Washington
Financial Executor Web Portal

ACH User Guide: ACH Account and Changing Password

Updated: May 2018

PCG Health

Public Focus. Proven Results.™

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Introduction

About Us - Financial Executor

Public Consulting Group, Inc, (PCG) will serve as the Washington State Health Care Authority's (HCA) financial executor, focused on the five-year Healthier Washington Medicaid Transformation, ending December 31, 2021.

In accordance with Attachment G of the Transformation's Special Terms and Conditions, PCG will, under the direction of Washington's nine, regional Accountable Communities of Health (ACHs), record, process, distribute, and report on incentive fund payments and other financial transactions between the ACHs and partnering providers supporting regional transformation projects. PCG will ensure the fund distributions comply with all applicable laws, regulations.

This portion of the user guide will review the steps view information within your account, how to update banking information, and how to change your password in the Financial Executor (FE) portal.

Training and Support

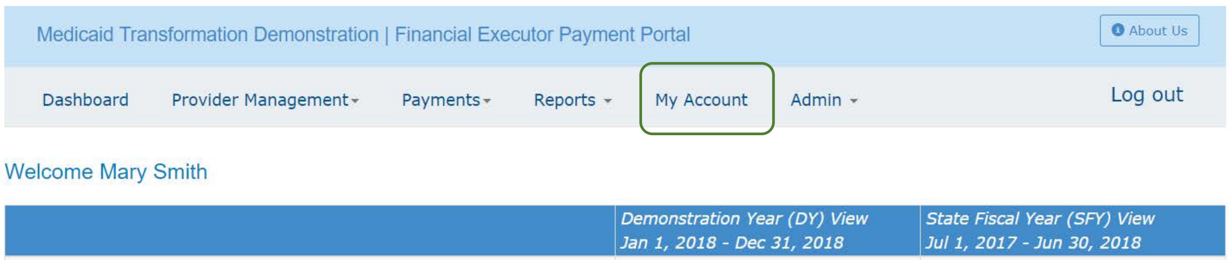
For questions, please feel free to reach out to Public Consulting Group, Inc., via email or phone.

