Third Party Payment Setup Directions

The first step in establishing third party payments is to setup a user authorized to accept the payments. If the user has not yet been setup, then use the "*New User*" link on the main VO logon page to establish a new registered user. https://vo.ras.dshs.state.tx.us/datamart/login.do

Log into VO as the third party payer user and select the Main Menu "*Update Profile*" link.

In the Third Party Payments section turn the Accept Payment Requests on. The payer number shown is the number that is required to assign the payment to a third party. It is a good idea to make a note of this number because it will be needed in the license payment section. This is all that is required for the user to accept third party payments.

View User Profile

Press "Edit" to edit your name, email address, or user ID.
Press "Retire" only if you have no licenses attached to this account and never plan to use this account in the future.
Press "Previous" to go to the main menu.

Personal Information

First Name:	Patti
Second Name:	
Last Name:	James
Email:	vo@dshs.texas.gov
User ID:	MIKE1JB2

Edit   Retire

Password

Password:	********

Edit

Secret Question and Answer

Secret Question:	What's my favorite Pet's name

Edit

Third Party Payments

Payer Number	460595
Accept Payment Requests	No

(what's this?)   Turn On

Add Licenses   Previous

Log in as the applicant and work the application process to the payment screen as shown below.

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee	
80	Annual Reporting	PDP1021	Prescription Drug Price Disclosure Program	Megan INC	$258.00 ☑	To Third Party

Payment Method	○ Credit Card
	○ ACH

Next   Main Menu

Click the "*To Third Party*" button to display the following page. Enter the third party payer number and click Save.

Online Application Payment Request

Press "Save" to submit this application to a third party for payment.

Press "Cancel" to return to the previous screen.

Application Description:	**Annual Reporting**
Fee Details	
Annual Report Fee :	$250.00
Annual Rept TOL Fee :	$8.00
Total Amount Due:	$258.00

• Payer Number: 460595

Save   Cancel

The payment has now been assigned to the third party payer. The assignment of the payment is now complete. If there is a need to take back the assignment, then clicking the "*Reject*" button will return the payment requirement to this user.

Prescrpt Drug Price Disclosure Reporting PDP1021   Logged in as **test, test**

Main Menu | Update Profile | Logoff | Contact Us

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee	
80	**Annual Reporting**	**PDP1021**	**Prescription Drug Price Disclosure Program**	**Megan INC**	$258.00 ☑	Reject

Payment Method	○ Credit Card
	○ ACH

Next   Main Menu

Log back into the user that is the third party payer and select "*Make Payments*" from the Main Menu.

■ Additional Activities	
Make Payments (1)	Select

The payment for the application has now been assigned to the third party payer. The normal payment process of the fee by the third party payer can now proceed.

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee	
80	Annual Reporting	PDP1021	Prescription Drug Price Disclosure Program	Megan INC	$258.00 ☑	Reject

Payment Method   ○ Credit Card
○ ACH

Next   Main Menu

If the third party payer decides to reject paying for this application, then clicking *"Reject"* displays a page to reject this payment. Clicking *"Reject"* will return the payment requirement to the user making the application.

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee	
80	Annual Reporting	PDP1021	Prescription Drug Price Disclosure Program	Megan INC	$258.00 ☑	Reject

Payment Method   ○ Credit Card
○ ACH

Next   Main Menu

Confirm payment details and submit payment.

Confirm Payment Details

If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
80	Annual Reporting	PDP1021	Prescription Drug Price Disclosure Program		$258.00
				Total	$258.00

Payment Method: Credit Card

Next   Cancel

Once the payment has been processed both the applicant and the third party payer will receive confirmation emails.