



Florida Integrated Payee System

GETTING STARTED: DOING BUSINESS WITH THE STATE OF FLORIDA

Agenda

Change in Approach & Go-live

Agency Role

Accessing FLIPS

Requesting a Payee

Wrap Up

Questions





Change in Approach & Go Live

Getting Started

Florida Integrated Payee System (FLIPS)

- Central location for approved payees to register their preferred payment contact and financial information for payment from the State.

Payee

- Anyone who is receiving a payment from the State that is not a payroll or retirement payment.
- Payee is the same as supplier in PALM.



Change in Approach



Direct Deposit Rule Update – Effective January 7, 2026



Vendor Payment Information will be retrieved in FLIPS after Florida PALM Go Live



Implementing the Request Payee functionality



Go-Live

- **Go-live is May 11, 2026**
- What this means:
 - EFT requests and updates are completed through FLIPS
 - Agencies request BVR to initiate invitations to payees





Agency Role



Thank you to DFS
proper and FDLE for
supporting our
testing activities!



It's a Simple Process

1

Identify Agency users

2

Collect the requested payee's information

3

Submit the request for BVR to send an invitation to the payee



Preparation Activities

- The Preparedness Activity Tracker (PAT) is available online → [FLIPS page](#)
- Provides activities to help you with your implementation
- Contact PMT for CSN POC changes: AcctAudPMT@MyFloridaCFO.com

#	Task Name	Task Description	Start Date	End Date
3	Communication of Changes via Workshop	Attend the workshop to gain knowledge and understanding of FLIPS, (e.g., Functionality, Access, Processes)	4/27/2026	4/27/2026
4	Request Access	Complete Access Control form to request end user access to FLIPS.	4/27/2026	5/1/2026
5	Confirm Access	Confirm agency has access and is prepared for URL connection with FLIPS.	5/4/2026	5/8/2026
6	Review Training Materials	Share training materials with Contract Managers and Purchasing Agents.	5/4/2026	5/8/2026
7	Review Go-Live Toolkit	Acknowledge receipt of the Go Live Toolkit (e.g., schedule, escalation, path of issues, job aids).	5/4/2026	5/8/2026





Accessing FLIPS

Agency User Log In

1

Complete the FLIPS Access form.

2

Submit to BVR for review and approval.

3

Upon approval an email will be sent to the Agency user with instructions to access FLIPS.



Sign-in Steps



Click on URL in email



Enter your username and temporary password

Remember Me? [Forgot your password?](#) [First time user/Forgot username?](#)

Good afternoon,

Welcome to the Florida Integrated Payee System (FLIPS)!

You are receiving this email because access has been granted for you to log into FLIPS for the first time. Below are your login details and next steps:

Login Information:

- Username: (Agency Users email address)
- For security purposes, temporary passwords are provided over the phone. Please give us a call at [\(850\) 413-xxxx](tel:850413xxxx) to obtain your temporary password.

Login URL: [State of Florida Integrated Payee System](#)

First-Time Login Instructions:

1. Navigate to the FLIPS login page using the link above.
2. Enter your username and temporary password.
3. Create a secure passkey (optional)
4. Enter the authentication code received via email and configure security questions.
5. You will be prompted to create a new password and set up any required security questions.
6. You will be prompted to create a new password.

Important Notes:

- Please do not share your login credentials with anyone.
- If you experience any issues logging in, please contact support.

If you have any questions or need assistance, please feel free to reach out.

