

Kentucky.Gov ACH Pay Application

To access the Kentucky.Gov ACH Pay application click on the URL below:

<https://secure.kentucky.gov/ACHPay/ShoppingCart>

You should see the following login page:

The screenshot shows the login page for Kentucky.gov. At the top, there is a navigation bar with the Kentucky.gov logo and icons for Services, Forms, Calendar, Press, and Agencies. Below this is a blue navigation bar with dropdown menus for Government, Residents, Education, Business, Tourism, Family & Health, and Employment. The main content area is titled "Kentucky.gov > Login" and "Kentucky.gov User Login". It instructs users to sign in by entering their username and password and clicking the Sign In button. There are input fields for Username and Password, and a Sign In button. Below the sign-in form, there are links for "New User Registration" and "Request Password Reset". To the right, there is an "Additional Resources" section with links for News, Calendar, Subscriber Center, Help Center, and Online Services. The footer contains a grid of links: About (Site Map, About), Policies (Privacy, Security), Help (Helpcenter, Translate), Alerts (Amber Alerts, Weather), and State Employees (KY Employee Directory, Personnel Cabinet).

Log in with the Kentucky.Gov user name and password you created during the registration process (entered on EFT Authorization Form that was submitted for your organization). If you do not remember your password you can click on the link titled **Request Password Reset**.

If you have not registered with Kentucky.Gov and created a user name you must do so before you can access the ACH Pay application. If you have not created a user name please click on the link titled **New User Registration**.

Important: Your Kentucky.Gov user name must be granted access to the ACH Pay application before you can access the system. If you create a new user name you must notify the Finance – Controller’s Office. Please submit ACH Pay Form (Appendix A) for all account changes.

First page will display most recent five payments made. To create a payment click on link titled **Add New Payment Item**.



Make Payment

[Add New Payment Item](#)



Recent Payments

Date of Payment	Payment Type	Amount	Paid By
7/12/2011 3:42:54 PM	XXXXXXXX - Controller's Office Test	\$3.00	fabulousones
7/11/2011 1:19:52 PM	XXXXXXXX - Controller's Office Test	\$2.00	fabulousones



On the **Create Payment Item** page (below*) enter amount of payment and click CREATE.

*Note: Users with multiple payment types will choose the proper payment type from a dropdown menu customized for their agency.



Create Payment Item

Payment Item

Payment Type
XXXXXXXX - Controller's Office Test

Amount



[Back to List](#)

The **Make Payment** screen allows users to review payments that have been created or delete items if necessary. After reviewing payment information (amount and last four digits of bank account number), click **Submit Payment** to process payment.

Note: Only click **Submit Payment** once. The transaction may take a few seconds to process.



Make Payment

[Add New Payment Item](#)

Payment Type Amount
XXXXXXXX - Controller's Office Test \$100.00 [Delete](#)

To be paid for with Chase account number ending with 6402.

Recent Payments

Date of Payment	Payment Type	Amount	Paid By
7/12/2011 3:42:54 PM	XXXXXXXX - Controller's Office Test	\$3.00	fabulousones
7/11/2011 1:19:52 PM	XXXXXXXX - Controller's Office Test	\$2.00	fabulousones

You will then see the payment confirmation page. If you see message "Your Payment Confirmation number is..." that means your payment was successful. From this page you can click on the link titled **Print Receipt** to print out a receipt of the transaction. Click FINISH to return to home page.



Thank you for your payment!

Your Payment Confirmation number is 8408753.
Payment Date: Wednesday, July 13, 2011

Account Holder Details

Account Holder: Controller's Office
Billing Address: 702 Capital Ave - Room 484
Frankfort, KY 40601

Cart Items

Description	Quantity	Amount	Extended	Total
Controller's Office Test	1	\$100.00		\$100.00

Payment Summary

Paid By: fabulousones
Payment Method: ACH Account ending with 6402
Total: \$100.00

 [Print Receipt](#)  [Email Receipt](#)



You will be returned to home page. Notice your new payment has been added to the list of Recent Payments. At this point your transaction processing is complete.



