



Electronic Check Stubs: Website User Guide for Vendors

Veridian Fiscal Solutions offers a safe and secure website where you can view your check stubs and payroll history. This online tool makes managing your payments faster and easier.

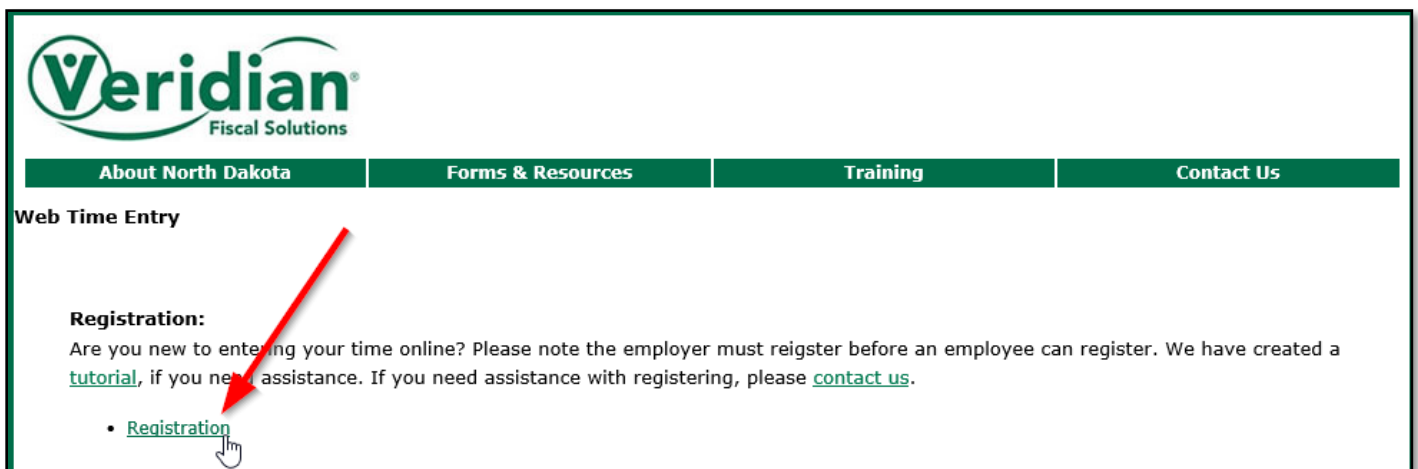
It's great:

- You will have access to your account anytime and anywhere an Internet connection is available.
- You can view your current payments and all previous payments under the "Payments" tab.
- You can view the details of your individual payments.

This user guide will help you get started today.

Register

- Go to www.veridianfiscalsolutions.org/nd and click on Web Time Entry.
- To get started, you will need to set up your account by clicking on the link to "Registration".



To register as a Vendor, please enter the following information:

- Type: Select "Vendor" from the drop-down menu
 - Account #: This is your vendor number. If you do not know your Vendor Number contact Veridian.
 - Name: Please type your name exactly how it is printed on your past paystub. (example- First Name Last Name)
 - Email Address
 - Password: Must be at least six characters

Registration

If you are a CCO member, use your Medicaid number. If you are an existing CCO employee, use the employee number located on your pay stub. If you are a new CCO employee, email Veridian at ccoowa@veridiancu.org to obtain your employee number.

Type: Vendor

Account #: 1684

Name: Jane Doe

Email: email@email.com

Password: create a secure password

Submit

When Registration is complete, a page will appear that says “Congratulations”.

Go to Sign In to continue.

Sign In

You must register before you can sign in.

- Click on the “Sign In” tab at the top of the screen
- Type: Select “Vendor” from the drop-down menu
- Account #: This is your Vendor Number
- Password: This is the password you chose when you registered
- Click the “Submit” button to sign in

Type: Vendor

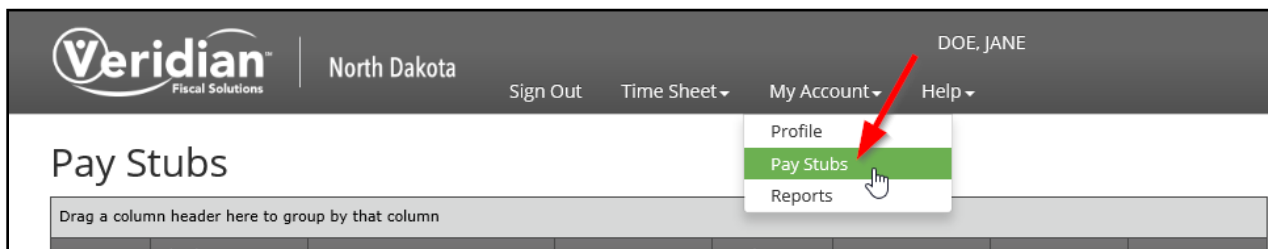
Account #: Located on past paystub

Password:

Submit

Pay Stubs

- To view current and past payroll information, go to the Vendor tab and click View Stubs.



- The Pay Stubs page lists all current and historical payments. By clicking on “View Details”, you can view the information about each specific payment.

Pay Stubs

Drag a column header here to group by that column

View	Check #	Consumer	Type	Batch #	Date	Amount
View Details	40001006	Doe, John	Direct Deposit	11549	6/29/2018	15.00
View Details	40001004	Doe, John	Direct Deposit	11548	6/18/2018	7.50
						22.50

- The grey header allows searching and sorting capabilities.

Pay Stubs

Consumer						
View	Check #	Type	Batch #	Date	Amount	
Consumer: Doe, John						
View Details	40001006	Direct Deposit	11549	6/29/2018	15.00	
View Details	40001004	Direct Deposit	11548	6/18/2018	7.50	
						22.50

Viewing Details

The View Details page will list all of the specific information related to the payment.

Pay Stub Detail

Check # - 40001006
John Doe
1827 Ansborough Ave
Waterloo, IA, 50701-

Employee #: 1684
For: Doe, John
Check #: 40001006
Check Date: 06/29/2018
Net Pay: \$15.00
Type: Direct Deposit

- If printing Pay Stub Detail, use your internet options to navigate to file, print.

Sign Out

- Please click “Sign Out” to leave the website.

Other helpful information

If you have questions about using the website, send us a message using the online form located under the “Help” and “Contact Us” tab. You can also contact us in any of these other ways:

Email: northdakota@veridiancu.org

Phone: 855-828-0775

Fax: 855-828-0729