Using the DRS Web-Based Services

Logging on for the First Time...........................................................................................................1

Using the Member Reporting Verification (MRV) Application
   Checking an Employee’s Retirement Membership .........................................................3
   Verifying an Employee’s Retirement Earnings.............................................................5

Using the Web-Based Employer Transmittal (WBET) Application
   Submitting a Deferred Compensation Report..........................................................8
   Submitting a Regular Retirement Report.................................................................12
   Submitting a Correction Retirement Report..........................................................19

Using the Electronic Payment (ePay) Application
   Submitting an Electronic Payment...........................................................................23

Logging Off ..................................................................................................................................27
Using Online Help.......................................................................................................................28
Some Helpful Hints .....................................................................................................................29
Using the DRS Web-Based Services

Logging on for the First Time

1. From the Logon screen, type your user ID and password and click OK. Your user ID and password are provided to you by DRS. The password is case sensitive and must be typed exactly as written.

   Note: The URL address for the Logon screen is: https://fortress.wa.gov/drs/ereservices/

2. Read and accept the Web Access Agreement. The access agreement spells out your responsibilities when using the DRS electronic services. Read through the agreement. At the bottom of the page, click Accept.
3. **Change the initial logon password.**
   Type the password you received from DRS in the Current Password box. Come up with your own password that meets the specific requirements. Type it once in the New Password box and again in the Confirm Password box. Click OK. (A box will display to verify the change. Click OK again.)

4. **Access the applications from the My Services screen.**
   The My Services screen lists all the applications you have been authorized to use. They are listed alphabetically. To access an application, click on the appropriate link.
Using the DRS Web-Based Services

Checking an Employee's Retirement Membership

1. Access the Member Reporting Verification (MRV) application. The main screen is called Member Search. The radio button for Membership will be selected by default. Type a Social Security Number, select your organization (if it is not shown), and click the Search button.

2. If the employee has prior retirement membership…
   The screen will display membership details such as the retirement system and plan, the entry date, the retirement date, or the withdrawal date. If the employee is a member in more than one retirement system, the most recent membership will be listed first. If the employee has prior employment history with your organization, the begin and end date for each employment period will also display.
3. If the employee has NO prior retirement membership…
   You will see a message that says no retirement membership history was found for this individual. If the employee has been hired into a retirement-eligible position, you will need to report him/her on your transmittal.
Verifying an Employee’s Retirement Earnings

1. **Access the Member Reporting Verification (MRV) application.**
   The main screen is called Member Search. The radio button for Membership will be selected by default. Click on the Earnings radio button, type a Social Security Number, select your organization (if it is not shown), and click the Search button.

2. **If the employee has retirement earnings at your organization...**
   The screen will display all earnings information reported by your organization for the employee. It will not display earnings information reported by other organizations.
3. **If you want to change the earnings display…**
The screen allows you to view information in different ways.
- Use the Year drop-down to view data for a different year.
- Use the View By drop-down to change to or from a calendar year, fiscal year, or school year view.
- Click the Expand All button to show details for all months, or click on a given earning month to show details for that month.

4. **If the employee is a Plan 3 member…**
You will see a button for Member Contributions. Click on the button to display a pop-up window that shows the defined contribution amounts that have been reported for the employee. The information is displayed by transaction date with the most recent date first.
5. **If the employee has NO employment history at your organization...**
   You will see a message that says this individual has no earnings history with your organization. If this doesn't seem right, check the SSN as you may have typed it wrong, then resubmit the search.
Submitting a Deferred Compensation Report

1. Access the Web-Based Employer Transmittal (WBET) application. The Report Listing screen lists DCP reports first, then regular retirement reports, then correction retirement reports. Click the Select button next to the DCP report you will be submitting. It will take a few seconds for the application to download data.

2. Use the Change Report screen to view changes from the last report. If a new participant has enrolled in DCP or an existing participant has requested a deferral change, you are notified of the change on this screen. You will see the new deferral amount and the effective pay date. If there have been no changes since your last report, a message will show that.
3. Use the Deferral Detail screen to enter deferral amounts.
   This screen shows the deferral amounts expected for each participant. If you change a deferral amount, when you click Save, the total shown at the top of the screen is updated.