Email: WA_FE_FinancialServices@pcgus.com

Phone: 844-300-5040

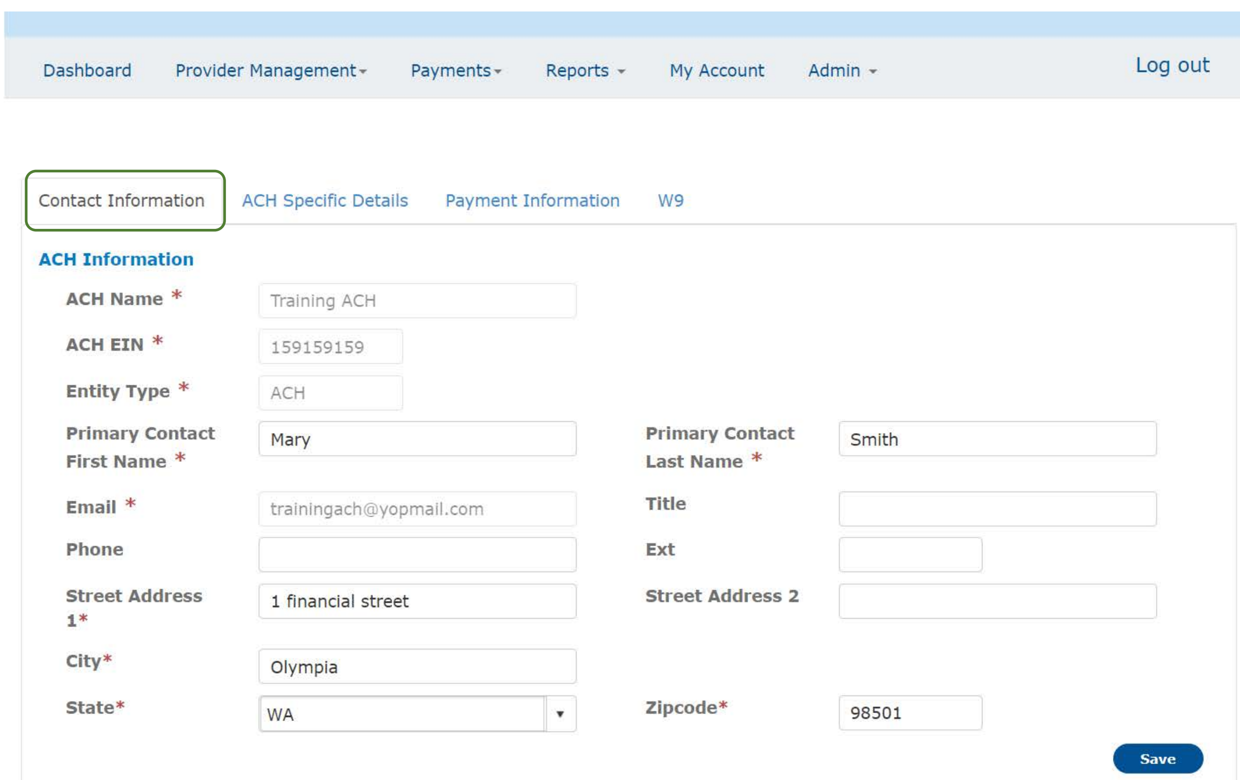
ACH Account

If you want to view all the information that has been input into the system regarding your ACH, go to the **My Account** tab on the dashboard, which is your main page once you log in.



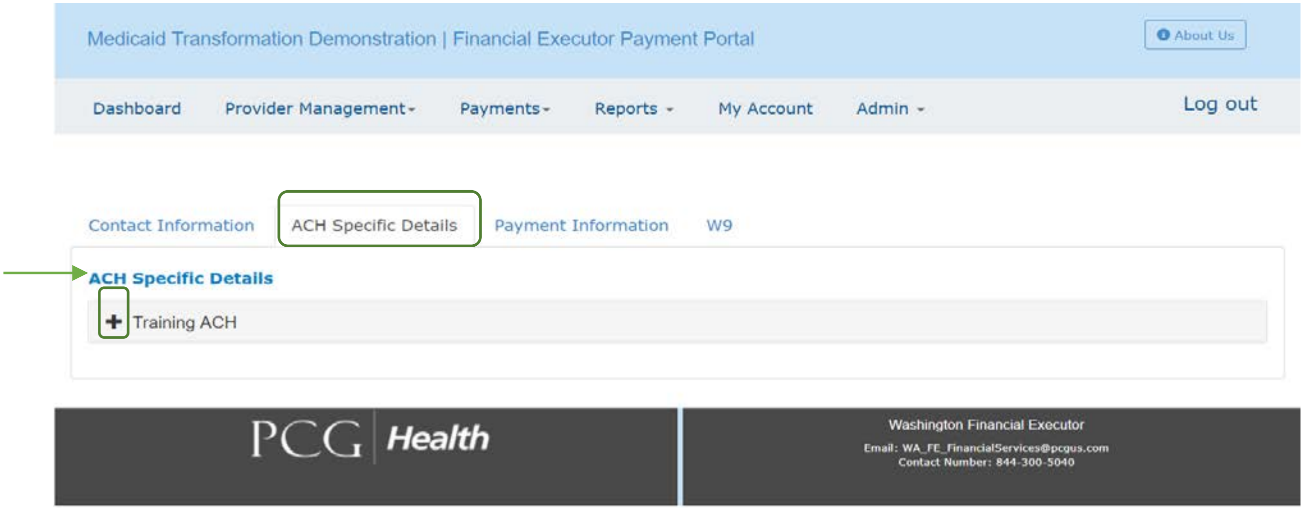
You will be brought to the **Contact Information** tab. You will notice some information is grayed out: ACH Name, EIN, Entity Type, and Email. This is because this was provided to HCA to create your account and so you will not be able to change it. Please contact the Financial Executor (FE) if you need to change these fields.

Other areas such as primary contact name and address can be edited. All areas with an asterisk need to have information in them or you will not be able to save the updated information.

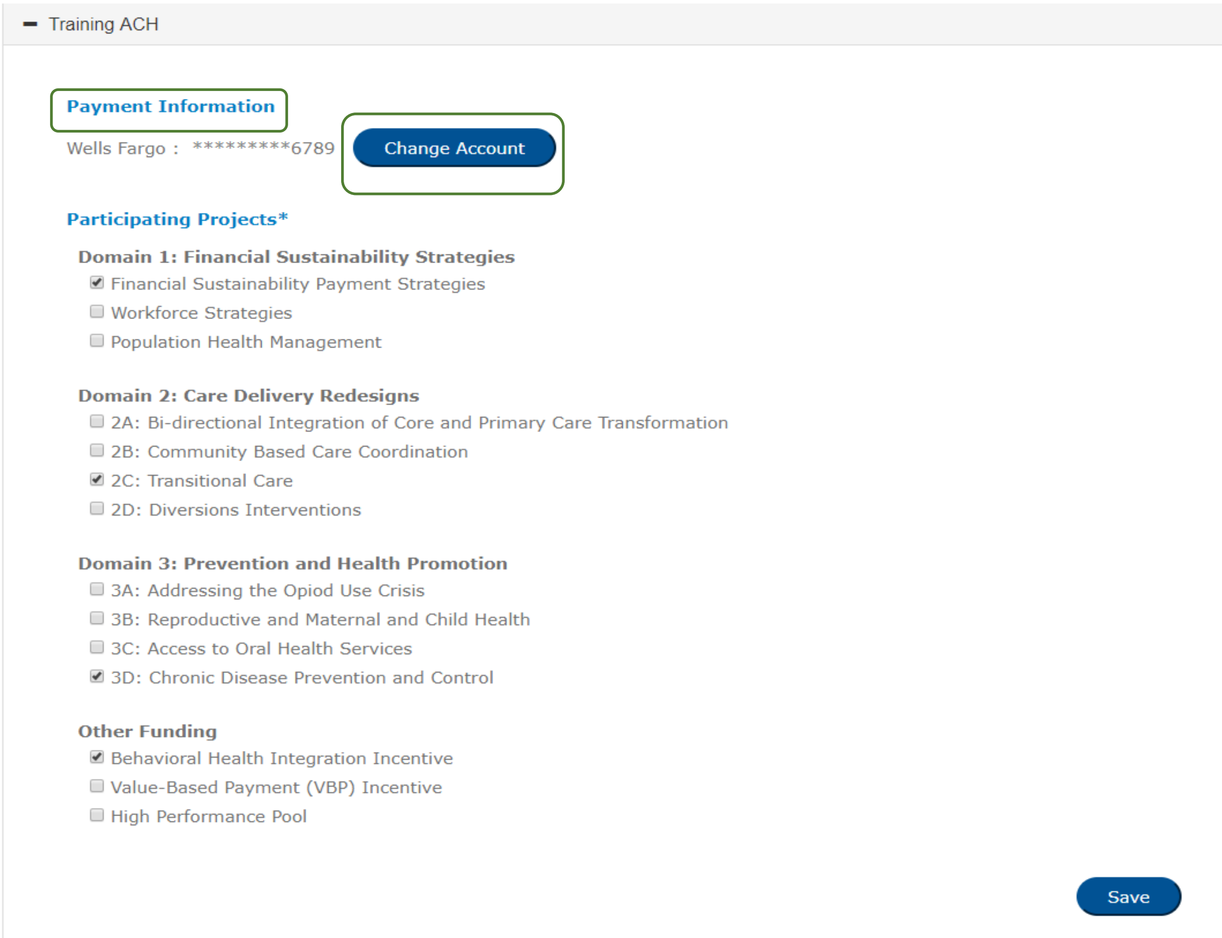


Remember to save any changes you make.

