

eWiSACWIS Provider EFT Setup

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

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

Basic

Name: AAA Agency (9221107) Open Date: 05/05/2005 Type: Other - Organization Status: Open

Lcns. Type: Licensed by State of WI Lcns. Agency: Dane County

Restricted Provider

Provider Personnel Characteristics Services Closing History

Electronic Funds Transfer EFT

Provider

Provider ID: 9221107 Provider Name: AAA Agency

Payment Method: Electronic Funds Transfer Check

Pre-Note Information

Pre-Note Status: No Request Pre-Note requested

Date Pre-Note Sent: Trace Number:

Bank Information

ABA Number: 123456789 Account Number: 56789

Bank Name: US Bank

Options:

Basic

Name: LeRoy Brown (9221465) Open Date: 02/12/2007 Type: **Foster Home** Status: Open

Lcns. Type: **Child Placing Agency** Lcns. Agency: **Integrated Family Services Inc.** Restricted Provider

Home

Members

Characteristics

Services

Training

License Activity

Closing History

Electronic Funds Transfer EFT

Provider

Provider ID: 9221465 Provider Name: LeRoy Brown
Payment Method: Electronic Funds Transfer Check

Pre-Note Information

Pre-Note Status: No Request Pre-Note requested
Date Pre-Note Sent: Trace Number:

Bank Information

ABA Number: Account Number:
Bank Name:

Options:

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 a web browser window with the eWiSACWIS application. The browser tabs include "eWiSACWIS" and "Private Provider". The application header features the eWiSACWIS logo and navigation links for "TM", "Print", and "Help".

The main content area is titled "Basic" and contains the following fields:

- Name: AAA Agency (9221107)
- Open Date: 05/05/2005
- Type: Other - Organization (dropdown)
- Status: Open
- Lcns. Type: Licensed by State of WI (dropdown)
- Lcns. Agency: Dane County
- Restricted Provider

Below the "Basic" section are tabs for "Provider", "Personnel", "Characteristics", "Services", and "Closing History". The "Provider" tab is active.

Under the "Provider" tab, there is a section for "Electronic Funds Transfer" with an "EFT" checkbox. Below this is a "Provider" section with the following details:

- Provider ID: 9221107
- Provider Name: AAA Agency
- Payment Method: Electronic Funds Transfer, Check

The "Pre-Note Information" section is highlighted with a red box and contains:

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

Below the "Pre-Note Information" section is the "Bank Information" section, which is highlighted in blue to indicate it is a required field. It contains:

- ABA Number: 123456789
- Account Number: 56789
- Bank Name: US Bank

At the bottom of the form, there is an "Options:" dropdown menu with a "Go" button, and "Save" and "Close" buttons.

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 eWiSACWIS web application interface for a Private Provider. The browser tabs show 'eWiSACWIS' and 'Private Provider'. The page title is 'eWiSACWIS' with navigation links for 'TM', 'Print', and 'Help'. The main content area is titled 'Basic' and contains the following information:

- Name: AAA Agency (9221107)
- Open Date: 05/05/2005
- Type: Other - Organization
- Status: Open
- Lcns. Type: Licensed by State of WI
- Lcns. Agency: Dane County
- Restricted Provider

Below this is a navigation bar with tabs: Provider (selected), Personnel, Characteristics, Services, and Closing History. The 'Provider' tab is active, showing:

- Electronic Funds Transfer: EFT
- Provider ID: 9221107
- Provider Name: AAA Agency
- Payment Method: Electronic Funds Transfer, Check

The 'Pre-Note Information' section shows:

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

The 'Bank Information' section is highlighted with a red box and contains:

- ABA Number: 123456789
- Account Number: 56789
- Bank Name: US Bank

At the bottom, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

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 eWiSACWIS interface for a Private Provider. The browser tabs are "eWiSACWIS" and "Private Provider". The page title is "eWiSACWIS" and there are links for "TM", "Print", and "Help".

Basic

Name: AAA Agency (9221107) Open Date: 05/05/2005 Type: Other - Organization Status: Open

Lcns. Type: Licensed by State of WI Lcns. Agency: Dane County

Restricted Provider

Provider Personnel Characteristics Services Closing History

Electronic Funds Transfer EFT

Provider

Provider ID: 9221107 Provider Name: AAA Agency

Payment Method: Electronic Funds Transfer Check

Pre-Note Information

Pre-Note Status: Prenote Sent Pre-Note requested

Date Pre-Note Sent: 05/04/2023 Trace Number: 075000020000309

Bank Information

ABA Number: 123456789 Account Number: 56789

Bank Name: US Bank

Options:

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 the eWiSACWIS interface for editing a provider. The browser tabs are 'eWiSACWIS' and 'Private Provider'. The page title is 'eWiSACWIS' with navigation links for 'TM', 'Print', and 'Help'. The main section is titled 'Basic' and contains the following information:

- Name: AAA Agency (9221107)
- Open Date: 05/05/2005
- Type: Other - Organization
- Status: Open
- Lcns. Type: Licensed by State of WI
- Lcns. Agency: Dane County
- Restricted Provider

Below the 'Basic' section are tabs for 'Provider', 'Personnel', 'Characteristics', 'Services', and 'Closing History'. The 'Provider' tab is active, showing:

- Electronic Funds Transfer (selected) EFT
- Provider** section:
 - Provider ID: 9221107
 - Provider Name: AAA Agency
 - Payment Method: Electronic Funds Transfer Check
- Pre-Note Information** section:
 - Pre-Note Status: Prenote Sent
 - Date Pre-Note Sent: 05/04/2023
 - Pre-Note requested
 - Trace Number: 075000020000309
- Bank Information** section:
 - ABA Number: 123456789
 - Account Number: 56789
 - Bank Name: US Bank

At the bottom, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

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 EFT checkbox will be checked, Payment Method will be set to “Electronic Funds Transfer”, and the only field which is user selectable is the “Check” radio button.

The Bank Information group box no longer displays the bank and account information.

The screenshot displays the eWiSACWIS interface for a provider setup. The browser tabs show 'eWiSACWIS' and 'Private Provider'. The main header includes the eWiSACWIS logo and navigation links for TM, Print, and Help.

Basic Information:

- Name: AAA Agency (9221107)
- Open Date: 05/05/2005
- Type: Other - Organization
- Status: Open
- Lcns. Type: Licensed by State of WI
- Lcns. Agency: Dane County
- Restricted Provider

Navigation Tabs: Provider (selected), Personnel, Characteristics, Services, Closing History

Electronic Funds Transfer: EFT

Provider Information:

- Provider ID: 9221107
- Provider Name: AAA Agency
- Payment Method: Electronic Funds Transfer, Check

Pre-Note Information:

- Pre-Note Status: Prenote Sent
- Date Pre-Note Sent: 05/04/2023
- Pre-Note requested
- Trace Number: 075000020000309

Bank Information: (highlighted with a red box)

- ABA Number: 0000000
- Account Number: 0000000
- Bank Name: ZZZZ ZZZZ

Options: [Dropdown] [Go] [Save] [Close]

**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.

Home Provider - Internet Explorer

eWiSACWIS Print Help

Basic

Name: LeRoy Brown (9221465) Open Date: 02/12/2007 Type: **Foster Home** Status: Open

Lcns. Type: **Child Placing Agency** Lcns. Agency: **Integrated Family Services Inc.** Restricted Provider

Home **Members** **Characteristics** **Services** **Training** **License Activity** **Closing History**

Electronic Funds Transfer EFT

Provider

Provider ID: 9221465 Provider Name: LeRoy Brown

Payment Method: Electronic Funds Transfer **Check**

Pre-Note Information

Pre-Note Status: No Request Pre-Note requested

Date Pre-Note Confirmation

Changing the payment method to Check will require you to submit a new Pre-Note Request before you can select EFT again. Would you like to continue?

Bank Info

ABA Number: _____

Bank Name: _____

Options: _____

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

Basic

Name: LeRoy Brown (9221465) Open Date: 02/12/2007 Type: Foster Home Status: Open

Lcns. Type: Child Placing Agency Lcns. Agency: Integrated Family Services Inc. Restricted Provider

- Home
- Members
- Characteristics
- Services
- Training
- License Activity
- Closing History

Electronic Funds Transfer EFT

Provider

Provider ID: 9221465 Provider Name: LeRoy Brown

Payment Method: Electronic Funds Transfer Check

Pre-Note Information

Pre-Note Status: No Request Pre-Note requested

Date Pre-Note Sent: Trace Number:

Bank Information

ABA Number: Account Number:

Bank Name:

Options: