

## Application Management System Training Setting Up Security Roles in AMS Payment

As part of the Commission’s online Application Management System (AMS), payments are now made via AMS Payment. This guide will outline the steps that companies need to take to be able to set up their security roles in AMS Payment.

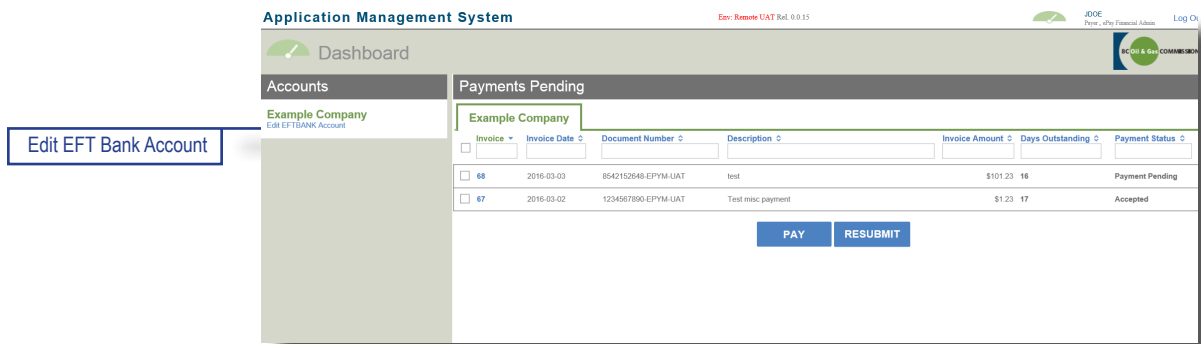
### Step One: Assign ePay Payer roles

Once the ePay Financial Admin role is set up (by the Commission at registration or by the Company Administrator), this role can log into KERMIT and assign ePay Payer roles for AMS Payment. The ePay Payer role is the only role that can make payments in the portal. This role can be combined with the ePay Financial Admin role (be the same person) or be separate.

### Step Two: Set maximum payment amounts and Authorization Codes for each ePay Payer role

The ePay Financial Admin role can set Authorization Codes and maximum payment limits for payments to be submitted to the Commission by the ePay Payer role.

To do this, the ePay Financial Admin role must log on to AMS Payment. Click *Edit EFT Bank Information* in the far left navigation panel. The resulting screens will enable the ePay Financial Admin to set maximum payment amounts and Authorization Codes for each ePay Payer role.



- Authorization Codes are a mix of letters, numbers and special characters required by the ePay Payer when a payment is submitted. These can be added or edited by the ePay Financial Admin on this screen. Each company can have up to three Authorization Codes.
- ePay Financial Admin roles have the ability to set maximum payment amounts for added security. A different maximum payment amount can be assigned to each ePay Payer role.

Please note: the ePay Financial Admin role can also edit the banking information in this screen by clicking on the edit button next to banking information.

**Congratulations! By following these steps you are set up in our AMS Payment system.**

