

FOIAXpress



OPEXUS

PAL Pay.gov Configuration

v11.7.0

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FX 11.7.0 PAL Pay.gov Configuration

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1 Pay.gov Configuration

1.1 Pay.gov Connection

Users must now complete the required Pay.gov configurations and select applicable request types under *PAL Configuration*. Users can perform the required action via two methods: Within the PAL Database Server:

1. Run the query below on the PAL database to enable the Pay.gov payment option in PAL:
`UPDATE tblConfig SET vcValue='Pay.gov' WHERE vckey='PAYMENT_OPTION'`
2. Navigate to **PAL Configuration > Online Payment**.
3. Enter the Pay.gov URL used to redirect application to the Pay.gov payment screen.
Example: <https://qa.tcs.pay.gov:443/services/TCSOnlineService/3.2/>
4. Enter the organization key that authorizes the action to be performed.
Example: TCSOCCFOIA

Online Payment Configuration

☒ Enable Online PaymentPayment Option : Pay.Gov

Online Payment

Key	Value	Description
Payment Url	https://qa.pay.gov/tconline/payment.do?token={0}&t	Enter the Pay.gov url used to redirect application to the Pay.gov payment screen.
TCS App ID	TCSFTCFOIA	Enter organization key that authorizes transaction to be performed.
TCS Agency ID	0920	Enter the agency id configured to pay.gov.
Online Service Url	https://qa.tcs.pay.gov:443/services/TCSOnlineService/	Enter the Pay.gov service url to process online transactions.
Root License Path	C:\AINS\entrust_g2_ca.cer	Enter the root license file path
PFX License Path	C:\AINS\QAFTCCERT.pfx	Enter the Pfx license file path
PFX License Password	*****	Enter the Pfx license password
Success Url	palPayPayments.aspx	Success url
Cancel Url	palPayPayments.aspx	Cancel url

☒ Application Fee

Applicable Request Types

Access Court Action
Access Request
Appeal
Consultations-Federal (ATIA)
Consultations-Federal (PA)
FOIA
Request Type with very long nameReques

Select the request types that require payment with receipt of a request

Applicable Fee

100.00

Enter the application fee (i.e,100.00)

Payment Receipt

Information to be displayed on the Online Payment Receipt

☒ Requester Details



1.2 Pay.gov Configuration

The following subsections provide steps to configure FX/PAL for the Pay.gov integration, via the *PAL Configuration*.

1.2.1 PAL Online Payment Configuration

To configure the Online Payment Integration, the *Online Payment* option needs to be enabled at the *PAL Configuration* URL. Upon purchase of the *Online Payment* integration, your project manager will assist you when coordinating with your internal Pay.gov representative to request certificates for the test and production environments, the TCS App ID, and the Agency ID that is required to allow communication between PAL and Pay.gov.

1. Within PAL Configuration, navigate to the *Online Payment* configuration page and select **Pay.gov** from the *Payment Option* drop down list. The *Online Payment* workspace appears.
2. Within the *Online Payment* workspace, enter the **TCS App ID** and **TCS Agency ID** into the configuration fields.

Online Payment Configuration

☒ Enable Online Payment Payment Option : Pay.Gov

Online Payment

Key	Value	Description
Payment Url	https://qa.pay.gov/tconline/payment.do?token={0}	Enter the Pay.gov url used to redirect application to the Pay.gov payment screen.
TCS App ID	TCSOCCFOIA	Enter organization key that authorizes transaction to be performed.
TCS Agency ID	0920	Enter the agency id configured to pay.gov.
Online Service Url	https://qa.tcs.pay.gov:443/services/TCSOnlineServi	Enter the Pay.gov service url to process online transactions.
Root License Path	C:\AINS\entrust_g2_ca.cer	Enter the root license file path
PFX License Path	C:\AINS\QAFTCCERT.pfx	Enter the Pfx license file path
PFX License Password	*****	Enter the Pfx license password
Success Url	palPayPayments.aspx	Success url
Cancel Url	palPayPayments.aspx	Cancel url

3. Complete the **Root** and **PFX License Paths**
4. Enter the **PFX License Password**, and the required **Success/Cancel URLs**.
5. Click **Save**.

(!!) Note: Once configured, the above fields in the *Online Payment* section should not be altered as they directly affect the integration and transaction processing

All request types configured to *Show in PAL* are displayed along with any custom fields that are customized to integrate with the online payment solution. The following fields are configurable:



Refund Configuration and Procedure

- **Applicable Request Types:** The request types selected in this field require advance payment before the request is submitted (synced) to FOIAXpress.
- **Application Fee:** Enter the amount a requester must pay for advance payment of request submission.
- **Payment Receipt:** The options checked in this field appear on the online payment receipt that the requester receives after a payment transaction occurs in Pay.gov.
- **Comments:** Comments entered in this text editor are displayed at the bottom of the online payment receipt.

