

**For:** FSA Washington, DC, Area Employees

**Customer Searches Using Online Payment (OLP)**

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**Approved by:** Associate Administrator for Operations and Management



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**1 Overview**

**A Background**

OLP was created to replace System 36 checkwriting functionality for nonautomated program payments. OLP uses SCIMS payee name and address information and the Financial Services assignment, joint payment, and direct deposit information.

With the implementation of FMMI Readiness 2.1, OLP will have the capability for Washington, DC, area users to search:

- Financial Services by TIN and type
- SCIMS using the SCIMS Customer Search link.

**B Purpose**

This notice provides instructions for Washington, DC, area employees to use enhanced search criteria in OLP.

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|----------------------|------------------------------------|
| <b>Disposal Date</b> | <b>Distribution</b>                |
| July 1, 2010         | FSA Washington, DC, Area Employees |
| 5-19-10              |                                    |

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### 1 Overview (Continued)

#### C Contacts

If there are questions about this notice, Washington, DC, area employees shall contact the appropriate office as follows.

| Issue                      | Contact   |
|----------------------------|---|
| Software-related problems. | Contact the National Help Desk at 800-255-2434 or 816-926-1552.<br><b>Note:</b> Select option 3 for hardware and software.  |
| Policies in this notice.   | <ul style="list-style-type: none"><li>• Jackie Pickens by:<ul style="list-style-type: none"><li>• e-mail to <a href="mailto:jackie.pickens@wdc.usda.gov">jackie.pickens@wdc.usda.gov</a></li><li>• telephone at 703-305-1310</li></ul></li><li>• Jennifer Nagler by:<ul style="list-style-type: none"><li>• e-mail to <a href="mailto:jennifer.nagler@kcc.usda.gov">jennifer.nagler@kcc.usda.gov</a></li><li>• telephone at 816-823-2166.</li></ul></li></ul> |

### 2 Using OLP in Washington, DC, Area Offices

#### A Logging into OLP

Washington, DC, area employees **must** have a valid eAuthentication user ID and password to login. To login to OLP, do the following:

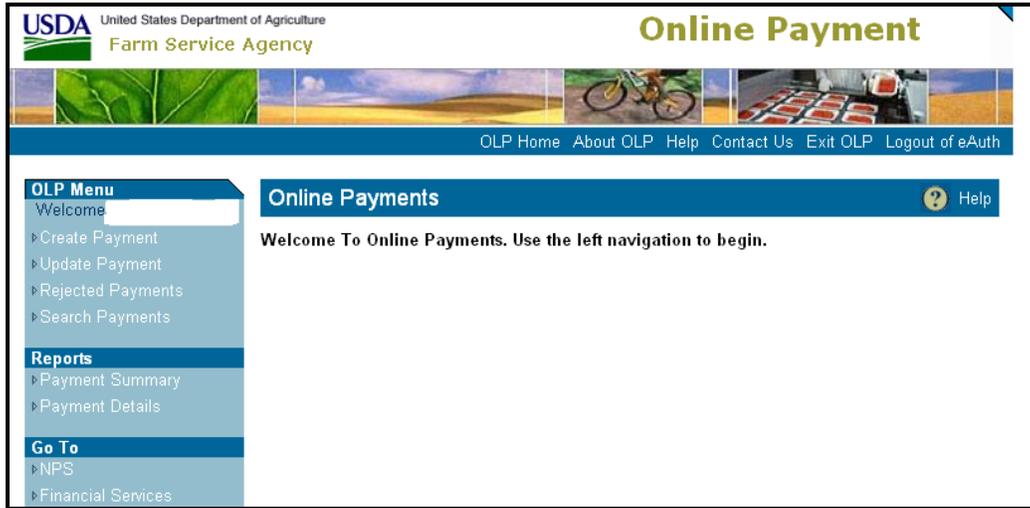
- go to FSA’s Intranet Home Page at <http://fsaintranet.sc.egov.usda.gov/fsa>
- under Links, CLICK “**FSA Applications**”
- scroll down and under Financial Services, CLICK “**Financial Applications**”
- on FSA Intranet Financial Applications Screen, CLICK “**Online Payments**”
- Security Alert dialog box may be displayed, CLICK “**OK**”
- eAuthentication Warning Screen will be displayed, CLICK “**I Agree**”
- eAuthentication Login Screen will be displayed, enter valid eAuthentication user ID and password and CLICK “**Login**”
- if user ID has permission to access OLP, the Online Payment Welcome Screen will be displayed.

