

Register for Electronic Funds Transfer (EFT) Instructions

To make payment by web EFT you must:

- Have access to North Dakota Online Services and
- Register with Child Support

North Dakota Online Services


If you already do electronic business with other state agencies such as the Tax Department or Job Service, you are already registered for North Dakota Online Services and you have a North Dakota Login and Password. You do not need to 'Register Now.' Go to Screen 8.

If you do not already have access to North Dakota Online Services, create an account when you 'Register Now.' See screen 1.

The screenshot shows the 'Application Test Banner' at the top. Below the banner, the page header includes 'North Dakota nd.gov Official Portal for North Dakota State Government' and 'Screen 1'. The main content area is titled 'Employer Electronic Funds Transfer' and 'Child Support Enforcement'. A 'Login' button is visible. Below the header, there is a note: 'You are entering North Dakota Child Support Online Services. These services allow for easy online access of Child Support related documentation. Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.' The main content area is divided into two sections: 'Already Registered - Not sure?' and 'New to North Dakota Online Services?'. The 'Already Registered' section has fields for 'North Dakota Login:' and 'Password:', with 'Forgot Login' and 'Forgot Password' links, and a 'Login' button. The 'New to North Dakota Online Services?' section has a 'Register Now!' button, which is highlighted with a blue arrow. Below this section, there are 'Benefits of North Dakota Login' listed: 'One North Dakota Login and password to access multiple ND Online Services' and 'Register once for secure access to State services'. There is also a link for 'Need help? Read through the FAQ'. At the bottom, there is a link for 'Service Desk' and a URL 'http://www.nd.gov/'.

Enter your business information, select security questions, and 'Create Account'. See screen 2.

NOTE! The Login and password you create can be used when doing electronic business with any state agency. It is not just for Child Support purposes. Child Support does not have record of your North Dakota Login, password, or security questions. Child Support cannot change any of your information.

North Dakota nd.gov Official Portal for North Dakota State Government 

North Dakota Login Screen 2

Steps: **Profile Registration** | Confirmation

Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent.

Login Details

*North Dakota Login:
*Password:
*Confirm Password:

Business/Organization Details

*Business Name:
*Contact Name: First MI Last Suffix
*Address 1:
Address 2:
Address 3:
*City, State, Zip: (555554444)
*Country: (United States of America)
*Business Phone: (2223334444) Ext.:


Security Info

Email
*Business Email:
Alt. Email:

Cell Phone
Cell Phone:
Alt. Cell Phone:
Message and data rates may apply. [More Information](#)

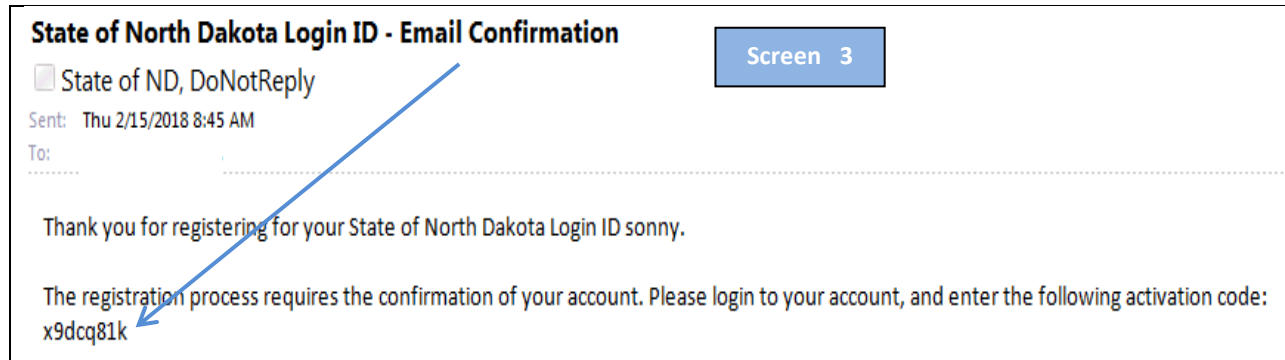
Questions
*Question 1:
*Answer 1:
*Question 2:
*Answer 2:

Terms of Use:
Please read the [Terms of Use](#) carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the [Terms of Use](#) governing the use of your North Dakota Login.
 I Agree

