



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

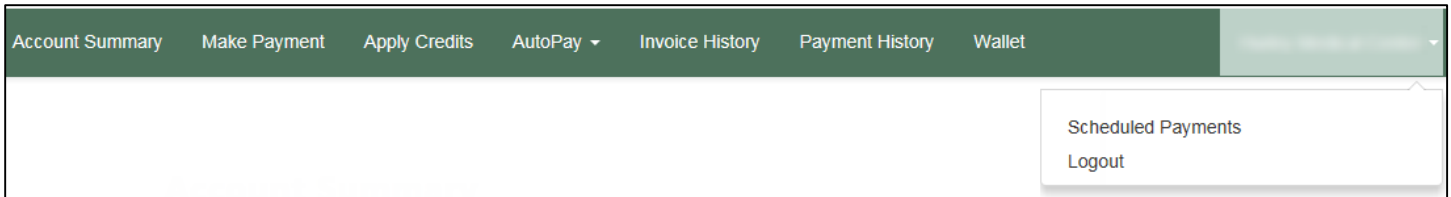
Access to the ePayment site is provided within the DB Employer Portal.

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

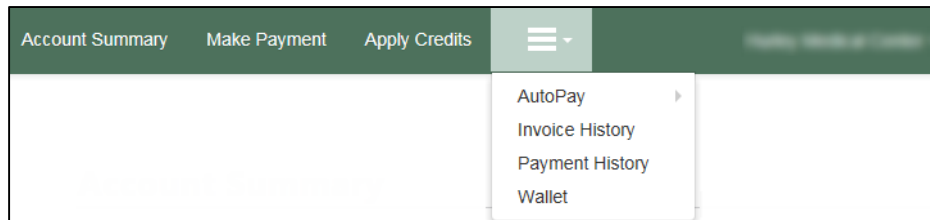
Navigation of the ePayment site is primarily done through the tabs of the navigation bar, shown below.



Once logged into the ePayment site the following tabs are available.

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

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').

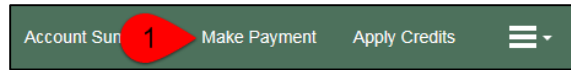
Click the *Payment Number* to view a pop-up window with the payment details, or click *View All Payment History* to go to the *Payment History* page.

Account Summary				
Outstanding Invoices				
BALANCE DUE: \$3,407,453.37				
AVAILABLE CREDIT: \$1,327.78 VIEW AVAILABLE CREDIT				
NET BALANCE DUE: \$3,406,125.59				
INVOICE #	DATE	DUE DATE	TOTAL	BALANCE DUE
00076661-1	11/30/2017	12/20/2017	\$2,000,000.00	\$2,000,000.00
00076675-22	11/30/2017	12/20/2017	\$1,406,314.69	\$1,406,312.89
00076100-2	11/22/2017	12/20/2017	\$837.98	\$837.98
00075890-3	11/15/2017	12/20/2017	\$302.50	\$302.50
				View All Open Invoices
Scheduled Payments				
SCHEDULED DATE	PAYMENT NUMBER	AMOUNT	PROCESS STATUS	SOURCE
2/28/2018	WEBPMT0000070030	\$302.50	Scheduled	Regular
				View Complete List
Payment and Credit History				
PAYMENT NUMBER	TYPE	DATE	AMOUNT	
WEBPMT0000070002	Payment	1/17/2018	\$150.30	
00076717-01-A	Return	12/6/2017	(\$0.93)	
00076657-03-A	Return	12/5/2017	(\$1.28)	
00076657-02-A	Return	12/5/2017	(\$106.52)	
WEBPMT0000063080	Payment	11/17/2017	\$1,000,000.00	
				View All Payment History

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.

Outstanding Invoices

Core Invoice Number: 00076675-22 Next

Previous

Muni #: Reporting Period: 3b Select All

Invoice Number	Division Number	Division Name	Invoice Date	Due Date	Invoice Amount	Balance	Pay	Amount
00076675-01	38	New Hires On or After 1/1/2014	11/30/2017	12/20/2017	\$158,383.00	\$158,383.00	<input checked="" type="checkbox"/>	158382.07
00076675-02	38	New Hires On or After 1/1/2014	11/30/2017	12/20/2017	\$1,670.06	\$1,669.19	<input type="checkbox"/>	\$1,669.19
00076675-03	37	Retirees joined after 10/1/12	11/30/2017	12/20/2017	\$38,790.00	\$38,790.00	<input type="checkbox"/>	\$38,790.00
00076675-04	34	New Exempt Contrib Modified	11/30/2017	12/20/2017	\$45,449.39	\$45,449.39	<input type="checkbox"/>	\$45,449.39
00076675-05	34	New Exempt Contrib Modified	11/30/2017	12/20/2017	\$32,745.00	\$32,745.00	<input type="checkbox"/>	\$32,745.00
00076675-06	30	Old Exempt Contr Mod pr 3/1/89	11/30/2017	12/20/2017	\$16,987.00	\$16,987.00	<input type="checkbox"/>	\$16,987.00
00076675-07	45	Carve out of Div 35 Opt B-3%	11/30/2017	12/20/2017	\$301.61	\$301.61	<input type="checkbox"/>	\$301.61
00076675-08	45	Carve out of Div 35 Opt B-3%	11/30/2017	12/20/2017	\$6,796.00	\$6,796.00	<input type="checkbox"/>	\$6,796.00
00076675-09	36	New Exempt Non-Contrib A-5%	11/30/2017	12/20/2017	\$27,324.84	\$27,324.84	<input type="checkbox"/>	\$27,324.84
00076675-10	36	New Exempt Non-Contrib A-5%	11/30/2017	12/20/2017	\$70,480.00	\$70,480.00	<input type="checkbox"/>	\$70,480.00

Total Invoice Amount: \$1,406,314.69 Total Remaining Balance Due: \$1,406,312.89 Total Payment Amount: \$158,684.57

Previous 1 2 3 Next

Export

Selected Transactions

Invoice Number	Balance	Payment
00075890-01-A	\$302.50	\$302.50
00076675-01	\$158,382.07	\$158,382.07

Additional Notes:

TOTAL: \$158,684.57

Next >>

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

- Review Selected Transactions and select Payment Account from the *Payment Options*

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

Selected Transactions

Invoice #	Balance	Payment
00075890-01-A	\$302.50	\$302.50
00076675-01	\$158,382.07	\$158,382.07

Total: \$158,684.57

Payment Options

Select	Wallet ID	Tender Type	Account Number	Exp Date/Routing #
<input checked="" type="radio"/>	ECheck	ECheck	XXXXXXXX7013	XXXXX0326
<input type="radio"/>	TEST	ECheck	XXXXXXXX7890	XXXXX2882

[+ Add New Entry](#)

- Verify and or update Wallet Entry information
- Select to either:
 - Pay Now – payment will be processed for the current date
 - Pay Later – specify a date for the payment to be processed
- Click *Submit* to process payment

Wallet Entry/Edit Information

Account Type: Checking Savings

Wallet ID:

Bank Routing Number:

Bank Account Number:

Account Holder Name:

Street:

Street 2:

City:

State:

Zip Code:

Country:

Pay Now
 Pay Later

[Cancel](#)
[Submit](#)

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.

Confirmation

MERS
1134 Municipal Way
Lansing, MI 48917

Customer Number: <input type="text" value=""/>	Payment Number: WEBPMT0000070031
Customer Name: <input type="text" value=""/>	Created Date: 2/12/2018
	Status: Scheduled
	Process Date: 2/28/2018
	Amount: \$158,684.57

Paid Invoice List

Core Invoice #	Division Number	Division Name	Reporting Period	Invoice #	Amount Applied
00075890-3	46	Carve out of Div.36 Opt.B 3%	201312	00075890-01-A	\$302.50
00076675-22	38	New Hires On or After 1/1/2014	201711	00076675-01	\$158,382.07
					Total: \$158,684.57

