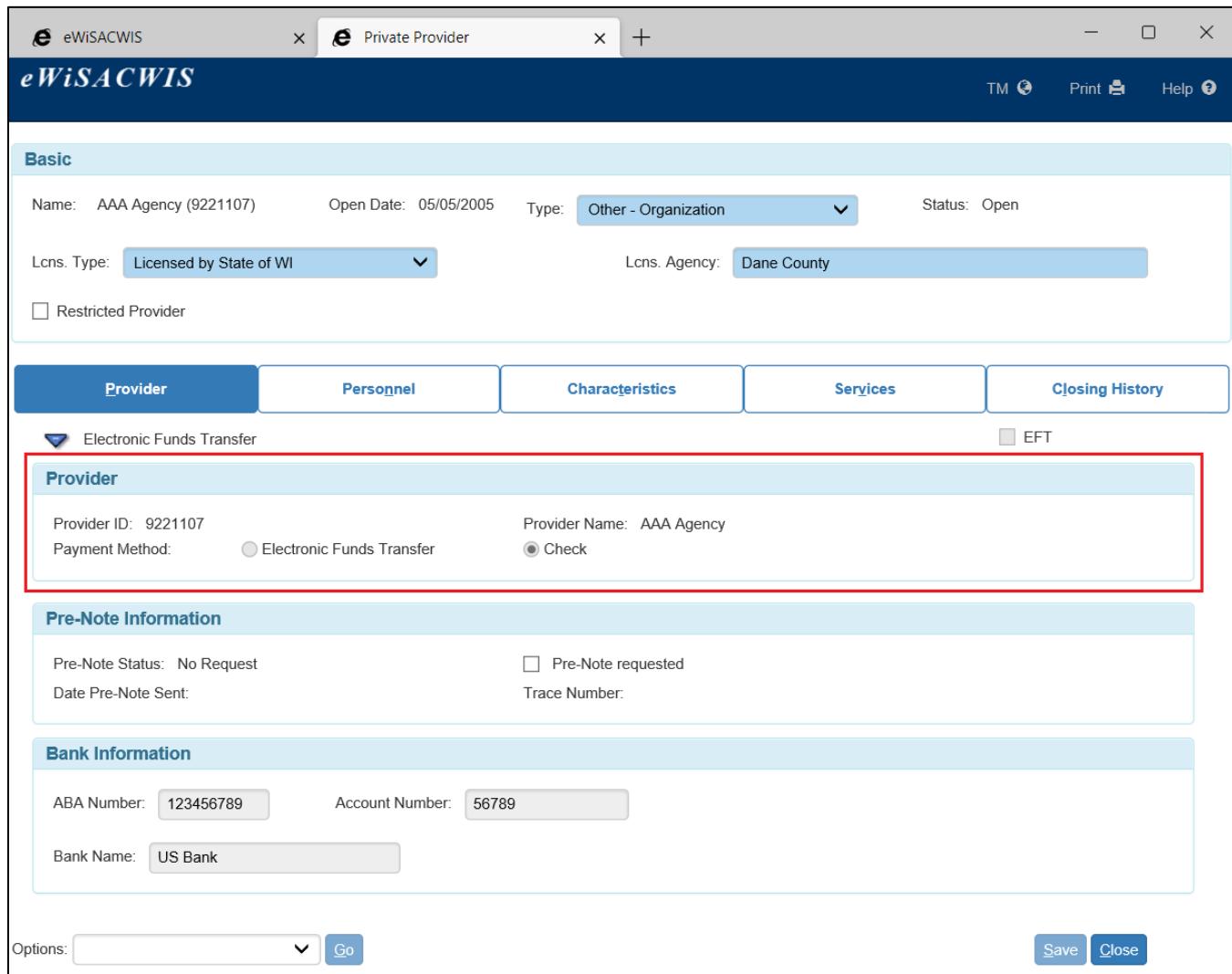


## eWiSACWIS Provider EFT Setup

**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.



The screenshot shows the eWiSACWIS provider setup interface. The top navigation bar has tabs for 'eWiSACWIS' and 'Private Provider'. The main content area is titled 'eWiSACWIS' and contains a 'Basic' section with fields for 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), and a 'Restricted Provider' checkbox. Below this is a navigation bar with tabs for 'Provider', 'Personnel', 'Characteristics', 'Services', and 'Closing History'. The 'Provider' tab is selected. Under 'Provider', there is a section for 'Electronic Funds Transfer' with fields for Provider ID (9221107), Provider Name (AAA Agency), Payment Method (Electronic Funds Transfer selected), and