

## In This Guide...

### Page 2

- Pay.gov
- Invoices

### Page 3

- Cost Estimates
- Notifications

### Page 4

- Fee Report
- Invoice Instructional Text

As of 10/10/14, there are several new features available in FOIAonline. This quick guide serves as an introduction to these features and how they can help FOIA processing in the system.

**With these new *features*, you can:**

- **View pay.gov payment information**
- **Manually indicate an invoice as sent to the requester**
- **Require a cost estimate be paid by the requester**
- **Receive notifications when payments are made**
- **Report on the amount of fees collected**
- **Pre-populate the Invoice Comments and Instructions, if you are an administrator.**

## New Feature!

[View pay.gov payments](#)

### Did you know...?

If your agency is setup to receive payments through pay.gov, registered requesters can pay from FOIAonline.

Once a registered requester is redirected to pay.gov from FOIAonline and makes a payment, the payment displays in the **Case File > Financing** tab.

### Registered Requester's Request Details page

#### Payments

Total Amount Owed: \$63.00

No payments to display.

#### Add Payment

**PAY ON PAY.GOV**

Send payments online via pay.gov, or offline via check mailed to the agency's billing address. If you received an invoice, agency-specific information may be included in the invoice's comments and instructions section.

### Case File > Financing tab

#### Payments

Date	Amount	Type	Action
08/29/2014	\$7.00	Manual	 
08/29/2014	\$5.00	Pay.gov	N/A
08/29/2014	\$5.00	Pay.gov	N/A
Total Amount Paid			\$17.00
Total Amount Owed			\$88.00

**ADD PAYMENT**

## New Feature!

[Invoice Tracking](#)

### Did you know...?

You can now **require payment** by the requester?

Invoices marked as **"Sent"** mean that payment is required; the requester will be considered delinquent if the balance is not paid in 30 days.

Look for the "Sent" dropdown menu on the **Close Out** page and **Case File > Financing** tab. For **requests closed offline**, use the **Case File > Financing** tab to indicate a Total Amount Owed.

### Final Disposition Notice Task

#### Attach Latest Invoice?

\*

Attach to Send?

--

EPA-HQ-2014-000431 Invoice 20140828.pdf

\$63.00

### Case File > Financing tab

#### Invoice

Total Amount Billed Which Has Been Sent To Requester: \$168.00

Sent	Title	Invoice Date	Amount
--	EPA-HQ-2014-000437 Invoice 20140829.pdf	08/29/2014	\$105.00
No	EPA-HQ-2014-000437 Invoice 20140829.pdf	08/29/2014	\$105.00
Yes	EPA-HQ-2014-000437 Invoice 20140829.pdf	08/29/2014	\$163.00

**SAVE INVOICE CHANGES**

## New Feature!

## Require Cost Estimate to be paid by requester

### Did you know...?

You can now **require payment for a Cost Estimate** that is sent to the requester while closing out the Estimate Cost Notice task?

The **Mark Estimate As Required?** indicator distinguishes cost estimate notices that are sent as a notification, versus requiring payment prior to performing processing.

### Estimate Cost Notice Task page

**Estimate Cost Notice**

Letter Template : Select Letter Template

\* Email Subject : EPA-HQ-2014-000434 - Estimate Cost Notice

\* Email Body : **B I U** [Text formatting icons] Font Size [Dropdown] Insert [Dropdown]

We estimate that the cost to find responsive records will be approximately \$123.00. This estimate is based on about 3.0 of Search.

\* **Mark Estimate As Required?** Yes

### Case File > Financing tab

#### Fee Estimates Requested

\* The following Fee Estimates are required for payment.

Current Estimate Total : \$123.00

Date Estimate Sent : 09/03/2014

## New Feature!

## Receive notifications when payments are made

### Did you know...?

You can now **receive notification emails when pay.gov payments are made?**

Checking the **Case File Modification Alerts** checkbox on the **My Account** tab will send you an email everytime a registered requester makes a payment via pay.gov.

#### Email Preferences

? Check notifications to receive from FOIAonline :

Clock Auto-Start : ☒

? Case File Modification Alerts : ☒

? Case File Items Completed Alerts : ☐

This controls the notifications sent regarding item assignment and reassignment, stopping and starting the clock, modifying due dates, and pay.gov payments.

## New Feature!

## Report on the amount of fees collected

### Did you know...?

You can now run a **report to view the Amount of Fees Collected** from the Total Fees Owed?

Selecting **FOIA Costs** from the ad-hoc Annual Report will display data on both Processing Costs and Fees Collected within a given Time Period.

### Annual Report page

#### Report Criteria

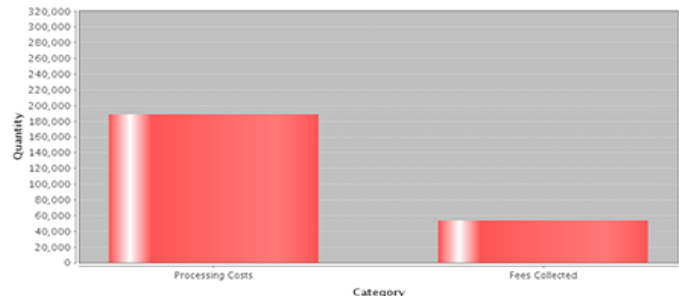
\* Report Type : **FOIA Costs**  
 \* Agency : **EPA - U.S Environmental Protection Agency**  
 \* Time Period : **07/01/2014** to **09/30/2014**

**CREATE REPORT**

### FOIA Costs Report Results

#### Total Costs and Fees

Time Period: September 01, 2014 to September 03, 2014



EPA

## New Feature!

## Prepopulate the invoice comments / instructions

### Did you know...?

You can now **prepopulate the invoice instructional text** if you are a user with either a role of National Team or Coordinator?

The text entered on the **Administration > Agency Configuration** tab will be set for your office and below; however, this invoice text is modifiable during close out.

### Invoice Instructional Text at EPA

#### Agency Invoice Configuration

Invoice 48/500  
 Instructional Text : **Agency Invoice Instructional Text at the Level 1**

**SAVE CHANGES**

**CANCEL**

### Invoice Instructional Text at EPA/HQ

#### Agency Invoice Configuration

Invoice 48/500  
 Instructional Text : **Agency Invoice Instructional Text at the Level 1**