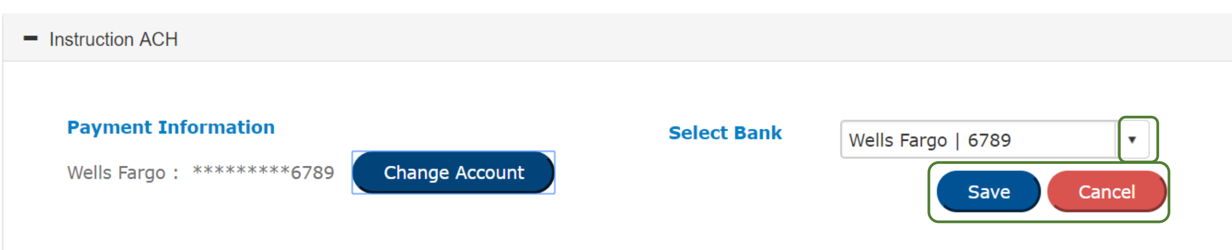
The next tab is the **ACH Specific Details** tab. This tab allows you to see bank account information and participating projects of the ACH by selecting the plus sign.



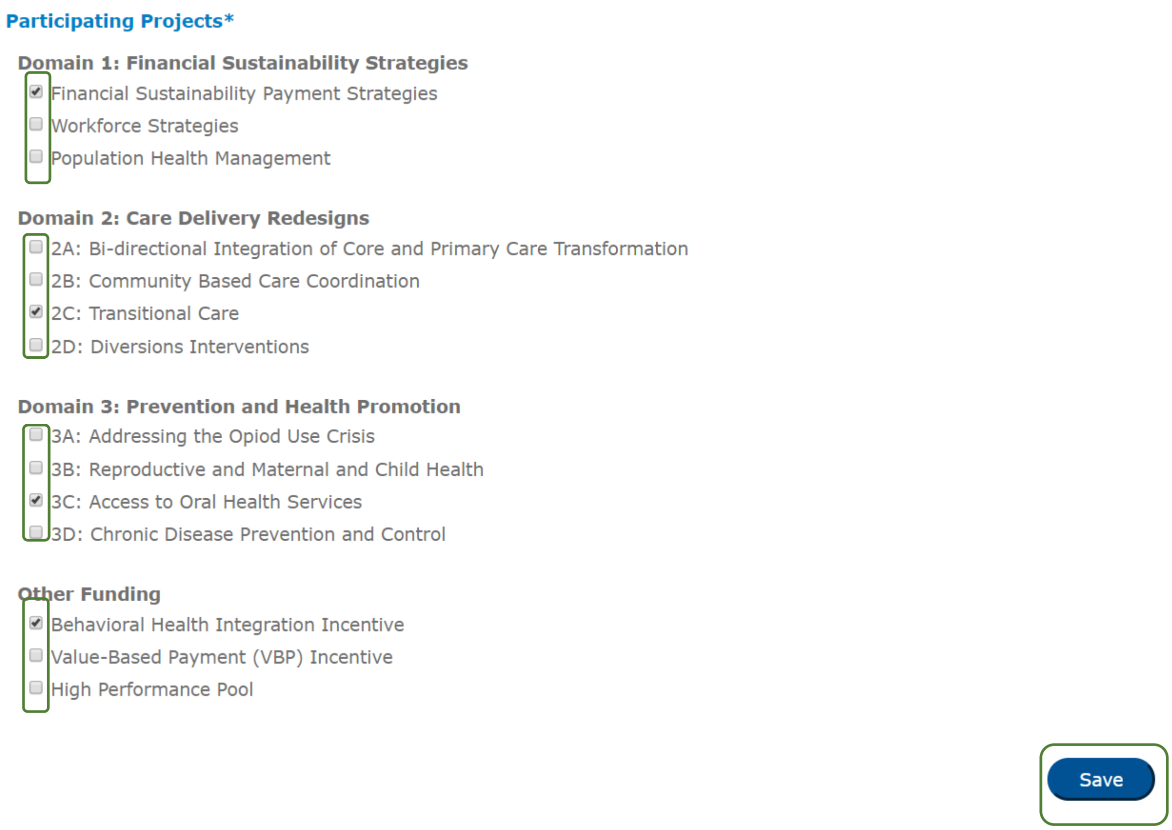
This plus sign expands the page and allows you to see more options, the first being bank account information. This page is where you can change the account you are receiving payments to.



