PAT – ePeGS Payment Request Instructions

1) Access the Web Application Logon with the following link.
   https://k12apps.dese.mo.gov/webLogin/login.aspx

2) Logon using your User Name and Password. If you accessed PAT in the previous system use the same User Name and Password. If you are new to PAT have your district's User Manager set you up with access. There are three levels of access:
   - Authorized Representative – can enter data, complete the Invoice and submit the Payment Request. This is usually the Superintendent or Elementary Principal, person fiscally responsible for the program. If you provide services as a parent educator you should not be the Authorized Representative.
   - Data Entry – can enter data and complete the Invoice. This is usually the Coordinator or Parent Educator.
   - Public View – can view the Invoice, Payment Request and Allocation information.

3) On the User Applications page, select "ePeGs" under "Cross-Divisional Systems."

4) This will access the ePeGs Homepage. From the ePeGs Homepage select "Funding Application Menu".

5) From the "Funding Application Menu" select "Show" after School Improvement. This will provide a list of School Improvement programs. Select "Parents as Teachers".

6) From the "Parents as Teachers Summary Page" users may access the Invoice, Payment Request and Final Report. Please note that the Final Report is not available at this time. Select "Show" after "Invoice" then select "Create New Invoice" to access the Invoice. The Invoice is the same as the previous year with the exception of the number of family personal visits for a non high needs family has changed from 10 to 12 visits. Also, DESE is no longer collecting the data specific to prenatal visits. Programs will still report the prenatal family visits in Section I of the Invoice for reimbursement purposes.

   **Please note that only districts with an approved Compliance Plan may access the Invoice. Specific directions for the Compliance Plan are available on the Early Learning website.*

7) After the Invoice data is entered correctly with no edits the user must select "Complete" at the bottom of the page.

8) On the left hand side of your screen select "Payment Request"; then "Show" after "Payment Request"; and then select "Create Payment Request". This will show the Payment Request page. This page is divided into two sections, the Previous Payment Amounts and the Current Payment Request. The Previous Payment Amounts section will display the allocations for both Parent Education and Screening services along with a Total, the Total Amount Paid to Date, Overpayment Total and an Allocation Balance for both Parent Education and Screening services. This section reports information from the previous Payment Request.

   The "Current Payment Request" section pulls the total number of family personal visits and screening services reported on the current completed Invoice. It also calculates the payments for both Parent Education and Screening services based on the completed Invoice. Please remember these totals are cumulative just like the Invoice. The Actual Payment is the amount of funds that will be submitted to our Finance section for the following month's school payment.
   If the Authorized Representative agrees with the information, select "Submit", which completes the process from the district side to allow for payment. If there is a problem with the Invoice, prior to the Authorized Representative submitting, the Authorized Representative may select "Revise Invoice". This will then allow the Data Entry or Authorized Representative to revise the current completed Invoice.