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

SELECT DOCUMENT	DIVISION NUMBER	DIVISION NAME	DOCUMENT #	DOCUMENT DATE	DOCUMENT TOTAL	APPLIED AMOUNT	UNAPPLIED AMOUNT
SELECT THIS		New Hires On or After 1/1	00074768-02-A	10/10/2017	(\$2.87)	\$0.00	\$2.87
SELECT THIS	36	New Exempt Non-Contr	00075890-02-A	11/15/2017	(\$1,217.11)	\$0.00	\$1,217.11
SELECT THIS	38	New Hires On or After	00076657-03-A	12/5/2017	(\$1.28)	\$0.00	\$1.28
SELECT THIS	38	New Hires On or After	00076657-02-A	12/5/2017	(\$106.52)	\$0.00	\$106.52

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.

Applied Amount: \$2.87
Division Number: 38
Division Name: New Hires On or After 1/1
Unapplied Amount: \$0.00

Core Invoice Number:

Previous Next

Muni # Reporting Period Clear Selected Select All

TRANSACTION#	DIVISION NUMBER	DIVISION NAME	TRANSACTION DATE	DUE DATE	TRANSACTION AMOUNT	BALANCE DUE	PAY IN FULL	AMOUNT
00076675-02	38	New Hires On or After 1/1/2014	11/30/2017	12/20/2017	\$1,870.06	\$1,870.06	<input type="checkbox"/>	<input type="text" value="2.87"/>
00076675-01	38	New Hires On or After 1/1/2014	11/30/2017	12/20/2017	\$158,383.00	\$158,382.07	<input type="checkbox"/>	<input type="text"/>
Total:					\$160,253.06	\$160,251.26		\$2.87

[Export](#)

SELECTED TRANSACTIONS

TRANSACTION #	TRANSACTION BALANCE	PAYMENT(S)
00076675-02	\$1,869.19	\$2.87

TOTAL: \$2.87

[CANCEL](#) [APPLY](#)

4. Click the *Apply* button

5. Review *Applied Credit Details* and click *Confirm*

SELECTED TRANSACTIONS		
TRANSACTION #	TRANSACTION BALANCE	PAYMENT(S)
00076675-02	\$1,869.19	\$2.87

Applied Credit Details

DOCUMENT #	DATE	TOTAL	APPLIED AMOUNT	UNAPPLIED AMOUNT
00074768-02-A	10/10/2017 11:59:00 PM	\$2.87	\$2.87	\$0.00

5

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

MERS 1134 Municipal Way Lansing, MI 48917																				
Customer Number: XXXXXXXXXX Customer Name: XXXXXXXXXX Payment Number: 00074768-02-A			Applied Date: 2/12/2018 Applied Credit Amount: \$2.87 Unapplied Credit Amount: \$0.00																	
<h3>Applied Invoice List</h3> <table border="1"> <thead> <tr> <th>CORE INVOICE #</th> <th>INVOICE #</th> <th>REPORTING PERIOD</th> <th>DIVISION NUMBER</th> <th>DIVISION NAME</th> <th>APPLIED AMOUNT</th> <th>REMAINING BALANCE</th> </tr> </thead> <tbody> <tr> <td>00076675-22</td> <td>00076675-02</td> <td>201711</td> <td>38</td> <td>New Hires On or After 1/1/2014</td> <td>\$2.87</td> <td>\$1,866.32</td> </tr> </tbody> </table>							CORE INVOICE #	INVOICE #	REPORTING PERIOD	DIVISION NUMBER	DIVISION NAME	APPLIED AMOUNT	REMAINING BALANCE	00076675-22	00076675-02	201711	38	New Hires On or After 1/1/2014	\$2.87	\$1,866.32
CORE INVOICE #	INVOICE #	REPORTING PERIOD	DIVISION NUMBER	DIVISION NAME	APPLIED AMOUNT	REMAINING BALANCE														
00076675-22	00076675-02	201711	38	New Hires On or After 1/1/2014	\$2.87	\$1,866.32														

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:

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

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

Invoice #	Amount Due	Issue Date	Due Date
123456	\$250.00	1/23/18	2/13/18
789012	\$300.00	1/30/18	2/20/18
345678	\$300.00	2/2/18	2/22/18
901234	\$500.00	2/20/18	3/10/18

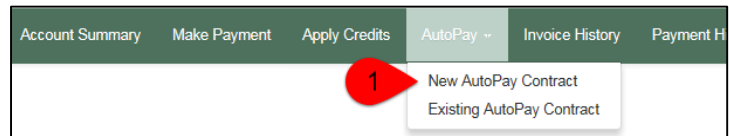
If AutoPay is set up with the payment date of 2/22/18, here is how the payments would be structured under the different Payment Options.

