Making an Account Payment

The following information provides guidance to help Administrators with using the CentreSuite® by TSYS card management platform.

MAKING AN ACCOUNT PAYMENT

Program Administrators may easily make payments to their accounts within CentreSuite. Please note, if your account is billed at the Corporate level, you will only be able to make payments to your billing account. If your corporate Account is billed at the individual level, you will be able to make payments to each Account individually. For more information on this, please reach out to your Treasury Management Officer.

To make an Account Payment:

1. Select Statements and choose Payments from the menu.
2. From the drop-down menu, select to seach either by Account Name or Account Number. Place the required information within the empty field and click Search.
3. The account information will diplay under Search Results. Click on the add icon to move the account to the Payment Queu.
4. Find the desired account under the Payment Queu section and click Contine.
5. Complete the Payment details:
    a. **Account Type** - Select whether you would like to pay from a Checkings or Savings account.
    b. **Account Number** – Choose the Bank Account Number for the account you are paying from.
    c. **Transit Routing Number** - Enter Routing Number.
    d. **Account Nickname** - Enter the account nickname.
    e. **Name on Account** - Enter the account name.
    f. **Address line 1/Address Line 2** - Enter the address related to the account.
    g. **City** - Enter the City related to this account.
    h. **State/Providence** - Enter the State related to the account.
    i. **Postal Code** - Enter the zip code related to the address.
    j. **Payment Date** - Enter the payment date.

    Note: Payments made after 5:00 pm ET will be processed the next business day.

6. Proceed to select the payment type you would like to make from the *Payment Option* drop-down menu, you will be able to select the following options:
    a. Statement Balance
    b. Current Balance
    c. Minimum Amount
    d. Other Amount
7. Then, click on Continue.

    Note: If you select Other Amount, please enter the dollar amount you would like to pay in the Amount field. Then, proceed to click on Continue.
8. You will be taken to review the payment, click on Submit to complete the payment.

QUESTIONS?

Should you have additional questions or need further assistance, call Regions Commercial Card Client Services at 1-888-934 -1087.