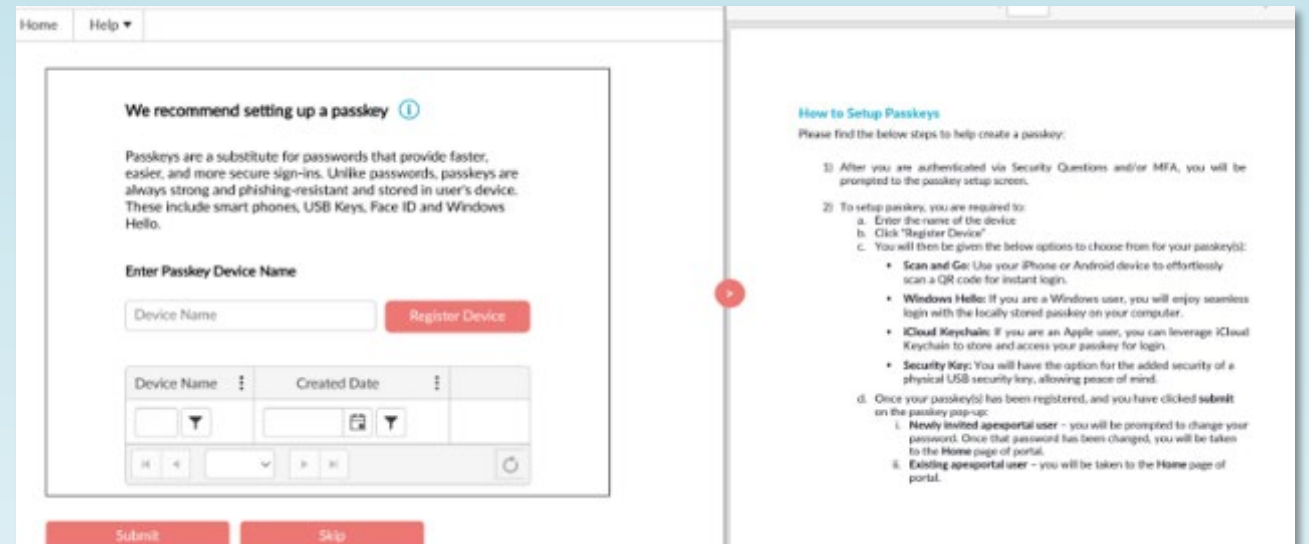
Thank you,



PassKeys

A secure PassKey can be established.

- Passkeys use proximity-based technology and biometrics, (e.g., fingerprint, face scan, or screen lock PIN) to log in.
- Options include QR code scanning, Windows Hello, iCloud Keychain, or a physical security key.



The screenshot displays a web portal interface for setting up a PassKey. The page is divided into two main sections. The left section, titled "We recommend setting up a passkey", provides an overview of Passkeys as a secure alternative to passwords. Below this, there is a form titled "Enter Passkey Device Name" with a "Device Name" input field and a "Register Device" button. A table below the form shows columns for "Device Name" and "Created Date". The right section, titled "How to Setup Passkeys", lists the steps for setup, including authentication via Security Questions, entering the device name, and choosing from options like Scan and Go, Windows Hello, iCloud Keychain, or Security Key. A red arrow points from the "Register Device" button to the first step in the instructions.

Home Help

We recommend setting up a passkey

Passkeys are a substitute for passwords that provide faster, easier, and more secure sign-ins. Unlike passwords, passkeys are always strong and phishing-resistant and stored in user's device. These include smart phones, USB Keys, Face ID and Windows Hello.

Enter Passkey Device Name

Device Name Register Device

Device Name	Created Date
<input type="text"/>	<input type="text"/>

Submit Skip

How to Setup Passkeys

Please find the below steps to help create a passkey:

- 1) After you are authenticated via Security Questions and/or MFA, you will be prompted to the passkey setup screen.
- 2) To setup passkey, you are required to:
 - a. Enter the name of the device
 - b. Click "Register Device"
 - c. You will then be given the below options to choose from for your passkey(s):
 - **Scan and Go:** Use your iPhone or Android device to effortlessly scan a QR code for instant login.
 - **Windows Hello:** If you are a Windows user, you will enjoy seamless login with the locally stored passkey on your computer.
 - **iCloud Keychain:** If you are an Apple user, you can leverage iCloud Keychain to store and access your passkey for login.
 - **Security Key:** You will have the option for the added security of a physical USB security key, allowing peace of mind.
- 3) Once your passkey(s) has been registered, and you have clicked **submit** on the passkey page:
 - i. **Newly invited aresportal user** - you will be prompted to change your password. Once that password has been changed, you will be taken to the Home page of portal.
 - ii. **Existing aresportal user** - you will be taken to the Home page of portal.





Enter your authentication code received from your email



Create a new password and security questions



Once completed, you will have access to the system

The screenshot shows the login page for the FLIPS Florida Integrated Payee System. At the top right, there are input fields for 'Username' and 'Password', with a 'Log In' button. Below these are links for 'Remember Me?', 'Forgot your password?', and 'First time user? (forgot username?)'. A 'Login with Payee' button is also present. The page features the FLIPS logo, which includes a blue dolphin jumping over a yellow outline of Florida. Below the logo, there is a navigation menu with 'Home' and 'Help' options. A footer section contains 'Payee Tools and Document Materials', 'Tools And Documents', and 'Contact Us'.

The screenshot displays the authentication process in two steps. **Step: 1** is titled 'Please enter authentication code received in your email'. It features an input field for the 'Email authentication code' and a blue 'Resend Authentication Code' button. **Step: 2** is titled 'Please answer the security question'. It includes an input field with the question 'In what city or town was your first job?' and a red asterisk indicating a required field. A red 'Submit' button is located at the bottom of the form.

