transfer** section with a checked EFT option.
- Provider** section: Provider ID: 9221489, Provider Name: ABC Shelter. Payment Method: Electronic Funds Transfer, Check.
- Pre-Note Information** section: Pre-Note Status: No Request, Pre-Note requested. Date Pre-Note Sent: 04/19/2010, Trace Number: 075000000013541.
- Bank Information** section: ABA Number: 123456789, Account Number: 12345, Bank Name: US Bank.

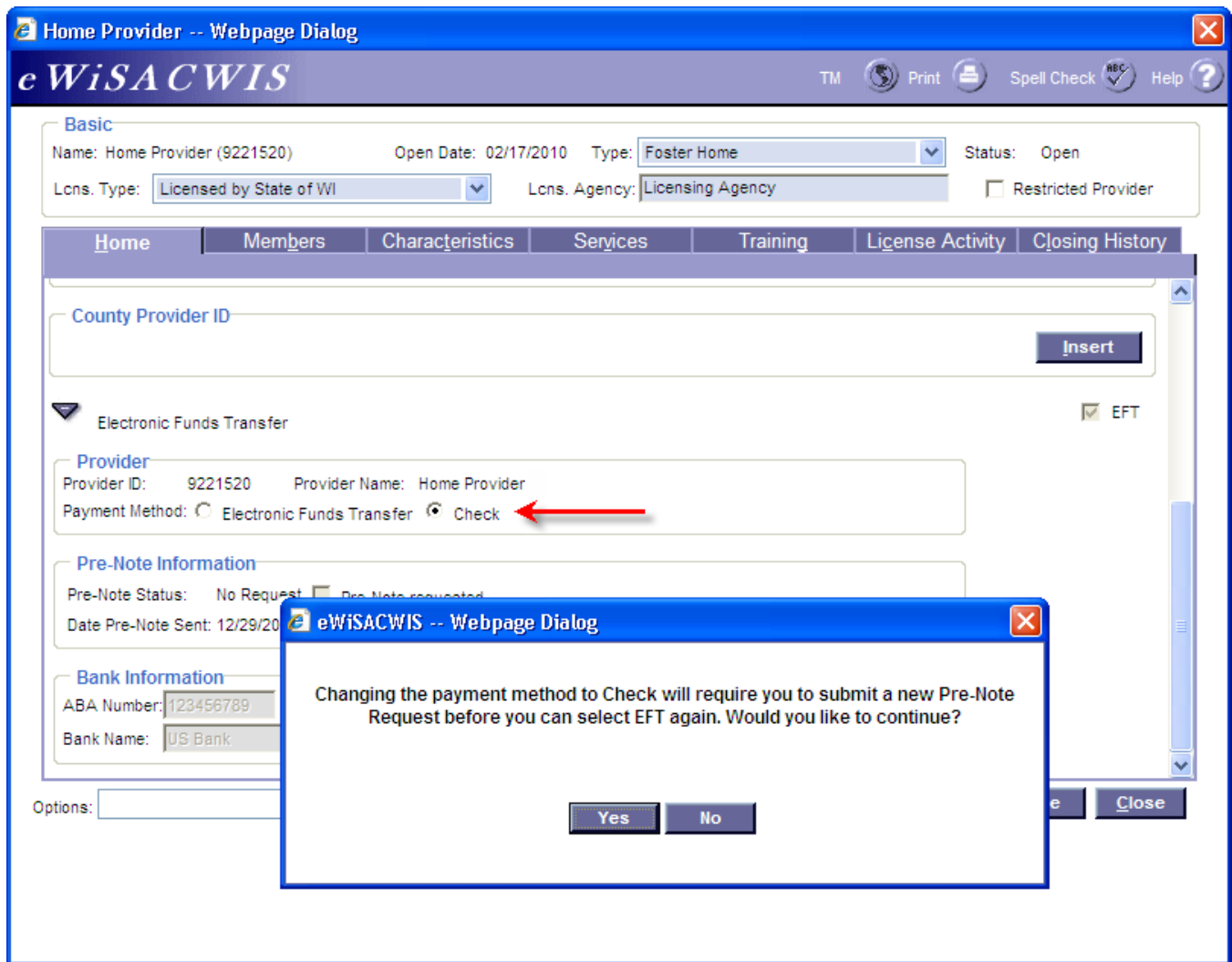
At the bottom of the form, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

**Changing / Updating Bank or Account Number information
OR
Switching a provider back to paper check processing**

If a provider changes banks or account numbers, a new pre-note must be requested, which will allow entry of the new data. However, the bank must verify the pre-note information prior to the first actual EFT transaction. During that period of time, the provider may receive a paper check.

In order to switch a provider back to check processing, navigate to the Provider Maintenance page (either the Home Provider or Private Provider page).

Then select the "Check" radio button. A notification pop-up will display as shown below. Select "Yes". The Bank Information group box fields will clear and be disabled. Click Save.



The provider will now receive paper checks instead of EFT payments.
A new pre-note request may then be submitted, as outlined in Step 2 above.

The screenshot shows the 'eWiSACWIS' web application interface. The title bar reads 'Home Provider -- Webpage Dialog'. The main header includes the 'eWiSACWIS' logo and navigation icons for TM, Print, Spell Check, and Help. The 'Basic' section contains the following information:

- Name: Home Provider (9221520)
- Open Date: 02/17/2010
- Type: Foster Home
- Status: Open
- Lcns. Type: Licensed by State of WI
- Lcns. Agency: Licensing Agency
- Restricted Provider

Below this is a tabbed menu with 'Home', 'Members', 'Characteristics', 'Services', 'Training', 'License Activity', and 'Closing History'. The 'County Provider ID' field is empty, with an 'Insert' button. The 'Electronic Funds Transfer' section has an 'EFT' checkbox that is unchecked. The 'Provider' section, highlighted with a green box, shows:

- Provider ID: 9221520
- Provider Name: Home Provider
- Payment Method: Electronic Funds Transfer Check

The 'Pre-Note Information' section shows 'Pre-Note Status: No Request' and 'Pre-Note requested' with an unchecked checkbox. The 'Bank Information' section has fields for ABA Number, Account Number, and Bank Name, all of which are currently empty. At the bottom, there is an 'Options' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.