

Application Management System Training

Setting up an AMS Payment account

As part of the Commission's online Application Management System (AMS), payments are now made via AMS Payment. This guide outlines the steps that companies need to take to be able to set up their payment accounts.

Step One: Ensure your company is registered with the Commission

Every company that submits applications to the Commission is required to be registered in our corporate registry housed in KERMIT. Each company nominates a Company Administrator to manage their account in KERMIT. If your company is not registered with the Commission, please see the [New Company Application Form](#).

Step Two: Complete the following documents to set up a payment account

In order to set up an account to pay application fees online, the Commission requires the following documents to be completed:

- A letter, on company letterhead, signed by a company executive (e.g. CEO, CFO, VP or designate that has the authorization to set up an EFT account) authorizing a person to be designated as ePay Financial Admin for purposes of managing the company's AMS Payment account. The ePay Financial Admin role has overall control of the payment account for the company and can assign security roles to the account.
- A [Pre-authorized Debt \(PAD\) Agreement Form](#).
- A void cheque matching the account information on the PAD Agreement Form or an authorization form from the bank.

Please note that if the designated ePay Financial Admin does not have a user account with the Commission, they can register for one [here](#).

Step Three: Send documents to the Commission

Please mark the documents as confidential and mail, or courier (recommended) the signed documents plus void cheque to one of the following addresses:

Mailing address:

Attention: Finance Department
PO Box 9331 Stn Prov Govt, B.C.
Victoria, B.C. V8W 9N3

Courier (Physical) address:

Attention: Finance Department
#300, 398 Harbour Road
Victoria, B.C. V9A 0B7

Once the documents have been received and processed, an email will confirm registration is complete.

The next step in setting up a payment account is to understand the security roles in AMS Payment and log into KERMIT to assign these roles.