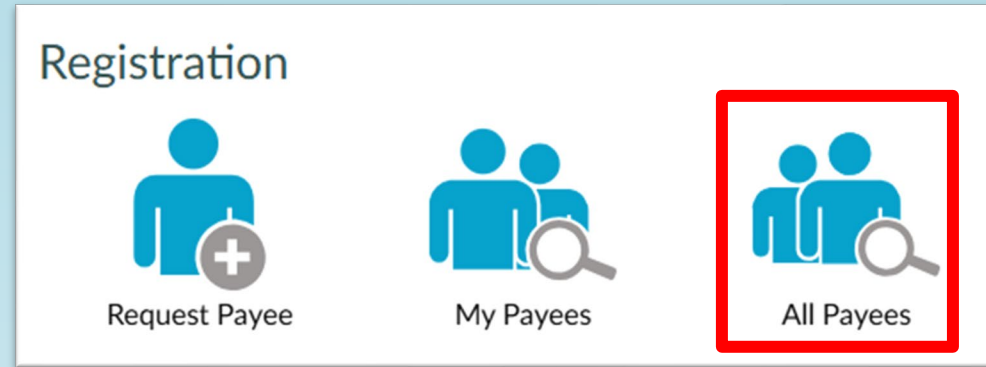




Requesting a Payee

Before Requesting a Payee

- Agency users must use the "All payees" icon to search for payees
- Search for payee by inputting payee's Company Name or TIN
 - If the payee exists, do not send the request (Contact BVR at FloridaPayee.Portal.Support@myfloridacfo.com)
 - If a payee record does not appear, return to "Request Payee" on the homepage



The screenshot shows the "All Payees" search interface. The search form is highlighted with a red box. The form includes the following fields and buttons:

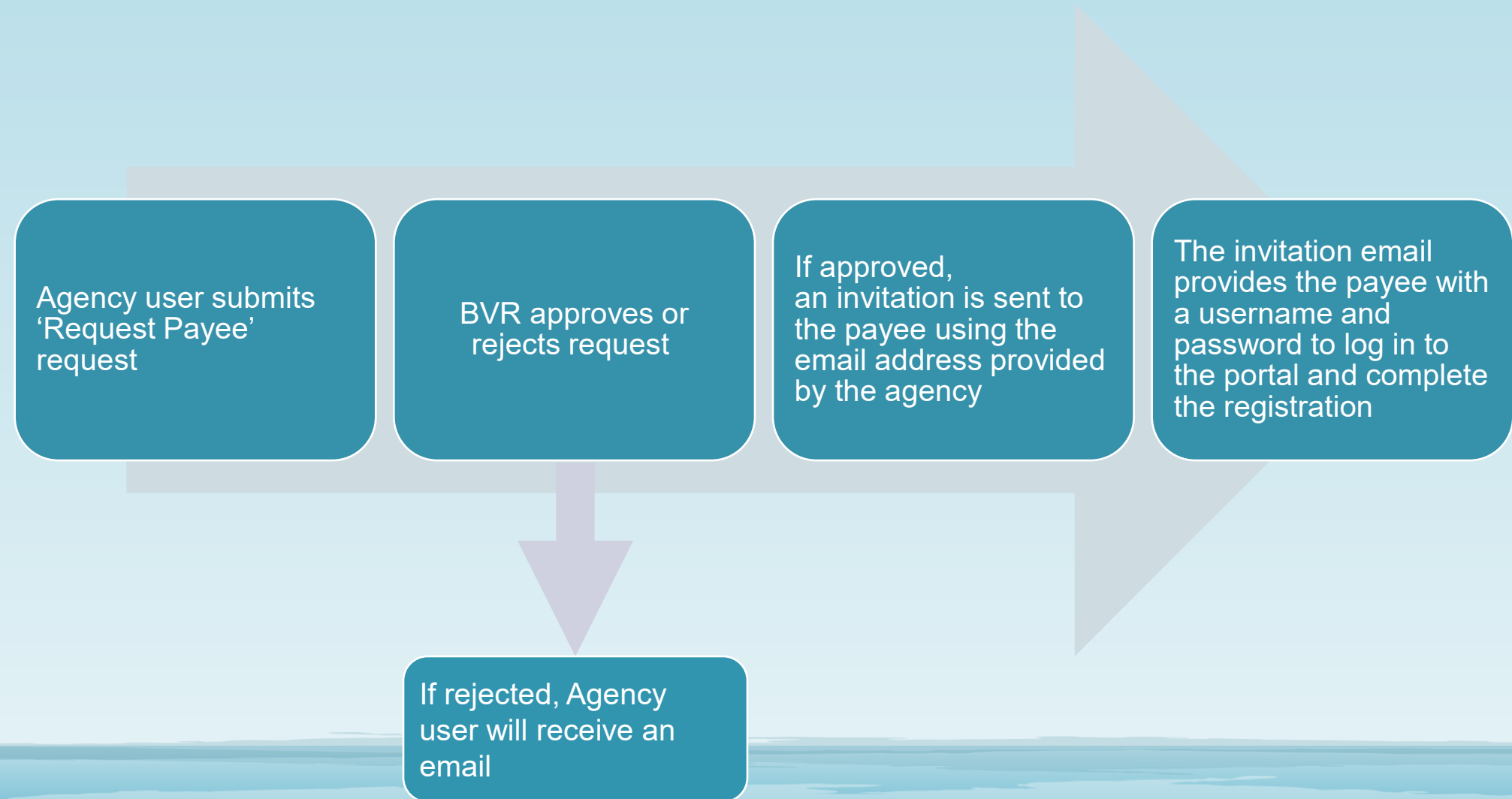
- Simple Search | Dynamic Search | Bulk Search | Saved Search
- VR ID:
- Site ID:
- Name Your Search:
- Vendor Number:
- Vendor Contact:
- Save Search:
- Company Name: (highlighted with a red box)
- TIN: (highlighted with a red box)
- Search:
- Status:
- SSN:
- Clear Search:
- Country:
- Purchasing Organization:
- Profile Type:
- Company Code:

