

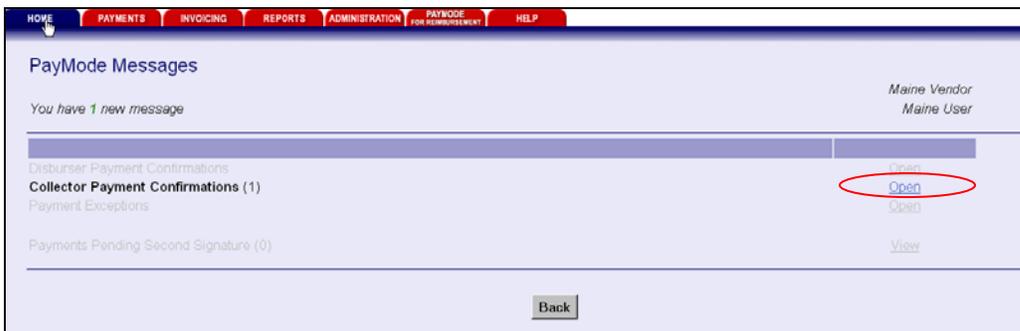
User receives an email when a payment is initiated to the company and scheduled to credit. User clicks on the link within the email to log in to the PayMode website. User can view the remittance information associated with the payment from their PayMode Message Board or from the Reports Menu. Below are the instructions for viewing the remittance information from both areas.

Option1:

User is brought to their Home page. Home page notifies them that there are new messages. User clicks on PayMode Message Board.



User is brought to their Paymode Messages. User clicks on Open next to Collector Payment Confirmations.



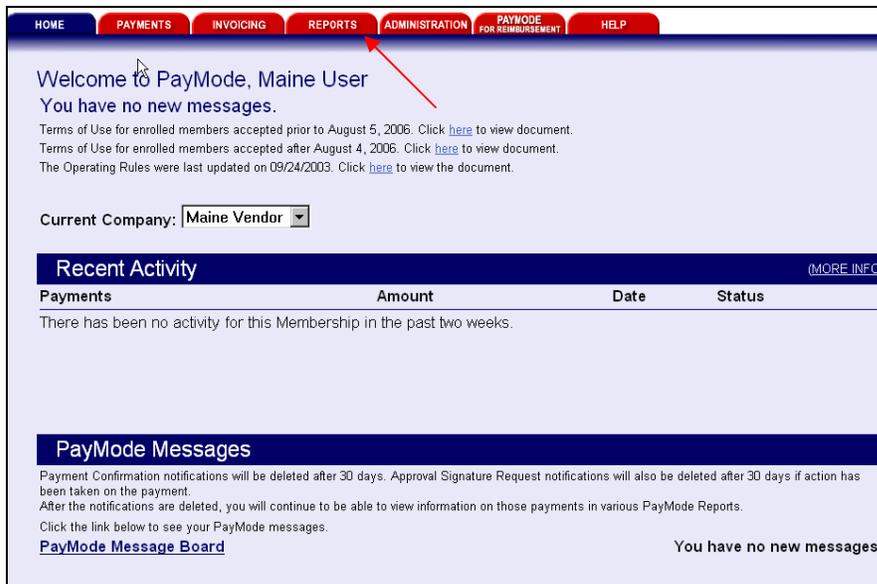
User is taken to their Messages. User clicks on View under Remit Rpt to view the remittance information associated with the payment.



Date	Disburser Account ID	Collector Account ID	Amount	Attachment	Payment Rpt	Remit Rpt
11/27/07 3:03 PM	StateofMaine.bac	MaineVendor.Receivables	\$756.00	N/A	View	View

Option 2:

User is taken to their Home page. User clicks on the Reports tab at the top of the page.



HOME PAYMENTS INVOICING **REPORTS** ADMINISTRATION PAYMODE FOR REIMBURSEMENT HELP

Welcome to PayMode, Maine User
You have no new messages.

Terms of Use for enrolled members accepted prior to August 5, 2006. Click [here](#) to view document.
Terms of Use for enrolled members accepted after August 4, 2006. Click [here](#) to view document.
The Operating Rules were last updated on 09/24/2003. Click [here](#) to view the document.

Current Company:

Recent Activity [\(MORE INFO\)](#)

Payments	Amount	Date	Status
There has been no activity for this Membership in the past two weeks.			

PayMode Messages

Payment Confirmation notifications will be deleted after 30 days. Approval Signature Request notifications will also be deleted after 30 days if action has been taken on the payment.
After the notifications are deleted, you will continue to be able to view information on those payments in various PayMode Reports.
Click the link below to see your PayMode messages.
[PayMode Message Board](#) You have no new messages.

