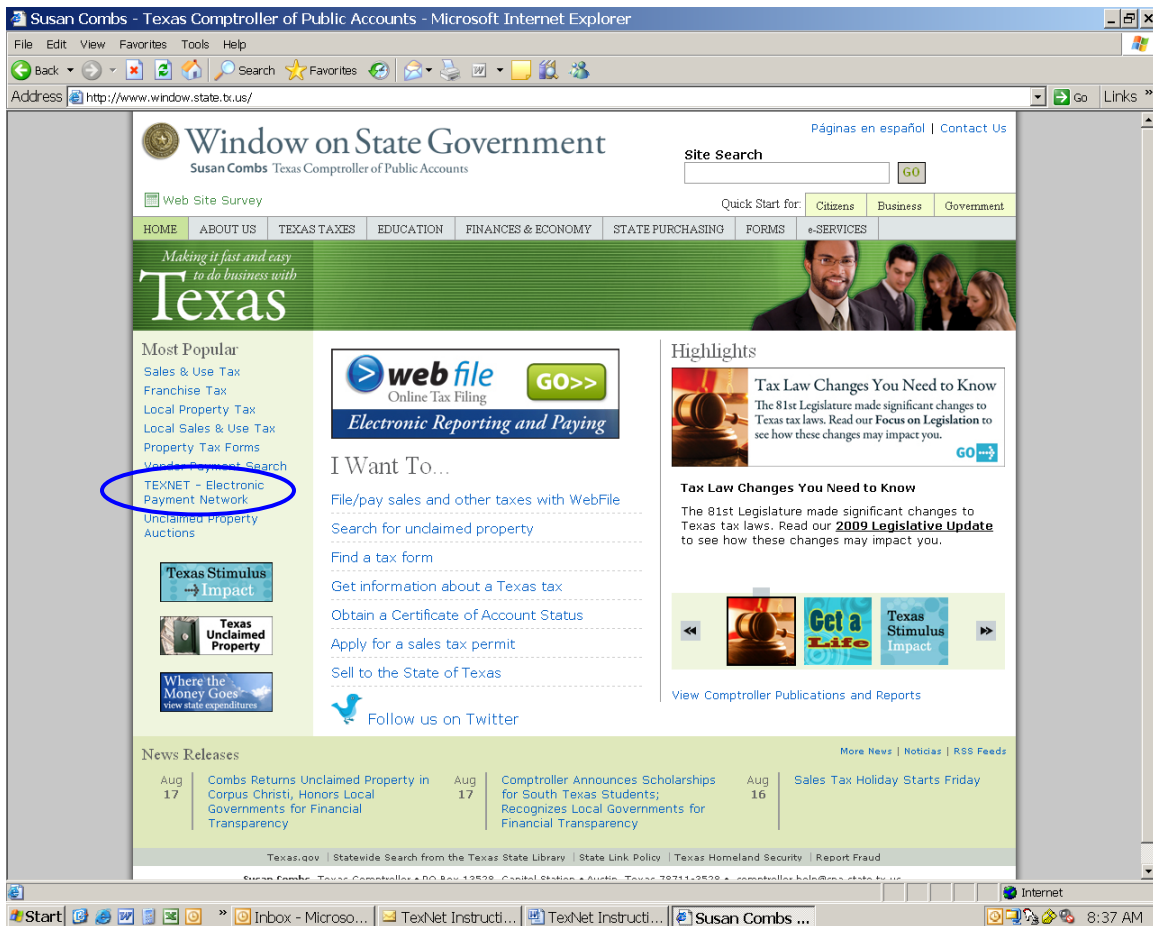


TexNet Instructions

Using the TexNet login information sent to you in an envelope from the Comptrollers Office, please follow the instructions below to transfer TexNet funds for your entities' affiliated UPL Program.

- **Step 1:** No later than 5:00 p.m. CST _____, _____, go to <http://www.window.state.tx.us/> and select the "TEXNET" link on the left side of the screen.



- **Step 2:** Click “Continue”.

TEXNET Internet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://texnet.cpa.state.tx.us/TXN_StartPage.asp Go Links

TEXNET
Electronic Payment Network

Susan Combs
Texas Comptroller of Public Accounts

Welcome to the TEXNET -Internet system for authorizing electronic funds transfer.

While working with TEXNET you will find useful information by clicking on "help" on any page. If you need further assistance, you may reach us by calling toll-free 1-800-531-5441 x3-3010.

Use of this application is governed by the rules set forth in [SECTION 1, TITLE 9, CHAPTER 33, COMPUTER CRIMES. Click here to review the complete set of rules and regulations.](#)

[Click here for Account Activation](#) If you received a notification letter requiring you to use the TEXNET system for tax payments, you may activate your account here.

[Click here to view Payment Instruction Booklet for Comptroller Taxes](#)

Thank you!

