

ACH/Direct Deposit Electronic Payment Information & Instructions

College of the desert has implemented automated invoice payments. This process allows you the opportunity to receive payments by Automated Clearing House (ACH) - Direct Deposit instead of paper checks. Using this ACH process, our payment to you will be deposited directly into a checking account specified by you. Our goal is to streamline our payment process while allowing you to receive payments quicker than our current check process. We have partnered with FIS Integrated Payables (FIS-IP) to offer these electronic payments to you. FIS-IP is a third-party company that has been vetted by RCOE (Riverside County Office of Education).

To enroll, please follow the instructions below:

- 1.** Go to <https://www.fisintegratedpayables.com/payments> and click on "Register Now" to create your account.
- 2.** Enter Your Registration **Code: obtain from Accounts Payable** (you must have been paid within the last six (6) months to have a code)
- 3.** Verify your information
- 4.** Create an online account
- 5.** Enter your bank information exactly as it appears on your banking documents and submit
- 6.** Within 72 hours (about 3 days) you will receive a confirmation email indicating your account has been activated

You are now ready to receive direct deposit for payments!

If you need assistance in registering for our direct deposit program, please contact the FIS Integrated Payables support team at (877) 330-4950 or agp.jax.vendorenrollment@fisglobal.com.

For general information, please contact Patricia Reyes, Admin. Services Assistant, Fiscal Services at preyes@collegeofthedesert.edu or (760)776-7331 or Accounts Payable if I'm not available.

Thank you and we look forward to our continued relationship.

Best Regards,

Purchasing
Accounts Payable



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