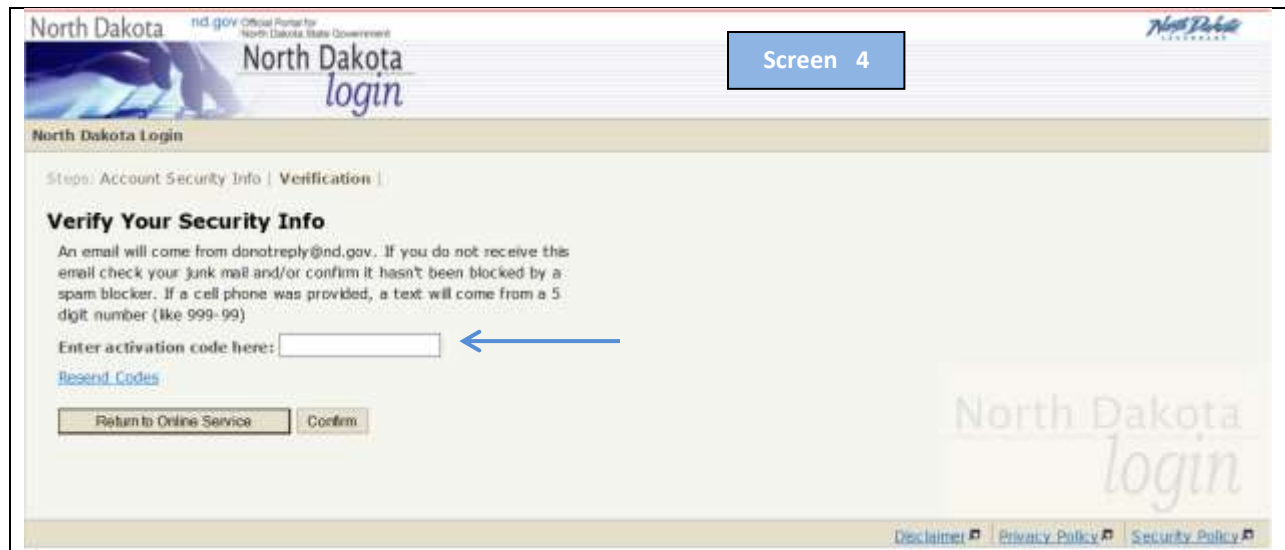
I'm not a robot 

[Cancel](#) [Create Account](#) North Dakota

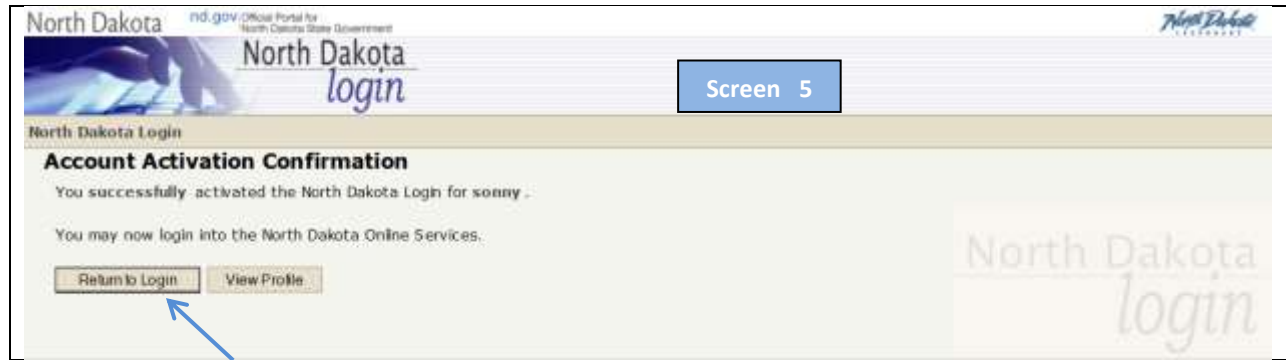
When you select 'Create Account,' you will get a confirmation email message with an activation code. See screen 3. Use this code to activate Online Services.



Enter the activation code that was emailed to you and 'Confirm.' See screen 4.



