

Billing-Address

To Create Agency Billing Address – Go to DEO Main Screen click Agency Billing Address button on the toolbar

Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]

Schedules Status Change View Save Manage Export Reports Messages SPS

User: GWEN DEO BRYANT-HILL (DEO)***LIVE***

FPAD: GWEN

Filter: Editable, DEO Locked, Submitted to CO, CO Locked, Reject

Agency Billing Address
Create, update or delete Agency Billing Addresses.

Version: RELU32.0.2

07/23/2020 19:51 EDT

Schedule Number	Type/Sub-type	OAID	ALC	State	State Date	Date Created	Date Edited	Number of Payments	Total Amount
00000000000223	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018		1	\$83,457.00
00000000000311	Manual Check Vendor	SPS	99990066	Editable	11/22/2017	11/22/2017		2	\$14,600.00
00000000000319	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018		2	\$7,035.00
00000000000322	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018		3	\$8,600.00
0000000001108	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/08/2017		2	\$15,000.00
0000000001111	Summary Prenote Miscellaneous		99990066	Editable	11/22/2017	11/22/2017		10	\$0.00
0000000001113	Check Miscellaneous	SPS	99990066	Editable	06/12/2020	06/12/2020		5	\$1,957,950.00
0000000772020	ACH Miscellaneous	SPS	59000002	Editable	07/07/2020	07/07/2020		1	\$2,500.00
0000004292020	ACH Vendor	SPS	99990066	Editable	06/12/2020	04/29/2020		3	\$13,970.00
0000005072020	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020		1	\$1,600.00
0000007082020	ACH Miscellaneous	SPS	3302001	Editable	07/23/2020	07/23/2020		1	\$1,503.00

11 schedules loaded.

Selected Schedules: Total Payments: Total Amount: You have 0 unread messages

Click create button

Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]

Messages SPS

Create (Ctrl-N)
Add a billing address for an existing ALC

Screen: Manage Billing Addresses

Version: RELU33.0.2

08/18/2020 14:30 EDT

Office Number (ALC)	Agency Name	Address Line 1	Address Line 2	Address Line 3	Phone Number
3302001	DOT	1401 FIRST STREET, SW	WASHINGTON, DC	20030	2023814056
99990066	BUREAU OF FISCAL SERVICE	401 14TH STREET	WASHINGTON, DC	20524	2023814056

2 billing addresses loaded.

You have 0 unread messages

Billing-Address

Enter the Agency Name in the “Agency Name” field (required).

Enter the address information in the “Address Line 1”, “Address Line 2” and “Address Line 3” fields (required).

Enter a valid phone number in the “Phone Number” field (optional).

Then click “OK” button to continue.

The screenshot displays the 'Screen: Manage Billing Addresses' interface. At the top, there is a toolbar with various icons and a status bar showing 'User: GREN OEO BRYAN HILL (REQ)***LINE***', 'Filter: PSA ID', and 'Version: RELU02.0.2'. Below the toolbar is a table with columns: Office Number (ALC), DOT, Agency Name, Address Line 1, Address Line 2, Address Line 3, and Phone Number. The table contains two rows of data.

Office Number (ALC)	DOT	Agency Name	Address Line 1	Address Line 2	Address Line 3	Phone Number
33020001	DOT		1401 FIRST STREET, SW	WASHINGTON, DC	20035	2028746056
99990066		BUREAU OF FISCAL SERVICE	401 14TH STREET	WASHINGTON	DC 20224	2028746056

Overlaid on the table is a dialog box titled 'SPS Create Billing Address'. The dialog box contains the following fields:

- Office Number (ALC)*: 99000033
- Agency Name*: FISCAL SERVICE
- Address Line 1*: 401 14TH STREET, SW
- Address Line 2*: WASHINGTON, DC
- Address Line 3*: 20224
- Phone Number: 2028746056

The 'OK' button is highlighted with a blue arrow pointing to it from the text 'Then click “OK” button to continue.' in the instructions above. The 'Cancel' button is also visible.

Billing-Address

Billing address is saved.

The screenshot shows a software interface for managing billing addresses. At the top, there is a header with 'Action Messages', a toolbar with icons for home, mail, and other functions, and a version number 'Version: RELU/02-0.2'. Below the header, the user is identified as 'User: GVEN CEO B...'. The main area is a table titled 'Screen: Manage Billing Addresses' with the following columns: 'Office Number (A/C)', 'Agency Name', 'Address Line 1', 'Address Line 2', 'Address Line 3', and 'Phone Number'. Two rows of data are visible, both for the 'BUREAU OF FISCAL SERVICE'.

Office Number (A/C)	Agency Name	Address Line 1	Address Line 2	Address Line 3	Phone Number
13000000	DOT	1401 FIRST STREET, SW	WASHINGTON, DC	20020	2023740056
09000002	FISCAL SERVICE	401 14TH STREET, SW	WASHINGTON, DC	20224	2023740056
99999999	BUREAU OF FISCAL SERVICE	401 14TH STREET	WASHINGTON	DC 20224	2023740056