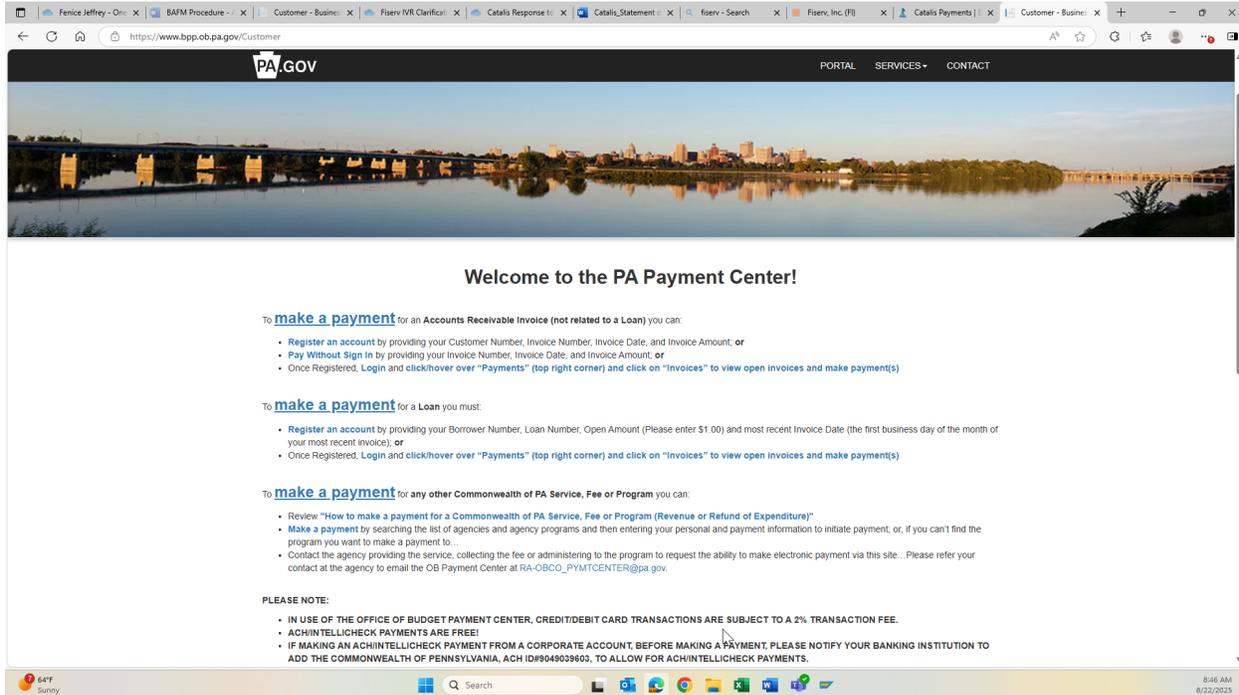


# Payment for Revenue or Refund of Expenditure

1. Go to <https://www.bpp.ob.pa.gov/Customer> and select “make a payment” for any other Commonwealth of PA Service, Fee or Program...



2. Enter the following information on the following screen:
  - a. Name
    - i. For an individual = enter first and last name as displayed on bank statement (for ACH payments) or as displayed on card (for card payments)
    - ii. For a business = enter name of business as displayed (including an entry for first and last name) on bank statement (for ACH payments) or as displayed on card (for card payments) – \*\*\*Please Note...for a business with one name, please include an appropriate entry in the last name, i.e. Inc., Company, LLC, etc.
  - b. Address
  - c. Email (to get a receipt)
  - d. Agency (up to 3)
  - e. Program (up to 3)
  - f. Reference (to reference any invoice# or customer#, etc. provided by the billing agency to id what you are paying for)
  - g. Vendor # (to receive credit to your SAP Vendor Account for Refunds of Expenditure)
  - h. Select your preferred payment method (PLEASE NOTE: IN USE OF THE OFFICE OF BUDGET PAYMENT CENTER, CREDIT/DEBIT CARD TRANSACTIONS ARE SUBJECT TO A 2% TRANSACTION FEE.
  - i. ACH/Intellichек Transactions are Free!

# Payment for Revenue or Refund of Expenditure

j. Click "Make Payment"

The screenshot shows a web browser window with the URL <https://www.bpp.ob.beta.pa.gov/Customer/PaymentForm>. The page title is "PA.GOV" and the main heading is "Make a Payment". The form contains the following fields:

- First Name\* (text input)
- Last Name\* (text input)
- Address\* (text input)
- City\* (text input)
- Country\* (dropdown menu, currently showing "UNITED STATES")
- State\* (dropdown menu)
- Zip\* (text input, placeholder "Enter Zip Code")
- Email (text input, placeholder "Enter Email Address", with a red note below it: "(Required to receive a receipt for payment)")
- Agency (dropdown menu)
- Program ID (dropdown menu)
- Amount (text input, placeholder "Enter Amount")
- Payment Reference (text input, placeholder "Enter Payment Reference")

The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray, and the date/time: 12:01 AM, 8/26/2022.

3. If you choose to pay by card... on the following screen you'll be required to enter card number, CVV, and expiration date...and email receipts are provided to those that enter an email address...Please indicate that you are not a robot...and click "Submit"

# Payment for Revenue or Refund of Expenditure

PA.GOV

Charge

2 % fee will be charged for using the portal.

Agency: Labor and Industry

SAP Vendor Number: Enter Vendor Number (Leave blank if unknown)

Total Amount: 5

First Name: Harrison, Last Name: Brooks

Address: 555 Walnut Street, City: Harrisburg

Country: United States of America, State: Pennsylvania, Zip: 17101

Email: hbrooks@pa.gov, Phone: [Empty]

SAP Vendor Number: [Empty], Program 1: T01-TEST FOR KAKALI

Amount 1: 5.00, Reference 1: BFM Test 1

Program 2: [Empty], Amount 2: [Empty]

Reference 2: [Empty], Program 3: [Empty]

PORTAL SERVICES CONTACT

Payment Reference: BFM Test 1, Enter Payment Reference, Enter Payment Reference

4. If you choose to pay by ACH, on the following screen, enter the following information that does not auto-populate, including type of bank account, bank routing number, bank account number, indicate if business or personal account, indicate you are not a robot and click "Submit"

PA.GOV

Charge

(Required to receive a receipt for payment)

Agency: State Police

SAP Vendor Number: Enter Vendor Number (Leave blank if unknown)

Total Amount: 10

First Name: Harrison, Last Name: Brooks

Address: 555 Walnut Street, City: Harrisburg

Country: United States of America, State: Pennsylvania, Zip: 17101

Email: hbrooks@pa.gov, Phone: [Empty]

SAP Vendor Number: [Empty], Program 1: 027-TEST REFUND OF EXPI

Amount 1: 10.00, Reference 1: BFM Test 2

Program 2: [Empty], Amount 2: [Empty]

Reference 2: [Empty], Program 3: [Empty]

PORTAL SERVICES CONTACT

Payment Reference: BFM Test 2, Enter Payment Reference, Enter Payment Reference

# Payment for Revenue or Refund of Expenditure

5. Upon successful payment via Card or ACH, users will be provided:
  - a. Transaction ID
  - b. Transaction Amount
  - c. Transaction Date
  - d. Emailed Receipt for those that entered an email address during registration and/or payment