The screenshot displays a web form for configuring refunds. It is divided into three main sections:

- Application Fee:** Contains a table with 'Applicable Request Types' (listing FOIA, FOIA IG, and Video Transcripts), an 'Applicable Fee' field set to 0.00, and a text area for a note: 'Select the request types that require payment with receipt of a request'.
- Payment Receipt:** A section titled 'Information to be displayed on the Online Payment Receipt' with several checkboxes: Requester Details, Payment Type, Request ID, Request Description, Payment Details, and Payment Status. All are checked.
- Comment:** A rich text editor with a toolbar and a 'Payment Note' field below it.

1.2.2 PAL Status Notifications

PAL automates the delivery of request status notifications to the requester. Notifications selected here are sent to the requester as the request status updates during each sync cycle. For the purpose of Pay.gov integration, the *Send Email Notification of Payment Due to Requester* notification is triggered as soon as an invoice is generated that has a balance due.

The screenshot shows the 'Send Email Notification to Requester' configuration form. It includes:


- Two checked checkboxes at the top: 'Send Email Notification of Payment Due to Requester' and 'Send Email Notification to Requester when status is updated'.
- A list of status options with checkboxes: Received (checked), Assigned for Processing, In Process, On Hold - Need Info/Clarification, On Hold - Fee Related, On Hold - Other, Invalid Reference Number (Appeals Only), Documents Delivered, and Closed.
- A red note at the bottom: 'Note: Request Status Update Notification will be sent to the Requester when the status of the request is updated'.

To configure the email template that is delivered:

1. Login to the *PAL Configuration* URL and click **Email Templates**:

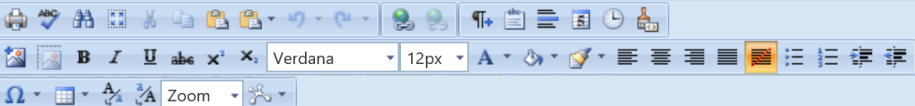
Refund Configuration and Procedure

Email Templates Configuration
*Please complete all the required fields marked with an asterisk(*).*

Template: Payment Pending Status Notification Email 

Subject*: Payment Pending Status Notification Insert Fields

Body*



Dear [REQUESTER_FIRSTNAME] [REQUESTER_LASTNAME],

A payment is due on your request #[REQUEST_CASENUMBER].

To submit your payment, go to [APPLICATION_URL].

1. Click Sign In in the main navigation bar.
2. Enter your username and password, then click the Sign In button.
3. Once signed in, click Rquest Status in the main navigation bar. you will be taken to a list of all your requests.
4. Locate the request with a \$ icon next to the request number, and click the icon.
5. When the request line item is displayed, click Make Payment.
6. Proceed to pay.gov to submit payment for your request.

Kind Regards,

[ENTERED_EMAIL_ADDRESS]

2. Select **Payment Pending Status Notification Email** from the *Template* drop down list.
3. Configure the message text to contain the information the organization wants to provide to the requester. Remember that this is an automated message.
4. Click **Save** to save the configured email template.

1.2.3 Email Template Configuration

The following email templates must be configured, and they are used to automatically notify the requester and FOIA Office of online payment transactions. These email templates are configured under **PAL Configuration > Email Templates**. All emails sent from PAL are also automatically added to the correspondence log of the request in FOIAXpress.

1.2.3.1 Online Payment Notification Email

When a requester makes a payment in PAL, this email notification is delivered to the requester's email address, as shown in the following example:

Refund Configuration and Procedure

The screenshot shows the 'Email Templates Configuration' window. At the top, it says 'Please complete all the required fields marked with an asterisk(*)'. The 'Template' dropdown is set to 'Online Payment Notification Email'. The 'Subject*' field contains 'Payment Receipt for [REQUEST_TYPE] Request #[REQUEST_CA]'. The 'Body*' field contains the following text: 'Dear [REQUESTER_FIRSTNAME] [REQUESTER_LASTNAME],', 'A payment has been processed for your [REQUEST_TYPE] request.', 'Request ID: [REQUEST_CASNUMBER]', 'Payment Status: [PAYMENT_STATUS]', 'Request Description: [REQUEST_DESCRIPTION]', 'Transaction #: [TRANSACTION_REFNUMBER]', 'Amount Paid: [TRANSACTION_AMOUNT]', 'If you would like to view the status of your request, go to the [APPLICATION_TITLE] by clicking on this link: [APPLICATION_URL]. Once you arrive to the Web site, you can login using your account credentials or click on **Request Status** in the left navigation panel, then enter your tracking number and last name for a status update.', and 'Thank you, [ENTERPRISE_NAME]'. A rich text editor toolbar is visible above the body field.

