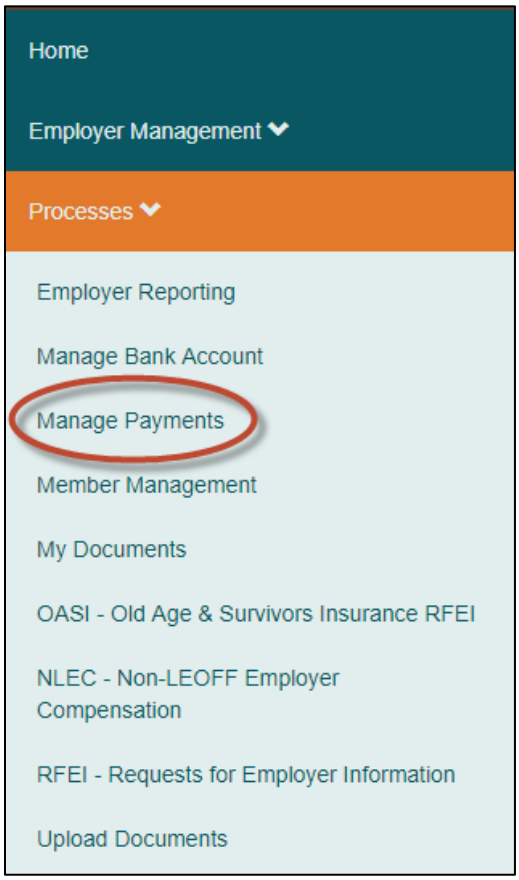
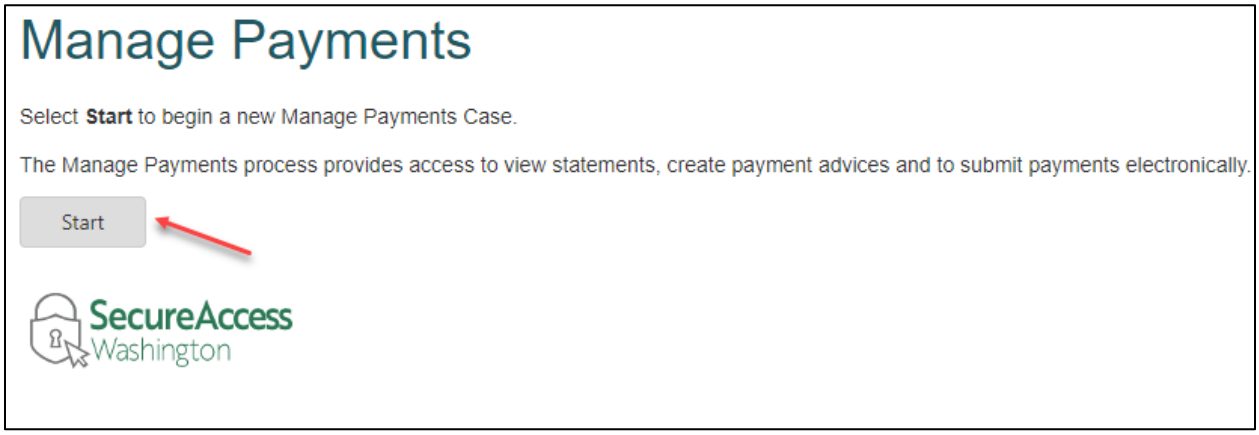
Processing an Electronic Payment in ERA

Follow these instructions to use ePay in ERA.

1. **Under the "Processes" menu, select "Manage Payments"**

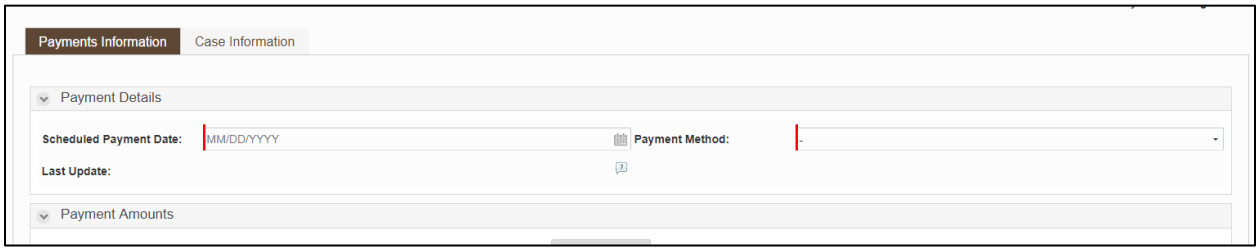


2. Select "Start" to begin your electronic payment case



3. Under the "Payment Detail" tab, select your "Scheduled Payment Date." You must make your payment date at least two banking days in the future.

