

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>

The screenshot shows the 'Online Licensing Services' page with a navigation bar at the top containing 'Help & Support' and 'Contact Us'. The main content area is divided into three sections: 'Check License Status or Search for a License', 'Apply for a New License', and 'Renew Your License'. Each section contains instructions and links. On the right side, there is a 'Returning User' login form with fields for 'User ID' and 'Password', a 'Sign In' button, and links for 'Forgot user ID?' and 'Forgot password?'. Below the login form is a 'New User' section with an information icon and text: 'Create a new online account as a first time user. Log in with the password emailed to you to access online services. Register as a new user'.

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

The screenshot shows a user profile page. At the top right, it says 'Logged in as James, Patti'. Below this is a navigation bar with 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Quick Start Menu' and contains instructions: 'To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration. Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice.' On the right side, there is a 'License Information' box with a 'Show Details' button. The box displays 'License Number: #PDP1006' and 'Recent Drug Price'.

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.

[Main Menu](#) | [Update Profile](#) | [Logout](#) | [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 <input checked="" type="checkbox"/>	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:

[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.

Prescript 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	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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.