
BECOMING AN AUTHORIZED USER

A NYSPRO Electronic Value Transfer Services Guide



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NEW YORK STATE PROCUREMENT | NYSPRO
A DIVISION OF THE OFFICE OF GENERAL SERVICES

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Understanding How to Becoming an Authorized User

Entities seeking approval to implement an electronic value transfer program must submit Form EVTA-1, Program Plan Application (Form EVTA-1 Application) to the EVTA. This application will be evaluated for approval by both the EVTA and the Division of the Budget (DOB). In completing EVTA-1 Applications, agencies should refer to Form EVTA-1, Program Plan Procedures and Instructions (Form EVTA-1 Instructions).

Who needs to submit a program plan application?

State agencies are required to submit an EVTA-1 Application for each proposed EVT program they wish to offer. For the purposes of the EVT program, State agencies include: "any department, board, bureau, commission, committee, council, office of the state, or other governmental entity with statewide jurisdiction". Any State government entity that is proposing to accept electronic payments which does not consider itself to be a State agency under this definition, and therefore not subject to the EVTA and the Division of Budget approval process, must submit a written exemption request to the EVTA. This request must include an explanation as to why the entity does not consider itself a State agency under the EVTA definition.

EVTA-1 Applications must be submitted by State agencies regardless of the vendor they anticipate using for payment processing services. It is anticipated; however, that most agencies will be using the NYSPRO centralized service contracts with Key Merchant Services LLC (KMS) and American Express (AMEX) for electronic payment processing services. The KMS contract provides all processing services for Visa, MasterCard, Discover transactions. Additionally, this contract provides for the front-end authorization of American Express cards, although a separate contract is required to receive back-end settlement from this card issuing entity (see the EVT Contracts pages in this site for information regarding the EVT Contracts with KMS and American Express).

An EVTA-1 Application must be completed for each payment program for which a State agency is seeking an electronic payment solution.

The EVTA-1 Application is comprised of the following sections:

- Part 1, A. Contact Information,
- Part 1, B. Description of Existing Payment Program,
- Part 1, C. Description of Desired EVT Program,
- Part 1, D. Description of Program Attributes and Procedures,
- Part 1, E. Transaction and Collection Information,
- Part 1, F. Planned EVT Transaction Environment,
- Part 1, G. Total Projected Number of Transactions,
- Part 2, A. EVT Contractor Services - Projected Costs,
- Part 2, B. EVT Benefits,
- Part 2, C. Net Impact of Offering EVT Services, and
- Part 3, Program Plan Approval.

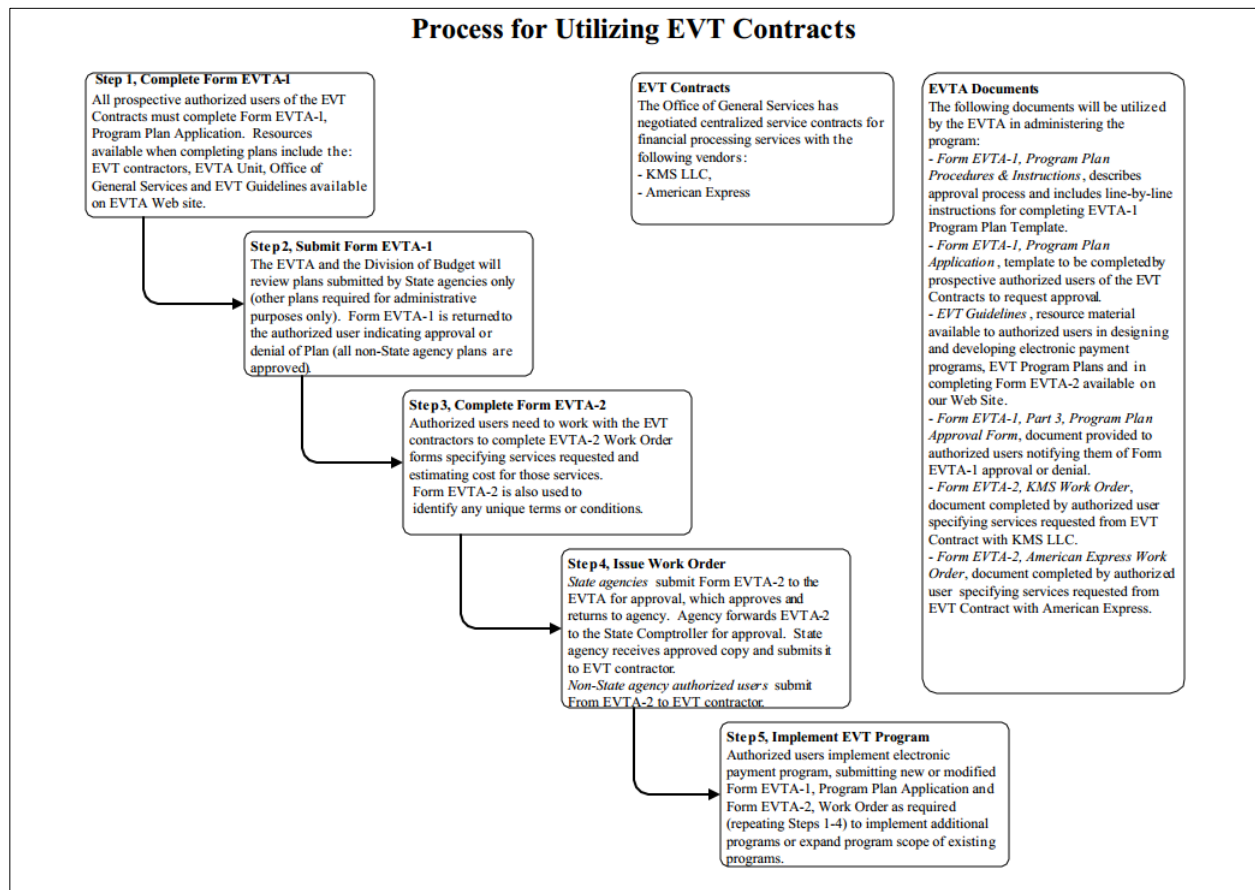
State agencies need to complete all sections of Parts 1 and 2. The EVTA and the DOB will complete Part 3, indicating if the program has been approved or disapproved. The EVTA will return the entire EVTA-1 Application to the agency. Non-State agencies are only required to complete Parts 1 A - C, although they may wish to complete the entire application. The EVTA will complete Part 3, indicating the application has been received, and will return the entire EVTA-1 Application to the non-State agency.

The approval process is a one-time event; approval is valid for the duration of the program. However, to enhance the scope of an approved program to include additional types of electronic payments or additional payment channels, agencies are required to submit an updated EVTA-1 Application for approval. For example, a program approved to accept credit cards through point-of-sale terminals would be required to submit an updated EVTA-1 Application if they were proposing to either accept debit cards through PIN-pad equipped terminals or to accept credit cards through a newly developed Internet application.

Non-State agencies (e.g., local governments or state government entities receiving an EVTA exemption) wishing to use the EVT Contracts must submit an EVTA-1 Application; such plans are required for administrative purposes only and will not be evaluated for approval by the EVTA or the Division of Budget.

Process Map

NYSPro staff have put together a visual to help you better understand the process.



EVT Program Plan Submission Process for State Agencies

The following steps describe the Form EVTA-1, Program Plan Application submission process for State agencies:

1. Download a copy of [Form EVTA-1, Program Plan Application](#).
2. Complete Parts 1 & 2 of the EVTA-1 Application, contacting the EVTA Unit for assistance if necessary. Agencies planning on utilizing the EVT Contracts may also receive assistance from the contract vendors in completing their EVTA-1 Application. Contact information is within the OGS contracts or you can email the EVTA Unit for contact information.
3. Submit the completed EVTA-1 Application to the EVTA Unit (not required for agencies submitting a Request for Funding application to OFT which the EVTA and the DOB will evaluate in lieu of an EVTA-1 Application).
4. The EVTA Unit and the DOB will evaluate EVTA-1 Applications.
5. The EVTA and the DOB will complete Part 3 of the EVTA-1 Application and return the entire application to the agency, informing them if the program is approved or disapproved. Note: In order for any of the EVT Contractors to provide services through the EVT Contracts, agencies will be required to provide them with a copy of an approved Part 3 of the EVTA-1 Application.
6. If approved, agencies are authorized to accept electronic payments through the program. If disapproved, agencies may not accept electronic payments through the program; however, the EVTA-1 Application may be modified and resubmitted.

EVT Program Plan Submission Process for Non-State Agencies

Non-State agencies intending to use any of the EVT Contracts for electronic payment processing services are required to submit Form EVTA-1, Program Plan Application for each of their payment programs. Submission of these plans is for administrative purposes only; neither the EVTA nor the DoB will evaluate these plans for approval. The following steps describe the EVTA-1 Application submission process for non-State agencies:

1. Download a copy of [Form EVTA-1, Program Plan Application](#).
2. Submit the completed EVTA-1 Application to the EVTA Unit.
3. Non-State agencies are only required to complete limited sections of Part 1 of the EVTA-1 Application; however they may wish to complete the balance of the application. Non-State agencies planning on utilizing the statewide EVT Contracts may also receive assistance from these contract vendors in completing their EVTA-1 Application.
4. Submit the completed EVTA-1 Application to the EVTA Unit.
5. The EVTA will complete Part 3 of the EVTA-1 Application and return the entire application to the non-State agency, informing them that their EVTA-1 Application has been received. In order for any of the EVT Contractors to provide services under the EVT Contracts, Non-State agencies will be required to provide them with a copy of Part 3 of the EVTA-1 Application indicating the application has been received by the EVTA.

Contact Information

For questions related to EVT, please email PS_SW_EVTA@ogs.ny.gov or call (518) 474-6717 today.