Employer Portal

ePayment User Guide
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Introduction to ePayment
The MERS ePayment site is used to manage MERS Defined Benefit billing transactions.

The MERS ePayment site provides access to view and pay Outstanding Invoices, apply Existing Credits, and view Paid Invoices/Credits Applied.

Access the ePayment Site
Access to the ePayment site is provided within the DB Employer Portal.

Once logged into the DB Employer Portal, click the ePayment tab. This will open the ePayment site in a new tab of your internet browser.
Navigate the ePayment Site

Navigation of the ePayment site is primarily done through the tabs of the navigation bar, shown below.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Summary</td>
<td>Provides an overview of current Account Balances and Invoice/Payment activity.</td>
</tr>
<tr>
<td>Make Payment</td>
<td>Where current and scheduled payments are created.</td>
</tr>
<tr>
<td>Apply Credits</td>
<td>View and apply Credits to current Invoices due</td>
</tr>
<tr>
<td>AutoPay</td>
<td>Allows for setting up of automatic payment to MERS based on Invoice Due Date or Total Outstanding Balance</td>
</tr>
<tr>
<td>Invoice History</td>
<td>List of all paid Invoices</td>
</tr>
<tr>
<td>Payment History</td>
<td>List of all completed Payments/Credits</td>
</tr>
<tr>
<td>Wallet</td>
<td>Manage bank information for Payments</td>
</tr>
</tbody>
</table>

If the internet browser window is not wide enough on the screen, tabs will be condensed under the icon. Simply click the icon and the tabs will be displayed in a drop down list to choose from, as seen in the image below.
Account Summary

The Account Summary page is composed of three sections:

Outstanding Invoices
This section provides the current Balance Due, Available Credit, and Net Balance Due; along with a listing of any Outstanding Invoices.

To view a PDF an invoice that is listed, click on the Invoice #.

Click View All Open Invoices to go to the Make Payment page and view details of each outstanding invoice.

Scheduled Payments
This section will show if any payments have been scheduled to be processed on a future date.

Click the Payment Number to view a pop-up window with the payment details, or click View Complete List to go to the Scheduled Payments page.

Payment and Credit History
This section provides a list of recent Payments and Credits (displayed as ‘Return’).

Click the Payment Number to view a pop-up window with the payment details, or click View All Payment History to go to the Payment History page.
Make Payment

To make a payment on an Outstanding MERS DB Invoice:

1. Click the Make Payment tab

2. Select the Invoice to pay from the Core Invoice Number drop down

3. Check the box in the Pay column for the invoice line item to be paid or enter amount to be paid in the Amount field
   a. If there are more than 10 line items in a Core Invoice, use the page options to see more.
   b. Click Select All to pay all invoice line items.

The selected invoice line items will display in the Selected Transactions table.

4. Repeat Step 3 for additional invoices as needed

5. Click the Next button to go to the Review & Pay page
6. Review Selected Transactions and select Payment Account from the Payment Options

**Note:** To add a new payment account, click the +Add New Entry button.

7. Verify and or update Wallet Entry information

8. Select to either:
   a. Pay Now – payment will be processed for the current date
   b. Pay Later – specify a date for the payment to be processed

9. Click Submit to process payment

A Confirmation page will then display. This can be printed for your records, or accessed from the Scheduled Payment page if it has not processed yet, or the Payment History page if it has been processed.
Apply Credits

Credits on a specific division can be applied to Outstanding Invoices for that division. To apply an existing credit to a different division, contact MERS at 800.767.6377.

To apply an existing credit to an Outstanding Invoice:

1. Click the Apply Credits tab

2. Click the Select This button for the credit to be applied

   This will display the Outstanding Invoices for the Division that the credit applies to

3. Check the Pay In Full box to apply the full credit amount/invoice amount (whichever is lower), or enter the amount of the credit to apply to the invoice in the Amount column.

   The selected invoice line items will display in the Selected Transactions table.

4. Click the Apply button
5. Review Applied Credit Details and click Confirm.

A Confirmation window will then pop-up. This can be printed for your records, or accessed from the Payment History page.
AutoPay

AutoPay is a feature available in the ePayment site that when set up will automatically pay Outstanding Invoice(s) based on the settings selected.

There are two Payment Options when setting up AutoPay:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on Invoice Due Date</td>
<td>The full balance of the outstanding invoice(s) with due dates that are less than or equal to the processing date will be paid</td>
</tr>
<tr>
<td>Based on All Outstanding Invoices</td>
<td>The full balance of all outstanding invoices will be paid based on the processing date selected during AutoPay setup</td>
</tr>
</tbody>
</table>

As an example of how the two payment options differ, consider the following list of invoices:

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Amount Due</th>
<th>Issue Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>$250.00</td>
<td>1/23/18</td>
<td>2/13/18</td>
</tr>
<tr>
<td>789012</td>
<td>$300.00</td>
<td>1/30/18</td>
<td>2/20/18</td>
</tr>
<tr>
<td>345678</td>
<td>$300.00</td>
<td>2/2/18</td>
<td>2/22/18</td>
</tr>
<tr>
<td>901234</td>
<td>$500.00</td>
<td>2/20/18</td>
<td>3/10/18</td>
</tr>
</tbody>
</table>

If AutoPay is set up with the payment date of 2/22/18, here is how the payments would be structured under the different Payment Options.

