MS Department of Education
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What is PayMode?

PayMode is an Internet electronic payment application owned by the Bank of America that allows Mississippi State Agencies to pay vendors electronically.

Why do we have to use PayMode and is it secure?

The Department of Finance and Administration governs accounting rules and regulations for state agencies. MDE does not actually issue payments, but processes payment requests to DFA. DFA filed an administrative rule in December 2005 with the Secretary of State requiring electronic payments to vendors. Implementation of this requirement has begun. Yes, is secure and employs a strong security component similar to the security you would expect from a credit card network.

Is there a cost to use PayMode?

No, there is no cost to receive payments through PayMode.

How do I sign up for PayMode?

Go to http://www.paymode.com/mississippi/ and click on 'Enroll Today' and you will be directed through a series of 7 steps. Only the fields marked with an "*" are required fields. Some common questions about the required information are addressed below:

Step 1 - Company Information: This includes company name so if an individual is signing up, the person's name goes in the company name field. Individuals should enter their social security number in the EIN field. Enter the first 2 digits in the first block and the rest of the SSN in the second block. The DUNS number is not a required field.
Step 3 –PayMode Account Information: The PayMode account name and common name can be the same and can be anything the person wants it to be. A suggestion for individuals is the "person's name". mde.

How long has MDE been using PayMode?

MDE began processing payments to school districts and some vendors in the fall of 2002. Over time many vendors and individuals have signed up voluntarily. MDE processes millions of dollars each month using PayMode.

What is the benefit of electronic payments for vendors?

Payments are made faster and there are no lost checks. Banking changes are made online without having to notify MDE.

Are there any exemptions available?

To apply for an exemption, the vendor must submit a written application to DFA. The Exemption Request form can be found in Section 17.10.20 of the MAAPP manual at the following link: http://www.dfa.ms.gov/media/1276/17-vendor-file.pdf .