a radio button for 'Check'. This entire section is highlighted with a red box. Below this is a 'Pre-Note Information' section with fields for Pre-Note Status (No Request), Pre-Note requested checkbox, Date Pre-Note Sent, and Trace Number. The 'Bank Information' section contains fields for ABA Number (123456789), Account Number (56789), and Bank Name (US Bank). At the bottom are 'Options' dropdown and 'Go' buttons, and 'Save' and 'Close' buttons.

Home Provider - Internet Explorer

eWiSACWIS

Print Help

**Basic**

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

Lcns. Lcns. Agency: **Integrated Family Services Inc.**  Restricted Provider

Type: **Child Placing Agency**

**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:

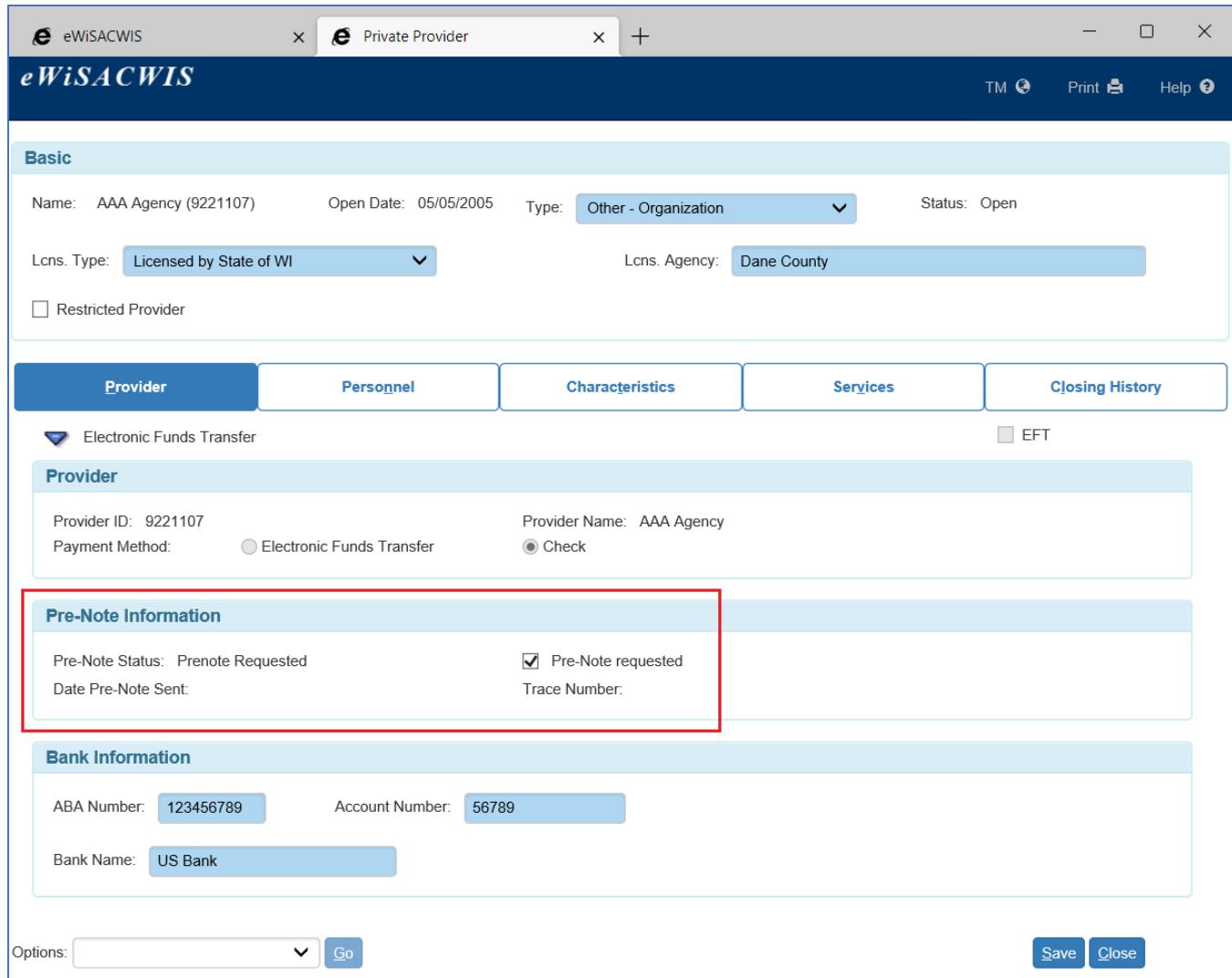
Bank Name:

