

## EFT VENDOR INFO

If you elect to become an Electronic Funds Transfer (EFT) vendor, please review the following instructions:

- Access the website (<http://www.doa.louisiana.gov/osrap/index.htm> ). Once you access this website, you will see a large red "**FIND PAYMENTS**" button.
- Immediately below the "**FIND PAYMENTS**" button, you will find the 'EFT' button. Click on this button and you will access the information needed and the instructions on how to enroll as an EFT vendor.
- If the information is completed correctly, it takes approximately 5 working days for the system to recognize you as an EFT vendor. If the information submitted is incomplete or filled out incorrectly or submitted incorrectly, within 5 working days, you should receive a phone call from OSRAP on why system kicked it out and what needs to be corrected.
- Once the enrollment process has been completed, you can click on the "**FIND PAYMENTS**" button to access your payment information.

As you may already know, ISIS checks are printed Monday and Thursday nights and mailed from the Data Center on Tuesday and Friday mornings. (These schedules are not adjusted to accommodate state holidays.) If a vendor elects to become an EFT vendor, EFT's are processed Monday thru Friday of each week.

### Important Points to Remember:

- You must include a copy of a voided check or letter from your financial institution for depository accounts as verification of account information.
- A representative from your financial institution must complete and sign the shaded area at the bottom of the form.
- For confidentiality reasons, the form must be returned directly to the Office of Statewide Reporting and Accounting Policy (OSRAP). See address and fax below. **Do not return the form to any other state agency.**
- Completed forms and a copy of a voided check should be mailed or faxed directly to the address below:
- LA Division of Administration  
Office of Statewide Reporting and Accounting Policy  
EFT Section  
P. O. Box 94095  
Baton Rouge, LA 70804-9095  
OSRAP Help Desk Phone (225) 342-1097  
OSRAP FAX (225) 342-0964

If you have questions, feel free to contact Mary Canella 225-342-8118.