1.2.3.2 Online Payment Notification Email to FOIA Office

When a requester makes a payment in PAL, this email notification is delivered to the email address configured in **PAL Configuration > Enterprise Configuration**, as shown in the following example:

The screenshot shows the 'Email Templates Configuration' window. The 'Template' dropdown is set to 'Online Payment Notification Email to FOIA C'. The 'Subject*' field contains 'Payment Status-[PAYMENT_STATUS]'. The 'Body*' field contains the following text: 'Dear FOIA Officer,', 'A payment has been processed request details listed below.', 'Request #: [REQUEST_CASNUMBER]', 'Payment Status: [PAYMENT_STATUS]', 'Request Description: [REQUEST_DESCRIPTION]', 'Transaction #: [TRANSACTION_REFNUMBER]', and 'Payment Amount: [TRANSACTION_AMOUNT]'. A rich text editor toolbar is visible above the body field.

1.2.3.3 Online Refund Notification Email

When the FOIA Office initiates a refund to the requester, a refund processing email notification is delivered to the requester's email address, as shown in the following example:

Refund Configuration and Procedure

Email Templates Configuration
*Please complete all the required fields marked with an asterisk(*).*

Template: Online Refund Notification Email

Subject*: Refund Receipt for [REQUEST_TYPE] Request # [REQUEST_CAS]

Insert Fields

Body*

Dear [REQUESTER_FIRSTNAME] [REQUESTER_LASTNAME],

A refund has been processed for your [REQUEST_TYPE] request.

Request ID: [REQUEST_CASNUMBER]
Refund Status: [PAYMENT_STATUS]
Request Description: [REQUEST_DESCRIPTION]
Transaction #: [TRANSACTION_REFNUMBER]
Amount Refunded: [TRANSACTION_AMOUNT]

If you would like to view the status of your request, go to the [APPLICATION_TITLE] by clicking on this link: [APPLICATION_URL]. Once you arrive to the Web site, you can login using your account credentials or click on **Request Status** in the left navigation panel, then enter your tracking number and last name for a status update.

Thank you,
[ENTERPRISE_NAME]

1.2.3.4 Online Refund Notification Email to FOIA Office

When a refund is initiated by the FOIA Office, a refund processing email notification is delivered to the email address configured in PAL Configuration in Enterprise configuration.

Email Templates Configuration
*Please complete all the required fields marked with an asterisk(*).*

Template: Online Refund Notification Email to FOIA Off

Subject*: Refund Notification for [REQUEST_TYPE] # [REQUEST_CASUN]

Insert Fields

Body*

Dear FOIA Officer,

A refund has been processed request details listed below.

Request #: [REQUEST_CASNUMBER]
Refund Status: [PAYMENT_STATUS]
Request Description: [REQUEST_DESCRIPTION]
Transaction #: [TRANSACTION_REFNUMBER]
Refund Amount: [TRANSACTION_AMOUNT]

1.2.3.5 Payment Pending Status Notification Email

When an invoice is generated in FOIAXpress that results in a balance due from the requester, this email notification is delivered to the requester's email address.

Template: Payment Pending Status Notification Email

Subject*: Payment Pending Status Notification

Insert Fields

Body*

Dear [REQUESTER_FIRSTNAME] [REQUESTER_LASTNAME],

A payment is due on your request # [REQUEST_CASNUMBER].

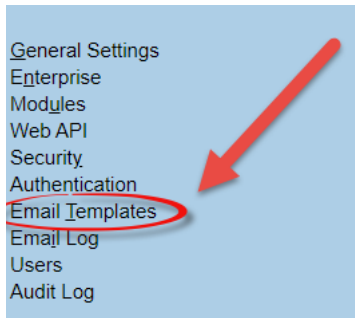
To submit your payment, go to [APPLICATION_URL].

1. Click Sign In in the main navigation bar.
2. Enter your username and password, then click the Sign In button.
3. Once signed in, click Rquest Status in the main navigation bar. you will be taken to a list of all your requests.
4. Locate the request with a \$ icon next to the request number, and click the icon.
5. When the request line item is displayed, click Make Payment.
6. Proceed to pay.gov to submit payment for your request.

Kind Regards,
[ENTERPRISE_NAME]

1.3 Email Templates

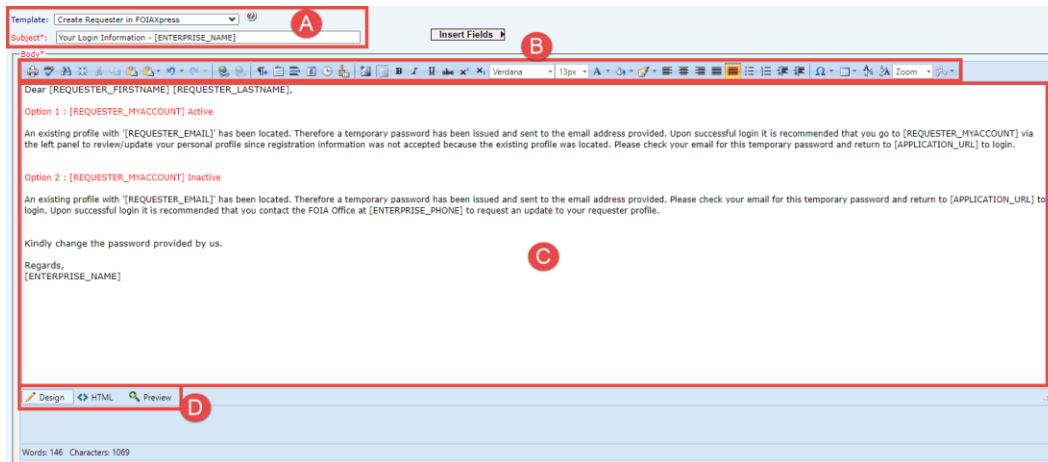
Users need to configure the following email templates as part of Pay.gov configuration. This is done through PAL Configuration. To customize the email templates, click Email Templates within the left hand menu.