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 the eWiSACWIS application interface. The title bar displays 'eWiSACWIS' and 'Private Provider'. The main content area is titled 'Basic'. It contains the following fields:

- 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' tab, there are five tabs: Provider, Personnel, Characteristics, Services, and Closing History. The 'Provider' tab is selected and expanded, showing:

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

The 'Pre-Note Information' section is highlighted with a red box. It contains:

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

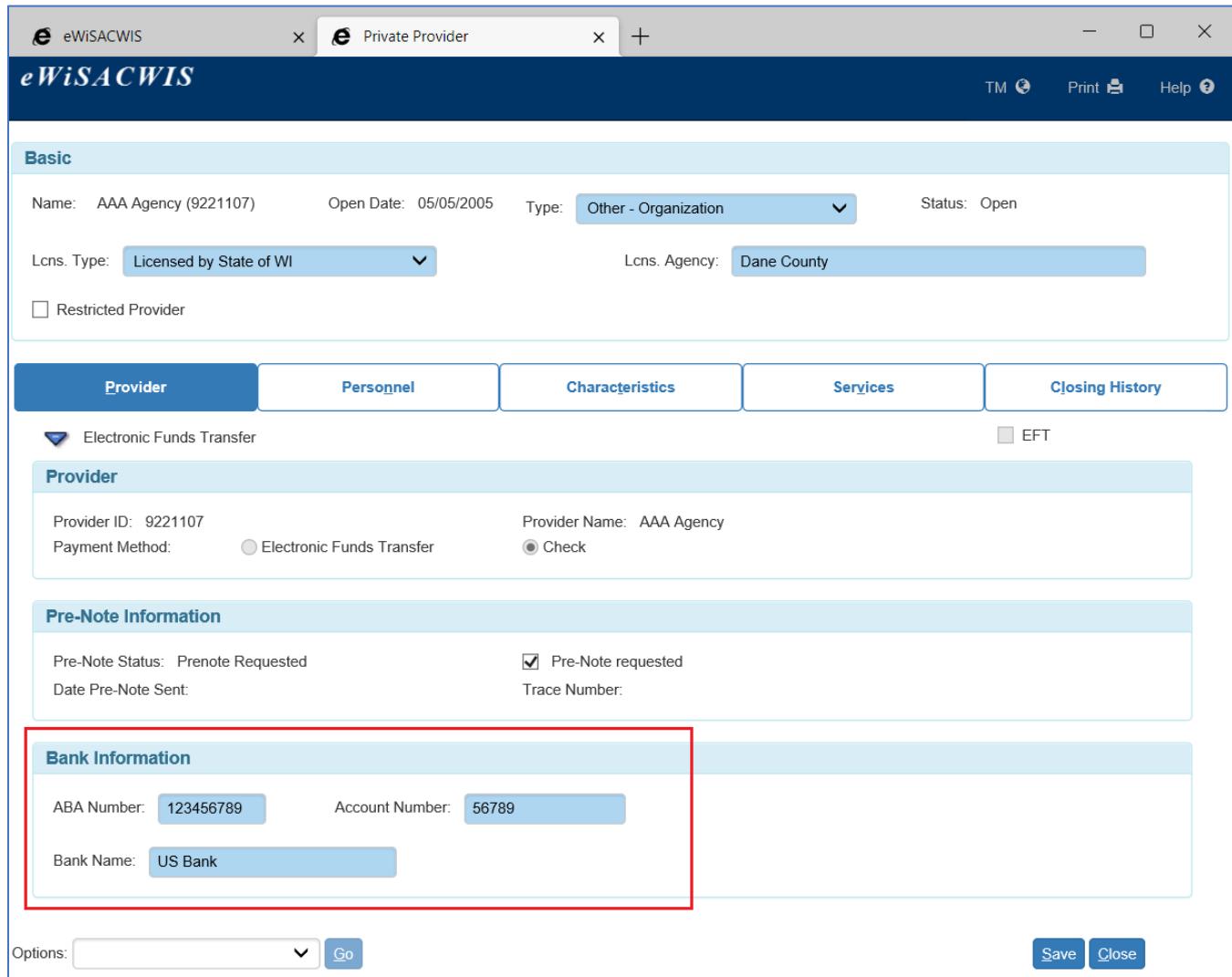
The 'Bank Information' section is also highlighted with a red box. It contains:

