

eWiSACWIS Provider EFT Setup

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

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

The screenshot shows the 'Private Provider - Internet Explorer' window displaying the 'eWiSACWIS' interface. The 'Basic' section 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

Navigation tabs include: Provider, Personnel, Characteristics, Services, and Closing History. An 'Insert' button is located in the top right of the main content area.

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

- EFT
- Provider** (highlighted with a red border):
 - 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: [Redacted]
 - Account Number: [Redacted]
 - Bank Name: [Redacted]

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

Basic

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

Lnns. Type: **Child Placing Agency** Lnns. 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.

Private Provider - Internet Explorer

eWiSACWIS TM Print Spell Check 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

Insert

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

Bank Information

ABA Number: Account Number:
Bank Name:

Options: Go Save Close

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. At the top, there is a navigation bar with the application name and utility icons (TM, globe, Print, Spell Check, Help). Below this is a 'Basic' information section with the following details:

- 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 an 'Insert' button. Underneath is a section for 'Electronic Funds Transfer' with an 'EFT' checkbox. The 'Provider' information includes:

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

The 'Pre-Note Information' section includes:

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

The 'Bank Information' section, highlighted with a red box, 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 web application interface. The browser window title is "Private Provider - Internet Explorer". The application header includes the logo "eWiSACWIS" and navigation links for "TM", "Print", "Spell Check", 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 information is a tabbed interface with tabs for "Provider", "Personnel", "Characteristics", "Services", and "Closing History". The "Provider" tab is active, showing an "Insert" button.

Under the "Provider" tab, there is a section for "Electronic Funds Transfer" with an EFT checkbox.

The "Provider" sub-section shows:

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

The "Pre-Note Information" sub-section shows:

- Pre-Note Status: Prenote Sent
- Pre-Note requested
- Date Pre-Note Sent: 10/31/2018
- Trace Number: 075000020000318

The "Bank Information" sub-section shows:

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

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

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' web application interface. At the top, there is a navigation bar with the logo and utility links like 'Print', 'Spell Check', and 'Help'. Below this is a 'Basic' information section for a provider named 'AAA Agency (9221107)'. The provider's details include an 'Open Date' of 05/05/2005, a 'Type' of 'Other - Organization', and a 'Status' of 'Open'. The 'Lcns. Type' is 'Licensed by State of WI' and the 'Lcns. Agency' is 'Dane County'. There is also a 'Restricted Provider' checkbox which is unchecked.

Below the basic information is a tabbed interface with tabs for 'Provider', 'Personnel', 'Characteristics', 'Services', and 'Closing History'. The 'Provider' tab is active, showing a large empty text area with an 'Insert' button. Below this, there is a section for 'Electronic Funds Transfer' with an 'EFT' checkbox that is unchecked. Underneath, there are three sub-sections: 'Provider' (with fields for 'Provider ID: 9221107' and 'Provider Name: AAA Agency'), 'Payment Method' (with radio buttons for 'Electronic Funds Transfer' (selected) and 'Check'), 'Pre-Note Information' (with 'Pre-Note Status: Prenote Sent', 'Pre-Note requested' checked, 'Date Pre-Note Sent: 10/31/2018', and 'Trace Number: 075000020000318'), and 'Bank Information' (with 'ABA Number: 123456789', 'Account Number: 56789', and 'Bank Name: US Bank').

At the bottom of the form, 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 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.

Private Provider - Internet Explorer

eWiSACWIS TM Print Spell Check 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

Insert

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: 10/31/2007 Trace Number: 075000020000318

Bank Information

ABA Number: 1234 Account Number: 5454
Bank Name: 54354354

Options: 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.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Home Provider - Internet Explorer" and the page header is "eWiSACWIS". The main content area is titled "Basic" and displays provider information: Name: LeRoy Brown (9221465), Open Date: 02/12/2007, Type: Foster Home, Status: Open, Lcns. Type: Child Placing Agency, and Lcns. Agency: Integrated Family Services Inc. Below this is a navigation menu with tabs: Home, Members, Characteristics, Services, Training, License Activity, and Closing History. The "Electronic Funds Transfer" section has a checkbox for "EFT" which is unchecked. The "Provider" section shows "Provider ID: 9221465" and "Provider Name: LeRoy Brown". Under "Payment Method", the "Check" radio button is selected and highlighted with a red box. The "Pre-Note Information" section shows "Pre-Note Status: No Request" and a checkbox for "Pre-Note requested" which is unchecked. A notification pop-up is displayed over the "Bank Info" section, containing the text: "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?" with "Yes" and "No" buttons. The "Bank Info" section includes fields for "ABA Number" and "Bank Name". At the bottom, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

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

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 Sent: Trace Number:

Bank Information

ABA Number: Account Number:

Bank Name:

Options: Go Save Close