

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...

The screenshot shows a web browser window with the URL <https://www.bpp.ob.beta.pa.gov/Customer>. The page header features the PA.GOV logo and navigation links for PORTAL, SERVICES, and CONTACT. The main heading is "Welcome to the Office of the Budget Payment Center!". Below this, there are three sections of instructions:

- To make a payment for an Accounts Receivable Invoice (not related to a Loan) you can:**
 - Register an account by providing your Customer Number, Invoice Number, Invoice Date, and Invoice Amount; or
 - Pay Without Sign In by providing your Invoice Number, Invoice Date, and Invoice Amount; or
 - Once Registered, Login and click/hover over "Payments" (top right corner) and click on "Invoices" to view open invoices and make payment(s)
- To make a payment for a Loan you must:**
 - Register an account by providing your Borrower Number, Loan Number, Open Amount (Please enter \$1.00) and most recent Invoice Date (the first business day of the month of your most recent invoice); or
 - Once Registered, Login and click/hover over "Payments" (top right corner) and click on "Invoices" to view open invoices and make payment(s)
- To make a payment for any other Commonwealth of PA Service, Fee or Program you can:**
 - Make a payment by searching the list of agencies and agency programs and then providing your personal and payment information to initiate payment; or, if you can't find the program you want to make a payment to
 - Contact the agency providing the service, collecting the fee or administering to the program to request the ability to make electronic payment via this site. ...Please refer your contact at the agency to the OB Payment Center at RA-OBACCTSRECEIVABLE@pa.gov.

PLEASE NOTE:

- IN USE OF THE OFFICE OF BUDGET PAYMENT CENTER, CREDIT/DEBIT CARD TRANSACTIONS ARE SUBJECT TO A 2% TRANSACTION FEE.
- ACH/INTELLICHECK PAYMENTS ARE FREE!

The screenshot also shows a Windows taskbar at the bottom with the search bar, taskbar icons, and system tray showing the date as 8/25/2022 and time as 11:58 PM.

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/Intelllicheck Transactions are Free!

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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 with weather (75°F), and 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”

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The screenshot shows the PA.GOV Charge form. A green banner at the top states "2 % fee will be charged for using the portal." The form is divided into several sections:

- Agency:** Labor and Industry
- SAP Vendor Number:** Enter Vendor Number (Leave blank if unknown)
- Total Amount:** 5
- Personal Information:** 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
- Program 1:** T01-TEST FOR KAKALI
- Amount 1:** 5.00, **Reference 1:** BFM Test 1

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"

The screenshot shows the PA.GOV Charge form with updated information:

- Agency:** State Police
- Total Amount:** 10
- Program 1:** 027-TEST REFUND OF EXPI
- Amount 1:** 10.00, **Reference 1:** BFM Test 2

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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