

→ Log in to iPayment

Log in to iPayment using the “Log in to iPayment” button at the top of the Business Hub web page. Use your regular MCPS username (using username@mcpsmd.org) and password.

If you get an error message that says, *Invalid Sign In attempt. Please enter valid user credentials*, it may be due to one of two issues.

1. You may not have rights to the area you are clicking on. For basic iPayment access, users who were not previously active in iReceivables will need their principal or administrator to initiate a request through the User Management Security Access Portal (UMSAP) to gain access to iPayment. See the [UMSAP Guide for Hub Users](#) for instructions. If you are clicking on the Admin Center, this area is not available to most users. Only a few staff in the Division of Controller have administrative access to iPayment.
2. Your user ID is locked in iPayment. Even though we have Single Sign On, iPayment checks the last time a user successfully logged in to iPayment. If it was more than 90 days in the past, the ID gets locked within iPayment.

→ “Create Core File” Error

Do NOT change or try to process anything on this screen. Do click on the Admin Center button or try to login if the popup screen says to log into the Admin Center. Users are not administrators on this vendor product. Exit this screen and login to iPayment (not the Admin Center).

→ Recording an iPayment in SFO

You can only use up to 8 digits in SFO for the manual check number, so you will need to modify the iPayment receipt number in order to enter it in SFO. Remove the first four digits (year), and remove the dash before the last number. For example, a receipt number of 2021315088-2 would be entered in SFO as 3150882.

→ Paying Invoices

If you are paying an invoice with Independent Activity Funds (IAF), you should use iPayment. If you’re paying with budget allocations, use the GL journal process in the Hub.

→ No Statement

If your school has paid off all invoices, no statement will be generated.

- For a zero-balance statement, run the Customer Statement Report.
- If you have invoices due for payment, you can print your statement from iPayment. From the Main Menu in iPayment, click on School Account Payment. Then click the Account Statement button to view or print a copy of your most recent account statement.
- If you have any trouble viewing and printing invoices in iPayment, you can access them in the Business Hub, under the Receivables module. View a quick how-to video [here](#).