

DATE: August 12, 2025

TO: Agency Addressed (No. 6, 2025-2026)

FROM: Renée Hermeling, Director
Division of Accounting & Auditing
Department of Financial Services

SUBJECT: FLORIDA INTEGRATED PAYEE SYSTEM CHANGE SUPPORT NETWORK
WORKSHOP

This memorandum provides information related to the implementation of the Florida Integrated Payee System (FLIPS) Change Support Network (CSN). The Bureau of Vendor Relations (BVR) within the Division of Accounting and Auditing (A&A) recognizes the need to aid agencies with a smooth transition to the new payment registration portal, FLIPS. FLIPS will replace the current W9 website hosted by the Department of Financial Services (DFS) and the enrollment process payees must complete to receive payments electronically via Automated Clearing House (ACH). This workshop will provide critical information for agencies to prepare for the new system.

It is highly recommended that each agency designates a representative from the Finance and Accounting office and the Purchasing office to attend this workshop.

Change Support Network Workshop

The Division of A&A, BVR, will host a CSN Workshop on **September 4, 2025**. The session will be held from 9:00 a.m. – 11:00 a.m. at the Florida Department of Revenue at its Capital Circle Office Center campus, Building 2 in Room 1250, at 2450 Shumard Oak Boulevard. The workshop will provide updated information related to the FLIPS CSN and the planned implementation timeline.

For state employees with access to the [People First Learning Management System](#) (LMS), please register for the workshop through LMS. The workshop is under the instructor led delivery method: *2025 Florida Integrated Payee System (FLIPS) Change Support Network (CSN) Workshop*. The Department of Management Services provides instructions on registering within the system.

To accommodate participation from all agencies, a limit of **two (2)** representatives from each agency is requested. Agencies may request additional representatives be placed on a waiting list at AcctAudPMT@MyFloridaCFO.com.

Please register by 12:00 p.m., August 29, 2025.

For other state entities, such as State Board of Administration, Legislature, and others not in People First, you must be registered in the [People First LMS](#) by DFS Financial Education. To request registration, please email DFSFinancialEd@myfloridacfo.com by **August 29, 2025**, with the following information:

- Name (First and Last)
- Work email address
- Agency/Bureau
- Telephone number
- Title of Course

Workshop materials will be available by August 29, 2025, on the [DFS Website](#) within the FLIPS tile/button.