

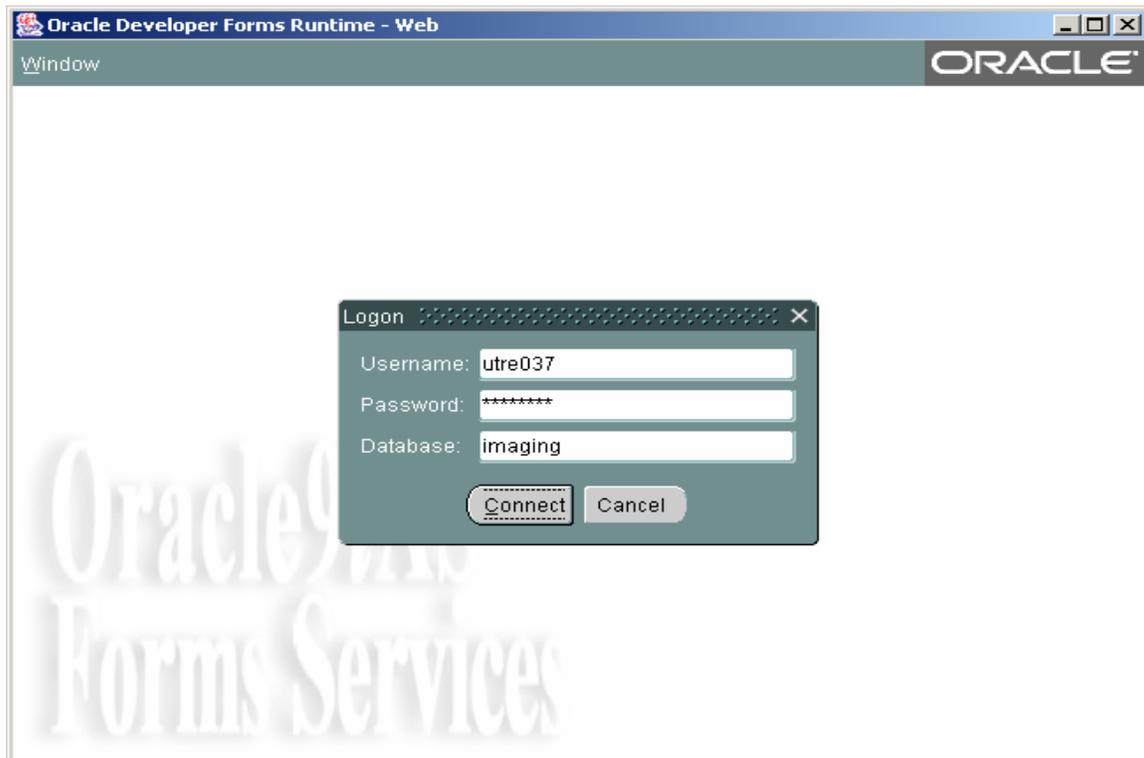


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Procedures for PayCard Enrollment Maintenance