Below the search form, there are buttons for "Export to Excel", "Notes", "View Workflow Status", and "View Registration".

Drag a column header and drop it here to group by that column

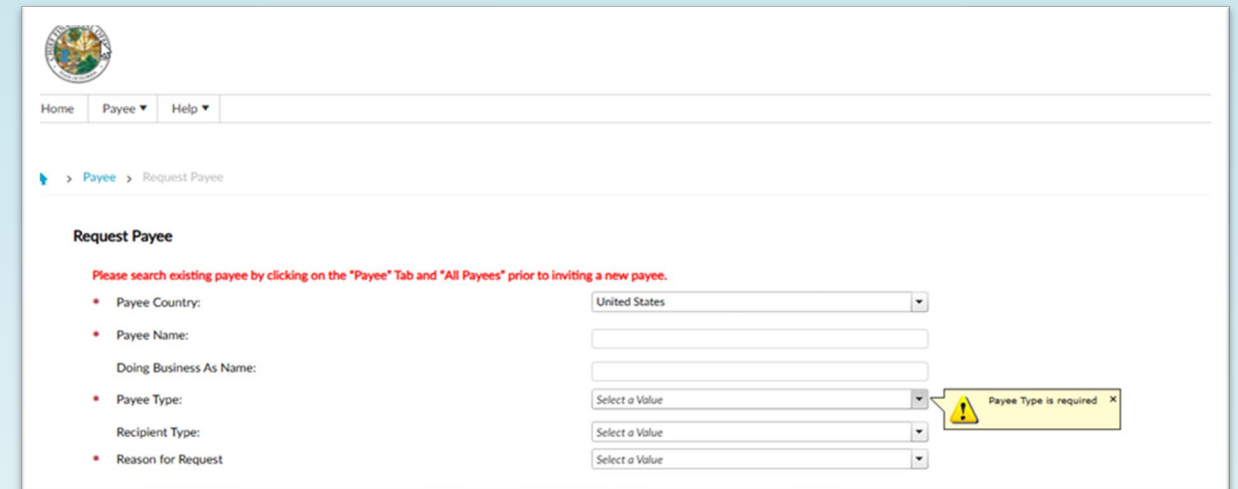
VR ID	Vendor Number	Company Name	Company Name DBA	Vendor Controls	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pass <input type="radio"/> Fail <input type="radio"/>	<input type="text"/>

Request Payee Workflow



Required Information for Request Payee

- Country
 - Additional information is required if a country other than United States is collected.
 - Will need to provide MFMP Registration Number
- Payee Name (Legal Tax Name used for W9)
- Doing Business As Name (if applicable)
- Payee Type
 - Payee
 - Foreign Payee
 - Risk Management
 - HCM-D
 - HCM-G
 - Payroll Beneficiary



The screenshot shows a web application interface for requesting a payee. At the top left is a logo. Below it are navigation links: Home, Payee (with a dropdown arrow), and Help (with a dropdown arrow). A breadcrumb trail shows > Payee > Request Payee. The main heading is 'Request Payee'. Below this is a red instruction: 'Please search existing payee by clicking on the "Payee" Tab and "All Payees" prior to inviting a new payee.' The form contains several fields:

- Payee Country: A dropdown menu currently showing 'United States'.
- Payee Name: A text input field.
- Doing Business As Name: A text input field.
- Payee Type: A dropdown menu showing 'Select a Value'. A yellow warning box with a triangle icon and the text 'Payee Type is required' is positioned to the right of this dropdown.
- Recipient Type: A dropdown menu showing 'Select a Value'.
- Reason for Request: A dropdown menu showing 'Select a Value'.