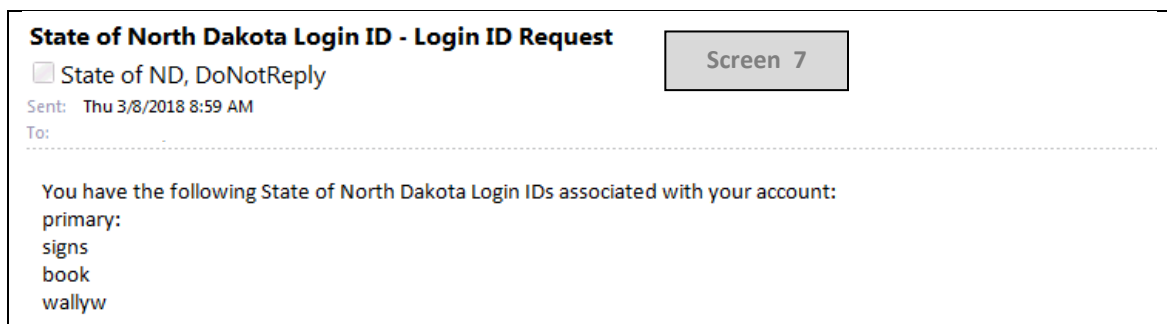
Select 'Return to Login.' See screen 5.



If the email address used to create the new registration is already known to Online Services, you will get the following message online. See screen 6. Select appropriate option and 'Continue.'



If the email address used to create the new registration is already known to Online Services, you will also get the informational email below. See screen 7. Use the email information to make your decision on screen 6.



You now have access to North Dakota Online Services! Next, register with Child Support to make a payment online. Request your Child Support Authorization Code. See screen 8.

Enter your North Dakota Login and Password to obtain an authorization code. Select 'Login.'

North Dakota ND.GOV Official Portal for North Dakota State Government

Screen 8

North Dakota login

Already Registered - Not a Member

North Dakota Login:

Password:

Login

New to North Dakota Online Services?

Register Now!

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple ND Online Services
- Register once for secure access to State services

Need help? Read through the FAQ.

Contact Us

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Enter your Federal Employer Identification Number (FEIN) and 'Continue'. See screen 9.

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Screen 9

Request Authorization Code

Request Authorization Code

In order to use this online service, you must request access on behalf of an employer. This access is controlled through the use of a Child Support Authorization Code. If you do not have an Authorization Code for the employer and the employer is not already registered to this on-line service, enter the employer's Federal Identification Number.

Note: If the employer is already registered to this on-line service, you must obtain the authorization code from a registered individual of that employer. If you have received an authorization code, you must enter the FEIN to identify the employer.

Federal Employer Identification Number (FEIN): (99999999)

Continue


If you do not wish to request an authorization code, you can [logout](#) now.

Contact Us

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Review the mailing address and enter a name in the ATTN Name field (this is who should receive the authorization code to complete registration). If the address is correct, select 'Submit.' If the address is not correct 'Cancel' and contact Child Support. See screen 10.

Application Test Banner

North Dakota nd.gov Official Portal for North Dakota State Government North Dakota 

Employer Electronic Funds Transfer **Screen 10**
Child Support Enforcement [Logout](#)

[Request Authorization Code](#)

Request Access - Confirm Employer
The following employer has been identified for the FEIN that was entered. **Please verify that this employer is correct.**

FEIN: 987654322
*ATTN Name: ←

Employer Name: RONA'S RHUBARB SHOP
Employer Address: 806 E CALGARY AVE BISMARCK ND

- Child Support will send a letter to the mailing address of the employer.
- This letter will contain the authorization code.
- A letter with your authorization code will be mailed the next business day.

[Cancel](#) [Submit](#)


*Required

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■ Will open a new window (pop-up).
ndc 2007-04-23 10:00 AM EDT / Copyright 2008. All Rights Reserved. The State of North Dakota.

You will receive confirmation of successfully requesting an authorization code. Logout. See screen 11.

Application Test Banner

North Dakota nd.gov Official Portal for North Dakota State Government North Dakota 

Employer Electronic Funds Transfer **Screen 11**
Child Support Enforcement [Logout](#)

[Request Authorization Code](#)

Confirmation - Request Authorization Code
Your request for access to the Child Support Employer EFT On-Line Service has been processed.
The employer will receive a letter, through the U.S. Postal Mail, that will contain your authorization code and instructions for completing your registration. Please allow up to 20 days for processing and delivery of this letter. ←
You have successfully requested an authorization code, you can [logout](#) now.

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ndc 2007-04-23 10:00 AM EDT / Copyright 2008. All Rights Reserved. The State of North Dakota.