Continue to TEXNET Login

Done

Start Internet

Inbox - Microso... TexNet Instructi... TexNet Instructi... TEXNET Inter... 8:54 AM

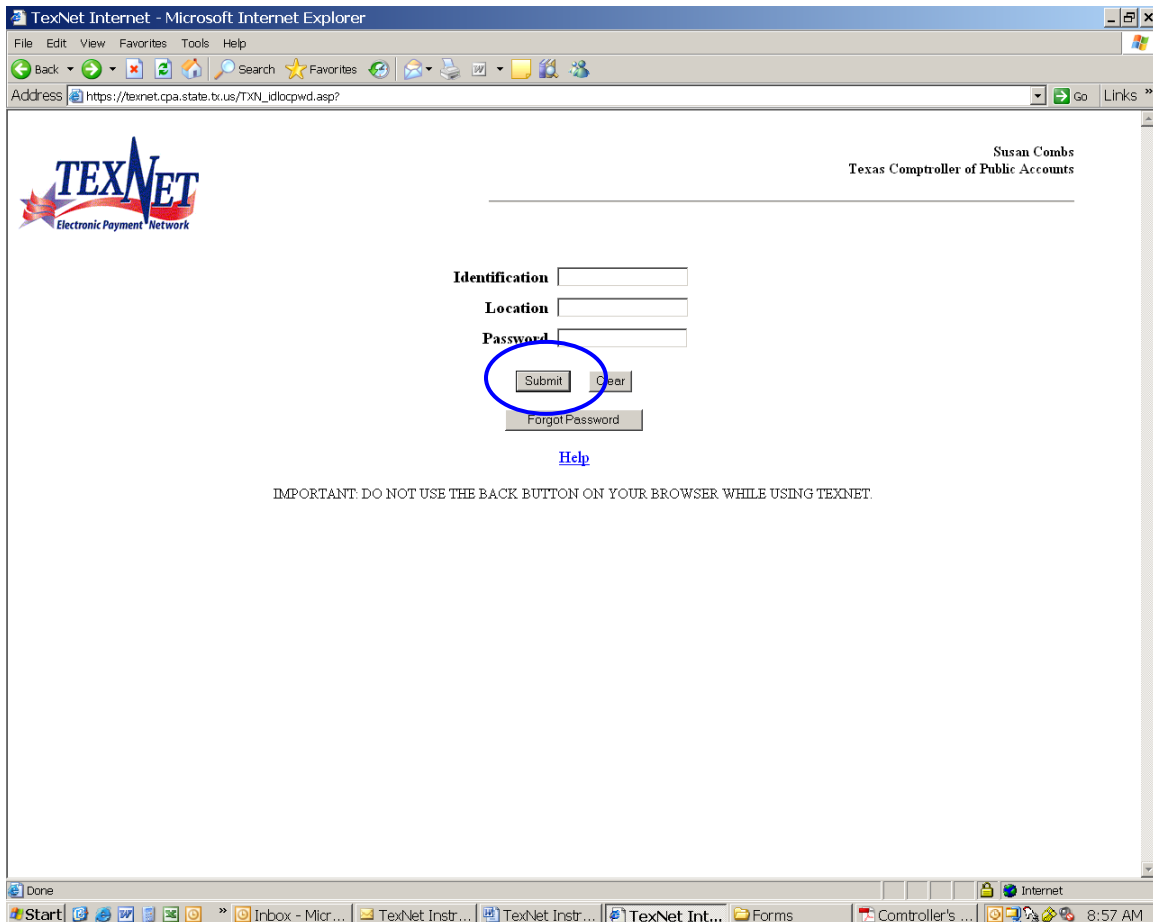
- **Step 3:** Using your account information sent to you by the Comptroller's, enter the following information into the appropriate fields:

Identification – 60500
Location – *[Enter the location provided by the Comptroller]*
Password – *[Enter the password provided by the Comptroller]*

Click "Submit."

*** To practice entering in a TexNet please enter in the following codes:

Identification – 60500
Location – 99999
Password – 111



- **Step 4:** Click the “Add” button next to “Enter a new transaction.”

Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://texnet.cpa.state.tx.us/TXN_MainMenu.asp Go Links »

TEXNET
Electronic Payment Network

Susan Combs
Texas Comptroller of Public Accounts

Health and Human Services Commission

Test
Identification #: 60500 Location #: 99999

Add Enter a new transaction

Inquire / Change Inquire about / Change a transaction

Delete Delete a transaction

Password Change your password

Change Contact Change your contact information

Payment History View your payment history

Bank Information Change your Bank Information

Log Off Log Off

[Help](#)

IMPORTANT: DO NOT USE THE BACK BUTTON ON YOUR BROWSER WHILE USING TEXNET.