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### 2 Using OLP in Washington, DC, Area Offices (Continued)

#### B Example of the Online Payment Welcome Screen

This is an example of the Online Payment Welcome Screen. Under OLP Menu on the left, users click the option of the function to be performed.



### 3 Washington, DC, Area User Searches

#### A Washington, DC, Area User Searches by TIN and Type

From the OLP Menu, enter the following required information:

- select the applicable State/county from the “State / County” drop-down menu
- enter TIN in the “Tax ID” field
- select TIN type from the drop-down menu
- enter the applicable program code in the “Program Code” field
- CLICK “Next”; see subparagraph B for “SCIMS Search” button instructions.

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### 3 Washington, DC, Area User Searches (Continued)

#### A Washington, DC, Area User Searches by TIN and Type (Continued)

This is an example of the Create Payment Screen that will be displayed. Entries are **required** in the following fields:

- “Payment Amount (\$)”
- “Confirm Amount (\$)”; **must** match the originally entered payment amount
- “Issue Date (mm/dd/yyyy)”; the date defaults to the current date, but can be changed up to 45 calendar days in the future

**Note:** OLP will immediately send a payment request to NPS. If the issue date is greater than 5 workdays from the current date, NPS will warehouse the payment request. After the issue date becomes 4 workdays from the current date, NPS will place the payment request on the appropriate worklist for certification and signing.

- “Prompt Pay Due Date (mm/dd/yyyy)”, if the program is subject to prompt payment rules; if the issue date is:
  - current date, then prompt pay due date **cannot** be greater than 30 calendar days from the issue date
  - greater than the current date, then prompt pay due date **cannot** be:
    - less than the issue date
    - greater than 30 calendar days from the issue date.

**Note:** See 61-FI, paragraph 4 and Exhibit 4 for applicable program prompt payment rules.

**OLP Menu**  
Welcome [User Name]  
▶ Create Payment  
▶ Update Payment  
▶ Rejected Payments  
▶ Search Payments  
**Reports**  
▶ Payment Summary  
▶ Payment Details  
**Go To**  
▶ NPS  
▶ Financial Services

**Create Payment** Help

**PARK SERVICES**  
**Tax ID:** xxxxx 1111 E    **State / County:** District of Columbia (11) - District of Columbia (001)  
**Status:** New    **Program Code:** 05CDP    **Business Type:** 98

All required fields are denoted by an asterisk (\*).

\* Payment Amount (\$):

\* Confirm Amount (\$):

\* Issue Date (mm/dd/yyyy):

\* Prompt Pay Due Date (mm/dd/yyyy):

\* Contract number:

Comment Line 1:

Comment Line 2:

Comment Line 3:

Comment Line 4:

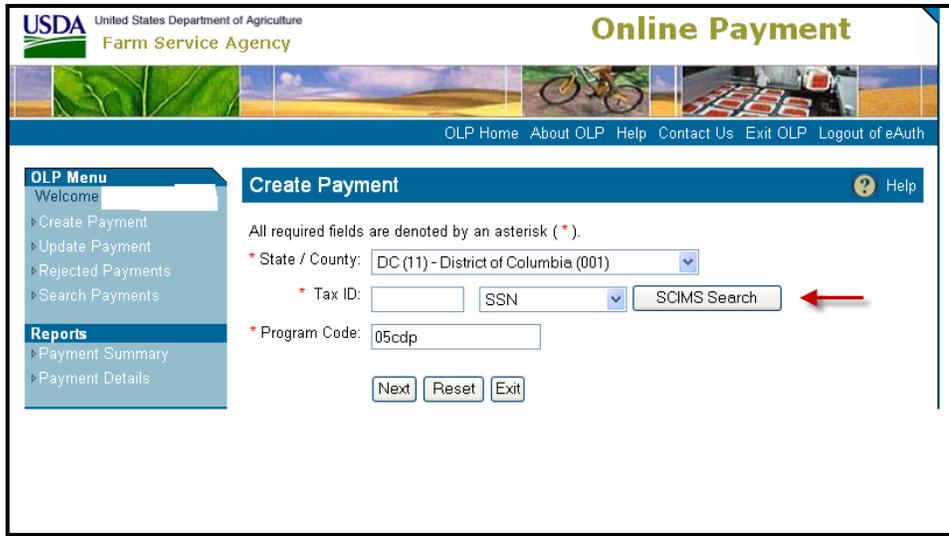
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### 3 Washington, DC, Area User Searches (Continued)

