ePayment

Setting up an Account

Online payments for Regulator fees and levies are made via ePayment. This guide outlines the steps that companies need to take to be able to set up their payment accounts.

Step One: Ensure your company is registered with the Regulator

Every company that submits applications to the Regulator is required to be registered in our corporate registry housed in KERMIT. Each company nominates a Company Administrator to manage their account in KERMIT. If your company is not registered with the Regulator, please see the [Permit Operations and Administration Manual](#).

Step Two: Complete the following documents to set up a payment account

In order to set up an account to pay application fees online, the Regulator requires the following documents to be completed:

- A letter, on company letterhead, signed by a company executive (e.g. CEO, CFO, VP or designate that has the authority to set up an EFT account) authorizing a person to be designated as ePay Financial Admin for purposes of managing the company's ePayment account. The ePay Financial Admin role has overall control of the payment account for the company and can assign security roles to the account.
- A [Pre-Authorized Debit (PAD) Agreement Form](#).
- A void cheque matching the account information on the PAD Agreement Form or an authorization form from the bank.

Please note that if the designated ePay Financial Admin does not have a user account with the Regulator, they can register for one [here.](#)

Step Three: Send documents to the Regulator

Please mark the documents as confidential and email (finance@bc-er.ca), mail, or courier (recommended) the signed documents

Mailing Address	**Courier (Physical) Address**
Attention: Finance Department	Attention: Finance Department
PO Box 9331 Stn Prov Govt, B.C.	BC Energy Regulator
Victoria, B.C. V8W 9N3	2950 Jutland Road, Victoria, B.C.
	V8T 5K2

Once the documents have been received and processed, an email will confirm registration is complete.

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Understanding Security Roles

Online payments for BCER fees and levies are made via ePayment. This guide will outline the security roles

Types of roles in the new payment portal

There are three types of security roles in the new payment portal. Each of these roles has the ability to perform specific actions. These roles cannot be customized, but they can be combined. They are ePay Financial Admin; ePay Payer; and Applications. Here are the instructions on how to set up the roles and the specific functions of each:

Role 1: ePay Financial Admin

When setting up a new account for the payment portal, an ePay Financial Admin role is assigned to manage the overall payment account for the company. This role can be assigned by the Company Administrator or by the BCER when the company registers for their ePayment account. The ePay Financial Admin is the only role that can edit the EFT financial information in ePayment. This role can also assign ePay Payer roles in KERMIT, set maximum payment amounts and allocate Authorization Codes for the ePay Payer, which are required for the ePay Payer to submit a payment. Please note that only one person per company can be assigned in the ePay Financial Admin role.

Role 2: ePay Payer

The ePay Payer is the only role that can submit payments to the BCER and the role is assigned by the ePay Financial Admin. This role can view invoices and payment transactions, but cannot edit the company's EFT account information. This role can be combined with the ePay Financial Admin role (be the same person) or be separate.

Role 3: Applications

Applications is an existing role in KERMIT which carried over to the Application Management System when it is launched. This role enables proponents to submit applications online and view any payments due. This role cannot make payments and does not have access to the EFT banking details.

The three roles and their specific actions are summarized in the table below:

Actions	ePay Financial Admin	ePay Payer	Applications
Edit EFT Account (non-financial data)	Yes		
View Payment Transactions	Yes	Yes	Yes
Register Payment to Pay Later		Yes	Yes
Submit Payment		Yes	
Resubmit Failed Payment		Yes	

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Setting Up Security Roles

Online payments for BCER fees and levies are made via ePayment. This guide will outline the steps that companies need to take to be able to set up their security roles.

Step One: Assign ePay Payer roles

Once the ePay Financial Admin role is set up (by the Regulator at registration or by the Company Administrator), this role can log into KERMIT and assign ePay Payer roles for ePayment. The ePay Payer role is the only role that can make payments in the portal. This role can be combined with the ePay Financial Admin role (i.e. be the same person) or be separate.

Step Two: Set maximum payment amounts and Authorization Codes for each ePay Payer role

The ePay Financial Admin role can set Authorization Codes and maximum payment limits for payments to be submitted to the Regulator by the ePay Payer role.

To do this, the ePay Financial Admin role must log on to ePayment. Click *Edit EFT Bank Information* in the navigation panel. The resulting screens will enable the ePay Financial Admin to set maximum payment amounts and Authorization Codes for each ePay Payer role.