User is taken to the Reports menu. User click on Collector Payment and Remittance Report.

The screenshot shows the 'Reports' page in the PayMode system. The navigation bar at the top includes 'HOME', 'PAYMENTS', 'INVOICING', 'REPORTS', 'ADMINISTRATION', 'PAYMODE FOR REIMBURSEMENT', and 'HELP'. The main heading is 'Reports'. Below it, there is a description of PayMode reports and a link to 'MORE INFO'. The section 'PayMode Standard Reports' is highlighted in blue, with a 'MORE INFO' link. Underneath, it states 'Information contained in PayMode Standard reports is real-time.' The 'Collection Reports' section is expanded, and 'Collector Payment and Remittance Report' is circled in red. Other reports listed include 'Collector Payments Report', 'Collector Exceptions Report', and 'Collector Return Status Report'. The 'Remittance Reports' section includes 'Remittance Summary', 'Remittance Downloads', and 'Cash Management Downloads'.

User enters search criteria and clicks Submit.

The screenshot shows the 'Collector Payment and Remittance Report' search form. The navigation bar is the same as in the previous screenshot. The main heading is 'Collector Payment and Remittance Report'. Below it, there is a instruction: 'Please specify the selection criteria below and click Submit to display the report results. You may generate this report for all of your PayMode accounts, only one or multiple PayMode accounts. To select multiple accounts use the Ctrl key and click the PayMode accounts you want included in the report results.' The form fields are: 'PayMode Account' (MaineVendor.Receivables), 'Begin Date *' (11/27/2007), 'End Date *' (11/27/2007) with a '(Max 45 days)' note, 'Run Report By:' (Receive Date), 'Payment Status' (All Statuses), 'Payment Amount' (empty), 'DPA Number' (empty), 'Disburser Payment Number' (empty), 'Include Remittances Containing:' (Invoice Number, Buyer's Account Number, Customer Account Number, Customer Name), and 'Settle Date' (empty). The 'Submit' and 'Back' buttons are at the bottom.

The remittance information is displayed.

There is an additional information link that contains additional information regarding the payment they received. User clicks on [Click here](#) to display the item. The additional information displays in a separate window.

User can print the report(s) from the browser or click on [Open as PDF w/ attachments for printing](#) to print the report in a PDF format.

OPA #	Payment Reference #	Payment Status	Disburser Account ID	Vendor #	Credit Date	Payment Amount	Bank Attachment Account # (last 4 digits)	Associated Payment
216642505	07042700006	Processed Successfully	StateofMaine.BAC		05/01/2007	\$811.15		YES NO
Remit Item #	Vendor #	Vendor Name	Buyer Account #	Description	Agency Phone #	Payment Voucher #	Invoice #	Paid Invoice Amount Currency
1	E01011	MAINE PUBLIC SER	ACCT#3340	(04/10 & 03/13)	287-7701	PV09ARS042	04/17/07	\$211.15 USD
Remit Item #	Vendor #	Vendor Name	Agency Phone #	Payment Voucher #	Paid Invoice Amount Currency			
2	E01011	MAINE PUBLIC SERVICE CO	287-2106	PV10A002032	\$150.00 USD			
Additional Information								
Click Here to display this item								
3	E01011	MAINE PUBLIC SERVICE CO	287-2106	PV10A002032	\$150.00 USD			
Additional Information								
Click Here to display this item								
4	E01011	MAINE PUBLIC SERVICE CO	287-2106	PV10A002032	\$150.00 USD			
Additional Information								
Click Here to display this item								
5	E01011	MAINE PUBLIC SERVICE CO	287-2106	PV10A002032	\$150.00 USD			
Additional Information								
Click Here to display this item								
Total Count and Sum for 05/01/2007							1 payment(s) for \$811.15	

Additional Information

Payment Summary:

Payment Reference #: 07042700006

Disbursing PayMode Account: StateofMaine.BAC

Current Status: Processed Successfully

Remit Item #: 2

Report Generated At: 02/08/2008 10:00:23

Settlement Date: 05/01/2007

Collecting PayMode Account: MPS.RECEIVABLES

Payment Amount: \$811.15

EMERGENCY ASSISTANCE FOR APRIL, 2007 \$150.00
 THIS PAYMENT IS MADE TO MAINE PUBLIC SER
 WITH THE CONSENT OF 42341
 PRESQUE ISLE ME 04769
 ACCOUNT NUMBER TELE:20754