(!!) Note: The examples below are standard templates which already exist in the system; however, users can customize these to best suit organizational needs/

1.3.1 Customizing Email Templates

The Email Templates Configuration page features a text editor in which you can edit the email template.



1.3.2 Online Payment Notification Email.

Template: Online Payment Notification Email

Subject*: Online Payment Notification Email Insert Fields

Body*

Dear [REQUESTER_FIRSTNAME] [REQUESTER_LASTNAME],

A payment has been processed for your [REQUEST_TYPE] request.

Request ID: [REQUEST_CASENUMBER]
Payment Status: [PAYMENT_STATUS]
Request Description: [REQUEST_DESCRIPTION]
Amount Paid: [TRANSACTION_AMOUNT]
Transaction Reference Number: [TRANSACTION_REFNUMBER]

If you would like to view the status of your request, go to the [\[REQUEST_STATUS\]](#) by clicking this link: Once there, you can login using your account credentials; or, click Check Request Status in the main menu bar, then "Check Request Status without registering." Follow the instructions on the screen.

Kind Regards,
[ENTERPRISE_NAME]

1.3.3 Online Payment Notification Email to FOIA Office.

Template: Online Payment Notification Email to FOIA Office

Subject*: Online Payment Notification Email to FOIA Office Insert Fields

Body*

Dear FOIA Officer,

A payment has been processed request details listed below.

Request #: [REQUEST_CASENUMBER]
Payment Status: [PAYMENT_STATUS]
Request Description: [REQUEST_DESCRIPTION]
Transaction #: [TRANSACTION_REFNUMBER]
Payment Amount: [TRANSACTION_AMOUNT]

1.3.4 Online Refund Notification Email.

Template: Online Refund Notification Email

Subject*: Online Refund Notification Email Insert Fields

Body*

Dear [REQUESTER_FIRSTNAME] [REQUESTER_LASTNAME],


A refund has been processed for your [REQUEST_TYPE] request.

Request #: [REQUEST_CASENUMBER]
Payment Status: [PAYMENT_STATUS]
Request Description: [REQUEST_DESCRIPTION]
Transaction #: [TRANSACTION_REFNUMBER]
Refund Amount: [TRANSACTION_AMOUNT]

If you would like to view the status of your request go to the [\[APPLICATION_TITLE\]](#) by clicking on this link [\[APPLICATION_URL\]](#). Once you arrive to the website either login using your account credentials or click on **Request Status** in the left panel link and enter your tracking number for a status update.

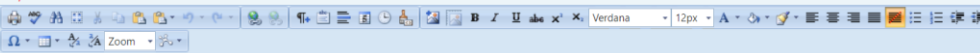
Thank you,
[ENTERPRISE_NAME]

1.3.5 Online Refund Notification Email to FOIA Office

Template: 

Subject*:

Body*



Dear FOIA Officer,

A refund has been processed request details listed below.

Request #: [REQUEST_CASENUMBER]
Refund Status:[PAYMENT_STATUS]
Request Description: [REQUEST_DESCRIPTION]
Transaction #: [TRANSACTION_REFNUMBER]
Refund Amount: [TRANSACTION_AMOUNT]

1.4 Audit Log

FX PAL features a log tracking information for requests where payments are made and requests are not submitted through sync. The Audit Log allows authorized users to complete audit queries based on desired criteria, displayed in the images below:

Audit Log Search

Activities

- ☒ Administrator Actions
- ☐ Requester Actions
- ☐ Requester Logins
- ☐ Failed Transactions

Select Audit Object

- All
- General Settings
- Enterprise
- Modules
- Security
- Email Templates
- Email Log
- Audit Log
- Requester Fields
- Request Fields

Select Administrators(s): All

Requester Login Date Range

- ☒ Between Dates
- ☐ For the Week
- ☐ For the Month
- ☐ For the Year
- ☐ Year to Date

Select Date Range

From :

To :