<table>
<thead>
<tr>
<th>Payment Option</th>
<th>Based On Invoice Due Date</th>
<th>Based on All Outstanding Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices Paid</td>
<td>123456, 789012, 345678</td>
<td>123456, 789012, 345678, 901234</td>
</tr>
<tr>
<td>Amount Paid</td>
<td>$850.00</td>
<td>$1,350.00</td>
</tr>
</tbody>
</table>
Set Up New AutoPay Contract
To set up a new AutoPay contract:

1. Click the *AutoPay* tab and select *New AutoPay Contract*

2. Complete the New AutoPay Contract settings
   
   **Memo:** Name for the AutoPay Contract

   **Payment Option:** Choose appropriate option

   **First Payment Date:** Enter the date for the first AutoPay payment

   **End Date:** Enter appropriate information for when to stop AutoPay payments

   **Frequency:** Select desired frequency for AutoPay to process payments

   **Payment Method:** Click the Magnifying Glass icon to select the Payment Account from available wallet accounts

3. Click the *Save* button

Edit Existing AutoPay Contract

1. Click the *AutoPay* tab and select *Existing AutoPay Contract*

2. Click the *Contract* number to be edited
3. Click the *Edit* button

4. Modify the AutoPay settings as needed:

   **Status:**
   - *Active* – will continue to run as normal
   - *On-Hold* – AutoPay payments will not process until status changed back to active
   - *Closed* – ends AutoPay payments. Cannot be moved back to *Active*.

   **Memo:** Not Currently In Use

   **Payment Option:** Choose appropriate option

   **Next Payment Date:** Enter the date for the next AutoPay payment if different from date already shown

   **End Date:** Enter appropriate information for when to stop AutoPay payments

   **Frequency:** Select desired frequency for AutoPay to process payments

   **Payment Method:** Click the Magnifying Glass icon to select the Payment Account from available wallet accounts

5. Click the *Save* button
Cancel AutoPay Contract

1. Click the AutoPay tab and select Existing AutoPay Contract

2. Click the Contract number to be cancelled

3. Click the Edit button

4. Change the Status to Closed

5. Click the Save button
Invoice History
The Invoice History page provides access to recent invoices paid. This page will display the last 1,000 invoices, if a copy of an older invoice is needed, contact MERS at 800.767.6377.

To view a PDF of an invoice click the Invoice Number. The list of invoices can be sorted by Invoice Date, Last Payment Date, or Amount by clicking the column headings.

To search for a specific invoice by date, click the Advanced Search button.

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Division Number</th>
<th>Division Name</th>
<th>Invoice Date</th>
<th>Last Payment Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00076145-02-A</td>
<td>31</td>
<td>Union Contrib</td>
<td>11/02/2017</td>
<td>1/17/2019</td>
<td>$150.20</td>
</tr>
<tr>
<td>00076145-01</td>
<td>S1</td>
<td>Surplus Unassociated</td>
<td>10/17/2017</td>
<td></td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>00076145-22</td>
<td>03</td>
<td>Exempt Contributory UnModified</td>
<td>10/15/2017</td>
<td>1/17/2017</td>
<td>$3,323.00</td>
</tr>
<tr>
<td>00076145-21</td>
<td>30</td>
<td>Old Exempt Contr Mod pr 3/1/89</td>
<td>10/17/2017</td>
<td>1/17/2017</td>
<td>$16,087.00</td>
</tr>
<tr>
<td>00076145-20</td>
<td>36</td>
<td>New Exempt Non-Contrib A-5%</td>
<td>10/15/2017</td>
<td>1/17/2017</td>
<td>$70,489.00</td>
</tr>
<tr>
<td>00076145-19</td>
<td>36</td>
<td>New Exempt Non-Contrib A-5%</td>
<td>10/31/2017</td>
<td></td>
<td>$25,907.11</td>
</tr>
<tr>
<td>00076145-18</td>
<td>33</td>
<td>Exempt Retiree</td>
<td>10/15/2017</td>
<td>1/17/2017</td>
<td>$80,190.00</td>
</tr>
<tr>
<td>00076145-17</td>
<td>35</td>
<td>Old Exp NC pr 3/1/89 Opt A-5%</td>
<td>10/15/2017</td>
<td></td>
<td>$40,201.00</td>
</tr>
<tr>
<td>00076145-16</td>
<td>35</td>
<td>Old Exp NC pr 3/1/89 Opt A-5%</td>
<td>10/31/2017</td>
<td></td>
<td>$3,027.21</td>
</tr>
<tr>
<td>00076145-15</td>
<td>45</td>
<td>Curves out of Div 35 Oct B-5%</td>
<td>10/31/2017</td>
<td></td>
<td>$6,796.00</td>
</tr>
</tbody>
</table>

Payment History
The Payment History page provides access to all payments and credits. Credits are displayed with a payment type of ‘Return.’