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

At the bottom, there are 'Options' dropdown and 'Go' buttons, as well as '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 provider edit screen. The 'Bank Information' group box is highlighted with a red border. Inside the box, the ABA Number is 123456789, the Account Number is 56789, and the Bank Name is US Bank. The 'Bank Information' group box is located at the bottom of the page, below the 'Pre-Note Information' section and above the 'Options' and 'Save/Close' buttons.

**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**

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: 123456789 Account Number: 56789  
Bank Name: US Bank

Options:

### 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 application interface. The top navigation bar includes tabs for 'eWiSACWIS', 'Private Provider', and a '+' button. On the right, there are 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	<input type="checkbox"/> Restricted Provider	

Below the 'Basic' tab, there are tabs for 'Provider', 'Personnel', 'Characteristics', 'Services', and 'Closing History'. The 'Provider' tab is currently selected and expanded, showing:

Provider ID: 9221107	Provider Name: AAA Agency
Payment Method:	<input type="radio"/> Electronic Funds Transfer <input checked="" type="radio"/> Check

The 'Pre-Note Information' section shows:

Pre-Note Status: Prenote Sent	<input checked="" type="checkbox"/> Pre-Note requested
Date Pre-Note Sent: 05/04/2023	Trace Number: 075000020000309

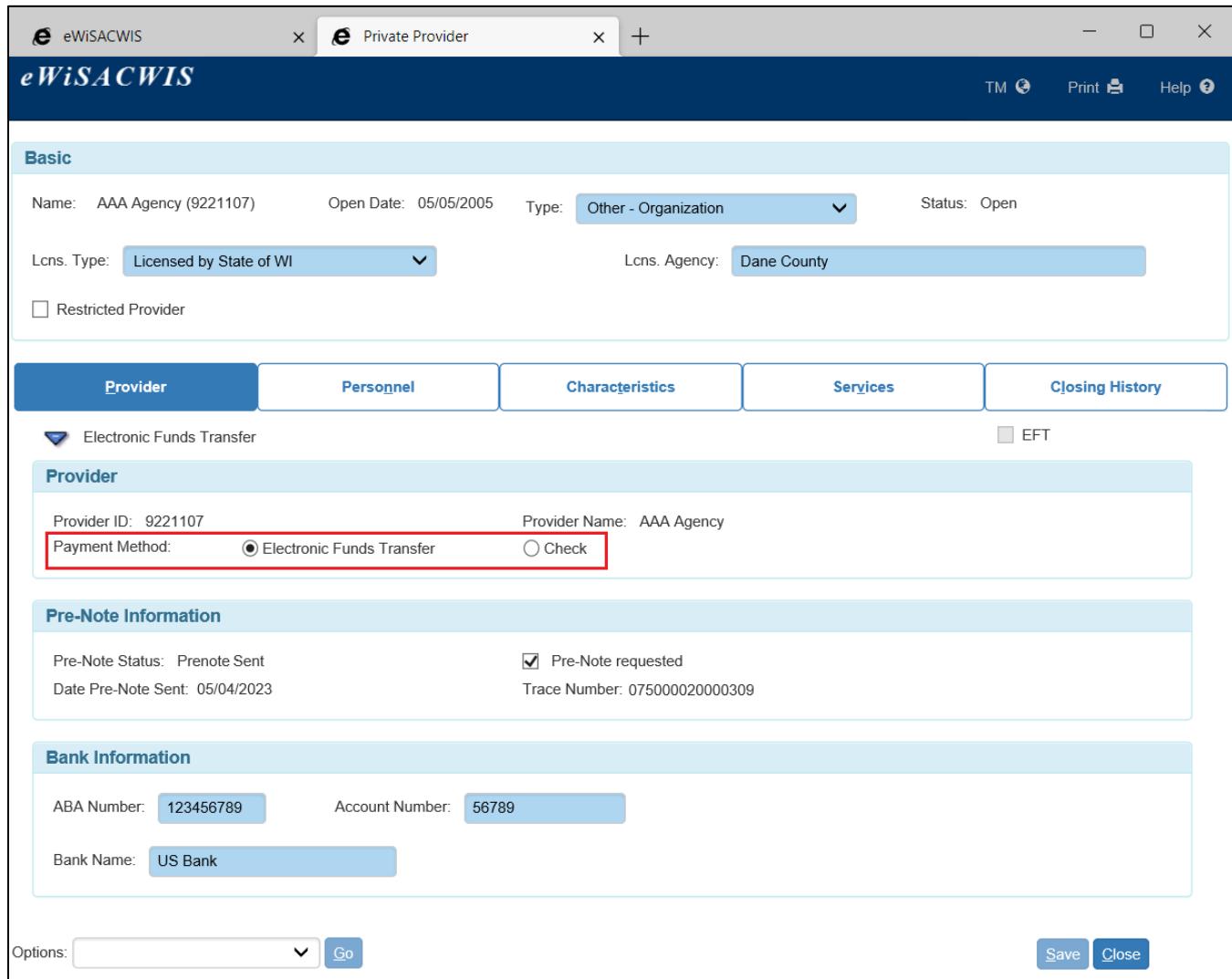
The 'Bank Information' section shows:

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

At the bottom, there are buttons for 'Options' (with a dropdown arrow and 'Go' button), 'Save', and 'Close'.

## 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 provider edit screen. The 'Basic' tab is selected, displaying provider details: Name (AAA Agency), Open Date (05/05/2005), Type (Other - Organization), Status (Open), Lcns. Type (Licensed by State of WI), and Lcns. Agency (Dane County). A 'Restricted Provider' checkbox is unchecked. Below the tabs, the 'Provider' tab is selected, showing Provider ID (9221107), Provider Name (AAA Agency), and Payment Method (Electronic Funds Transfer, selected). The 'EFT' checkbox is checked. Other tabs include 'Personnel', 'Characteristics', 'Services', and 'Closing History'. The 'Pre-Note Information' and 'Bank Information' sections are also visible.