Payment Option	Based On Invoice Due Date	Based on All Outstanding Balances
Invoices Paid	123456, 789012, 345678	123456, 789012, 345678, 901234
Amount Paid	\$850.00	\$1,350.00

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

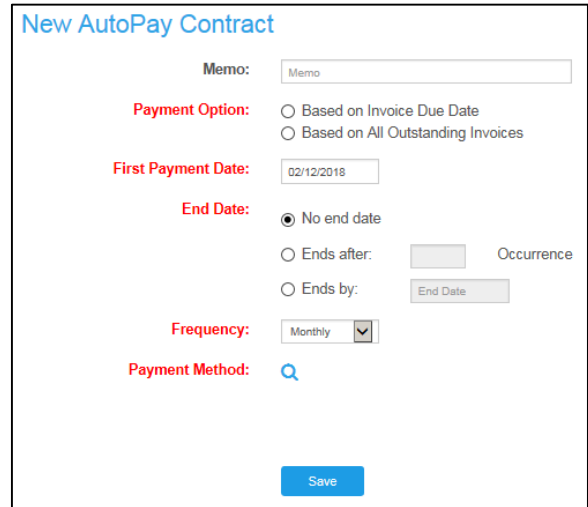
Payment Option: Choose appropriate option

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

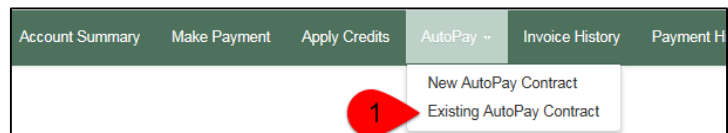
Payment Method: Click the Magnifying Glass icon to select the Payment Account from available wallet accounts



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



Contract	Next Payment Date	Frequency	Amount	Status	Payments
RBP000000000006	2/2018	Pay every month on the 12th	Based on invoice due date	Active	

3. Click the *Edit* button

View AutoPay Contract

Contract Number: RBP000000000006	Customer #: XXXX
Status: Active	Customer Name: Public Works Dept
Memo:	Payment Method: E-Check
Payment Option: Based on Invoice Due Date	Account Number: XXXXXX7890
Frequency: Pay every month on the 12th	Routing Number: XXXXX2882
Next Payment Date: 05/12/2018	

2

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

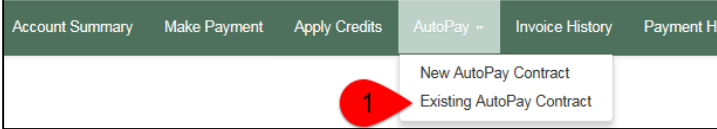
Edit AutoPay Contract

Customer #: XXXX	Customer Name: Public Works Dept
Status: <input type="text" value="Active"/>	Memo: <input type="text" value="Memo"/>
Payment Option: <input checked="" type="radio"/> Based on Invoice Due Date <input type="radio"/> Based on All Outstanding Invoices	
Next Payment Date: <input type="text" value="05/12/2018"/>	
End Date: <input checked="" type="radio"/> No end date <input type="radio"/> Ends after: <input type="text"/> Occurrence <input type="radio"/> Ends by: <input type="text" value="End Date"/>	
Frequency: <input type="text" value="Monthly"/>	
Payment Method: <input type="button" value="Q"/> ECheck XXXXXX7890 XXXXX2882	

5. Click the *Save* button

Cancel AutoPay Contract

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



Account Summary Make Payment Apply Credits **AutoPay** Invoice History Payment H

- New AutoPay Contract
- Existing AutoPay Contract

2. Click the *Contract* number to be cancelled

View AutoPay Contract

+ Create

Contract	Next Payment Date	Frequency	Amount	Status	Payments
RBP000000000006	2/2018	Pay every month on the 12th	Based on invoice due date	Active	