Done

Start 9:01 AM

- **Step 5:** Enter the following information into the requested fields:

Payment Total – *This is the total IGT amount; enter the total transfer amount in the “Payment Total” field*

Settlement Date – *This is the Funds Transfer Date, enter the settlement date in “Settlement Date” field*

Payment Detail –

- (1) Large Urban Public UPL Hospital’s: enter the total transfer amount again into the “UPL Urban Amount” field (i.e. this is the same amount that was entered into the “Payment Total” field);
- (2) Rural Public UPL Hospital’s: enter the total transfer amount again into the “UPL Rural Amount” field; or
- (3) Private Hospital UPL Hospital’s: enter the total transfer amount again into the “UPL Private Amount” field

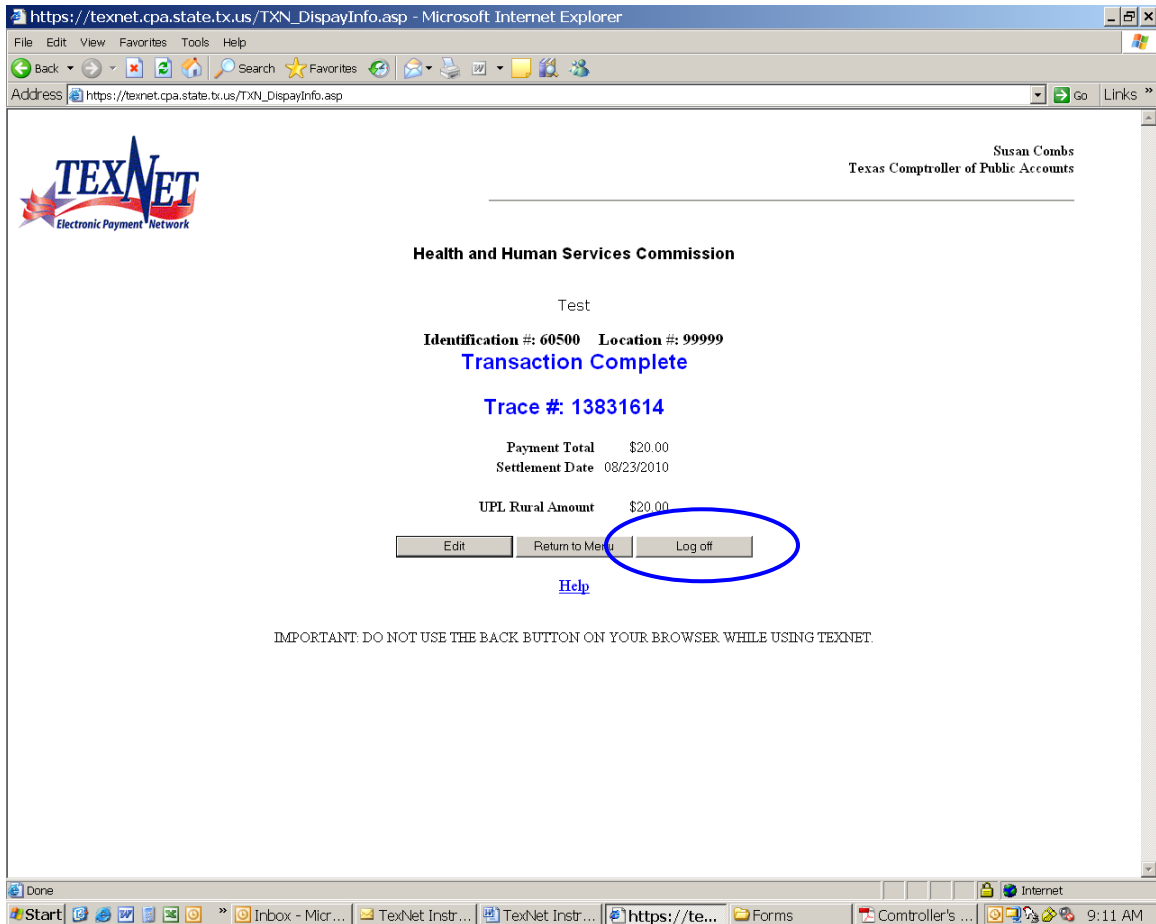
Leave the “\$0.00” amounts in the remaining fields and select “Submit.”

The screenshot shows a web browser window with the URL https://texnet.cpa.state.tx.us/TXN_HSC.ASP. The page header includes the TEXNET logo and the name of the Texas Comptroller of Public Accounts, Susan Combs. The main content area is titled "Health and Human Services Commission" and contains a "Test" form. The form includes the following fields:

- Identification #: 60500 Location #: 99999
- Payment Total: \$0.00
- Settlement Date: 08/23/2010
- PAYMENT DETAIL:
 - DISPRO Amount: \$0.00
 - UPL Urban Amount: \$0.00
 - UPL Rural Amount: \$0.00
 - UPL Private Amount: \$0.00
 - UPL Physician Amount: \$0.00
 - Miscellaneous Amount: \$0.00
 - GME Amount: \$0.00

At the bottom of the form, there are three buttons: "Submit", "Clear", and "Return to Menu". The "Submit" button is circled in blue. Below the buttons is a "Help" link and a warning message: "IMPORTANT: DO NOT USE THE BACK BUTTON ON YOUR BROWSER WHILE USING TEXNET." The browser's taskbar at the bottom shows the time as 9:03 AM.

- **Step 6:** You should receive confirmation of your TexNet on the following screen. Please save your Trace Number for your files.



If you encounter any problems, please call the Comptroller’s TexNet Hotline toll free at (800) 531-5441 ext 3-3010 or refer to the Comptroller’s TexNet Guide to address them. If not, please select “Logoff.”

Please note corrections must be made by 5 pm on the business day *before* your settlement date.