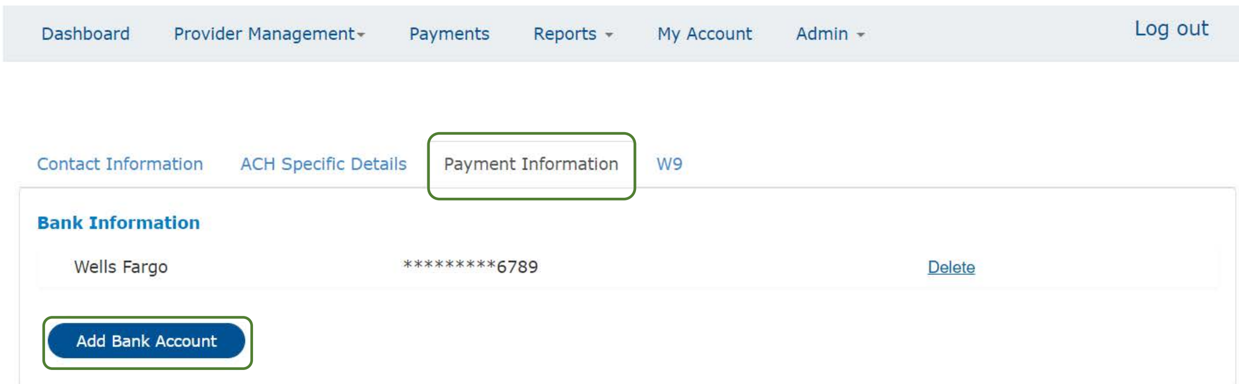
If you would like to change the bank account, select the **Change Account** button. There will be a dropdown option to select the bank account you want to choose. Be sure to hit the save button so the system will update the account or select cancel if your ACH does not want to change your bank account. See payment information to change bank account.



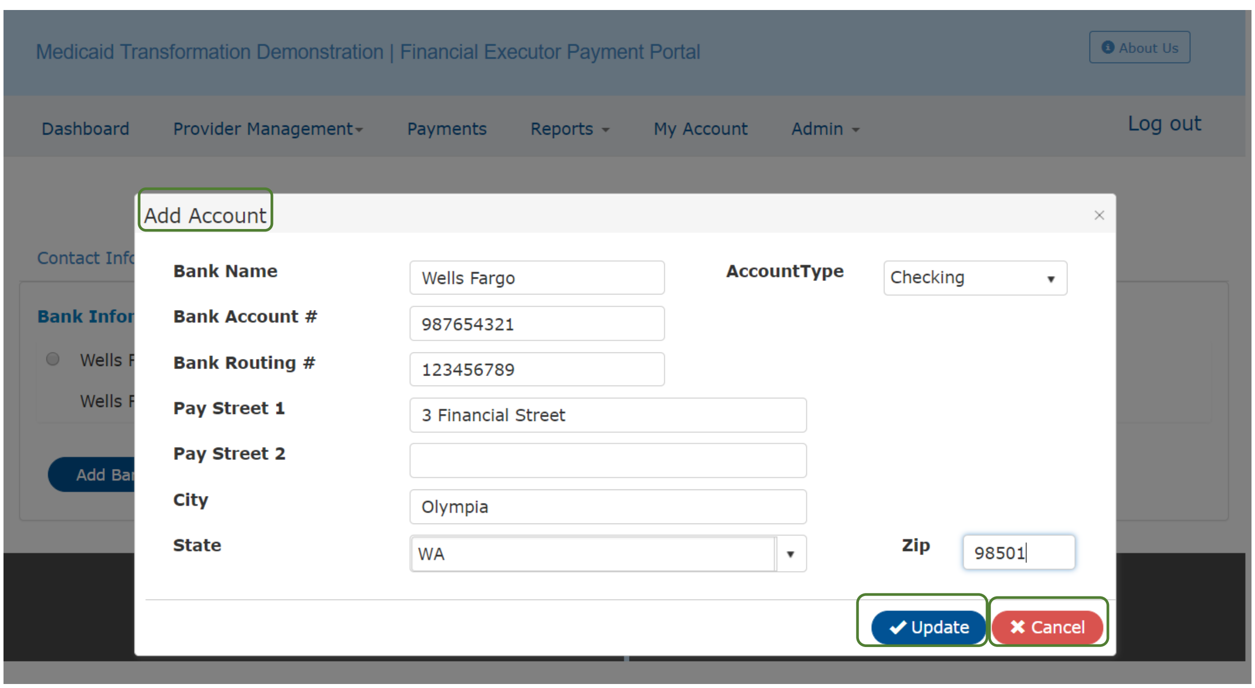
On the **ACH Specific Details** tab, you can also update your participating projects if you selected projects in error during the registration process. To enter into a new project, click the box and check will appear. If you would like to leave a project you are currently participating in, uncheck the box so it appears empty. Be sure to hit the **Save** button to update any changes you may have made.