3. Click the *Edit* button

View AutoPay Contract

Contract Number: RBP000000000006 Customer #: 252101

Status: Active Customer Name: Hurley Medical Center

Memo:

Payment Option: Based on Invoice Due Date Payment Method: E-Check

Frequency: Pay every month on the 12th Account Number: XXXXX7890

Next Payment Date: 05/12/2018 Routing Number: XXXXX2882

Cancel Edit

4. Change the *Status* to *Closed*

Edit AutoPay Contract

Customer #: 252101

Customer Name: Hurley Medical Center

Status:

Memo:

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.

Invoice History		Advanced Search				
Invoice Number	Division Number	Division Name	Invoice Date	Last Payment Date	Amount	
00076435-02-A	31	Union Contrib	11/30/2017	1/17/2018	\$150.30	
00075917-01	S1	Surplus Unassociated	10/31/2017	11/17/2017	\$1,000,000.00	
00075573-22	03	Exempt Contributory UnModified	10/31/2017	11/17/2017	\$3,323.00	
00075573-21	30	Old Exempt Contr Mod pr 3/1/89	10/31/2017	11/17/2017	\$16,987.00	
00075573-20	36	New Exempt Non-Contrib A-5%	10/31/2017	11/17/2017	\$70,480.00	
00075573-19	36	New Exempt Non-Contrib A-5%	10/31/2017	11/17/2017	\$26,957.11	
00075573-18	33	Exempt Retiree	10/31/2017	11/17/2017	\$85,190.00	
00075573-17	35	Old Exp N/C pr 3/1/89 Opt A-5%	10/31/2017	11/17/2017	\$40,201.00	
00075573-16	35	Old Exp N/C pr 3/1/89 Opt A-5%	10/31/2017	11/17/2017	\$3,027.21	
00075573-15	45	Carve out of Div 35 Opt B-3%	10/31/2017	11/17/2017	\$6,796.00	

Previous 1 2 3 4 5 ... 100 Next

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.



Payment History		Advanced Search		
Transaction Number	Type	Date	Amount	
WEBPMT0000070002	Payment	1/17/2018	\$150.30	
00076717-01-A	Return	12/6/2017	(\$0.93)	
00076657-03-A	Return	12/5/2017	(\$1.28)	
00076657-02-A	Return	12/5/2017	(\$106.52)	
WEBPMT0000063080	Payment	11/17/2017	\$1,000,000.00	
WEBPMT0000063078	Payment	11/17/2017	\$1,410,504.50	
00075890-02-A	Return	11/15/2017	(\$1,217.11)	
WEBPMT0000062206	Payment	10/20/2017	\$1,000,000.00	
WEBPMT0000062204	Payment	10/20/2017	\$1,412,709.63	
00074768-02-A	Return	10/10/2017	(\$2.87)	

Previous 1 2 3 4 5 ... 308 Next

Wallet

The Wallet page is used to store the bank account information to be used when payments are made.

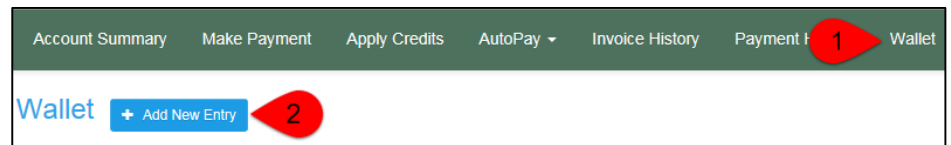
From this page bank account information can be added, edited, or removed. If routing or account numbers are changing, a new wallet entry needs to be created and the existing one can be deleted; they cannot be updated in an existing Wallet Entry.