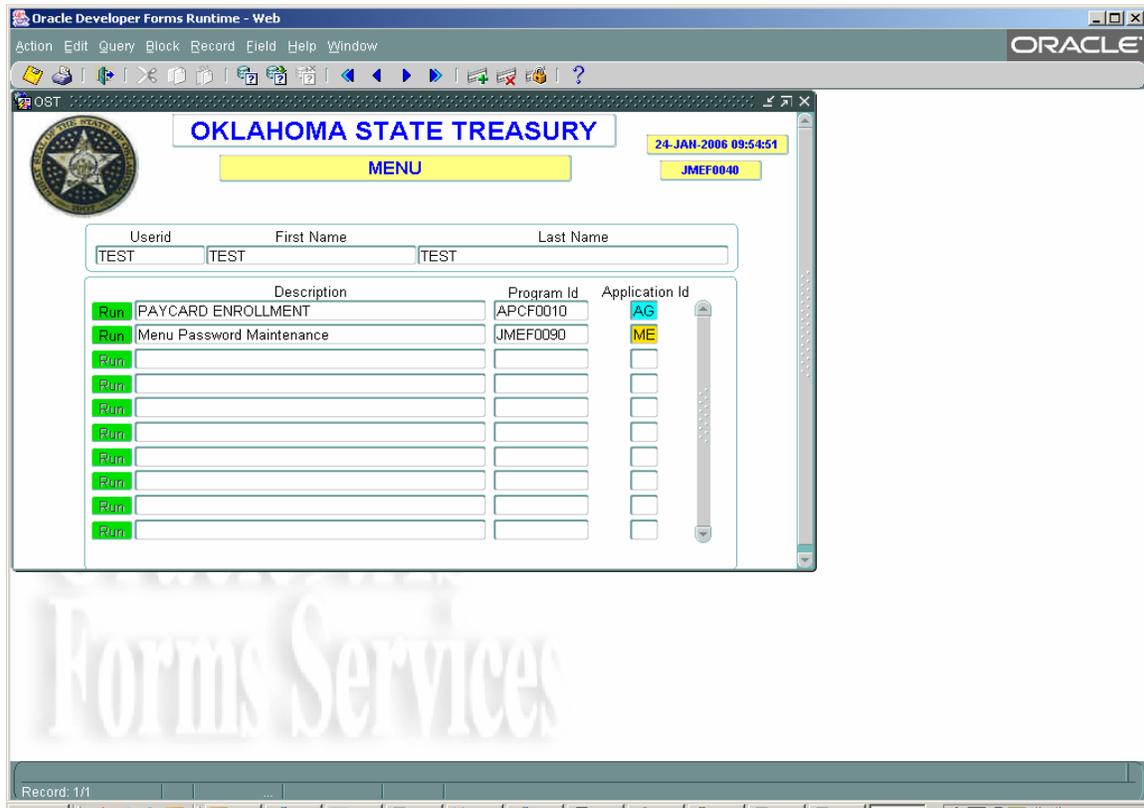
1. **System Requirements :**
 - a. The web site and application will be accessible via the internet using Microsoft i.e. browser 5.0 and higher.
2. **Signing on the web site:**
 - a. The web address for the PayCard Enrollment is

<https://oas1.ost.state.ok.us/forms90/f90servlet>



- b. Enter your ID, password and the name "Imaging" in the Database field then click on the indicator connect.

3. After sign on is complete, the following screen will appear:



Icons descriptions from left to right:

- Yellow Diskette – Saves changes.
- Printer – Prints screen.
- Exit Door – Returns to previous Oracle screen or log off of the main menu.
- Scissors – Cuts data from a selected field.
- Copy Pages – Copies data from a selected field.
- Paste Pages – Paste data into a designated field.
- Double Blue Left Arrows - Allows user to move between fields.
- Single Blue Left Arrow – Allows user to return to previous fields. Up and down arrows also move user from one field to another.
- Single Blue Right Arrow - Allows user to move forward. Up and down arrows also move user from one field to another field.
- Double Blue Right Arrows – Allows user to move between fields.
- Green Plus – Allows user to insert a new record.
- Red X – Allows user to delete the current record.
- Lock – Prevents record from being updated by another user.

4. Choose PayCard Enrollment by clicking on the green “Run” button.
 - a. The following screen will appear:

The screenshot shows a web-based Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web". The window contains a form for "Agency# 740". The form has a light green background and a white border. At the top right of the form area is a "REPORT" button. The form fields are as follows:

- First Name:
- Last Name:
- Date of Birth: (mm/dd/yy)
- SSN:
- Address1:
- * Address2:
- City:
- State:
- Zip:
- * Day Phone:
- * Night Phone:
- * Email:
- * CORE EMPL ID:
- Date Entered:

At the bottom of the form area, there is a legend: "* = Optional". Below the form area, the status bar shows "Record: 1/1".

5. Enrollment:

- a. Enter the following information:
 1. Enter first name of employee. [Required Field]
 2. Press tab.
 3. Enter last name of employee. [Required Field]
 4. Press tab.
 5. Enter birth date of employee in mm/dd/yy format. [Required Field]
 6. Press tab.
 7. Enter social security number of employee. [Required Field]
 8. Press tab.
 9. Enter the address of the employee. [Address 1 is a required field. Address 2 is optional.]
 10. Press tab.
 11. Enter the city the employee lives. [Required Field]

12. Press tab.
13. Enter the two letter abbreviation of the state. [Required Field]
14. Press tab.
15. Enter zip code for the employee. [Required Field]
16. Press tab.
17. Enter the employee's date of birth. [Required Field]
18. Press tab.
19. Enter a day time telephone number for employee. [Optional Field]
20. Press tab.
21. Enter a night time telephone number for employee. [Optional Field]
22. Press tab.
23. Enter email address for employee. [Optional Field]
24. Press tab.
25. Enter Core Empl ID. [Required Field]
26. Press tab.
27. Enter Date in mm/dd/yy format. [Required Field]
28. Save Information.

b. Reporting Function:

1. Click on Report button located on upper right hand side of screen to view the information entered for all employees during current day



Contact Information

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