Note : Year refers to Calendar Year

Search

Refund Configuration and Procedure

Audit Log Info

Action Taken By	Action Time▼	Workstation	Comments
admin, admin	10/22/2020 2:26:18 PM	10.10.10.22	Administrator actions audit log information searched.
admin, admin	10/22/2020 2:25:32 PM	10.10.10.22	Logged into the system sucessfully.
admin, admin	10/21/2020 12:22:09 PM	192.168.3.17	Logged into the system sucessfully.
admin, admin	10/21/2020 12:04:14 PM	192.168.3.17	Email log information searched.
admin, admin	10/21/2020 12:00:36 PM	192.168.3.17	Email Templates configuration has been updated as following Template - Create Requester in FOIAXpress body is updated
admin, admin	10/21/2020 11:56:12 AM	192.168.3.17	Request fields configuration has been updated as following For the Label Name - Application Fee For the Label Name - Note For the Label Name - Description Document
admin, admin	10/21/2020 11:51:16 AM	192.168.3.17	Users have been accessed.
admin, admin	10/21/2020 11:49:13 AM	192.168.3.17	Logged into the system sucessfully.
admin, admin	10/20/2020 7:08:58 PM	192.168.3.17	Security configuration has been updated as following Inactivate user account after days of inactivity is changed from '30' to '1'
admin, admin	10/20/2020 7:08:25 PM	192.168.3.17	Logged into the system sucessfully.

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Print/Export Report

☒ Print ☐ Export

Select Page Range

☒ All Pages
☐ Current Page

Print

Back

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2 Refund Configuration and Procedures

Consult the subsections below for information about the required Pay.gov Configuration Scripts, and procedure for performing a refund using Pay.gov Procedures.

2.1 Refund Configuration Scripts

To perform pay.gov refunds in FX, you must complete the required pay.gov configuration using the following scripts:

2.1.1 Script 1

(!!) Note: For the script below, replace “http://localhost/PayGovService/Service1.svc” with the service URL used for pay.gov service.

```
IF NOT EXISTS(SELECT vcKey FROM tblConfig WHERE vcKey='PG_WCFSERVICE')
begin
insert into tblConfig (vcSection,vcKey,vcValue,vcDescription)
values ('Billing','PG_WCFSERVICE','http://localhost/PayGovService/Service1.svc','Enter the
Service url used to connect to Pay.gov.')
end
```

2.1.2 Script 2

(!!) Note: Enter the organization key that authorizes transaction to be performed.

```
IF NOT EXISTS(SELECT vcKey FROM tblConfig WHERE vcKey='tcs_app_id')
begin
insert into tblConfig (vcSection,vcKey,vcValue,vcDescription)
values ('Billing','tcs_app_id','TCSOCCFOIA','Enter organization key that authorizes transaction
to be performed.')
end
```

2.1.3 Script 3

(!!) Note: Enter AgencyTrackingId that authorizes transaction to be performed.

```
IF NOT EXISTS(SELECT vcKey FROM tblConfig WHERE vcKey='Agency_TrackingId')
```


begin

insert into tblConfig (vcSection,vcKey,vcValue,vcDescription) values
('Billing','Agency_TrackingId','','Enter organization ID that authorizes transaction to be
performed.')

2.2 Refund Using Pay.gov Procedures

Consult the subsections below for procedures that assist you while seeking a refund using Pay.gov:

2.2.1 Pay.gov refund workflow

To recoup a Pay.gov refund, gather information about your payment and contact the agency you paid to request a refund. Pay.gov cannot issue refunds.

2.2.2 You have a receipt

The receipt for the payment contains the information needed by the agency to dispense a refund.

2.2.3 You do not have the receipt

To recoup a pay.gov refund if you were signed in when you made a payment:

1. Sign In to Pay.gov. The *My Account* window appears.
2. Click **View Payment Activity**.
3. Click the **Completed** tab.
4. Locate your payment and copy or print the payment information.
5. Contact the agency to request the refund.

If you were not signed in when you make the payment:

1. You must know the following information:
 - a. The agency paid
 - b. What was paid for (the agency form)
 - c. The date you paid
 - d. Amount paid
2. If you cannot locate this information, contact Pay.gov Customer Support for assistance

3. After collecting the details, directly contact the agency to request a refund.

2.2.4 Manual Refund Workflow in FOIAXpress

Refunds for online transactions are handled in FX and require no additional interactions outside the application.

(!!) Note: 24 hours must pass between the original transaction and the refund request. Neither requesters nor FX users can initiate a refund until 24 hours after submitting the request. In the event 24 hours has not passed, the system will notify users when the refund request can be submitted.

To request a refund:

1. Sign into FX and open the desired request.
1. Click **Fees/Billing**.
2. Click the **checkbox** adjacent the Invoice to be refunded.
3. Click the **checkbox** adjacent the Payment to be refunded, and then click **Refund**.