Required Information for Request Payee

- Recipient Type (not required) – Grantee type for FACTS
 - District School Boards
 - Domestic Contractor Outside US
 - Federal Agency
 - For Profit Organization Includes Sole Proprietor
 - Legislator
 - Local Government
 - Minority Institution
 - Non-Profit Organization
 - Private Universities
 - State Community Colleges
 - State Universities
 - State Agency

Recipient Type:

* Registration Type:

Payee Contact Information

Please click "Edit" to update the primary contact information. Additional contacts can be added.

Add new record

	First Name	Last Name
Edit		

District School Boards
Domestic Contractor Outside US
Federal Agency
For Profit Organization Includes Sole Proprietor
Legislature
Local Government
Minority Institution
Nonprofit Organization
Private Universities
State Agency
State Community Colleges
State Universities



Required Information for Request Payee

- Reason for Request
 - ACH Enrollment Process to FLAIR
 - Invite existing Payee Hold for Florida PALM
- Payee contact information
 - First Name
 - Last Name
 - Email address
 - Phone Number
- Document Upload

Reason for Request

ACH Enrollment Process To FLAIR
Invite Existing Payee - Hold for Florida PALM

Payee Contact Information

Click "Edit" to update the the below required Primary Contact. If Additional Contacts are needed, click "Add New Record" after the Primary Contact has been updated.

Add new record

	First Name	Last Name	Contact Type	Email	
Edit			Primary		

Document Upload Grid

Add New Record

	Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove	Regenerate Document
No documents to display.								

Page size: 10 0 items in 1 pages

Submit Submit & Add New



Payee Information Collection Form

- BVR will provide a form with information needed to create a FLIPS Payee request
 - Reason for the request
 - Payee type
 - Payee contact information
- Agencies can use this to collect the information from contract managers
- Agencies can modify this form as needed

Florida Integrated Payee System (FLIPS) Agency Request Payee Request Form	
Part I: Reason for Request	
<input type="checkbox"/> ACH Enrollment Process to FLAIR (Invite to FLIPS now)	
<input type="checkbox"/> Invite existing Payee Hold for Florida PALM (Invite to FLIPS later)	
Part II: Payee Information	
Payee Country:	
Payee Name:	
If applicable, Doing Business As Name:	
Payee Type: (Select one)	
<input type="checkbox"/> Payee <input type="checkbox"/> Foreign Payee	
For Department of Financial Services use only:	
<input type="checkbox"/> HCM-D <input type="checkbox"/> HCM-G <input type="checkbox"/> Payroll Beneficiary <input type="checkbox"/> Risk Management	
Recipient Type: (if applicable)	
<input type="checkbox"/> District School Boards <input type="checkbox"/> Domestic Contractor Outside US <input type="checkbox"/> Federal Agency	
<input type="checkbox"/> For Profit Organization Includes Sole Proprietor <input type="checkbox"/> Legislator <input type="checkbox"/> Local Government	
<input type="checkbox"/> Minority Institution <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Private Universities	
<input type="checkbox"/> State Community Colleges <input type="checkbox"/> State Universities <input type="checkbox"/> State Agency	
Payee Contact First Name:	
Payee Contact Last Name:	
Payee Contact Email Address:	
Payee Contact Phone Number:	
Date of last payment issued by the Agency:	
Agency Contact:	
Date of request:	Agency Contact phone number:



Before Sending a Request Payee

- Agencies should consider:
 - The contact within the business who should receive the invitation
 - If the payee's information matches what the Agency has on record, (e.g., Contract, Invoice, Purchase Order)
 - If the payee's information is valid



Registration in MFMP and the W9 Portal

Completing a Substitute Form W9 through the W9 Portal is required until Florida PALM Go-Live.

Payees will continue to register through MFMP for procurement.



Resources



Trainings and JobAids

[FLIPS Request Payee Request](#)

[FLIPS Agency Steps for Completing a
Request for Payees](#)

[FLIPS Smart Steps Guide](#)



Contact

Floridapayee.portal.support@myfloridacfo.com



Wrap Up

Go live is May 11



Agencies request FLIPS access



Training is available



Register in MFMP for Procurement



Register in the W9 portal until Florida PALM Go-Live





Questions



Thank you!