When the authorization code arrives in the mail, complete your registration. Go to www.childsupportnd.com – Employers – Make a Payment’. Next, login with the same credentials that you used when you registered for North Dakota Online Services. Enter your FEIN and the authorization code and ‘Continue.’ See screen 12.

Application Test Banner

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Department of Human Services

Employer Electronic Funds Transfer
Child Support Enforcement

Register Authorization Code

Register Authorization Code

Once you have received your Child Support authorization code, you must complete the registration process by entering the employer's Federal Identification Number and your Child Support Authorization Code.

Federal Employers Identification Number (FEIN):

Authorization Code:

[Continue](#)

If you do not wish to register an authorization code, you can [logout](#) now.

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Once logged in, go to ‘Details’ to set up your employer profile. See screen 13.

Application Test Banner

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Department of Human Services

Employer Electronic Funds Transfer
Child Support Enforcement

Main Menu

FEIN: 567654322
RONA'S RHUBARB SHOP | [Change Employer](#)
806 E CALGARY AVE
BESMAREX ND

To set up account select [Details](#)

Process

Payment Information
Payments

Employee Information
Add
List
Search

Employer Information
[Details](#)
Bank Account

New Employer Registration

[Request Authorization Code](#)
[Register Employer](#)

Helpful Information

[FAQ](#)
[Child Current Rules](#)
[Process and Procedures](#)

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Enter the Maximum Single Debit Amount and Primary and Secondary Contact Information. The Maximum Single Debit Amount is the maximum amount that can be debited with a single transaction. The amount you enter should be greater than the amount you anticipate you will submit each pay cycle when combining all employee withholdings. See screen 14.

A p p l i c a t i o n T e s t B a n n e r

North Dakota nd.gov Official Portal for North Dakota State Government

Employer Electronic Funds Transfer
Child Support Enforcement

Screen 14

FEIN: 987654322 | Logout

Add Employer

Debit Information

*Maximum Single Debit Amount: ←

Primary Contact

*First Name, MI, Last:

*Phone Number: (2223334444)

*Email Address:

*Address 1:

Address 2:

*City, State, Zip: (555554444)

Secondary Contact

First Name, MI, Last:

Phone Number: (2223334444)

Email Address:

Address 1:

Address 2:

City, State, Zip: (555554444)

I have read and accept these [Terms and Conditions](#) of the contractual agreement between this employer and the Department of Human Services.

I have been authorized by the employer to act on their behalf.

Please remember to add your bank account information on the next page.

- Read and accept the terms and conditions
- Acknowledge you are authorized to take action for the business
- Select 'Add'

Select 'Add' then add information about employees for whom you will be remitting payments. See screen 15.



Enter the SSN and the Remittance Identifier for your employee and 'Continue.' See screen 16.



Enter the amount to be withheld each pay period and 'Add.' See screen 17.

Application Test Banner

North Dakota nd.gov Official Portal for North Dakota State Government

Department of Human Services Employer Electronic Funds Transfer Child Support Enforcement

Screen 17

FEIN: 987654322 | Logout

Add Employee

SSN: 846312321
Remittance Identifier: 000807141
Name: HARD ROLL

Employee Details

*Income Withholding Amount to be Withheld Each Pay Period: [Where to find this?](#)

*Employee Eligible to Receive or Purchase Health Insurance through the Employer: Yes No

*Employment Status: Active Inactive

*Employment Terminated: Yes No

Cancel Add

*Required

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Your will get an 'Employee Add Confirmation' screen once all employees are added. Select 'Main Menu' and then select 'Bank Account' to add your banking information. See screen 18.

Application Test Banner

North Dakota nd.gov Official Portal for North Dakota State Government

Department of Human Services Employer Electronic Funds Transfer Child Support Enforcement

Screen 18

FEIN: 987654322 | Logout

Employee Add Confirmation

The following employee has been successfully added.

SSN: 846312321
Remittance Identifier: 000807141
Name: HARD ROLL
Amount Ordered to be Withheld each Pay Period: \$30.00
Health Insurance Provided: YES
Employment Status: ACTIVE
Employment Terminated: NO

[Main Menu](#) [Add New Employee](#) [Employee List](#)

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Select 'Add Bank Account.' See screen 19.

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Application Test Banner

North Dakota Department of Human Services

Employer Electronic Funds Transfer
Child Support Enforcement

Screen 19

FEIN: 987654322 | Logout

Main Menu

Bank Accounts

Once bank account information has been entered there is a 6 day pending process to verify the account. Payments cannot be created until after the 6 days. After the 6 days the Account Status will change from VERIFYING ACCOUNT to ACTIVE and at that time payments may be created.

No Bank Accounts On File.

[Return](#) [Add Bank Account](#)

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Will open a new window (pop-up).

ND.gov | 605.777.3333 | 202001-01-01 | Copyright 2009. All Rights Reserved. The State of North Dakota.

Enter your Account and Bank Details and then select 'Add Bank Account.' See screen 20.

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Application Test Banner

North Dakota Department of Human Services

Employer Electronic Funds Transfer
Child Support Enforcement

Screen 20

FEIN: 987654322 | Logout

Main Menu

Add Bank Account

Once bank account information has been entered there is a 6 day pending process to verify the account. Payments cannot be created until after the 6 days. After the 6 days the Account Status will change from VERIFYING ACCOUNT to ACTIVE and at that time payments may be created.

Account Details

*Description:

*Type: Checking Savings

Routing/Transit Number: [Account and routing/transit example](#) Do not include special characters (e.g. !,.,/|).

*Account Number:

Bank Details

*Name:

*Address Line 1:

Address Line 2:

*City, State, Zip: (555554444)

Phone Number: (2222334444)

[Cancel](#) [Add Bank Account](#)

*Required

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The 3 day prenote process begins the next business day. During the prenote process a test transaction is done to the account you provided. The account status will show as VERIFYING ACCOUNT during the prenote. The account status will show as ACTIVE once the account is verified. See screen 21.

North Dakota 1101.GOV Official Portal for North Dakota State Government

North Dakota Department of Human Services

Employer Electronic Funds Transfer
Child Support Enforcement

Screen 21

FEIN: 987654322 | Logout

Bank Accounts

Once bank account information has been entered there is a 3-day prenote process to verify the account. Payments cannot be created until after the 3 days. After the 3 days the Account Status will change from VERIFYING ACCOUNT to ACTIVE and at that time payments may be created.

TEST ACCOUNT

Account Status: VERIFYING ACCOUNT
Account Type: CHECKING
Routing/Transit Number: 291370958
Account Number: 1236598

Bank Name: RONA IS TESTING BANK
Address 1: 1600 E CENTURY AVE
Address 2:
City, State, Zip: BISMARCK, ND 58503
Phone Number: (701) 328-7516

[Go Back](#)

[Return: Add Bank Account](#)

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1101.GOV 1101.GOV 1101.GOV | Copyright 2016. All Rights Reserved. The State of North Dakota.

You have now completed registering with North Dakota Child Support and are able to make payments via our secure website!

Start with screen 22 below for instructions on making a web EFT payment.

Making a web EFT payment

Select 'Payments.' See screen 22.

North Dakota nd.gov Official Portal for North Dakota State Government

Employer Electronic Funds Transfer
Child Support Enforcement

Screen 22

Main Menu

FEIN: 987654322
RICHARD HILF/SARAH SHOP | [Change Employer](#)
806 S CALGARY AVE
RISPARCK ND

Process

- Payment Information
 - Payments**
- Employee Information
 - [Add](#)
 - [List](#)
 - [Search](#)
- Employer Information
 - [Details](#)
 - [Bank Account](#)

New Employer Registration

- [Request Authorization Code](#)
- [Register Employer](#)

Helpful Information

- [FAQ](#)
- [DHS Current News](#)
- [Process and Procedures](#)

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Select 'Add Payment.' See screen 23.

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Employer Electronic Funds Transfer
Child Support Enforcement

Screen 23

Main Menu

Search Payments

[Add Payment](#)

No payments exist for the current search criteria.

[Return](#) [Add Payment](#)

[Contact Us](#)

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Selected the bank account and enter the payroll and process date for the payment. If the process date is later than 7 days from the payroll date, you a message reminding you of the requirement to remitted payments to Child Support within 7 days of paying you employee. This edit DOES NOT stop you from making the payment. It is a reminder. 'Continue.' See screen 24.

Application Test Banner

North Dakota ND.GOV Official Portal for North Dakota State Government

Employer Electronic Funds Transfer Screen 24

Child Support Enforcement FEIN: 987654322 | Logout

[Main Menu](#)

Add Payment

Bank Account(s)
Select the Bank Account that you would like to use for this payment.

Select	Description	Type	Number	Routing/Transit Number	Status
<input checked="" type="checkbox"/>	TEST ACCOUNT	CHECKING	1236598	291370918	ACTIVE

*Payroll Date: 02192018 (mmddyyyy)
*Process Date: 02192018 (mmddyyyy) Must be within 7 Business Days of the Payroll Date

[Cancel](#) [Continue](#)

* Required

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Next, a list of available employees is displayed. Select each employee that is to be included in the payment and 'Continue.' See screen 25.

Application Test Banner

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Employer Electronic Funds Transfer Screen 25

Child Support Enforcement FEIN: 987654322 | Logout

[Main Menu](#)

Add Employee(s) To Payment

Payment Details

Payroll Date: 02/19/2018
Payment Process Date: 02/19/2018

Bank Account

Description	Type	Number	Routing/Transit Number
TEST ACCOUNT	CHECKING	1236598	291370918

Available Employees

[Select All](#) | [Clear All](#)

Select	SSN	Name	Remittance Id	Ordered Amount	Withheld	Health Insurance	Terminated
<input type="checkbox"/>	846312131	ROLL, HARD	000807141		\$50.00	YES	NO

[Select All](#) | [Clear All](#)

[Return](#) [Finish Later](#) [Continue](#)

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Review your payment information and 'Authorize Payment' to complete the payment. See screen 26.

Application Test Banner

North Dakota nd.gov Official Portal for North Dakota State Government

Employer Electronic Funds Transfer
Child Support Enforcement

Screen 26

FEIN: 987654322 | [Logout](#)

Authorize Payment

Payment Details

Payroll Date	Process Date	Total Payment Amount	Maximum Debit Amount	Action
02/19/2016	02/19/2016	\$50.00	\$1000.00	Edit Debit Amt

Bank Account

Description	Type	Number	Routing/Transit Number
TEST ACCOUNT	CHECKING	1236598	291370918

Employees

Employees contained in payment.

SSN	Name	Actual Amount Withheld	Health Insurance	Terminated	Action
846213131	ROLL, HARD	\$50.00	YES	NO	Edit Delete

[Return](#) [Finish Later](#) [Add Employee\(s\)](#) [Authorize Payment](#) ←

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You will receive an 'Authorize Payment Confirmation'. See screen 27.

Application Test Banner

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Employer Electronic Funds Transfer
Child Support Enforcement

Screen 27

FEIN: 987654322 | [Logout](#)

Authorize Payment Confirmation

You have authorized this payment.

Payment Details

Payroll Date	Process Date	Total Payment Amount	Maximum Debit Amount
02/19/2016	02/19/2016	\$50.00	\$1000.00

Bank Account

Description	Type	Number	Routing/Transit Number
TEST ACCOUNT	CHECKING	1236598	291370918

Employees

Employees contained in payment.

SSN	Name	Actual Amount Withheld	Health Insurance Provided	Terminated
846213131	ROLL, HARD	\$50.00	YES	NO

[Return to Menu](#) [Copy Payment](#) [Add Another Payment](#)

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NOTE! An authorized payment can be edited or deleted. Child Support will send an email to the primary and secondary contacts once the payment has been processed. The email is the employer's confirmation of a processed payment.

You view your payment history by selecting 'Payments.' See screen 28.

The screenshot shows the 'North Dakota' logo and 'ND.GOV Official Portal for North Dakota State Government' at the top left. The main header reads 'Employer Electronic Funds Transfer' and 'Child Support Enforcement'. A blue box labeled 'Screen 28' is overlaid on the right side. Below the header, there is a 'Search Payments' section with an 'Add Payment' button and a 'Days: 30 | 60 | 90 | 180' filter. A table displays payment records with columns for Status, Process Date, Payroll Date, Bank Account, Total Payment, and Action. One record is shown with Status 'AUTHORIZED', Process Date '02/19/2016', Payroll Date '02/19/2016', Bank Account 'TEST ACCOUNT', and Total Payment '\$50.00'. The table includes links for 'View', 'Edit', 'Delete', and 'Copy'. At the bottom, there are links for 'Contact Us', 'Disclaimer', 'Privacy Policy', and 'Security Policy', along with a security notice about SSL encryption.

There are three types of Statuses for a payment:

- Incomplete – payment not complete and it will not debit. An incomplete payment needs to be edited and authorized or deleted to create the payment again.
- Authorized – payment has been completed and is scheduled to process. This payment can still be deleted or edited, if appropriate.
- Processed – means that the payment has been locked in for payment and can no longer be edited or deleted.

New Employer Registration

If you do payroll for more than one company, you can add another business profile to your existing North Dakota credentials.

To add a new business login to your existing profile and select 'Request Authorization Code' under the New Employer Registration box. See screen 29.

The screenshot shows the North Dakota Department of Human Services portal. At the top, there is a banner for 'Application Test Banner' and a 'Screen 29' label. The main navigation includes 'Employer Electronic Funds Transfer' and 'Child Support Enforcement'. The user is logged in as 'RONA'S RHUBARB SHOP' with FEIN: 987654322. The 'New Employer Registration' menu is open, showing options for 'Request Authorization Code' (highlighted with a blue arrow) and 'Register Employer'. Other menu items include 'Payment Information', 'Employee Information', and 'Helpful Information'.

Enter the FEIN of the new business and 'Continue.' See screen 30.

The screenshot shows the 'Request Authorization Code' form. The 'Employer Details' section has a 'Federal Employer Identification Number (FEIN):' field with the value '585614914' and a '(999999999)' placeholder. There are 'Cancel' and 'Continue' buttons at the bottom of the form. The page also includes a 'Screen 30' label and a 'Logout' link.

Enter the name of the person to whom the authorization code should be mailed and 'Submit.' See screen 31.

A p p l i c a t i o n T e s t B a n n e r

North Dakota ND.GOV Official Portal for North Dakota State Government

Employer Electronic Funds Transfer
Child Support Enforcement

Screen 31

[Logout](#)

[Main Menu](#)

Request Access - Confirm Employer

The following employer has been identified for the FEIN that was entered. *Please verify that this employer is correct.*

FEIN: 585614914

*ATTN Name:

Employer Name: RONAN'S RADIO COMPANY

Employer Address: 806 E CALGARY AVE BISMARCK ND

- Child Support will send a letter to the mailing address of the employer.
- This letter will contain the authorization code.
- A letter with your authorization code will be mailed the next business day.

[Cancel](#) [Submit](#)

*Required

[Contact Us](#) [Customer](#) | [Privacy Policy](#) | [Security Policy](#)

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WIC, WIC SA, EDC, WICSA, Complaint | Copyright 2009. All Rights Reserved. The State of North Dakota.

A confirmation page will display. Click on 'Continue.' See screen 32.

A p p l i c a t i o n T e s t B a n n e r

North Dakota ND.GOV Official Portal for North Dakota State Government

Employer Electronic Funds Transfer
Child Support Enforcement

Screen 32

[Logout](#)

[Main Menu](#)

Confirmation -

Your request for a Child Support Authorization Code has been processed.

The employer will receive a letter, through the U.S. Postal Mail, that will contain your authorization code and instructions for completing your registration.

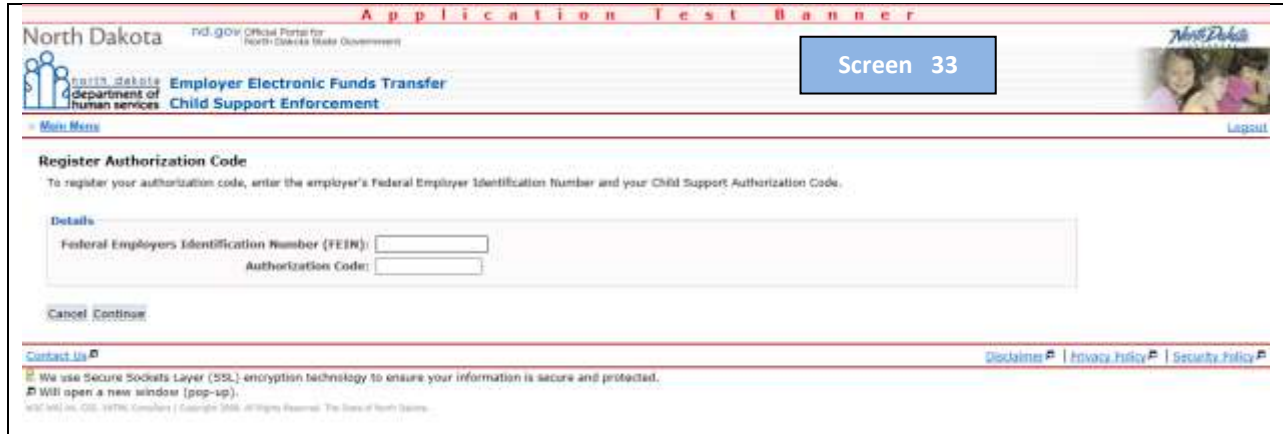
Please allow up to 20 days for processing and delivery of this letter.