Cost Sheets

	Name	Invoice #	Created By	Cost sheet Date	Modified By	Modified Date	Amount (\$)
<input type="checkbox"/>	Sample Cost Sheet1	00000000003	admin, admin	11/09/2021	admin, admin	11/9/2021	\$253.00
Total :							\$253.00

Page size: 20 1 items in 1 pages

New Edit View Delete Create Invoice

Invoices

	Invoice #	Created By	Invoice Date	Modified By	Modified Date	Extended (\$)	Not Charged (\$)	Charged (\$)
<input checked="" type="checkbox"/>	00000000003	admin, admin	11/19/2021	admin, admin	11/19/2021	\$253.00	\$0.00	\$253.00
* The existing invoices/estimates are based on old fee structure.						Total :	\$253.00	\$0.00
							\$253.00	

Page size: 20 1 items in 1 pages

Edit Delete Export Send Payment Print Billing Address

Payments

	Created Date	Invoice #	Received By	Payment Type	Invoice Total	Amount Paid	Remaining Bal
<input checked="" type="checkbox"/>	11/09/2021	00000000003	admin, admin	Payment	\$253.00	\$253.00	\$0.00
<input type="checkbox"/>	11/19/2021	00000000003	admin, admin	Payment	\$253.00	\$200.00	-\$200.00

Page size: 20 2 items in 1 pages

Edit **Refund** Electronic Refund Delete

(!!) Note: The Refund button is activated only after Invoice and Payment checkboxes have been selected.

4. The *Refund* pop up window appears. Enter the **Amount** in the *Refund Amount Details* fields.

(!!) Note: FX cannot issue a Cash/Money order refund on a card transaction.

5. Upload a Copy of Payment Attachment by clicking **Attach File** or **Add from Scan** to upload a local file or scan a copy of the payment, respectively.

Refund Configuration and Procedure

6. Enter any **Notes** in the field.
7. Click **Save**.

3 Pay.gov Payments

Pay.gov requires additional configuration beyond standard FX and PAL Configuration. The following subsection contains:

- **Payment and Refunds:** Consult this subsection for information about rendering payments and issuing refunds within FX.
- **Payment Information:** This subsection provides guidance on viewing the payment information for payments that have been rendered.
- **Refund Using Pay.gov:** Consult this subsection for instructions on how to issue a refund using Pay.gov.
- **Testing:** This subsection provides instructions on how to test payments after application configuration.

Online Payment Configuration

☒ Enable Online Payment Payment Option : Pay.Gov

Online Payment

Key	Value	Description
Payment Url	https://qa.pay.gov/tconline/payment.do?token={0}&tcsAppID={1}	Enter the Pay.gov url used to redirect application to the Pay.gov payment screen.
TCS App ID		Enter organization key that authorizes transaction to be performed.
TCS Agency ID		Enter the agency id configured to pay.gov.
Online Service Url	https://qa.tcs.pay.gov:443/services/TCSOnlineService/2.0/	Enter the Pay.gov service url to process online transactions.
Root License Path	C:\AIN\S\entrust_g2_ca.cer	Enter the root license file path
PFX License Path	C:\AIN\S\QATCCERT.pfx	Enter the Pfx license file path
PFX License Password	*****	Enter the Pfx license password
Success Url	palPayPayments.aspx	Success url
Cancel Url	palPayPayments.aspx	Cancel url

☐ **Application Fee**

Applicable Request Types	FOIA FOIA IG PA Video Transcripts	Select the request types that require payment with receipt of a request
Applicable Fee	0.00	Enter the application fee (i.e.,100.00)

Payment Receipt

Information to be displayed on the Online Payment Receipt

<input checked="" type="checkbox"/> Requester Details
<input checked="" type="checkbox"/> Payment Type
<input checked="" type="checkbox"/> Request ID
<input checked="" type="checkbox"/> Request Description
<input checked="" type="checkbox"/> Payment Details
<input checked="" type="checkbox"/> Payment Status

3.1 Payments and Refunds

The following subsections provide steps to complete payment processes in the integrated FX PAL – Pay.gov environment.

3.1.1 Payment Due

If fees are invoiced, the requester receives an email notification (Email template name: *Payment Pending Status Notification Email*) containing directions to log in to PAL and make the additional payment. To complete a payment:

Refund Configuration and Procedure

1. The requester must login and click **Check Request Status**.
2. Within the *Request Details* workspace, the requester select a request featuring the \$ icon. Clicking the \$ icon redirects the requester directly to the *Payment Information* section.
 - a. Alternatively, clicking the **Request ID** opens the request, where they can scroll down to locate the *Payment Information* section:

Home How to Submit a Request Public Reading Room Check Request Status Submit Request Submit Appeal

Check Request Status

Request Details

Click on Request # to view request details.

Request #	Description	Invoice Amount	Balance Due	Status	Download Folder
2021-FOI-00079	Collaboration Demo	0.00	0.00	In Process	-
\$ 2021-FOI-00078	here is where you define what the requester is ask...	125.00	125.00	In Process	-
2021-FOI-00077	description of records goes here	0.00	0.00	Received	-
2021-FOI-00076	Testing request submission after SP2 Upgrade	0.00	0.00	On Hold - Need Info/Clarification	-
2021-FOI-00075	Copy of all Manuals Again	0.00	0.00	Closed	Download
2021-FOI-00074	Copy of all Manuals	0.00	0.00	In Process	-
\$ 2021-FOI-00073	Copy of all user manuals	156.25	156.25	In Process	-
\$ 2021-FOI-00071	FOIAXpress User Manuals	75.00	75.00	In Process	-
2021-FOI-00070	Helping them what I want	0.00	0.00	Received	-
2021-FOI-00069	EDR demo using the dog training data set	0.00	0.00	In Process	-

Showing 21 to 30 of 85 entries

Previous 1 2 3 4 5 ... 9 Next

Refresh Export

3. In the *Payment Information* section, the balance due contains a **Make Payment** hyperlink under the *Invoice Action* column. To make the additional payment, the requester clicks the **Make Payment** link and is redirected to Pay.gov to submit payment:


Payment Information

Invoice No.	Invoice Date	Invoice Amount	Transaction Number	Paid Amount	Balance	Method of Payment	Transaction Date	Invoice Action
00000004603	12/07/2020	\$52.00	-	-	\$52.00	-	-	Make Payment

Back to List

4. Once redirected to Pay.gov the requester must complete the automated prompts to submit payment:

Refund Configuration and Procedure

 An official website of the United States government [Here's how you know](#) ▼

[< Cancel](#)

FOIA Payment

Payment Information
Payment Amount \$52.00

I want to pay with my
☐ Bank account (ACH)
☐ Amazon account
☐ PayPal account
☐ Debit or credit card

Continue

[Cancel](#)

(!!) Note: The Payment Options displayed in the image above are customer selected and may not reflect your application.

- Once payment is processed, the requester is taken to an onscreen payment receipt that reflects an *Approved* or *Declined* status. In addition, the requester and the FOIA Office receive email notifications with the receipt details.

Payment Receipt

5/27/2021 5:25:01 PM

Request Details

Request ID	:	FOI-2021-00001
Description	:	Request created in FX
Payment Type	:	Request Payment
Payment Status	:	Approved

Requester Details

Cindy Dillow
806 W. Diamond Avenue
Gaithersburg MD 20878
cdillow@ains.com

Payment Details

TRANS.REF.	:	3FPKV0MJ
Transaction Amount	:	\$52.00

Comments

Thank you for your submission. Requests submitted after 5:00 pm EST are considered received the next business day. To return to the request submission portal to view the status of your request, click on the link below.

TEST- [Public Access Link](#)

A copy of this receipt will be sent to the email address provided in your requester profile.

3.1.2 Issuing Refunds in FOIAXpress

Refunds for online transactions are resolved entirely within FOIAXpress. You cannot request a refund until 24 hours after the request submission, and Pay.gov only allows refunds of credit card payments online. Any other payment method needs to be handled manually.

Follow the steps below to request a refund in FOIAXpress:

1. Open FOIAXpress and navigate to the desired request.
2. Navigate to *Fees/Billing* and adjust the invoice so that the balance due by the requester reflects an overpayment. Once complete, click **Save**.
 - a. When the adjustment is made the adjusted *Fee Due* is also seen on the requester's side in PAL.

Request Status				
Request #	Description	Fee Due	Status	
2016-00073-C	certified document request	(\$110.00)	Received	-
2016-00071-C	Certified Document Request	(\$10.00)	Received	-
2016-00070-C	test	(\$110.00)	Received	-

3. Navigate to the *Payments/Fees* section. Select the payment you want to issue a refund against and click **Electronic Refund**.
4. In the *Payment* screen, the *Refund Type* is preselected. Verify the *Invoice Balance Due*. It should reflect a negative balance due:
5. Enter the amount of the refund due to the requester in any of the *Amount Details* fields (regardless of the field selected, the refund will be issued in the original method of payment).

Refund Configuration and Procedure

Refund - FOIA-2021-00002

Payment Details

Requester Name : Dillow, Cindy Invoice Number : 00000004602

Payment Type : ☐ Payment ☒ Refund Invoice Amount : \$58.00

Payment Date : 6/30/2021 Invoice Balance Due : \$0.00

Amount Details

Cash/Money Order (\$) : 0.00 Check (\$) : 0.00

Credit Card (\$) : 58.00

Upload Copy of Payment

Drag and Drop Zone

Attachment Name/Description :

*Only a single attachment is accepted for each payment.

Notes

Transaction was done through online payment.

Note: * fields are mandatory

6. Enter any *Notes* regarding the refund in the field provided.
7. Click **Save**. A confirmation message appears asking if you are sure you want to process the online refund. Select **Yes**, **No**, or **Cancel**:

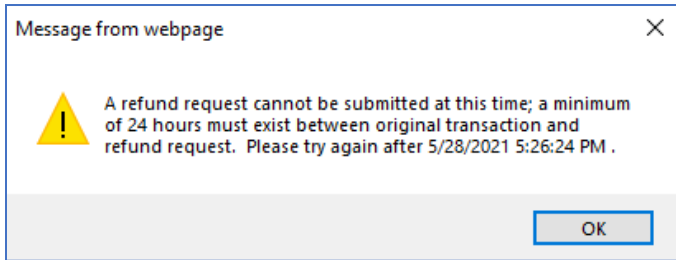
Online Payment

Are you sure you want to process an online refund transaction?

