To make your first payment with ePay, follow these easy steps...

Step 1: Login https://fortress.wa.gov/drs/eservices/Logon/Logon.asp.

Step 2: Select **Electronic Payments.**

Step 3: Select your **Organization** (use the drop-down box if your organization is not visible).

Step 4: Enter the **Month and Year** of the report period (it should match your current transmittal month and year report period).

Step 5: Click the **New Payment Advice** button.

Step 6: Enter **Payment Amounts** by system and plan and set the **Payment Date** (if you use WBET, pull the amounts from WBET by clicking **Add WBET Amounts**. On the pop-up screen, select the WBET report to add and click **Continue**).

To add an invoice, go to Step 7. Otherwise, skip to Step 8.

Step 7: Add an invoice by clicking **Add Invoice**. On the pop-up screen, enter the invoice number, click **Continue** and enter the invoice amount.

Step 8: Select the **Payment Date** (at least two banking days in the future).

Step 9: Click **Submit.**

Step 10: Click **Print** to print a paper copy, or click **Save Copy to Disk** to save an electronic copy.

Step 11: Verify the status is **Submitted** (if it isn't, access the payment advice again and resubmit).

You're done! Exit the application or click the My Services link to access another application.

For more information:

- Log on to the DRS Web site at www.drs.wa.gov/employer
- Contact Employer Support Services (ESS) between 8 a.m. and 5 p.m., Monday through Friday:
  - » Olympia area: 360-664-7200 (option 2)
  - » Toll free: 800-547-6657 (option 6 then option 2)
  - » E-mail: drsemployer@drs.wa.gov (response within 24 hours)

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PO Box 48380 • Olympia WA 98504-8380 • www.drs.wa.gov • 800-547-6657 • March 2014