Make Payment

[Add New Payment Item](#)

Recent Payments

Date of Payment	Payment Type	Amount	Paid By
7/13/2011 5:58:40 AM	XXXX000XXX - Controller's Office Test	\$100.00	fabulousones
7/12/2011 3:42:54 PM	XXXX000XXX - Controller's Office Test	\$3.00	fabulousones
7/11/2011 1:19:52 PM	XXXX000XXX - Controller's Office Test	\$2.00	fabulousones



You can click on the reporting link at the top of the screen and this page will list all payments that have been made. From this page you can view the payment receipt for each payment.



Reporting

Find by Paid User:

Customer	Bank Account	Paid By	Payment Status	Date of Last Payment Attempt	Payment Type	Amount	
Controller's Office Chase	fabulousones	Paid		7/13/2011 5:58:40 AM	XXXX000XXX - Controller's Office Test	\$100.00	Receipt
Controller's Office Chase	fabulousones	Paid		7/12/2011 3:42:54 PM	XXXX000XXX - Controller's Office Test	\$3.00	Receipt
Controller's Office Chase	fabulousones	Paid		7/11/2011 1:19:52 PM	XXXX000XXX - Controller's Office Test	\$2.00	Receipt

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Frequently Asked Questions

Q. What is the URL to access the Kentucky.Gov ACH Pay application?

A. <https://secure.kentucky.gov/ACHPay/ShoppingCart>

Q. What is the URL to reset my Kentucky.Gov password (if I don't know it)?

A. <https://secure.kentucky.gov/g2p/KII.G2P.Portal.Web.Pages.SSO/ForgotPassword.aspx>

Q. What is the cutoff time for making my payment?

A. Payments made by 4:00 p.m. EST will be processed that day. Transaction will settle (deducted from your bank account) 2 business days later.

Q. Can I "void/cancel" a payment in the ACH Pay application?

A. Once a payment is successful (Confirmation # provided) it cannot be voided from within the ACH Pay application. You will need to contact the Controller's Office to void the payment. A payment made prior to 4:00 p.m. EST Monday - Thursday must be voided by 4:00 p.m. on the same day or it will be processed. The Controller's Office contacts are listed below:

Bethany Crockett (Bethany.Crockett@ky.gov) 502-564-6690

Patricia Boler (Patricia.Boler@ky.gov) 502-564-1449

Donald Sweasy (Donald.Sweasy@ky.gov) 502-564-8632

Q. What if I need to change account/customer setup (i.e. add/remove user access to account, change banking information, contact information, etc...)?

A. Please complete **ACH Pay Form** (Appendix A).

E-mail completed form to Bethany.Crockett@ky.gov and Patricia.Boler@ky.gov and Donald.Sweasy@ky.gov

AUTHORIZATION FOR ELECTRONIC DEBIT ACH PAYMENTS

1. Enter the following customer information:

Customer Information			
Business Name	_____		
Street	_____		
City	_____	State	_____ Zip _____
Phone	_____		
Contact	_____		
Contact E-Mail	_____		

2. Complete Section A for new enrollments or for financial institution or account changes (not necessary if only adding/removing users from account in Section 3)

Section A: Enrollment or Change Authorization

Select One: New Enrollment Financial Institution or Account Change

Financial Institution Information			
Bank Name	_____		
Branch	_____		
or correspondent Bank (if applicable)			
City	_____	State	_____ Zip _____
Transit/ABA#	_____		
Account #:	_____		
Account Type (select one) <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account			

I, the undersigned, authorize the Commonwealth of Kentucky to initiate ACH debit transactions against the account indicated above and to correct any errors which may occur from the transactions. I also authorize the Financial Institution to post these transactions to that account. This authorization is to remain in force until the Commonwealth of Kentucky received written notice or cancellation from me.

Signature _____ Date _____

Name Printed _____ Job Title _____

3. Identify all users registered at Kentucky.gov authorized to process ACH debits againsts the account above.

ADD NEW USERS TO CUSTOMER ACCOUNT	REMOVE USERS FROM CUSTOMER ACCOUNT
<u>Employee Name</u> <u>KY.Gov User Name</u>	<u>Employee Name</u> <u>KY.Gov User Name</u>