—To temporarily suspend a deferral...
Check the Deferral Temporarily Suspended box. The Deferral Amount will go to zero. When you submit the report to DRS, the participant's deferral will be changed to zero and will remain zero on subsequent reports until you uncheck the box. When the box is unchecked, the last deferral amount on record will be reinstated for the participant.
—To enter a termination date or to update profile information…
Click on the Update Participant Info button to go to the Update Participant Information screen. You can enter an employment termination date or update a participant's name, address or birth date. Click Save & Return to save the changes and return to the Deferral Detail screen.

4. **Use the Deferral Detail screen to submit the report.**
When you are ready, click the Submit button to send the report to DRS. You will be taken to the Printable Report screen.
5. Use the Printable Report screen to save a copy of the report and make payment to DRS. To print a paper copy of the report, click the Print button. To save an electronic copy in pdf format, click the Save Copy to Disk button. (Pop-up windows will display for completing the print or save action.)

If you're paying by check, click To Pay by Check… You'll go to the Payment Advice screen. Enter the payment number and click Print. If you have Plan 3 payments, click Create Plan 3 Payment Advice and complete that screen. Mail the payment advice(s) along with payment to DRS.

If you're paying electronically, click To Make ePayment… You'll go to the ePay application. See Page 23 for instructions on submitting payments electronically.
Using the DRS Web-Based Services

Submitting a Regular Retirement Report

1. Access the Web-Based Employer Transmittal (WBET) application. The Report Listing screen lists DCP reports first, then regular retirement reports, then correction retirement reports. Click the Select button next to the regular report you will be submitting. It will take a few seconds for the application to download the data.

2. Use the Report Summary screen to enter summary totals. In the boxes on the left-hand side of the screen, enter the total compensation, member contributions, employer contributions, and hours (or days) for each plan. Grand totals are calculated for you. When you have entered the amounts, click Save.
3. **Use the Earning Detail screen to update employee information.**
This screen shows what was reported previously for each employee. Review the status code, hours, and compensation reported and make any changes necessary. Member and employer contributions are calculated for you based on the compensation entered.

---

**To add an earning record...**
Click the Add Earning Period button to go to the Add Earning Period screen. Enter the earning period, hours (or days for TRS 1), compensation, status and type code.

- To add a single earning record, click Save & Return. The change will be saved and you will return to the Earning Detail screen.
- To add multiple earning records, click Save & Continue. You will stay on this screen and can add other records. On the last record, click Save & Return.
—To enter an end date or to update profile information…
Click the Update Member Info button to go to the Update Member Information screen. You can enter an end date, update a member's name or address, update Plan 3 rate option or investment program, or update a member's birth date. When done, click Save & Return to save the changes and return to the Earning Detail screen.

4. Use the Add Employee screen to add employees to the report.
If you're reporting an employee for the first time, input the SSN and Start Date. If you're reporting someone who used to work for you, input just the SSN. (If you're a TRS or SERS employer reporting a substitute, also check the Substitute Employee box.. This field only displays for these employers.) Click the Employee Lookup button when you've input the required data.
If you're reporting an employee for the first time…
You will go to the Add Member screen. The application will assign the individual to the proper retirement plan. Input the employee's name, address, birth date, and gender. Click the Save & Continue button. The profile information will be saved and you will be go to the Earning Detail screen.

If you're reporting a retiree…
You will go to the Add Retiree screen. Indicate whether the retiree is returning to an eligible position, an ineligible position, or is returning to membership. Click the Save & Continue button. The profile information will be saved and you will go to the Earning Detail screen.

If you're reporting someone who used to work for you…
You will go directly to the Earning Detail screen as profile information is already on record.
5. **Use the Earning Detail screen to edit the report before submitting.**
After you have made all the necessary changes to your report, click the Save & Edit Report button. The report data will be edited and any errors will be identified.