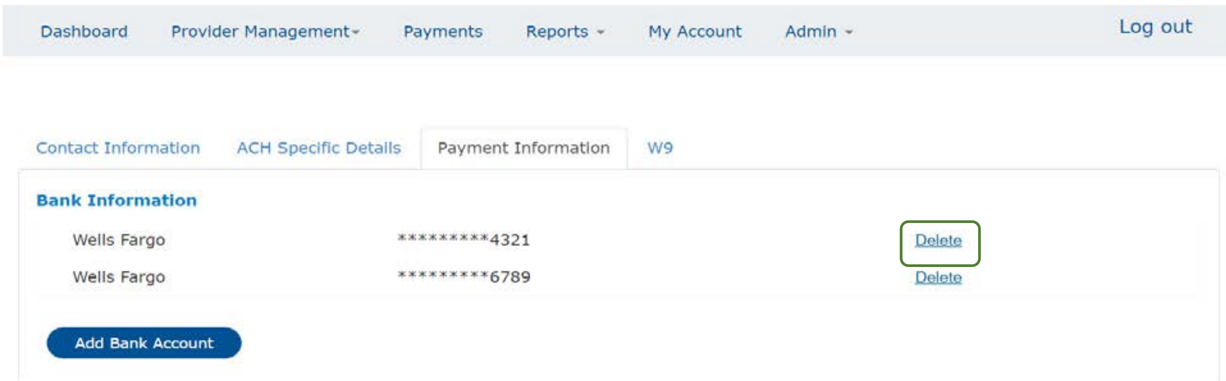
The third tab on your **My Account** page is **Payment Information**. In this tab, you can add or delete bank accounts. If you would like to add a new bank account, select the **Add Bank Account** button.



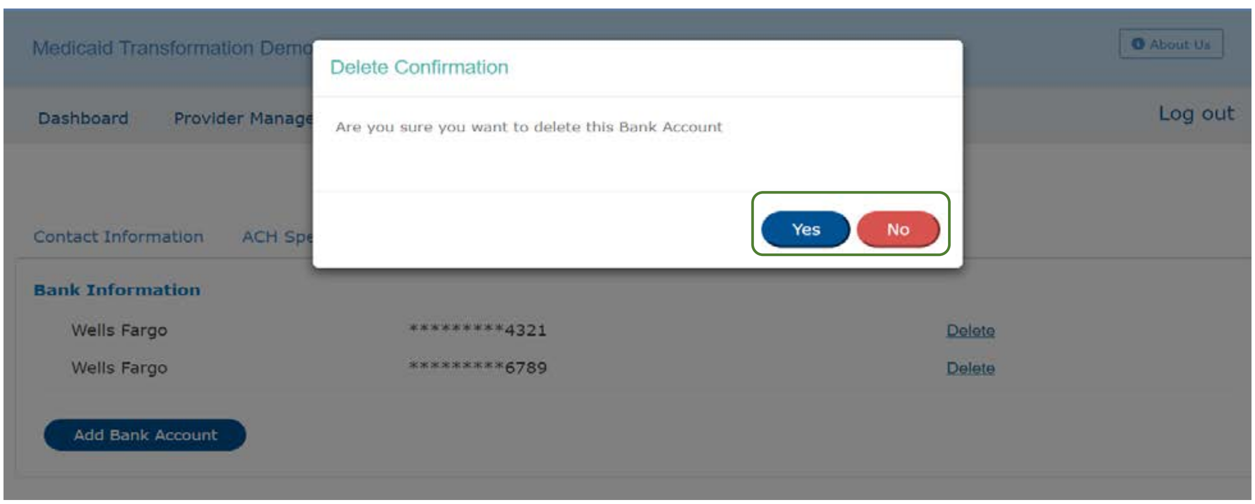
An **Add Account** box will appear. Enter in the banking information that you would like to add to your account. Once you have entered all the appropriate information, select the **Update** button so that the account will save within the Portal. If you do not want to add an account to your ACHs profile, hit the **Cancel** button.



