



Job Aid: Administration Fee Online Portal

This Job Aid shows how to:

Complete the Administration Fee reporting/payment process in the online portal. ***This process must be completed even if you have \$0 to report.***

Of Special Note:

Each quarter, OSD sends Statewide Contract vendors an Administration Fee email. The document attached in the email provides information vendors will need to accurately process their Administration Fee report/payment (Control Number, Vendor Code, Filing Year and Payment Quarter).

It is imperative that you use the Control Number provided in the quarterly email attachment. This control number is specific to your contract and changes every Payment Quarter. If you have more than one contract, you will receive separate email notices and unique Control Numbers for each contract. Using the unique Control Number(s) assigned to your contract each quarter ensures your report and payment are properly recorded.

Vendors are required to submit one Statewide Contract Administration Fee report/payment for each Statewide Contract for each Payment Period, even if no payment is due for the Payment Period.

Screenshot

Directions

Step 1: Launch Online Portal

Enter the uniform resource locator (URL) address-
[HTTP://www.osdadminfee.com](http://www.osdadminfee.com)

or click on this link
[admin fee portal](#)

OSD
OPERATIONAL SERVICES DIVISION

For questions:
Email osdfeadministrator@state.ma.us
Statewide Contract 1% Administration Fee FAQs / ACH FAQ

1 Ashburton Place-Room 1017
Boston, Massachusetts 02108
Phone 617-720-3314

Your Information Payment Receipt

Important Information

- Functionality is available to submit a report for which payments for the reporting quarter are \$0.
- There is a **convenience fee** for processing credit card payment(s) online. The total charge amount will be displayed prior to submitting the payment. There is a 2.35% non-refundable convenience fee. The fee is over and above the 1% Administrative fee and is calculated at 2.35% of the 1% fee to be paid to OSD. A convenience fee is not charged for ACH transactions.

Contact Information

Please enter the following information about the person you are making a payment for.

First Name
Enter First Name

Last Name
Enter Last Name

Address 1
Enter Address Line 1

Address 2
Enter Address Line 2

City
Enter City

State
Select One...

Zip Code
Enter Zip

Phone
() - -

Email
Enter Email

Confirm Email
Confirm Email

Vendor Payment Information

Massachusetts 10 Digit Vendor Code
VC

Legal Company Name
Enter the Company Name

Doing Business As (DBA)
Enter the DBA

Control Number
Enter the Control Number

Statewide Contract Document Number
Enter the Document Number

Filing Year
Select the Year

Quarter
Select the Quarter

Payment and Fee will be rounded to the nearest Dollar

Total Payments Received From Statewide contract this Quarter
Enter Amount

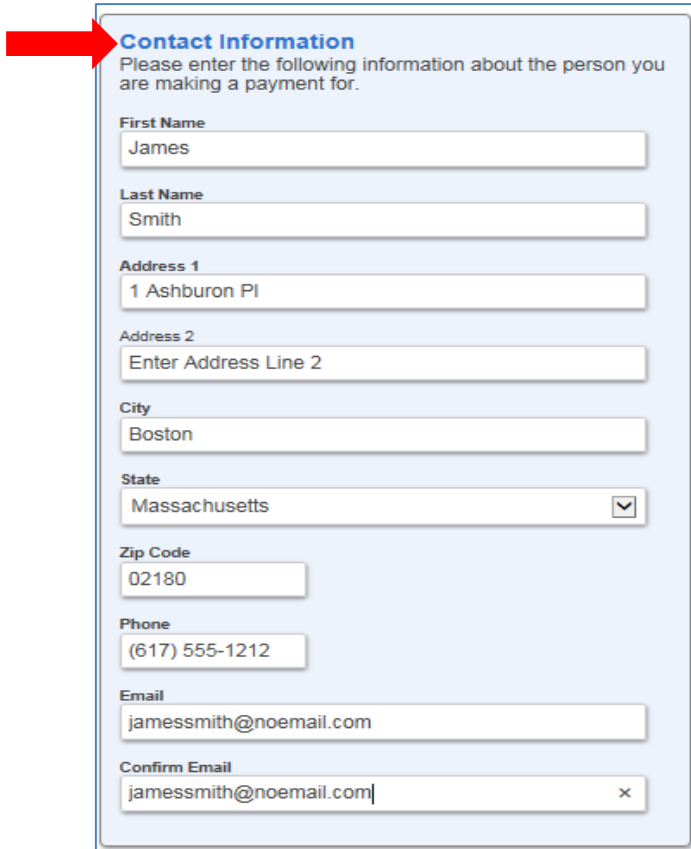
Total Administration Fees Due This Quarter
Enter Amount

Add to Cart

*Added items will appear in cart above

Continue to Payment/Report Page

You must have an item in your cart before you can continue.