If there are errors in the report…

You will see the Report Edit Messages screen. A red message indicates a critical error that must be fixed before you can submit the report. A yellow message indicates something that should be reviewed but the report can be submitted with this information.
If there are NO errors in the report...
You will stay on the Earning Detail screen and a message will indicate the report has been successfully edited.

6. **Use the Report Summary screen to update summary totals and submit the report.**
If you made changes to the report, you will need to recheck the report summary totals. The totals on the left-hand side of the screen must match the totals on the right-hand side. If they don't match, adjust amounts on the Earning Detail screen or reenter totals on the Report Summary screen. When the totals match, click the Submit Report button.
7. **Use the Printable Report screen to save a copy of the report and make payment to DRS.**

   To print a paper copy of the report, click the Print button. To save an electronic copy in pdf format, click the Save Copy to Disk button. (Pop-up windows will display for completing the print or save action.)

   **If you're paying by check, click To Pay By Check...**
   You'll go to the Payment Advice screen. Enter the payment number and click Print. If you have Plan 3 payments, click Create Plan 3 Payment Advice and complete that screen. Mail the payment advice(s) along with payment to DRS.

   **If you're paying electronically, click To Make ePayment...**
   You'll go to the ePay application. See Page 23 for instructions on submitting payments electronically.
Submitting a Correction Retirement Report

1. **Access the Web-Based Employer Transmittal (WBET) application.** The Report Listing screen lists DCP reports first, then regular retirement reports, then correction retirement reports. Click the Select button next to the correction report you will be submitting.

2. **Use the Add Employee screen to add an employee to the report.** If you're reporting an employee for the first time, input the SSN and Start Date. If you're reporting someone who used to work for you or is currently working for you, input just the SSN. (If you're a TRS or SERS employer reporting a substitute, also check the Substitute Employee box. This field only displays for these employers.) Click the Employee Lookup button when you've input the required data.
Using the DRS Web-Based Services

3. If you're reporting a new employee…
You will go to the Add Member screen. Input the employee name, address, birth date, and gender. Click Save & Continue.

If you're reporting a retiree…
You will go to the Add Retiree screen. Indicate the type of position the retiree is in. Click Save & Continue.

If you're reporting someone who already works for you…
You will go to the Earning Detail screen as profile information is already on record.

4. Use the Earning Detail screen to enter earnings or other information.
   - If you need to report earning information, click Add Earning Period and enter the earnings information.
   - If you need to report an end date or update profile information, click Update Member Info and make the changes.
   - If you need to add an employee to the report, go to the Add Employee screen and repeat steps 2 and 3.
5. When you've made the changes, click Save & Edit Report.
   • If there are errors in the report, you will go to the Report Edit Messages screen. You need to correct any critical errors before submitting the report.
   • If there are NO errors, you will stay on the Earning Detail screen and a message will say the report has been successfully edited.

6. Use the Report Summary screen to enter summary totals and submit the report. In the boxes on the left-hand side of the screen, enter totals by plan for compensation, contributions, and hours/days. Grand totals are calculated for you. When you've entered the totals, click Submit Report.
7. **Use the Printable Report screen to save a copy of the report and make payment to DRS.**
   To print a paper copy of the report, click Print Report. To save an electronic copy in pdf format, click Save Copy to Disk. (Pop-up windows will display for completing the print or save action.)

   **If you're paying by check, click To Pay by Check…**
   You'll go to the Payment Advice screen. Enter the payment number and click Print. If you have Plan 3 payments, click Create Plan 3 Payment Advice and complete that screen. Mail the payment advice(s) along with payment to DRS.

   **If you're paying electronically, click To Make ePayment…**
   You'll go to the ePay application. See Page 23 for instructions on submitting payments electronically.
Submitting an Electronic Payment

1. **Access the Electronic Payment (ePay) application.**
   The first screen is called Payment Advice Listing. To create a payment advice, select the organization if necessary, input the report period, then click the New Payment Advice button.

   **Note:** If you have already created a payment advice, it will display on the bottom of the screen and you can click the Select button to access it.