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

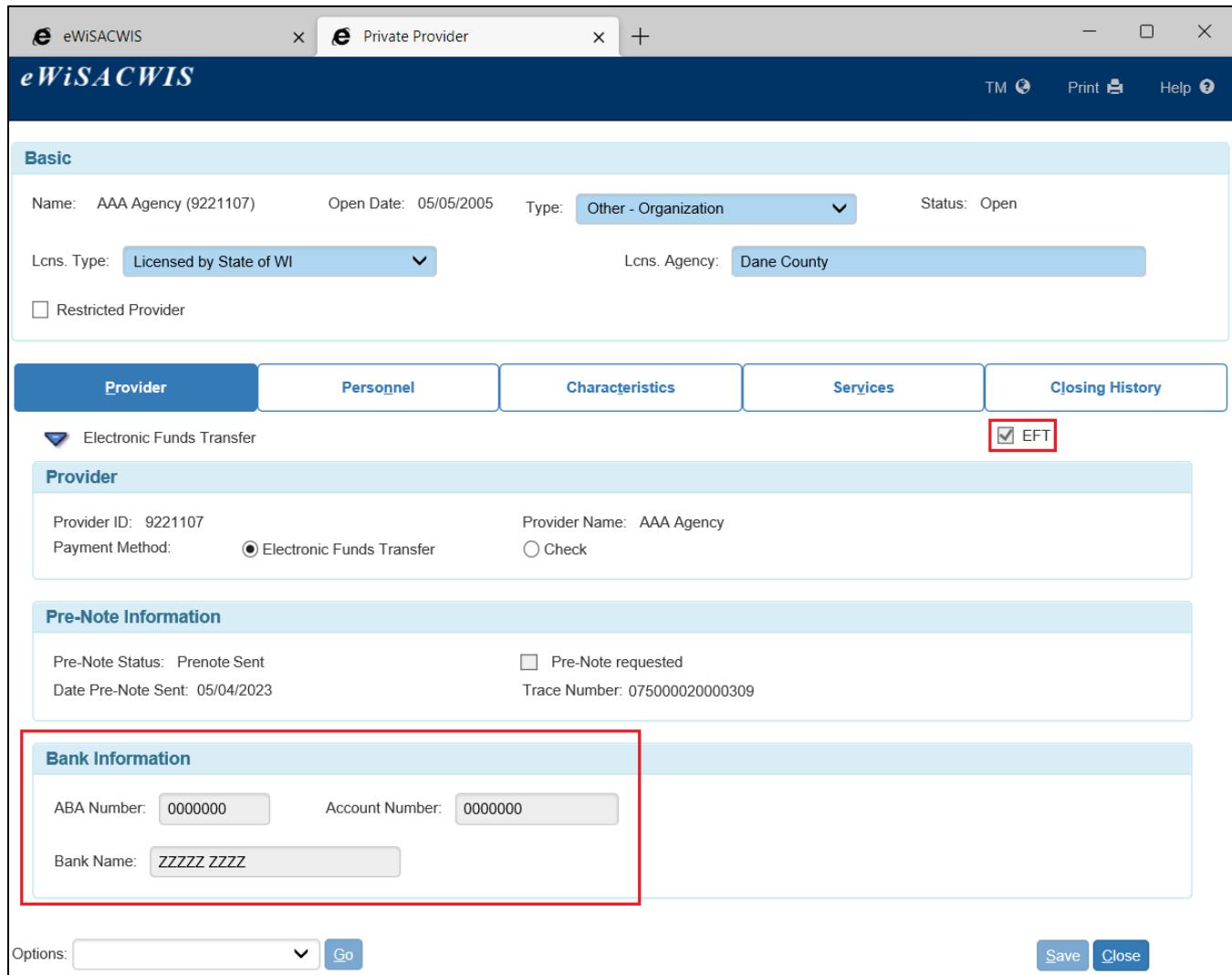
Bank Name: US Bank

Options:

## 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 shows the eWiSACWIS provider setup interface. The 'Basic' tab is selected, displaying provider details: Name (AAA Agency), Open Date (05/05/2005), Type (Other - Organization), Status (Open), Lcns. Type (Licensed by State of WI), Lcns. Agency (Dane County), and a checkbox for Restricted Provider. The 'Provider' tab is selected, showing Provider ID (9221107), Payment Method (Electronic Funds Transfer selected), and Provider Name (AAA Agency). The 'Services' tab is selected, showing a checked checkbox for 'EFT'. The 'Bank Information' group box, which typically contains fields for ABA Number, Account Number, and Bank Name, is now empty and highlighted with a red box. At the bottom, there are 'Options' dropdown and 'Go' buttons, and 'Save' and 'Close' buttons.

**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. Lcns. Agency: **Integrated Family Services Inc.**  Restricted Provider

Type: **Child Placing Agency**

**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

**Bank Info**

ABA Num:   
Bank Name:

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?

**Options:**

**Save** **Close**

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. Lcns. Agency: **Integrated Family Services Inc.**  Restricted Provider

Type: **Child Placing Agency**

**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: