



To: All Distributors Reporting Throughput Fees to USTIF
From: Rick Burgan, Director-Bureau of Special Funds
Date: April 28, 2017
RE: Update on New Fee Billing System/Distributor Data Reporting/Payment Method Changes

To Whom It May Concern:

I am writing to inform you that USTIF is nearing completion of its newly designed internet accessible fee billing and payment system. We anticipate going “live” with the system in mid-June or early July. There are multiple dependencies that may effect this date so we would ask that you please monitor the USTIF website at <https://ustif.pa.gov> on a regular basis where updates will be posted accordingly. As relayed to you in prior correspondence, there are considerable changes in the data reporting process. In addition, the acceptable payment type methods are changing as well. The workflow process changes are outlined below:

- Distributors will now be required to report actual delivery data through the new billing system in a specified format either manually or electronically. The goal of this process is to create a more efficient invoicing and payment process, increase reporting accuracy, lessen the chance of calculation errors, and more importantly, to allow a throughput payment history to be established for each one of your clients in the event that they need to access that information to establish claim eligibility in the event of a product release.
- The mailing of monthly reporting statements will be discontinued. Payment invoices will be auto-generated upon successful upload of your monthly throughput report in the new system.
- The throughput report must be in its FINAL form before uploading. Any internal gallon adjustments need to be completed before initiating the upload process. The system will be unable to process any adjustments related to a prior period and you may only submit one report per reporting period (month).
- Distributors must file a monthly report even if no deliveries have been made similar to the “zero” coupon you currently remit.
- Distributors that are also facility owners will need to establish two accounts within the new system; one as a distributor and one as a facility owner. Please click the appropriate radio buttons when creating your accounts.
- **USTIF will no longer be accepting payment via check or ACH.** Credit cards or e-checks will be the only accepted payment methods. This is being done in order to increase efficiency in various processes, eliminate data entry errors, reduce costs related to bank processing fees, and eliminate printing costs related to the three separate types of return envelopes currently being printed.
- All payments will take place within the new billing system. There will be a link provided to the Commonwealth’s financial services provider where all payment transactions will occur.

- **As a result of the transition to a new financial services provider, paper checks will no longer be accepted after June 30, 2017.**

As of May 1, 2017, distributors will have the ability to access the new system to establish their individualized account. This can be done by utilizing the “Log In” button on the upper right portion of USTIF’s website. You will then be transferred over to the new billing system where you will then establish your formal account by utilizing the “Create An Account” button on the lower portion of the page. Adjacent to that button you will find links to step by step instructions on how to set up your account and how to access the Help Desk in the event you require further assistance. After your account is established, you will be able to then log in to your dedicated “landing” or “home” page from which you will complete all transactions through the new system. After accessing your specific account, please ensure all information on the page is accurate. If it is not, then please notify us of any changes via an e-mail to ra-ustif@pa.gov.

I do realize that our distributor stakeholders will have to modify their current reporting and payment processes and certainly appreciate your cooperation and patience as we all adapt to this new “way” of doing business at USTIF. Should you experience technical difficulties or have any questions, I encourage you to utilize the system Help Desk feature or submit an inquiry via the dedicated e-mail account.