[Continue](#)

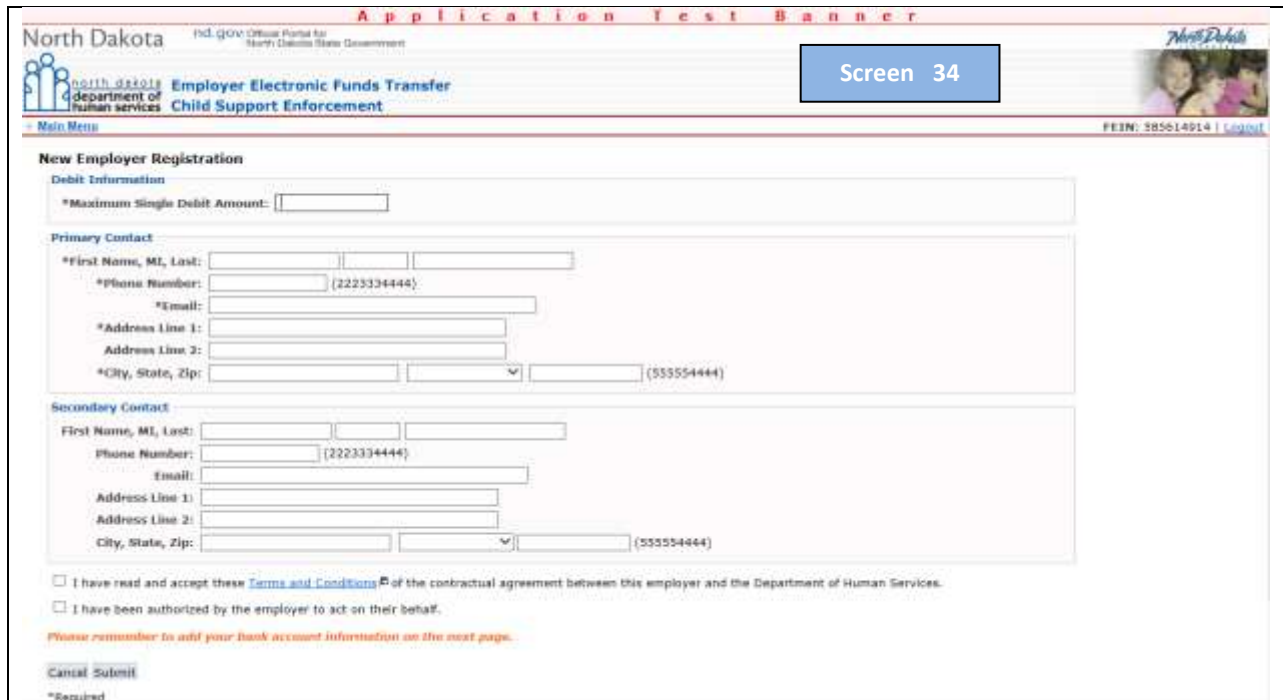
[Contact Us](#) [Customer](#) | [Privacy Policy](#) | [Security Policy](#)

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Will open a new window (pop-up).
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When the authorization code is received, log into the existing employer profile and select 'Register Employer.' Enter the FEIN for the new employer along with the authorization code that they received in the mail. 'Continue.' See screen 33.





As is done with an original employer registration, the employer will enter the Maximum Single Debit Amount, primary and secondary contact information, check both boxes, and click on 'Submit.' See screen 34.



From there, any time that person logs in, their first menu will be to select which employer they need to access. See screen 35.

A p p l i c a t i o n T e s t B a n n e r

North Dakota nd.gov Official Portal for North Dakota State Government  **Employer Electronic Funds Transfer**  [Logout](#)

[Main Menu](#)

Employer
Please select the employer that you wish to process:

Employer	Address
ROBA'S RHIBARS SHOP	806 E CALGARY AVE BISMARCK ND
ROBA'S SADDL COMPANY	806 E CALGARY AVE BISMARCK ND

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⚠ We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.
🔍 We open a new window (pop-up).
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