Action	Wallet ID	Tender Type	Account Number	Exp Date/Routing #
 	ECheck	ECheck	XXX1770	XXXXX3181

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

Add Wallet X

Account Type: Checking Savings

Wallet ID:

Bank Routing Number:

Bank Account Number:

Account Holder Name:

Street:

Street 2:

City:

State:

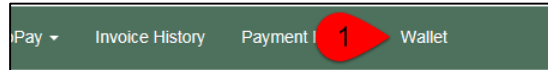
Zip Code:

Country:



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

Wallet + Add New Entry			
Action	Wallet ID	Tender Type	Account Nu
 	ECheck	ECheck	XXX1770

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

Edit Wallet X

Account Type: Checking Savings

Wallet ID:

Bank Routing Number:

Bank Account Number:

Account Holder Name:

Street:

Street 2:

City:

State:

Zip Code:

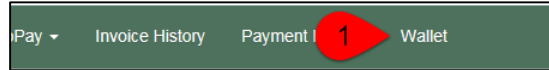
Country:

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



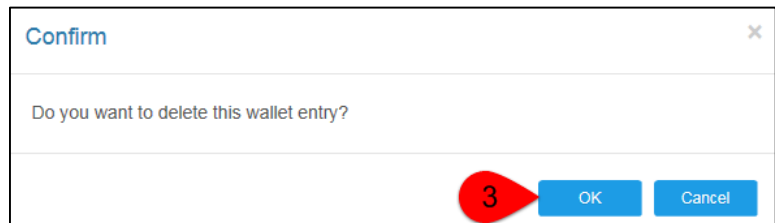
2. Click the  icon next to the Wallet Entry



A table titled 'Wallet' with a '+ Add New Entry' button. The table has four columns: 'Action', 'Wallet ID', 'Tender Type', and 'Account Num'. A single row is visible with a trash icon in the 'Action' column, highlighted by a red callout bubble with the number '2'. The 'Tender Type' is 'ECheck' and the 'Account Num' is 'XXX1770'.

Action	Wallet ID	Tender Type	Account Num
		ECheck	XXX1770

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

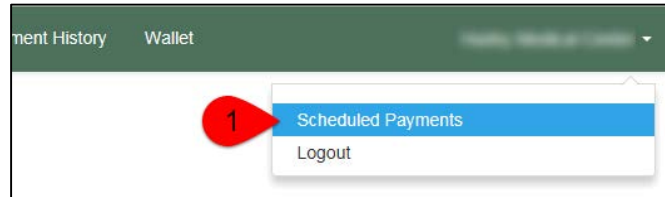


A 'Confirm' dialog box with a close button (X) in the top right corner. The text inside asks 'Do you want to delete this wallet entry?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. A red callout bubble with the number '3' points to the 'OK' button.

Cancel Scheduled Payment

To cancel a Scheduled Payment:

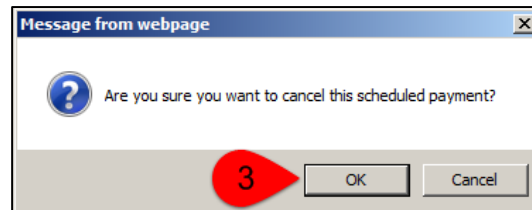
1. Click the *Municipality* name and select *Scheduled Payments*



2. Click *Cancel* in the *Action* column

Scheduled Payments			
ACTION	SCHEDULED DATE	PAYMENT NUMBER	AMOUNT
Cancel	8/2018	WEBPMT0000070032	\$86

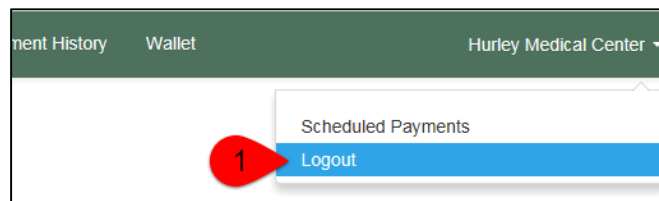
3. Click the *OK* button on the *Confirm* pop-up window.



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..

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Fax: 517.703.8336
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This publication contains a summary description of MERS benefits, policies or procedures.
MERS has made every effort to ensure that the information provided is accurate and up to date as of 2.13.2018.
Where the publication conflicts with the relevant Plan Document, the Plan Document controls.