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July 17, 2018

SAPC BULLETIN NO. 18-08-START

TO: All Contract Service Providers

FROM: John M. Connolly, Ph.D., M.S.Ed., Interim Division Director
Substance Abuse Prevention and Control



SUBJECT: **ELECTRONIC PAYMENTS FOR ALL COUNTY CONTRACTORS**

On April 3, 2018, the Board of Supervisors approved Board Policy 5.005, which mandated that all County Contractors accept electronic payments for all services. The policy is intended to ensure that Los Angeles County payments are disbursed in the most appropriate, efficient, secure, and timely manner possible. Effective immediately, if your agency is currently receiving physical warrants/checks for contracted invoice reimbursements, the Los Angeles County Department of Public Health's Substance Abuse Prevention and Control (SAPC) is requiring all contractors, vendors, and other payees to adhere to the new Board policy.

Once your application is approved, you will receive all future payments from Los Angeles County by Direct Deposit (EFT). Remittance Stubs will not be mailed. All pertinent EFT payment information will be available to view using the Los Angeles County eCAPS system. Checks/Warrants will continue to be issued as payment until your Direct Deposit account is approved.

Below are the step-by-step instructions on how to set up Direct Deposit/EFT accounts. In addition, the attached Vendor Direct Deposit Flyer provides additional information on how to set up these accounts.

STEP BY STEP INSTRUCTIONS TO SET UP DIRECT DEPOSIT ACCOUNT

Step 1. Create a Vendor Self-Service (VSS) account. Please follow this link at <https://lacovss.lacounty.gov> to create an account. This will take you to the VSS home page. If you already have a VSS account, please skip to Step 7.

- Step 2. Click on “VSS Vendor Verification Code Request”. Please input your Agency’s information in the appropriate fields and submit your VSS Vendor Activation Request. An alternative to creating a VSS account online is to contact Internal Services Department (ISD) Vendor Relations at (323) 267–2725. ISD is available Monday through Thursday from 8:00 AM to 5:00 PM PST.
- Step 3. Within one (1) to three (3) business days you will receive an email from ISD containing a temporary password to your VSS account.
- Step 4. Once you receive your temporary password from ISD, please return to the VSS home page: <https://lacovss.lacounty.gov/>. From there, you will click on the “Activate” button. Please note that within the VSS home page there is a Vendor Help Guide Menu to further assist you with activating your account.
- Step 5. You must accept the Memorandum of Agreement terms in order to complete account activation.
- Step 6. Continue by filling-out the appropriate information. You will use the temporary password received from ISD via email to then activate your VSS account. This process registers your VSS account. Note: please change the temporary password to a new password.
- Step 7. Once your Vendor code is registered on VSS, go to <https://directdeposit.lacounty.gov/> to set up direct deposit. The website will guide you through five screens:
- Address Information
 - Banking Information
 - Attachment(s) – voided check, bank verification letter or first page of the bank statement with bank account number and holder’s name
 - Certify
 - Confirm/Submit
- Step 8. The Los Angeles County Auditor-Controller (A-C) will review the Direct Deposit Authorization Form and notify you on whether your request is approved or rejected. Applications will take approximately 15 days to process. If the application is rejected, you will receive an email from Auditor-Controller with the rejection reasons. You can then resubmit the form online with the correct information.
- Step 9. You may check the status of your application by accessing your VSS account. On the *Account Information tab*, *Account Summary* sub-tab, EFT Information should be set to “Eligible for EFT”.

All Contract Service Providers

July 17, 2018

Page 3

Exceptions:

Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT shall supersede this Board policy with respect to those payments.

Contractors, vendors, and other payees may submit a written request for an exemption to this Board policy. Such request must be based on specific legal, business, or operational needs and explain why the payment method designated by the A-C is not feasible. The A-C, in consultation with the contracting department(s), shall decide whether to approve the exemption requests.

If you have any questions or need additional information, please contact Edith Mendoza at (626) 299-3206. You may also email DISB.DirectDeposit@auditor.lacounty.gov with any questions.

JMC:by

Attachment



COLA

Direct Deposit



The County of Los Angeles now mandates vendors and payees to receive payments via direct deposit. Therefore, please follow the below instructions to sign up.

Benefits of Direct Deposit:

To Get Started:

- ◆ **Safe and secure** – No more lost, stolen, or damaged checks.
- ◆ **Quick** – Money is available in your account faster. Eliminate the “hold” and “clear” process from the bank.
- ◆ **Convenient** – No need to physically deposit checks at the bank or pay processing fees at check cashing agencies.
- ◆ **Go Green** – Reduces carbon footprint.

- ◆ Submit your direct deposit authorization form online: <https://directdeposit.lacounty.gov>.
- ◆ Allow up to 15 business days to process the request.
- ◆ Receive an email notification when your payments are deposited.
- ◆ Register for Vendor Self-Service to access all of your payment and electronic remittance information at: <https://lacovss.lacounty.gov>.