

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.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 bottom of the screenshot shows a Windows taskbar with the search bar, taskbar icons, system tray, and a clock showing 11:58 PM on 8/25/2022.

2. Enter the following information on the following screen:
 - a. Name
 - 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!
 - j. Click “Make Payment”

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The screenshot shows the 'Make a Payment' form on the PA.GOV website. The form includes fields for First Name, Last Name, Address, City, Country (set to UNITED STATES), State, Zip (with a placeholder 'Enter Zip Code'), and Email (with a red note: '(Required to receive a receipt for payment)'). There are also two rows for Agency, Program ID, Amount, and Payment Reference.

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"

The screenshot shows the 'Charge' form on the PA.GOV website. A green banner at the top states '2 % fee will be charged for using the portal.' The form includes fields for 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), and Phone. There are also fields for SAP Vendor Number, Program 1 (T01-TEST FOR KAKALI), Amount 1 (5.00), Reference 1 (BFM Test 1), Program 2, Amount 2, and Reference 2. A sidebar on the left contains Agency (Labor and Industry), SAP Vendor Number, and Total Amount (5).

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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 a web browser window displaying the PA.GOV 'Charge' form. The browser address bar shows the URL: https://www.bpp.ob.beta.pa.gov/Customer/PaymentForm. The form is titled 'Charge' and is divided into several sections:

- Agency:** State Police (dropdown menu).
- SAP Vendor Number:** Enter Vendor Number (text input), with a note: (Leave blank if unknown).
- Total Amount:** 10 (text input).
- Charge Information:**
 - First Name: Harrison
 - Last Name: Brooks
 - Address: 555 Walnut Street
 - City: Harrisburg
 - Country: United States of America (dropdown)
 - State: Pennsylvania (dropdown)
 - Zip: 17101
 - Email: hbrooks@pa.gov
 - Phone: (text input)
- Payment Reference:**
 - SAP Vendor Number: 10
 - Program 1: 027-TEST REFUND OF EXP
 - Amount 1: 10.00
 - Reference 1: BFM Test 2
 - Program 2: (text input)
 - Amount 2: (text input)
 - Reference 2: (text input)
 - Program 3: (text input)

The right sidebar contains navigation links: PORTAL, SERVICES, and CONTACT. Below the 'Payment Reference' section, there are three input fields labeled 'Enter Payment Reference'.

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