

Virtual Cashier/Terminal Authorization
For Montana Interactive, LLC (MI)

Tracking Number: VC90
Last Updated: February 24, 2010

Agency:	Department of Corrections (COR)
Division:	Youth Services Division
Project Name:	Cost of Care Contributions
Virtual Cashier?	Yes
Type of Payment Accepted:	Credit/Debit Cards and Electronic Checks (eChecks)
Transaction Fee:	MI will include \$1.00 per transaction as the transaction fee and will retain that amount.
Electronic Payment Processing Fees:	<p>The electronic payment processing fees are as follows:</p> <p>Credit/Debit Cards Visa and MasterCard $[(Purchase\ Amount + Convenience\ Fee) \times 0.01995] + \\0.25, e.g. $[(\\$30.00 + \\$1.00) \times 0.01995] + \\$1.00 + \\$0.25 = \\1.87 1.995% goes to the Credit Card Network, and the \$0.25 goes to the merchant bank</p> <p>Electronic Checks \$1.00 per transaction regardless of purchase amount that goes to the merchant bank</p> <p>Electronic payment processing fees are subject to change.</p> <p>COR will be responsible for non-sufficient fund (NSF), or returned eChecks. It is recommended that the same process be applied to returned eChecks as used for regular returned physical checks. MI will make one attempt to process a returned check after making contact with the customer. If the amount cannot be collected, that amount will be debited from the next remittance to COR and all information will be turned over to COR. MI charges the customer a \$10 returned check fee that is paid directly to the electronic payment processor.</p>
Payment Types:	<p>Fee Amount (or Customer Definable): Customer definable Customer Pays: Customer Definable plus electronic processing fees defined above COR Credit Card Remittance: Customer definable COR eCheck Remittance: Customer definable Auto-Settle? Yes</p>

	<p>Agency ID: 64010 AR Business Unit: 6401Z Revenue Account Code: 2504A Organization: n/a Fund: 07100</p> <p>All revenue for COR will be remitted to the State Treasury. An accounts receivable entry will be automatically created in SABHRS through MI's interface. Remittance will occur on a daily basis.</p> <p>Prior to launch of this service, COR must contact the SABHRS Bureau and set up an interface Business Unit that will be acceptable for online transactions and identify MI as able to use this Business Unit for the online service.</p>
Information Collected:	<p>Standard Fields: First name, last name, amount, notes</p> <p>Unique Fields: Name of Youth (required), CAPS ID# (required, on invoice), Parent # (required), Phone number, Email address, Name change or change of address? (Y/N)</p>
Receipt:	<p>Message to be displayed at top of receipt (up to 400 characters): Department of Corrections Youth Services Division</p> <p>Message to be displayed at bottom of receipt (up to 400 characters): If you have any questions, please contact your regional administrative officer.</p>
Security:	<p>COR staff will be required to enter a valid username and password to enter the Virtual Terminal service. The following staff is authorized:</p> <p>First Name: Trish Last Name: Stroman E-mail: tstroman@mt.gov Telephone Number: 406.444.9738 Payment Types: All Utility Privileges? Yes</p> <p>First Name: Steve Last Name: Brant E-mail: sbrant@mt.gov Telephone Number: 406.752.2544 Payment Types: All Utility Privileges? Yes</p>

First Name: Lois
Last Name: Quam
E-mail: lquam@mt.gov
Telephone Number: 406.542.7125
Payment Types: All
Utility Privileges? Yes

First Name: Suzanne
Last Name: Porter
E-mail: sporter@mt.gov
Telephone Number: 406.268.1714, ext 205
Payment Types: All
Utility Privileges? Yes

First Name: Theresa
Last Name: Davis
E-mail: tdavis@mt.gov
Telephone Number: 406.444.7998
Payment Types: All
Utility Privileges? Yes

First Name: Sue
Last Name: Davis
E-mail: sued@mt.gov
Telephone Number: 406.896.5429
Payment Types: All
Utility Privileges? Yes

First Name: Lisa
Last Name: Grady
E-mail: lgrady@mt.gov
Telephone Number: 406.444.4938
Payment Types: All
Utility Privileges? Yes

First Name: Denise
Last Name: Cummins
E-mail: DCummins@mt.gov
Telephone Number: 406.444.1562
Payment Types: All
Utility Privileges? Yes

First Name: Stephanie
Last Name: Boudreau
E-mail: SBoudreau@mt.gov
Telephone Number: 406.444.0352

	Payment Types: All Utility Privileges? Yes
Development Schedule:	The average time needed to setup an agency on the Virtual Cashier/Terminal is one week per store. This work order contains 1 store. COR will be required to fully test the payment types and Virtual Terminal.
Estimated COR Hours:	COR personnel will be needed for direction, clarification, testing and approval. Estimated Time: 8 Hours Estimated time does not include any internal changes to policy, business process, and the like that COR may incur as a result of this service.
MI Project Manager:	Cory Mabry, 449-3468 ext. 228, cmabry@mt.gov
COR Project Manager:	Trish Stroman, tstroman@mt.gov , 406.444.9738
Customer Support:	MI will provide customer support for this service through the help desk for the State's eGovernment services. MI will pass issues beyond the scope of this service to Trish Stroman, tstroman@mt.gov , 406.444.9738.
Additional Terms:	This service is being developed as an enhancement to mt.gov and will be built following all requirements of the eGovernment Service Certification standard. All advertisements and promotion of this service will be done using mt.gov as the access point (or portal). COR will work in coordination with ITSD and MI on brochures, news releases, events, and promotions of this service throughout the life of the service.

S Miller
 Sandi Miller, General Manager
 Montana Interactive, LLC

3-12-10
 Date

Trish Stroman, Finance and Program Services
 Supervisor,
 Youth Services Division

 Date

Barry Fox

Barry Fox, Acting Bureau Chief
Application Technology Services Bureau
Information Technology Services Division
Department of Administration

3/12/2010

Date

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Sandi Miller, General Manager
 Montana Interactive, LLC



Trish Stroman, Finance and Program Services
 Supervisor,
 Youth Services Division

Date

3/5/10

Date