- a. **Yes:** Submit the refund transaction to Pay.gov and, upon successful completion, FOIAXpress updates the refund payment with the refund transaction number and attaches a refund receipt for the payment. There is no manual intervention required to process the refund.

(!!) Note: 24 hours must have elapsed between the original transaction and the refund request. In the event 24 hours has not passed, the system indicates the refund request can be submitted.

Refund Configuration and Procedure



- b. **No:** Applies the refund in FOIAXpress only and **does not** submit the transaction to Pay.gov; the balance updates in PAL, and the requester sees that the refund was applied.
- c. **Cancel:** Return to the *Payment* screen where you can adjust payment details or cancel the action.

Payments							
	Created Date	Invoice #	Received By	Payment Type	Invoice Total	Amount Paid	Remaining Bal
<input checked="" type="checkbox"/>	04/06/2021	00000004609	Admin, Admin	Payment	\$250.00	\$260.00	-\$10.00

- 8. After clicking **Yes**, the refund transaction is processed. Pay.gov returns a transaction number for the refund, at which time a copy of the refund receipt is auto populated as an attachment in the *Upload Copy of the Payment* section. Also, the requester will receive a Refund Processing Notification Email notifying him/her that the FOIA Office has submitted a refund request to Pay.gov.
- 9. All transaction details can be viewed by opening the payment or refund and clicking **View Online Transaction Details**.

Refund Configuration and Procedure

Edit Payment - FOIA-2021-00002

Payment Details

Requester Name : Dillow, Cindy Invoice Number : 00000004602
Payment Type : ☒ Payment ☐ Refund Invoice Amount : \$58.00
Payment Date : 6/30/2021 Invoice Balance Due : \$0.00

Amount Details

Cash/Money Order (\$) : 0.00
Credit Card (\$) : 0.00

Upload Copy of Payment

Attachment Name/Description :
*Only a single attachment is accepted

Notes

Transaction was done through online payment.

View Credit Card Details View Check Details **View Online Transaction Details** Save Close

Note: * fields are mandatory

3.1.3 Payment Information

After a payment is made, the *Fees/Billing* tab displays all relevant payment information. Within this screen you can view the payment information associated with the transaction. Click the **Invoice #** to expand the payment information.

Payments							
	Created Date	Invoice #	Received By	Payment Type	Invoice Total	Amount Paid	Remaining Bal
<input checked="" type="checkbox"/>	06/30/2021	00000004602	Admin, Admin	Payment	\$58.00	\$58.00	\$0.00

Page size: 20 1 items in 1 pages

Edit Refund **Electronic Refund** Delete

The **Electronic Refund** button is activated when an online payment is completed. The **View Online Transaction Details** button is activated when an online payment solution is enabled.

(!!) Note: Online payment solutions like Pay.gov only offer electronic refunds for credit card payments, and refunds can only be issued 24 hours after transaction.

Refund Configuration and Procedure

Refund - FOIA-2021-00002

Payment Details

Requester Name : Dillow, Cindy Invoice Number : 00000004602
Payment Type : ☐ Payment ☒ Refund Invoice Amount : \$58.00
Payment Date : 6/30/2021 Invoice Balance Due : \$0.00

Amount Details

Cash/Money Order (\$) : 0.00 Check (\$) : 0.00
Credit Card (\$) : 58.00

Upload Copy of Payment

Drag and Drop Zone

Attachment Name/Description :

*Only a single attachment is accepted for each payment.

Notes

Transaction was done through online payment.

Note: * fields are mandatory

3.1.4 Test

After all configurations are complete, users can see the controls displayed below when creating a request.

Zip Code [12345 or 12345-6789 format for US]

Pay.gov

Number of Originals:
Number of Duplicates:

Application Fee

Application Fee: \$0.00

You will leave the government web site and will be redirected to a secure and trusted third party web site (E-xact Transaction Ltd.) where your payment will be processed. Your name, credit card number, credit card expiry date, credit card security code(CVV2) will be collected in order to process your payment (123)

On submission, the system navigates to the pay.gov payment screen. Within this screen, enter the payment details. After a successful payment, the system displays the receipt screen.

Refund Configuration and Procedure

Payment Receipt

4/14/2016 6:47:07 PM

Request Details

Description : text
Payment Type : Request Payment
Payment Status : **Approved**

Requester Details

veera n
test
MD
gveeranarayana@ainsindia.com

Payment Details

TRANS.REF. : 1234
Transaction Amount : \$130.00

Comments

Thank you for your submission .your request will be processed with in 20 business days

[PAL Application](#)

A copy of this receipt will be sent to the email address provided in your requester profile.