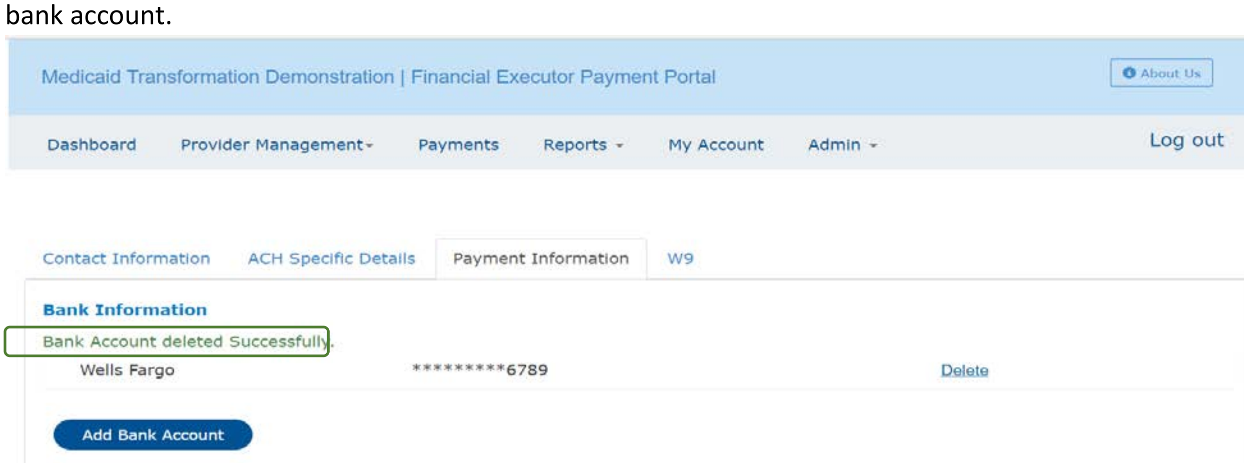
This is the page where your ACH can also delete a bank account. To complete this action, select the **Delete** button.



A delete confirmation page will appear confirming that you would like to delete the account. If you wish to delete this bank account, select **Yes**. If you do not want to delete the bank account, select **No**.



If you choose **Yes,** a small message will appear informing you that you have successfully deleted the bank account.



The last tab under the **My Account** page is the **W9** form. Here you cannot edit information, but you can view what information was entered during registration.

Contact Information | ACH Specific Details | Payment Information | W9

Request for Taxpayer Identification Number and Certification

1. Name (as shown on your income tax return). Name is required on this line, do not leave this line blank

Training ACH

2. Business Name / disregard entity name, if different from above

Training Business ACH

3. Check appropriate box for federal tax classification, check only one of the following seven boxes:

- ○ Individual/sole proprietor or single-member LLC
- ◉ C Corporation
- ○ S Corporation
- ○ Partnership
- ○ Trust/Estate
- ○ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

- ○ Other (see instructions)

4. Exemptions(codes apply only to certain entities, not individuals)

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the US)

5. Address(number, street, and apt or suite no)

1 Financial Street

6. City, state, and ZIP code

City: Olympia State: WA ZIP: 98501

Requester's name and address (optional)

7. List account number(s) here(optional)

Part I Taxpayer Identification Number(TIN)

Employer Identification Number (EIN): 159159159 **OR** Social Security Number (SSN):

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on the form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. ☐ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a US citizen or other US person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

