FLIPS

Go-Live May 11, 2026

Smart Steps Guide

FLIPS FLORIDA INTEGRATED PAYEE SYSTEM

What FLIPS Means for You

Florida Integrated Payee System (FLIPS) is the State of Florida's payee onboarding system.

FLIPS is **THE** central location for approved payees to register their preferred payment contact, remittance, and financial information for payment from the State of Florida.

This new system streamlines the payment process and helps reduce fraud.

Agency Access Process

Agencies will receive access to FLIPS by submitting an access request form to the Bureau of Vendor Relations (for access to this form reach out to the email found at the bottom of this job aid). Each agency is allowed 5 end users. Exceptions will be determined by the Bureau of Vendor Relations and the Accounting and Auditing Division Director.

Agencies must create internal controls (e.g., Business Rules) for documenting separation of duties and internal processes.

Once approved an email will be generated inviting the agency to the FLIPS portal.

Access Set-Up

The first step is to set your password, by clicking the **Login URL** link in the invitation email. This link will take you to the FLIPS Vendor Portal.

Continue with the following steps:

1. Enter your username (Agency Users email address), and temporary password (provided over the phone).
2. Create a secure passkey (optional)
3. Users are prompted to enter an authentication code (sent to them in a separate email) and configure security questions.
4. The user is prompted to create a new password, and set up any required security questions.
5. Once this is completed the user has access to FLIPS.

If you would like the site to remember you place a check in the **Remember Me** box.

It is recommended that you save the FLIPS Vendor Portal link to your browser favorites for easy access.

How to Request Payee

Once agencies have been granted access they are responsible for submitting the 'Request Payee Request' for new vendors/payees not registered in FLIPS using the following process:

- Access the FLIPS Portal
- From Registration Landing Page, confirm if there is already a record for the Payee
  - Select All Payees icon
  - Enter Payee in the Company Name or TIN field
  - Select Search
- If a payee does not have a record, submit a Request Payee Request.
- If the payee exists, do not send the request (contact BVR by the email at the bottom of this job aid)

For more information regarding this process visit the Agency Steps for Completing a Request Payee Request job aid.

FLIPS Training Link:

https://myfloridacfo.com/division/aa/training

DEPARTMENT of FINANCIAL SERVICES · STATE of FLORIDA

We're here to help.

FloridaPayee.portal.support@myfloridacfo.com