To view printable details about a payment or credit, click the Transaction Number. The list of payments can be sorted by Transaction Number, Type, Date, or Amount by clicking the column headings.

To search for specific payments by date, click the Advanced Search button.

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Type</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEBPM000000000002</td>
<td>Payment</td>
<td>1/17/2018</td>
<td>$150.30</td>
</tr>
<tr>
<td>00076145-01-A</td>
<td>Return</td>
<td>12/27/2017</td>
<td>$89.95</td>
</tr>
<tr>
<td>00076145-02-A</td>
<td>Return</td>
<td>12/27/2017</td>
<td>$1.28</td>
</tr>
<tr>
<td>00076145-03-A</td>
<td>Return</td>
<td>12/27/2017</td>
<td>$105.62</td>
</tr>
<tr>
<td>WEBPM000000003090</td>
<td>Payment</td>
<td>11/17/2017</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>WEBPM000000003078</td>
<td>Payment</td>
<td>11/17/2017</td>
<td>$1,410.504.59</td>
</tr>
<tr>
<td>00076145-02-A</td>
<td>Return</td>
<td>11/15/2017</td>
<td>$(1,217.11)</td>
</tr>
<tr>
<td>WEBPM000000002290</td>
<td>Payment</td>
<td>10/22/2017</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>WEBPM000000002034</td>
<td>Payment</td>
<td>10/20/2017</td>
<td>$1,412,706.63</td>
</tr>
<tr>
<td>00076145-02-A</td>
<td>Return</td>
<td>10/10/2017</td>
<td>$82.57</td>
</tr>
</tbody>
</table>
Wallet
The Wallet page is used to store the bank account information to be used when payments are made.
From this page bank account information can be added, edited, or removed. If routing or account numbers are changing, a new wallet entry needs to be created and the existing one can be deleted; they cannot be updated in an existing Wallet Entry.

Add New Wallet Entry
Prior to any payments being submitted, or if routing/account numbers need changed, a new wallet entry needs to be created.

1. Click the Wallet tab
2. Click the +Add New Entry button
3. Complete the Add Wallet pop-up window.
   Fields in red are required to be completed.
4. Click the Save button
Edit Wallet Entry
To edit the Wallet ID or address associated with a Wallet Entry:

1. Click the Wallet tab

2. Click the 🔄 icon next to the Wallet Entry

3. Make the necessary updates on the Edit Wallet pop-up window

4. Click the Save button
Delete a Wallet Entry

If the bank routing/account numbers have changed, existing Wallet Entries will need to be deleted. To delete a Wallet Entry:

1. Click the Wallet tab

2. Click the icon next to the Wallet Entry

3. Click the OK button on the Confirm pop-up window.
Scheduled Payments

The Scheduled Payments page allows users to view and/or cancel payments that are set to be processed at a future date.

The Scheduled Payments page is accessed by clicking the Municipality Name on the right of the navigation bar and selecting Scheduled Payments.

### View Scheduled Payment Details

To view printable details about a Scheduled Payment, simply click the **Payment Number**.

![Scheduled Payments Table](image)

<table>
<thead>
<tr>
<th>ACTION</th>
<th>SCHEDULED DATE</th>
<th>PAYMENT NUMBER</th>
<th>AMOUNT</th>
<th>PROCESS STATUS</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>2/28/2018</td>
<td>WEBPMT0000070032</td>
<td>$86,105.71</td>
<td>Scheduled</td>
<td>Regular</td>
</tr>
</tbody>
</table>

![Paid Invoice List](image)

<table>
<thead>
<tr>
<th>CORE INVOICE #</th>
<th>INVOICE #</th>
<th>REPORTING PERIOD</th>
<th>DIVISION NUMBER</th>
<th>DIVISION NAME</th>
<th>AMOUNT APPLIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>00076575-22</td>
<td>00076575-03</td>
<td>2017Q1</td>
<td>37</td>
<td></td>
<td>$38,790.00</td>
</tr>
<tr>
<td>00076575-22</td>
<td>00076575-04</td>
<td>2017Q1</td>
<td>34</td>
<td></td>
<td>$43,449.39</td>
</tr>
<tr>
<td>00076575-22</td>
<td>00076575-02</td>
<td>2017Q1</td>
<td>38</td>
<td></td>
<td>$1,866.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total $86,105.71</td>
</tr>
</tbody>
</table>
Cancel Scheduled Payment

To cancel a Scheduled Payment:

1. Click the Municipality name and select Scheduled Payments

2. Click Cancel in the Action column

3. Click the OK button on the Confirm pop-up window.

Logout from ePayment site

As a best practice MERS recommends to use the Logout function when done on the ePayment site.

To Logout from the ePayment site click the Municipality name and select Logout

This will end the ePayment session, and redirect to www.mersofmich.com. The tab/window can now be closed..