From the drop down list under "Payment Method," select "Electronic."



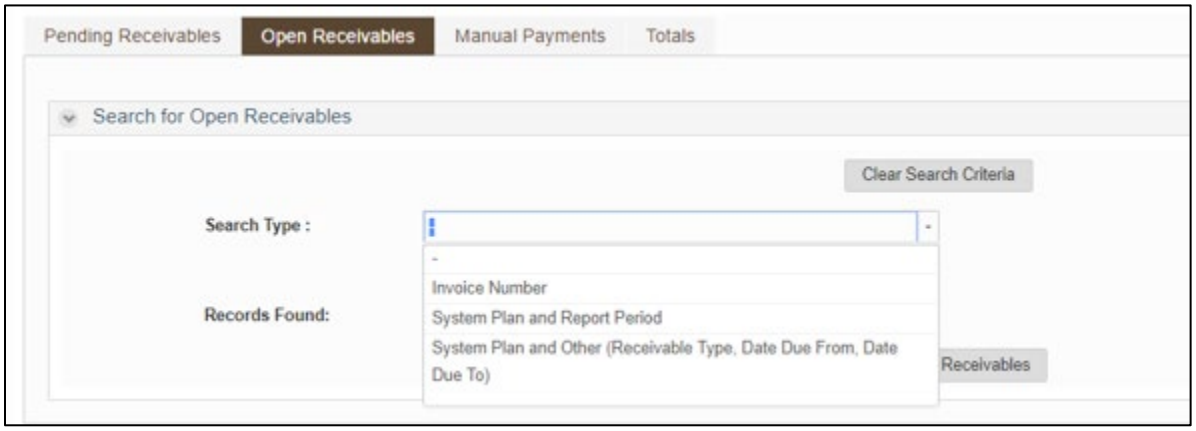
Enter the amounts you wish to pay on any of the following tabs:

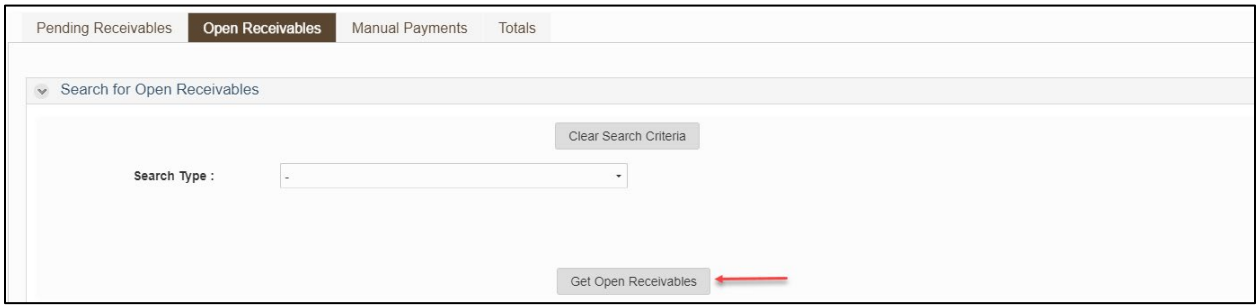
a. **Pending Receivables** – This tab will always show amounts owed that are tied directly to member investment accounts such as pending balances for DCP transmittals and Plan 3 member contributions. It may also show balances associated with your most recently submitted transmittal. Balances pending from your most recently submitted transmittal will only show on this tab temporarily until our batch process runs to push balances to our mainframe at 2:30 pm each weekday.

b. **Open Receivables** – This tab will show all open balances owed to DRS for all Systems and Plans. This will be where you will find balances associated with your most recently submitted transmittal if our batch process has already run and they are no longer available for viewing under Pending Receivables. To view all open balances on this tab, select the "**Get Open Receivables**" button.

c. **Manual Payments** – This tab will allow you to submit a payment to DRS in any amount of your choosing, under any System or Plan of your choosing, that is not directly tied to an existing invoice.

If you have many outstanding **open receivables**, you will see a long list when you select the "**Get Open Receivables**" button. Try searching for the receivable you want to pay. There are three different search options in the dropdown.





