

### *Attention Providers*

**If you pay for your employee's certification, the Third Party Payment option is now available in the DSHS online Initial and Renewal Application system.**

#### **What is Third Party Payment?**

The Third Party Payment option is a simple and efficient way for providers to pay for employee certification or license fees using the DSHS online Initial and Renewal Application system. (DSHS no longer uses Texas Online.)

#### **What are the benefits to providers of using the online Third Party Payment option?**

- 1) It expedites the issuance and renewal of employee certifications and licenses;
- 2) Provides the ability to track whether an employee has completed his or her online application;
- 3) Gives providers the ability to easily pay and monitor an unlimited number of certifications and licenses in one transaction; and
- 4) Eliminates the time and cost of mailing and tracking paper applications and payments.

#### **How do I set up Third Party Payment for my organization?**

Providers who **have a current account** and wish to become a third party payer can login to the system using the current User ID and Password. Under **Main Menu**, select **“View User Profile.”** Enable the third party payment option by clicking on **“Turn On”** and the Payer ID will be displayed. Providers then share the **Payer ID** with employees to use when an employee submits his or her application online.

Providers who **do not have an account** established with DSHS must first register with the system by going to <https://vo.dshs.state.tx.us/datamart/languageChoice.do> and clicking on **“Register as a First Time User.”** Follow the prompts to create an account using the email you would like all request-for-payment notifications to be sent to. The system generates an email to the provider that contains a User ID, temporary password and **Payer ID**. Providers then share the **Payer ID** with employees to use when an employee submits his or her application online.

Whenever employees submit initial or renewal applications online, they can select the option of **Third Party Payment** and enter the **Provider Payer ID**. The provider will then immediately receive an email informing that a request to pay for an employee's application fee has been submitted.

The provider will then login to the system with the provider's User ID and Password and use the **Main Menu** to select **“Pay for Online Applications”**. A list of employees who have completed initial or renewal applications online will appear.

- For employees who have **completed** CEUs as required, click on **“pay”** and then **“continue”**. Payment can be made using a credit card (Visa, MasterCard, Discover, AmEx) or by ACH electronic check payment. For electronic check payments, a valid bank routing number and checking account number are required.
- For employees who have **not completed** CEUs as required, providers may choose one of these options:
  - 1) Do nothing; and use the system to make payment once the employee has completed the CEUs; **or**

2) Click “**reject**” and the *employee* will receive an email stating that the request for payment of the application fee was rejected. The employee’s name will be removed from the provider’s list of employee applications pending payment. To re-appear on the provider list of employee applications pending payment, the employee must login to his or her account and select Third Party Pay once again.

**Will I receive confirmation that payment was made for the certifications and licenses my organization has paid for?**

Yes. Providers and employees will each immediately receive an email confirmation that payment was either made or rejected. The confirmation of payment made or rejected can be printed or saved electronically.