**Title:** **Conduent PayCard Enrollment**

Purpose: To provide guidance to state agencies for initiating PayCard orders and completing maintenance through the State Treasurer's Oracle Imaging application.

System: The OST Oracle Imaging website requires MS Internet Explorer 7.0 or higher. Java version 1.6 or higher but not 1.7 must be installed in order to open the application.

Procedure:

1. Access the Oracle system through Internet Explorer.

2. The Logon screen will appear. Enter the following information in the appropriate fields, and then click **[Connect]**.

Field	*Required Response*
Username	Enter the alpha numeric username assigned to you by OST.
Password	Input your personal password. If you forget this password, it may be reset by calling the OMES Helpdesk.
Database	Enter 'PAGY' in the database field.
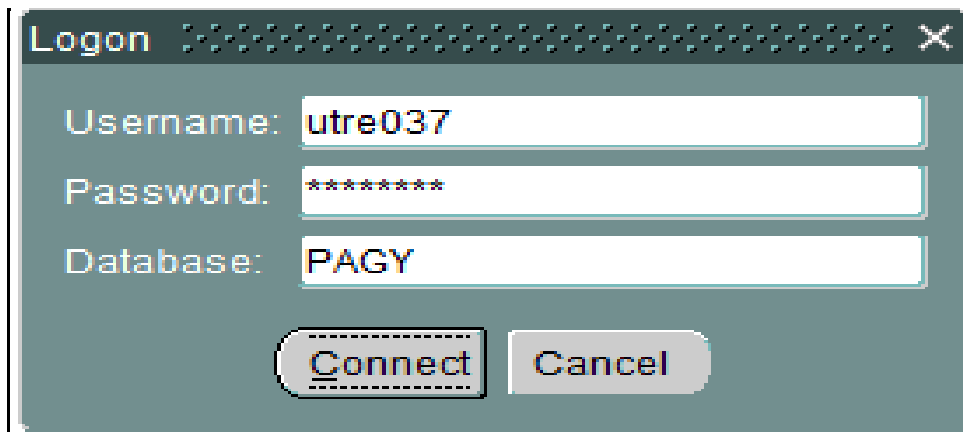
3.   The Menu screen will appear upon log in. Click **[Run]** next to **[Conduent Paycard Maintenance]**.
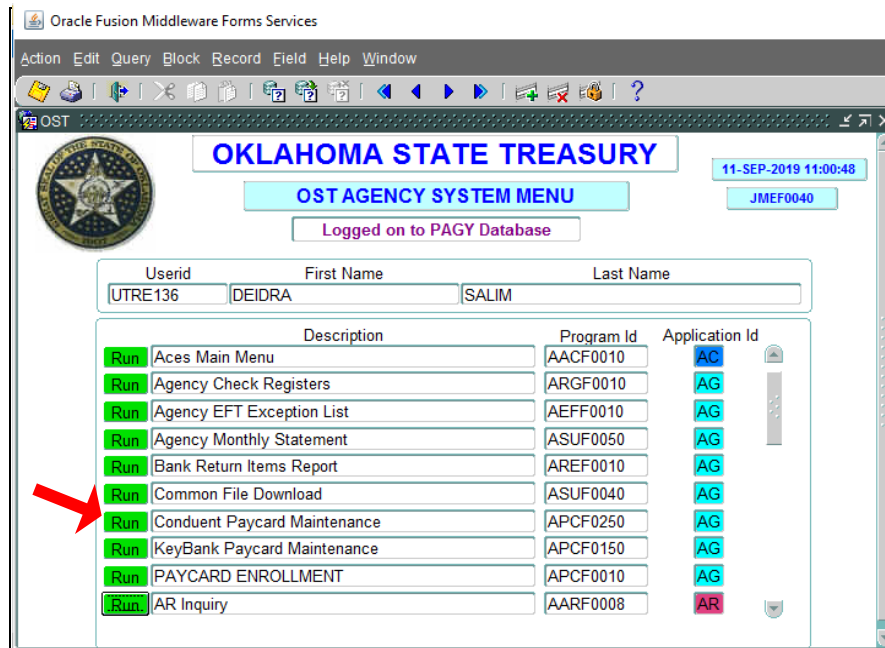
4.   The PayCard Maintenance screen will appear. Select the **[Insert Record ⬚]** button from the top toolbar. Complete the screen as follows:

Field	*Required Response*
First Name	Enter the employee's first name *(mandatory)*
Last Name	Input the employee's last name *(mandatory)*
Date of Birth	Enter the employee's date of birth in mm/dd/yyyy format *(mandatory)* '/' will be inserted by the system if not entered.
Addr Line 1	Input the employee's home address, regardless of if this is where the card should be mailed *(mandatory)*
SSN	Enter the employee's social security number without hyphens *(mandatory)*
Addr Line 2	Any additional address information (I.e., Apt # 1A) *Optional*
City	Input the City of the employee's address *(mandatory)*
State	Enter the State of the employee's address *(mandatory)*
Zip	Input the Zip of the employee's address *(mandatory)*

Phone Nbr	Enter the daytime phone number of the employee in 9999999999 format *(optional)*
Email	Enter the employee's email address *(optional)*
Empl ID	Input the employee's six digit Core Employee ID Number *(optional)*

5.   Once all of the information entered has been verified for accuracy click **[Save ⟱].**

6.   The "FRM-40400: Transaction complete" message at the bottom left corner of the window will confirm a successful save. The Date Entered field will be populated with today's date.

7.   Repeat steps 4-5 to continue entering PayCard enrollments.

8.   After all entries have been made for the day click **[Data Entry Report].** A report will be generated with all the employee's enrolled for the current day. Below is the information available on the report:

APPLICANTS ENTERED ON 09/09/2013

First Name	Last Name	Ssn	Address1	Address2	City	State	Zip	Date of Birth	Date Entered

Total Applicants Entered: 0

9.   The following day an email notification will be sent to all users with PayCard Access at your agency informing them that the employee's information has been updated. Repeat steps 1-3 to login and access the PayCard Enrollment Screen.

10.   Click **[ACH Acct Numbers Received].**

11.   The following screen will appear. Enter a date range in MM/DD/YY format. The end date should be today's date for new account numbers. Click **[Create Report]**

Parameter Form for APCR0060
New Account Numbers Received

Receive Date From [   ]   (MM/DD/YY)
              To   [   ]

[Create Report]

12.   The Account Number Information report will be displayed. Use this report to update the employee's banking information in the payroll system.

ACCOUNT NUMBERS RECEIVED

Agency # First Name   Last Name   Date Entered   Receive Date   Account Number

**NOTE: All reports are displayed Adobe PDF format. Your Internet Explorer Settings must be situated to allow popups from the OST Oracle site or the report will not be displayed.

Troubleshooting: Below is a list of common error messages and the causes/suggested action.

Message:	You can delete an account only if the account number has NOT been assigned.
Cause:	Records cannot be deleted after an account number is assigned
Message:	Cannot Key any items now
Cause:	Data entry is not allowed after business hours.
Message:	Once the Account is set up, any Change will not be sent to Conduent.
Cause:	Updates are NOT sent to Conduent.
Message:	FRM-40508: ORACLE error: unable to INSERT record.
Cause:	Occurs when a duplicate SSN is being entered.
Suggestion:	If SSN entered is correct, contact OST Treasury Services for further research.

Contact Information

OST Treasury Services

E-Mail Address:

TreasuryServices@treasurer.ok.gov