REQUESTING PAYMENT

Payment requests may be made as often as needed: daily, weekly, monthly or bi-monthly. However, funds must be spent within three business days! We suggest doing a draw after the funds are spent if you can carry the expenses until your financials are completed for the period.

REQUESTING FUNDS

1. Enter your PMS Account Number
2. Select the "Account" button

REQUEST FOR PAYMENT

- Payment Due Date - Always the next business date, unless otherwise stated in your initial welcome letter.
- Expected Disbursement - The amount needed to pay invoices, etc.
- Cash On Hand - The amount remaining from a previous payment request.
- Payment Request Amount - The amount you are expected to receive in your bank account.

Under the "Person Requesting Funds" section:

1. Enter or Verify the First and Last Name
2. Enter or Verify the Phone Number and Email Address

Under the "Payment Details" section:

1. Enter the Payment Due Date – enter the next business day
2. Enter the Expected Disbursement Amount
3. Enter the Cash on Hand – we enter $0
4. Enter the Payment Request Amount – this amount is usually the same as Expected Amount

REQUEST FOR PAYMENT

1. Account Details - Verify Account # and DUNs #
2. Check the box if all information is correct and hit Continue
   * If you have more than one (1) Account, make sure you check the box next to the account you want to draw funds
3. Click Sub Amount
4. Verify all information is correct under account review
   * If you need a copy of the screen, print the screen now.
5. Select the Request Payment button.
   * You will not be able to go back to a previous screen after selecting Request Payment.
   * You will see a message reading "Done - Transaction Complete". Your payment request has now been submitted via the Payment Management System.

REQUEST FOR PAYMENT - CONFIRMATION

1. When you are done with the review, select the "Done" button.
2. You will receive a screen with the message "Done - Transaction Complete".

The RHVC TA Program team would like to thank and acknowledge Donna Pfaendtner, NOSORH Operations Director.