



City of Plantation Financial Services E-Payables or Credit Card Payments to Vendors and Suppliers

The City of Plantation has implemented an E-Pay program that will allow City Vendors & Suppliers to receive payments electronically via a virtual card. This payment option was presented to our vendors and suppliers earlier this year via a campaign hosted by our banking partner Wells Fargo.

Why should I sign up? Participation in this program will allow customers to:

- **Receive payments faster:** The virtual Credit Card payment eliminates mail float and time spent depositing checks.
- **Increase fraud protection:** Participations will receive a virtual one-time-use credit card number (this number does not need to be stored since it is one-time-use only, for a specific transaction).
- **Simplify reconciliation:** Participations will have access to detailed remittance for all payment activity.

How do I sign up? Customers wishing to participate in this program must have:

- ✓ The ability to accept Visa credit card transactions, and
- ✓ A current email address (in order to register and receive payment notifications).
- ✓ Send an email to AP-EPayables@plantation.org requesting to sign up.

What you should know:

- Participants will receive an email notification that a payment has been generated. The email will be sent via the following E-Pay Program email: securedelivery@wellsfargo.com.
- Once participations receive notification of payment they can logon to the website referenced in the email. While on the Website participations will follow the instructions provided on how to access the single-use virtual card # and detailed remittance.
- Participants will process the E-Pay virtual Card similar to other credit card transaction where no card is presented.
- New vendors or suppliers, can choose to participate in the E-Pay program by checking the appropriate box on the City's Vendor Application which can be found on the City's Website.
- Vendors & suppliers who choose to participate in the E-Pay program will receive an email from the E-Pay system to confirm enrollment in the program. Vendors will receive this notification prior to the first payment.

Please be advised that current fees from your credit card merchant provider will apply to E-Pay transactions, just like regular credit card transaction through your credit card merchant point-of-sale.

If you have questions or would like to have more information, please email:

AP-EPayables@plantation.org.