- Authorization Codes are a mix of letters, numbers and special characters required by the ePay Payer when a payment is submitted. These can be added or edited by the ePay Financial Admin on this screen. Each company can have up to three Authorization Codes.
- ePay Financial Admin roles have the ability to set maximum payment amounts for added security. A different maximum payment amount can be assigned to each ePay Payer role.

Please note: the ePay Financial Admin role can also edit the banking information in this screen by clicking on the edit button next to banking information. A new PAD form and either a void cheque or authorization letter from the bank must be submitted to Finance@bc-er.ca.

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Setting up Authorization Codes

Step One: Set Authorization Limits

From the ePayment Dashboard, the ePay Financial Admin can set up authorization codes by clicking on "**Edit EFTBANK Account**" on the left side of the screen under the Accounts heading. At the bottom of the **EFT Account Details** screen is an **Authorization Code Information** section. By clicking on the **"Add"** button a new authorization code can be created by adding the 1) Maximum Payment Amount, 2) Authorization Code, & 3) Re-Entered Authorization Code. Up to three authorization codes can be created and provided to your ePay Payer(s).

Step Two: Provide your ePay Payer(s) the appropriate Authorization Code

You can now provide your ePay Payer(s) one of the authorization codes based on the desired limit they should be able to make payments for.

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Setting up a Parent Billing Company

Online payments for BCER fees and levies are made via ePayment. This guide outlines the steps required or setting up a billing company to pay invoices on behalf of a subsidiary.

Step One: The parent company sets up an account with ePayment

The company wishing to be designated a billing company must have an ePayment account. Once an account is set up, an ePay Financial Admin security role is assigned to manage the payment account and other security roles associated with it on behalf of the company.

Step Two: Submit a request to become the billing company on behalf of a subsidiary

The billing company is required to submit a request to the Regulator to pay invoices in ePayment on behalf of one or more subsidiaries. This request should be sent via email to servicedesk@bc-er.ca and include details of the billing company and any subsidiaries that it will be assuming payment responsibilities for. At this time, any outstanding invoices at the BCER for the billing or subsidiary company (or companies) must be settled.

Please note that only one company at a time can be registered as the billing authority for a company in ePayment.

Step Three: Submit documents required for the billing change

1.   An executive (VP, CFO, CEO) signed letter from the billing company to assume financial responsibility for invoices in AMS Payment for the relevant subsidiary company (or companies).

2.   An executive (VP, CFO, CEO) signed letter from the subsidiary company giving up control of the AMS Payment account to the billing company.

In addition, If a different ePay Financial Admin role is needed, an updated letter, on company letterhead, signed by a company executive (e.g. CEO, CFO, VP) needs to be sent to finance@bc-er.ca. This will authorize a person to be designated as the ePay Financial Admin and manage the account on behalf of the billing company.

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Terms

Term	Definition
Authorization Code	The code that is assigned when an EFT Account is created. The Authorization Code is given to the ePay Payer to complete payment. Each Authorization Code is associated with a maximum payment amount for the company. The authorization code can be any mix of letters, numbers, and special characters. There is a maximum of three Authorization Codes allowed per company.
EFT	Electronic Funds Transfer. This is the method of payment within the payment system. The EFT information is taken from the Pre-Authorized Debit (PAD) Account form submitted by the company.
Invoice	The invoice lists out the details of the payment, including the items being purchased and the quantities of each item.
Invoice Number	The BC Energy Regulator number associated with the invoice.
NSF	Non-Sufficient Funds is an error that will cause a submitted payment to fail. Occurs when the chosen Pre-Authorized Debit (PAD) Account does not have enough money to complete the transaction.
PAD Account	Pre-Authorized Debit Account. A bank account that has been previously approved and designated for Electronic Funds Transfers to be submitted.
Pending Payments List	The list of invoices that have a status of Pending or Failed. This is the list of invoices that is displayed to users with an ePay Financial Admin, ePay Payer, and Applications role.
Purchase Order Number	Additional information that may be important for the applicant for their own records (not generated in AMS).
ePay Financial Admin role	This is the role that has overall control of the company's ePayment account. There can only be one ePay Financial Admin role per company.
ePay Payer role	The only role that can submit payments in ePayment.
Applications role	An existing role in KERMIT that will be able to submit applications in AMS and view payments but not make them.
Transaction Number	A number associated with the submission of a payment.