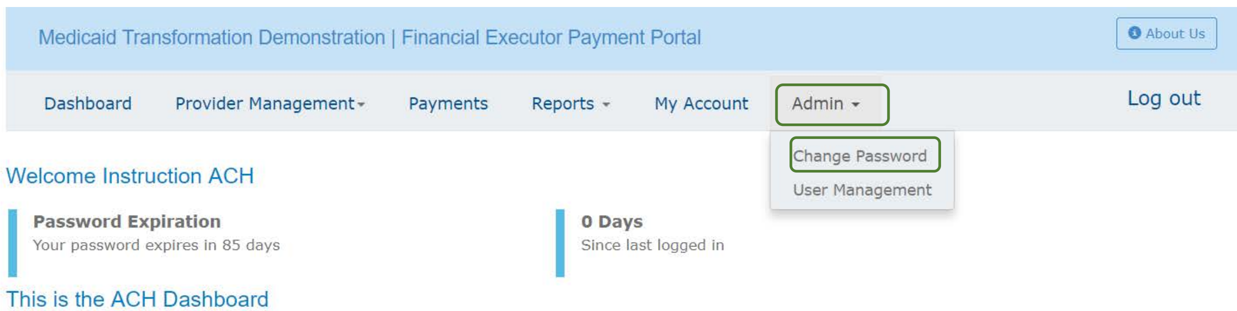
Certification Instructions: You must cross out item 2. above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2. does not apply. For matgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provider your correct TIN.

☑ I, undersigned agree to the above certiication.

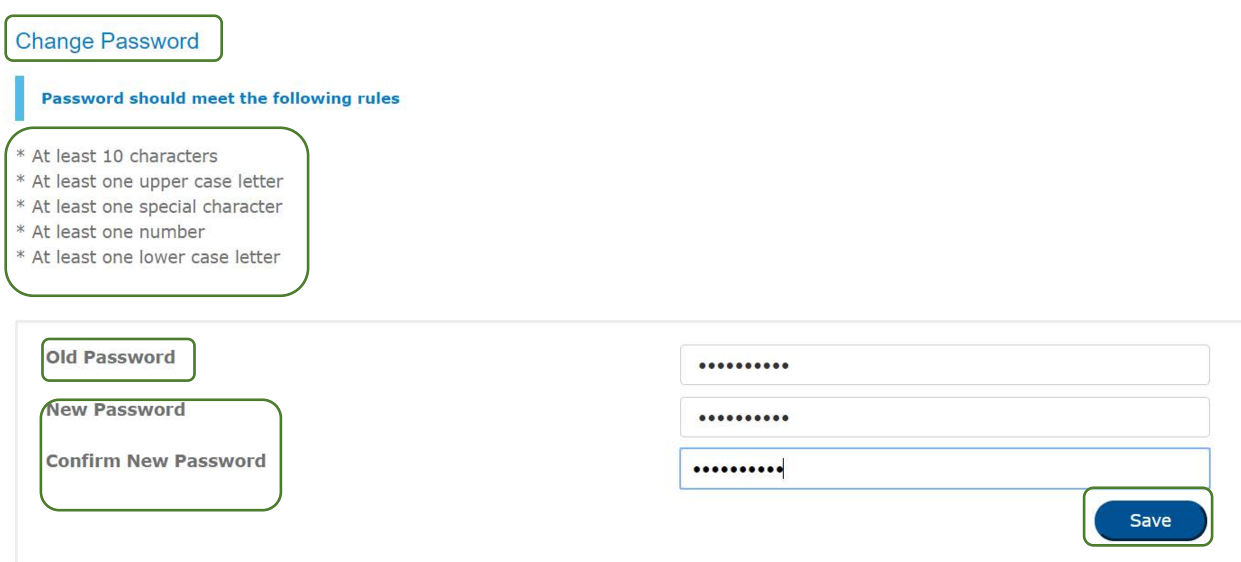
Type Name of US person Mary **Date** Friday, March 9, 2018

How to Change Your Password

The FE Portal will periodically request that you update your password. An email will be sent to you every 90 days requesting that you do so. If you would like to change the password at any other select the **Admin** tab and then choose **Change Password**. Following the rules of acceptable criteria, you will be able to set a new password



Once you select change password, you will be brought to the change password page. First, you will be asked to enter your current password where it prompts you to write in **Old Password**. Next you will enter in the password you want to set in **New Password** and again in **Confirm New Password**. To complete changing your password, select the **Save** button to update your password.



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