

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

Date: June 22, 2017

To: All Current HSA Contractors
From: John Tsutakawa, Director of Contracts *JUT*

Subject: Reminder to activate FSP account and update bank information

This is a reminder for contractors and grantees to activate your account and update your bank information in the city's new financial system (FSP-Peoplesoft) beginning July 3, 2017. You will be able to activate your account, input banking information, set up your profile, assign roles, and create your password. Please note after the activation on July 3, 2017, the system may be taken off line for one day on July 4th and then reopened July 5, 2017.

Please complete this as soon as possible, starting July 3, 2017. It is important to update the banking information because the process takes approximately 10 days for the banking information to be approved and for the system to be able to issue payments.

If banking information is not updated and we attempt to issue payments on invoices in late July or August, payments will be delayed by this ten day process following the date that the account is activated and banking information entered.

As of last week, agencies should have already updated their contact information using the link below. If you were not able to do so, you will be able to create a new account in the system as a bidder beginning July 3rd.

If you have not received any information from the Controller's Office, and you are an SF City Vendor, please contact sfcitypartner@sfgov.org

Link: <https://sfcitypartner.sfgov.org/vendor/updateInfoForm>

If you have specific questions, please contact your assigned Contract Manager.