FLIPS

Agency Steps for Completing a *Request Payee Request*

FLIPS FLORIDA INTEGRATED PAYEE SYSTEM

Follow the designated steps below to request the creation of a new payee record in FLIPS.

1

Access the FLIPS portal:

Portal link will be provided once access is granted

2

From Registration Landing Page, confirm if there is already a record for the Payee:

1. Select **All Payees** icon
2. Enter Payee in the *Company Name* or *TIN* field
3. Select **Search**
   a. If the Payee *does not* have a record, submit a Request Payee Request - continue to step 3
   b. If the Payee *does* have a record, contact BVR at FloridaPayee.Portal.Support@MyFloridaCFO.com

3

Select **Request Payee**

Under Request Payee, enter:

1. **Payee Country**
   a. If other than the United States determine if the Foreign Payee is registered in MyFloridaMarketPlace (MFMP)
      i. If yes, enter the MFMP Registration Number
      ii. If no, continue to step 2: *Payee Name*
2. **Payee Name**
3. **Doing Business As Name** (if applicable)
4. **Payee Type** (select one)
   a. Payee
   b. Foreign Payee
   c. Risk Management
   d. HCM-D
   e. HCM-G
   f. Payroll Beneficiary
5. **Recipient Type** (if applicable)
   a. District School Boards
   b. Domestic Contractor Outside US
   c. Federal Agency
   d. For Profit Organization Includes Sole Proprietor
   e. Legislator
   f. Local Government
   g. Minority Institution
   h. Non-Profit Organization
   i. Private Universities
   j. State Community Colleges
   k. State Universities
   l. State Agency
6. **Reason for Request** (choose from drop-down)
   a. ACH Enrollment Process to FLAIR
   b. Invite existing Payee Hold for Florida PALM

Under Payee Contact Information:

1. Select **Edit** and Enter:
   a. **Payee Contact** *(defaults to Primary)*
   b. **Contact First Name**
   c. **Contact Last Name**
   d. **Contact Email Address**
2. Select **Edit** and Enter Contact Information:
   a. **Payee Contact Phone Number**
   b. Select **Update**
3. Review Contact Information
4. Select **OK**

4

Upload Document - Attach a copy of the Statewide Vendor File Screen or Vendor History Screen in FLAIR to confirm the Payee name and Tax Identification Number

1. Select **New**
2. Select Document Type **Other**
3. Under *File*, click **Select**
4. **Attach File**
5. Select **Upload File**
6. Select **Submit** to send request to BVR
   a. If request is approved, an invitation is sent to the payee using the email address provided by the agency - the invitation email provides the payee with a username and password to log in to the portal and complete the registration
   b. If request is rejected, Agency user will receive an email

DEPARTMENT OF FINANCIAL SERVICES · STATE OF FLORIDA

For help, contact the Bureau of Vendor Relations, Vendor Management Team at:

FloridaPayee.Portal.Support@MyFloridaCFO.com