



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

July 23, 2015

MEMORANDUM

To: DFCS Foster Parents, Adoptive Parents, Relative Care and Field Vendors
From: DFCS Field Fiscal Services
Re: Where's My Check? – Invoice Payments

Effective August 1, 2015, DFCS field paid vendors and providers will be able to access their invoice payment information online through the DFCS Field Fiscal Services secure Web portal. To register, DFCS field vendors and providers can access the Web portal provided by Systems and Methods, Inc. at <https://smileonline.us>. Once registered, you will be able to access your invoice payment information beginning with August 1, 2015 payment dates. Additionally, with a single sign-on you will be able to view/print all of your historical payments as well. If you consent to electronic retrieval while online, you will also be able to access/print your 1099s, if applicable, for calendar year 2014 forward. We hope you take advantage of the benefits that 24-hour, self-service access can bring in both keeping you informed with detailed information about your payments and satisfying your future documentation needs.

To register, you will need your Vendor ID# and Federal Employer Identification Number (FEI) for a business or Social Security Number (SSN) for an individual.

For website technical assistance, you may contact SMI at 1-800-553-5911.

If you are not currently receiving your payments via direct deposit, the direct deposit application form is attached to this communication for your convenience.

Please take this opportunity to register today.

Thank you.