

eXPRS Provider or Vendor Payment/Direct Deposit Information

ODHS providers and vendor that are paid by eXPRS are required to use Electronic Funds Transfer (EFT, a.k.a. direct deposit) to receive payments. ODHS will no longer be issuing paper checks for contract services.

EFT ensures that you receive your payments in a secure and timely fashion. Enrolling in EFT can be done by completing the Direct Deposit Authorization Form. Only one form is required per contractor, regardless of how many contracts you have with ODHS. EFT funds are usually received within 5 business days from the payment processing date, which is known in eXPRS as the State Financial Management Application (SFMA) Run Date.

Providers and vendors can track their EFT payment information using the Department of Administrative Services site: <https://pmtinfo.dasapp.oregon.gov>

To Set Up Electronic Funds Transfer:

- 1) Complete the DHS *Direct Deposit Authorization Form for Providers, Vendors and Contractors*. The form is available on the [eXPRS Help Menu](#).
- 2) Attach a copy of a voided check or official bank authorization of the account name, routing number and account number. This information is required for all new accounts. ***Deposit slips are NOT accepted.***
- 3) Return the completed form and voided check or bank verification to ODHS:
 - By secure email: DHSOHA.ProvDirDep@odhsoha.oregon.gov
 - By Mail:
 - Department of Human Services/Oregon Health Authority
Office of Financial Services/Attn: EFT Coordinator
500 Summer St NE E-97
Salem, OR 97301-1080
 - By Fax: 503-945-6860
- 4) For questions, contact DHS/OHA EFT Coordinator at 503-945-6872.