

eXPRS Provider or Vendor Payment/Direct Deposit Information

As a DHS provider or vendor that is paid via the eXPRS Payment System, you are required to now use Electronic Funds Transfer (EFT, also known as “direct deposit”) to receive your payments. DHS will no longer be issuing paper checks for contract services. To continue receiving payments, please enroll as soon as possible in Electronic Funds Transfer (EFT). Enrolling in EFT is as easy as completing the Direct Deposit Authorization Form. EFT ensures that you receive your payments timely, securely, and without the hassle of having to go to the bank.

Only one form is required per contractor, regardless of how many contracts you have with DHS. If you already have EFT set up for any type of payment, please do not send in another form.

EFT funds are usually received within 2 – 3 business days from the payment process date (ie: the SFMA run date). Please remember that the net payment received may be different than the total amount billed or claimed. Payments when processed will be adjusted to account for any liability amount (client or provider) owed, if applicable. Details on claims processed and net payments received can be seen by using the **Payment Detail** report.

Once set up, providers and vendors can track their payment information via the Department of Administrative Services website: <https://pmtinfo.das.state.or.us/>.

To set up Electronic Funds Transfer:

1. Complete the DHS **Direct Deposit Authorization Form for Providers, Vendors and Contractors** (form DHS 0189). The form can be accessed via the eXPRS **Help Menu** at <http://apps.state.or.us/exprsDocs/>.
2. Attach a copy of a voided check or official bank authorization of the account name, routing number and account number. This information is required for all new accounts.
3. Deposit slips are NOT accepted.

4. Return the completed form, voided check or bank verification to:

BY MAIL: Department of Human Services/Oregon Health Authority
Office of Financial Services/ACH
500 Summer St NE; E-82
Salem, OR 97301-1080

BY FAX: 503-945-6860

5. If you have questions, please contact:

DHS/OHA EFT Coordinator

Phone: **503-945-5710**