



**1. Are all vendors required to enroll in PayMode?**

The Administrative Rule for the Mandatory Electronic Payment of Vendors states that all current and new vendors are required to enroll in PayMode.

New vendors conducting business with the State, are required to enroll immediately after a vendor code has been established and assigned by the State, unless they have been specifically exempted by the State.

Vendors conducting business with the State prior to April 6, 2006, must convert to PayMode, unless they have been specifically exempted by the State.

**2. Can anyone from my company enroll us in PayMode or is the company's chief executive required to do it?**

Acceptable titles include: Assistant Treasurer, Treasurer, Controller, VP/Finance, In-house Counsel, CFO, or President. If the signer does not have one of these authorized titles, PayMode Customer Support will speak with someone in the organization with one of these titles who can confirm the signer is authorized.

**3. How long does it take to enroll?**

It takes less than 10 minutes to initiate enrollment in PayMode. Vendors will complete the form online at [www.bankofamerica.com/paymode/mississippi](http://www.bankofamerica.com/paymode/mississippi). After a vendor completes the online form, the designated vendor contact person will receive an email notification providing further instructions. Bank of America (PayMode) will then conduct further verifications as required to satisfy their due diligence requirements. The process is usually completed within seven days.

**4. Who should I contact to enroll in PayMode?**

A vendor may initiate enrollment in PayMode by simply accessing the PayMode website at [www.bankofamerica.com/paymode/mississippi](http://www.bankofamerica.com/paymode/mississippi) and completing the online enrollment form. If you require in-person assistance, you may call PayMode toll free at 1-866-252-7366 or contact the Department of Finance and Administration, Office of Mississippi Management and Reporting System (MMRS) Call Center at 601-359-1343.

**5. What is the cost for enrollment in PayMode?**

There is no cost to the vendor for enrollment in PayMode.

**6. Is there a cost for each payment I receive through PayMode?**

There is no cost to the vendor to receive payments via PayMode from State of Mississippi agencies.

**7. What are the banking costs for deposits through PayMode?**

There are no banking costs to the vendor for deposits made through PayMode.

**8. I do not have access to the Internet. Can I still receive my payments via paper check?**

To continue to receive paper warrants, a vendor must be approved for exemption by the Department of Finance and Administration. The exemption process and forms can be found in the [MAAPP Manual](#), section 17.10.20.

**9. How do I file for an Exemption?**

To apply for exemption, the vendor must submit a written application to DFA. The Exemption Request form can be found in the [MAAPP Manual](#), sub-section 17.10.20.

The exemption application must detail the following:

- (1) A narrative explanation for the reason(s) for the request;
- (2) Documentation of supporting costs and legal issues to be born by the vendor if they are required to receive payment electronically.

**10. What should I do if I change banks?**

A vendor may change/update banking information by simply logging into PayMode at [www.bankofamerica.com/paymode/mississippi](http://www.bankofamerica.com/paymode/mississippi) and accessing the Administration option. If assistance is required, you may contact PayMode toll free at 1-866-252-7366.

**11. Will PayMode be able to provide an electronic file of all payments received from the State that can be loaded into our Accounts Receivable System?**

Yes. You may contact PayMode toll free at 1-866-252-7366 for further details.

**12. I am used to getting detailed remittance information with my paper check. Can PayMode provide these same details about the payment?**

Yes, by logging into PayMode, vendors will have access to detailed payment information, providing the same payment voucher (PV) information that is normally received with a paper warrant. You can then print this information for your records if a printed copy is needed.