

# Application Management System Training

## Understanding 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 security roles available in AMS Payment.

### Types of roles in the new payment portal

There are three types of security roles in the new payment portal. Each of these roles has the ability to perform specific actions. These roles cannot be customized, but they can be combined. They are ePay Financial Admin; ePay Payer; and Applications. Here are the instructions on how to set up the roles and the specific functions of each:

#### Role 1: ePay Financial Admin

When setting up a new account for the payment portal, an ePay Financial Admin role is assigned to manage the overall payment account for the company. This role can be assigned by the Company Administrator or by the Commission when the company registers for their AMS Payment account. The ePay Financial Admin is the only role that can edit the EFT financial information in AMS payment. This role can also assign ePay Payer roles in KERMIT, set maximum payment amounts and allocate Authorization Codes for the ePay Payer, which are required for the ePay Payer to submit a payment. Please note that only one person per company can be assigned in the ePay Financial Admin role.

#### Role 2: ePay Payer

The ePay Payer is the only role that can submit payments to the Commission and the role is assigned by the ePay Financial Admin. This role can view invoices and payment transactions, but cannot edit the company’s EFT account information. This role can be combined with the ePay Financial Admin role (be the same person) or be separate.

#### Role 3: Applications

Applications is an existing role in KERMIT which will carry over to the new AMS system when it is launched. This role enables proponents to submit applications online and view any payments due. This role cannot make payments and does not have access to the EFT banking details.

The three roles and their specific actions are summarized in the table below:

Actions	ePay Financial Admin	ePay Payer	Applications
Edit EFT Account (non-financial data)	Yes		
View Payment Transactions	Yes	Yes	Yes
Register Payment to Pay Later		Yes	Yes
Submit Payment		Yes	
Resubmit Failed Payment		Yes	

