

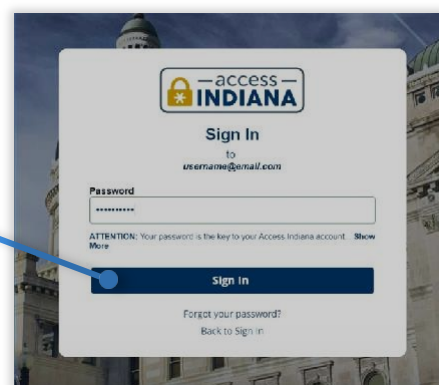
Provider Quick Guide: Registering with the Payment Vendor and Entering Banking Details

OECOSL's payment vendor is Rapid Financial Solutions (RFS)/Tyler. This step-by-step guide explains how to register on the payment vendor portal. **Providers must create an account in this new portal and enter banking information to receive payments and access payment details.**

Step 1: Log in to your provider portal account. This portal is the hub for all transactions related to vouchers.

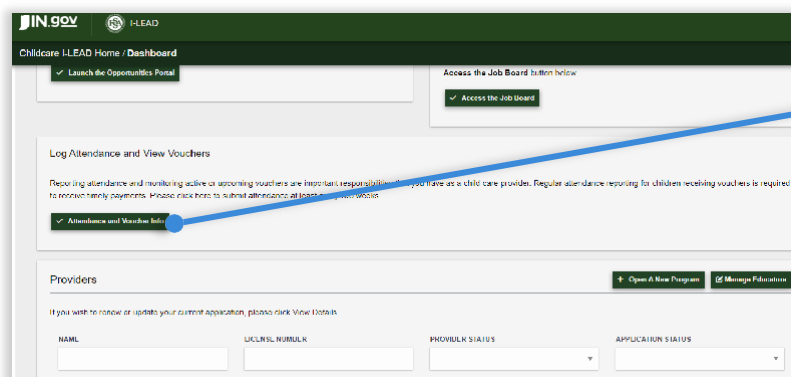
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Log into I-LEAD. If you are a new provider, you can create an account through Access Indiana.



2

To access the portal, select the 'Attendance and Voucher Info' tile within the 'log Attendance and View Vouchers' section of the I-LEAD home screen.



Don't have a provider portal account?

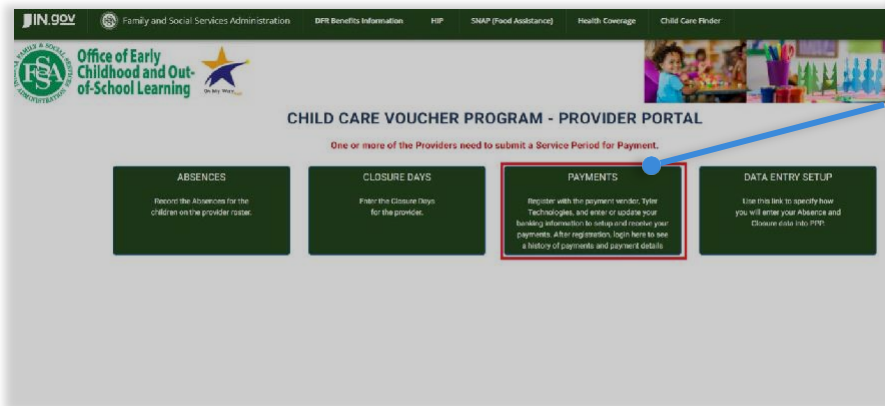
If you do not have a portal account, you will first need to set one up:

1. Refer to the email you received from OECOSL with your invitation to link your provider site. Call 1-800-299-1627 or visit <https://brighterfuturesindiana.org/ilead> if you did not receive the email.
2. Select the **"Accept Invitation"** button at the bottom of the email message.
3. Follow the prompts and fill out all required fields. At the end of the process, select the "Update Your Profile" button in the bottom-right corner of the window.

Step fi: Select the 'Payments' tile to access RFS/Tyler Technologies payment portal.

1

In the provider portal, select the 'Payments' tile.



CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Home

PAYMENTS

Provider: 12069
Legal Name: 12069
Facility Name: 13022
Facility Type: 14086
Facility Type: 32-490614
Facility Type: 46-3003
County: Marion
Registered: Yes

If you're managing multiple child care sites, select the site to manage.

3

From this page you will want to copy or note down the Provider Key. This key is always 8 characters long. Please be sure to copy the entire key, but do not copy any leading or ending spaces.,

his page, select the 'Payment
r Registration' tile

Note: You only need to register one time. Once you have registered with the payment vendor and entered your banking information, this tile will be disabled.

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Service Period 04/07/2024 - 04/20/2024, due on 05/04/2024. Please enter and review absences for this service period and submit.

Home

PAYMENTS

Provider: 12069
Legal Name: KUuHG rIRm
Facility Name: [REDACTED]
Facility Type: Licensed Center
County: Marion
Registered: Yes
User Provider Key: JKJK41bx

(Copy the above Provider Key to paste when registering with the payment vendor, Tyler Technologies.)

PAYMENT VENDOR LOGIN
Login to Tyler Technologies to view setup and your history of payments.

PAYMENT VENDOR REGISTRATION
Register with Tyler Technologies and enter your provider's banking information to set up and receive your payments. Once registered, this link will be disabled.

Step 3: Register with the Payment Vendor.

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A new browser tab will open where you can register with the payment vendor. Please complete all fields. For the Provider Key- enter or paste the key from Step 2.

2

Once you have completed all fields, click 'Next →' and Accept the Terms and Conditions after reviewing.

3

Enter your user information that will be used to login when you need to return to the Payment Vendor Portal

4

Enter your banking information. Please be careful to enter the information correctly.

Select 'Submit' to finish.

Step 4: Confirm Registration and Future Access

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Home

PAYMENTS

Provider:

Legal Name:

Facility Name:

Facility Type: Licensed Home

County: Marion

Registered: Yes

User Provider Key:

(Copy the above Provider Key to paste when registering with the payment vendor, Tyler Technologies.)

PAYMENT VENDOR LOGIN
Login to Tyler Technologies to view setup and your history of payments.

PAYMENT VENDOR REGISTRATION
Register with Tyler Technologies and enter your provider's banking information to set up and receive your payments. Once registered, this link will be disabled.

1

Once you have completed registration, you can verify success by reviewing the 'Payments' Tile in the provider portal again. You should see 'Yes' next to registered

Note:

Now that you have registered the tile for registration will be disabled. To access your payment details later or to change your bank information, you will use the 'Payment Vendor Login' button. Please refer to the [Quick Reference Guide - Tyler Technologies Payments](#) for more information.