2. **Provide payment information.**
   You will be taken to the Payment Advice screen. In the Amount column, input the appropriate payment amounts for each system and plan. The total amounts are calculated for you.
To make payment on an invoice…
Click the Add Invoice button to access the pop-up window. Type the Invoice Number and click the Continue button.

You will return to the Payment Advice screen. The invoice will appear under the appropriate system and plan. Input the amount you are paying and click Save. You can submit payment for all or part of the invoice amount.
Using the DRS Web-Based Services

—To pull payment totals from WBET…

Click the Add WBET Amounts button to access the pop-up window. You will only see a WBET report listed if it has been submitted to DRS and has the same report period as your payment advice. Check the report group(s) you want to add and click the Continue button.

You will return to the Payment Advice screen. The amounts from the WBET report will be broken out by system and plan and added to the appropriate columns. These amounts should match the system/plan amounts shown on the Printable Report screen in WBET. Click Save to save the changes.
3. Enter the scheduled payment date and submit payment. You can select the payment date by clicking on the calendar icon at the bottom of the screen and picking the date from the calendar pop-up. Or, you can type the date directly in the Payment Date field. When the payment advice is ready, click the Submit button at the top of the screen.

   —If there is an error, you'll see an error message. You will need to correct the error and resubmit.

4. Save a copy of the payment advice for your records. After submitting the payment advice, you are taken to the Completed Payment Advice screen. To print a paper copy, click the Print button. To save an electronic copy in pdf format, click the 'Save Copy to Disk' button. (Pop-up windows will display for completing the print or save action.)
Logging Off

1. **When done using the applications, click the Exit link.**
   You will see a pop-up window asking you to confirm that you want to exit. If you do, click OK. If you don't, click Cancel and you will return to the application.

2. **Use the Exit screen to finish logging off.**
   When you're done working, you should close the browser window that is open on your computer. Doing so will protect data in the application and keep others from being able to access it through the Internet. To complete logging off, click the Close Browser button.
Using Online Help

1. If you need help while using the applications, click the Help link. You will see a separate browser window open. Help topics display on the left-hand side of the window. To view help topics alphabetically, click on the word Index at the top. The default is to view help topics by content.

2. In the help window, click on a topic on the left side to display help content on the right. When you click on a content area in the left-hand side of the window, a drop-down menu shows help topics. When you click on a topic, the help content displays on the right-hand side of the window. Read through the information to find what you need. When you are done, click the Close Help button.
## Using the DRS Web-Based Services

### Some Helpful Hints

| Logging On, Navigating, Saving Data | • Passwords are case sensitive. When logging on, be sure to type your password correctly.  
• Use the TAB key to move from field to field. Do not use the ENTER key.  
• Use the links in the top right corner to move to other screens. Do not use the BACK button in the browser.  
• Save work often so you don't lose it. |
|-----------------------------------|------------------------------------------------------------------------------------------------|
| **Using the WBET Application**    | **For Retirement Reporting**  
• Use the Update Member Info screen to report an employee's end date. You don't need to report the "S" status code, just the end date. If you need to correct a reported begin or end date, contact DRS.  
• You can't change address information for retired or deceased members.  
• If your report is large, use the SSN search feature to find a particular employee on the report.  
• The application calculates contribution amounts for you but you can adjust these amounts.  
• You must click Save & Edit before submitting a report. When you edit a report, the application will display an error message if you have made a mistake.  
• If paying by check, you can print a pre-filled Payment Advice form and mail it to DRS with your payment.  
**For DCP Reporting**  
• Any changes from the prior report are shown on the Change Report.  
• If your report total is negative, contact DCP Accounting for assistance at 1-800-423-1524.  
• If paying by check, you can print a pre-filled Payment Advice form and mail it to DRS with your payment. |
| **Using the ePay Application** | • The application calculates payment totals for you. To adjust these totals, enter new detail amounts.  
• You can only add WBET amounts if a transmittal report has been submitted through the WBET application and has the same report period as the payment advice.  
• Once a payment advice is picked up for processing, you can view it but can no longer make any changes. Once processing completes, the payment advice no longer displays on the Payment Advice List screen. |