Contact Information

Please enter the following information about the person you are making a payment for.

First Name
James

Last Name
Smith

Address 1
1 Ashburon Pl

Address 2
Enter Address Line 2

City
Boston

State
Massachusetts

Zip Code
02180

Phone
(617) 555-1212

Email
jamesmith@noemail.com

Confirm Email
jamesmith@noemail.com

Step 2: Complete Contact Information

1. Once navigated to the portal, the section on the left is **Contact Information**. In this box, fill in the contact information for the person making the payment. Contact information should match the billing address.

Vendor Payment Information


Massachusetts 10 Digit Vendor Code


Legal Company Name


Doing Business As (DBA)

Control Number

Statewide Contract Document Number


Filing Year
 

Quarter
 

Payment and Fee will be rounded to the nearest Dollar 

Total Payments Received From Statewide Contract this Quarter

Total Administration Fees Due This Quarter

Add to Cart 

*Added items will appear in cart above

Continue to Payment/Report Page

You must have an item in your cart before you can continue.

Step 3: Enter Vendor Payment Information

1. On the right hand side of the screen is the **Vendor Payment Information**. Refer to the emailed Admin Fee Payment Notice.
 - **Vendor Code:** This code begins with the letters VC followed by 10 digits.
 - **Control Number:** This number is in the email attachment highlighted in yellow. The control number changes quarterly and each contract is assigned a unique control number.
 - **Document Number:** This is your SWC identifier (ex: FAC100)
 - **Filing Year:** Enter the reporting calendar year.
 - **Quarter:** Enter the quarter of the calendar year.
2. Enter total payments received from Statewide contract this quarter. If no payments were received, enter \$0.
3. Calculate and enter the *1% Admin Fee associated with payments received in the field labeled Total Administration Fee Due This Quarter. **This field does not auto calculate.** If you received no payments for the quarter enter \$0. (This step must be completed regardless if no payments were received from a contract during the reporting quarter.)
4. Click the **Add to Cart** button

** Fee entered should be based on contractual requirement.*

NOTE: The messages that appear in red are standard and do not indicate errors

Screenshot

Directions

For questions:
 Email osdfeeadministrator@state.ma.us
 Statewide Contract 1% Administration Fee FAQs / ACH FAQ

1 Ashburton Place-Room 1017
 Boston, Massachusetts 02108
 Phone 617-720-3314

Your Information Payment Receipt

Important Information

- Functionality is available to submit a report for which payments for the reporting quarter are \$0.
- There is a **convenience fee** for processing credit card payment(s) online. The total charge amount will be displayed prior to submitting the payment. There is a 2.35% non-refundable convenience fee. The fee is over and above the 1% Administrative fee and is calculated at 2.35% of the 1% fee to be paid to OSD. A convenience fee is not charged for ACH transactions.

Your Vendor Payment Information has been saved. If you've finished entering your information:

- Scroll to the bottom of the page and click the "Continue to Payment/Report Page" to proceed with Billing Information.
- If you would like to process another transaction, enter additional statewide contract information including your unique control number in the Vendor Payment Information section below.
- When complete, click "Add to Cart".

Shopping Cart

Description	Vendor ID	Amount	Delete
2018 - 1st Quarter VEH99	VC0000826393	\$10.00	X
Total:		\$10.00	

Contact Information

Please enter the following information about the person you are making a payment for.

First Name

Last Name

Address 1

Address 2

City

State

Zip Code

Phone

Email

Confirm Email

Vendor Payment Information

Massachusetts 10 Digit Vendor Code

Legal Company Name

Doing Business As (DBA)

Control Number

Statewide Contract Document Number

Filing Year

Quarter

Payment and Fee will be rounded to the nearest Dollar

Total Payments Received From Statewide Contract this Quarter

Total Administration Fees Due This Quarter

Add to Cart

*Added items will appear in cart above

Continue to Payment/Report Page

You must add your item to your cart before continuing.

Step 4: Review Cart Information

Once you have clicked **Add to Cart**, the contract information is shown in the Shopping Cart, and displays at the top of the screen.

- If your company is on multiple statewide contracts, repeat step 3 to add additional Vendor Payment Information to the "Cart" for each contract.
- Once all information is complete, click **Continue to Payment/Report Page** in the lower right hand corner of the screen.

For questions: Email osdfeeadministrator@state.ma.us / [Statewide Contract 1% Administration Fee FAQs / ACH FAQ](#)

1 Ashburton Place-Room 1017
Boston, Massachusetts 02108
Phone 617-720-3314

Your Information > Payment > Receipt

Payment

You have elected to pay for the following item(s).

