



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 website at www.drs.wa.gov/employer
- Contact Employer Support Services (ESS) between 8 am and 5 pm, Monday–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)