#### B Searches Using SCIMS Link

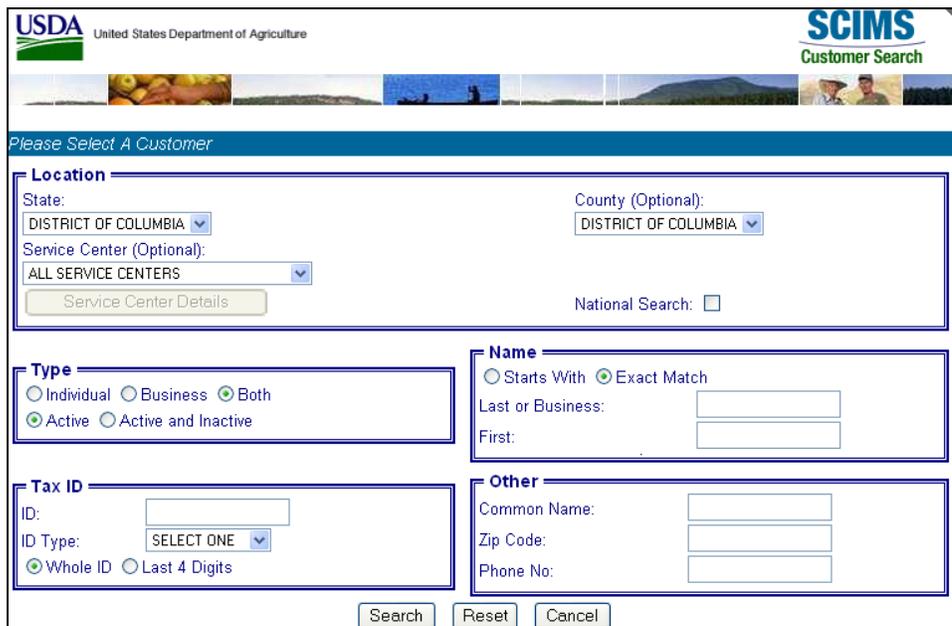
From the OLP Menu, enter the following **required** information:

- select the applicable State/county from the “State / County” drop-down menu
- enter the applicable program code in the “Program Code” field
- CLICK “SCIMS Search”.



This is an example of the SCIMS Customer Search Screen that will be displayed. See 1-CM for instructions on completing the SCIMS Customer Search Screen and selecting the customer.

**Note:** The customer **must** have a valid TIN.



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3 Washington, DC, Area User Searches (Continued)

B Searches Using SCIMS Link (Continued)

This is an example of the SCIMS Customer Search Result Screen. CLICK “Customer Name” link for applicable customer.

USDA United States Department of Agriculture

SCIMS Customer Search

SCIMS Customer Search Result

Select a customer

Based on selected County:

| Active | Potential Duplicate | Customer Name                 | Tax ID Type | Delivery Address Line | City, State ZIP Code    | Phone No      | Legacy State         | Legacy County        |
|--------|---------------------|-------------------------------|-------------|-----------------------|-------------------------|---------------|----------------------|----------------------|
| Active | No                  | <a href="#">Park SERVICES</a> | Employer ID | 123 MAIN ST           | Any Place NY 11771-2284 | (516)111-1111 | DISTRICT OF COLUMBIA | DISTRICT OF COLUMBIA |

1 of 1

Search Again End

See subparagraph A for entering payment information.

USDA United States Department of Agriculture

Farm Service Agency

Online Payment

OLP Home About OLP Help Contact Us Exit OLP Logout of eAuth

OLP Menu

- Welcome [redacted]
- > Create Payment
- > Update Payment
- > Rejected Payments
- > Search Payments

Reports

- > Payment Summary
- > Payment Details

Go To

- > NPS
- > Financial Services

Create Payment ? Help

**PARK SERVICES**

Tax ID: xxxxxx 1111 E State / County: District of Columbia (11) - District of Columbia (001)

Status: New Program Code: 05CDP Business Type: 98

All required fields are denoted by an asterisk (\*).

\* Payment Amount (\$):

\* Confirm Amount (\$):

\* Issue Date (mm/dd/yyyy):

\* Prompt Pay Due Date (mm/dd/yyyy):

\* Contract number:

Comment Line 1:

Comment Line 2:

Comment Line 3:

Comment Line 4:

Add Reset Back Exit