Commonwealth of Massachusetts Operational Services Division

1 Ashburton Place-Room 1017 Boston, Massachusetts 02108

Description	Vendor ID	Convenience Fee	Amount
2017 - 3rd Quarter FAC100	VCO000169444	\$0.24	\$10.00
		\$0.24	\$10.00

Total Amount Due: \$10.24

Billing Information

Same As Previous Information

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type

Card Number

CVV Code

Expiration
01 2017

Check to agree to both the Commonwealth of Massachusetts and nCourt Terms Agreements.

Agree

Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

Step 5: Choose Payment Type

Payments can be made either by credit card or Automatic Clearing House (ACH) debit. Vendors that choose to pay via **credit card will be assessed a convenience fee of 2.35% of the Admin Fee payment amount.** There is no fee to the vendor to use the ACH option.

Before you begin entering payment information, check that all contracts are listed in the “cart” at the top of the screen.

Credit Card Option

1. Enter the credit card Billing Information on the left side of the screen. If the information is the same from previous screen, click the box next to **Same As Previous Information**.
2. In the right box enter payment information; the system automatically defaults to credit card selection.
3. Select the credit card type from the drop down menu.
4. Enter the credit card number.
5. Enter the CVV code from the back of the card.
6. Enter the Expiration date.
7. Click the **Agree** checkbox to accept the terms and conditions for credit card payments.
8. A **Submit** button will appear. Click the button to complete the transaction.

A receipt will be sent to the email address specified in Billing Information.

For questions: Email osdfeeadministrator@state.ma.us Statewide Contract 1% Administration Fee FAQs / ACH FAQ

1 Ashburton Place-Room 1017 Boston, Massachusetts 02108 Phone 617-720-3314

Your Information > Payment > Receipt

Payment

You have elected to pay for the following item(s).

Description	Vendor ID	Convenience Fee	Amount
2017 - 3rd Quarter FAC100	VC0000199644	\$0.00	\$10.00
		\$0.00	\$10.00
Total Amount Due:			\$10.00

Billing Information

Same As Previous Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
(617) 555-1212

Email
jamesmith@noemail.com

Confirm Email
Enter Email Address

Payment Information

Credit/Debit Card Electronic Check/ACH

To pay with electronic check, provide information below:

Routing Number
Enter Routing Number

Account Number
Enter Account Number

Confirm Account Number
Confirm Account Number

Name on Check
Enter Name on Check

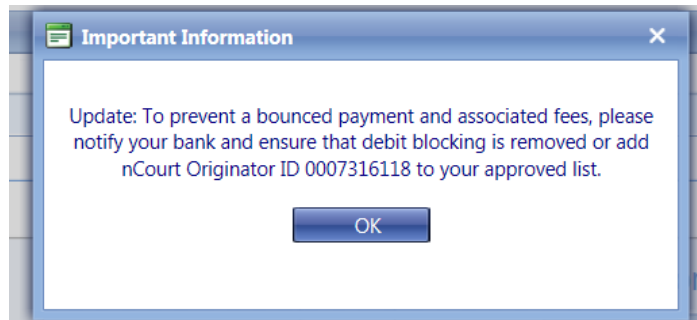
Account Type
Checking

Check to agree to both the Commonwealth of Massachusetts and nCourt Terms Agreements.

Agree

Terms Agreement

1. PERSONAL ACCOUNT LANGUAGE
I hereby authorize NCOURT *Commonwealth of Massachusetts to electronically deduct from my bank account this one-time payment as indicated above. I further authorize my bank or financial institution to deduct this one-time payment from my bank account. NCOURT *Commonwealth of Massachusetts will acknowledge this transaction as pending until funds are secured from this bank account. In the case of insufficient funds in your account, or insufficient or inaccurate information provided by you when you authorize your electronic payment, further collection action may be undertaken by NCOURT *Commonwealth of Massachusetts, including application of returned check fees to the extent permitted by law.



ACH Option

The other payment option is Automatic Clearing House (ACH).

ACH payments are processed at no cost to the vendor.

1. Enter the ACH Billing Information on the left side of the screen. If the information is the same from previous screen, click the box next to **Same As Previous Information**.
2. In the **Payment Information** box select the **Electronic Check/ACH** tab. A text box will appear regarding the ACH transaction, Click OK. (See text box below)
3. Enter your bank's routing number.
4. Enter your account number, then re-enter to confirm.
5. Enter the name associated with the account.
6. Select the account type: **Checking or Savings**
7. Check the **Agree** checkbox to confirm you agree with the terms that appear in the text box.
8. A **Submit** button will appear. Click the button to complete the transaction.

A receipt will be sent to the email address specified with Billing Information.

NOTE: Some banks may require an electronic check number. If prompted, enter 0000 for the check number.