4. **Once you fill in the "Amount to be paid," you can choose to clean up your view and remove all the receivables you're not paying by selecting the "Remove $0.00 Amounts"**

Plan 2

Invoice Number	Report Period	System/Plan	Receivable Type	Due Date	Pending Payment	Pending Balance	Amount to be Paid
	05/2017	PSERS Plan 2	Contribution Transmittal	06/15/2017	No	$10.33	$10.33
	10/2017	PERS Plan 2	Contribution Transmittal	11/15/2017	No	$43,235.15	
	09/2018	PERS Plan 2	Contribution Transmittal	10/15/2018	No	$20.24	$20.24
	10/2018	PERS Plan 2	Contribution Transmittal	11/15/2018	No	$459.64	
	11/2018	PERS Plan 2	Contribution Transmittal	12/15/2018	No	$425.04	
	12/2018	PERS Plan 2	Contribution Transmittal	01/15/2019	No	$425.04	
	01/2019	PERS Plan 2	Contribution Transmittal	02/15/2019	No	$425.04	$425.04
						Total Plan 2 Amount:	$0.00

Plan 3

Invoice Number	Report Period	System/Plan	Receivable Type	Due Date	Pending Payment	Pending Balance	Amount to be Paid
	08/2018	PERS Plan 3	Contribution Transmittal	09/15/2018	No	$16,284.41	
	10/2018	PERS Plan 3	Contribution Transmittal	11/15/2018	No	$921.98	$921.98
	11/2018	PERS Plan 3	Contribution Transmittal	12/15/2018	No	$898.10	
	12/2018	PERS Plan 3	Contribution Transmittal	01/15/2019	No	$898.10	
	01/2019	PERS Plan 3	Contribution Transmittal	02/15/2019	No	$590.18	$591.18
						Total Plan 3 Amount:	$0.00

Remove $0.00 Amounts

Plan 2

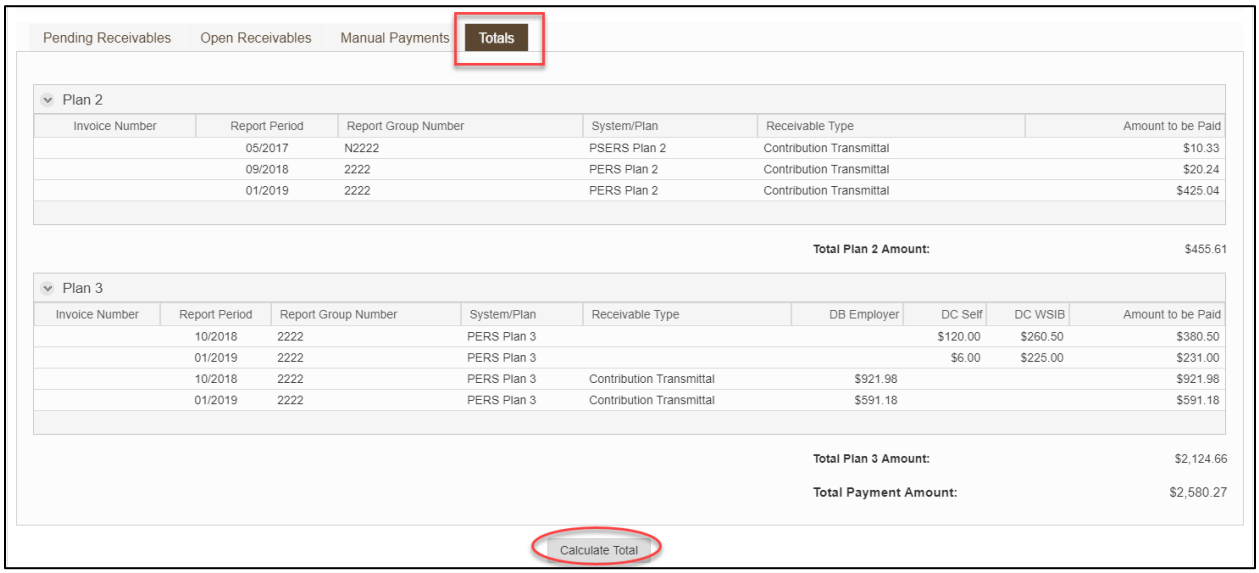
Invoice Number	Report Period	System/Plan	Receivable Type	Due Date	Pending Payment	Pending Balance	Amount to be Paid
	05/2017	PSERS Plan 2	Contribution Transmittal	06/15/2017	No	$10.33	$10.33
	09/2018	PERS Plan 2	Contribution Transmittal	10/15/2018	No	$20.24	$20.24
	01/2019	PERS Plan 2	Contribution Transmittal	02/15/2019	No	$425.04	$425.04
						Total Plan 2 Amount:	$455.61

Plan 3

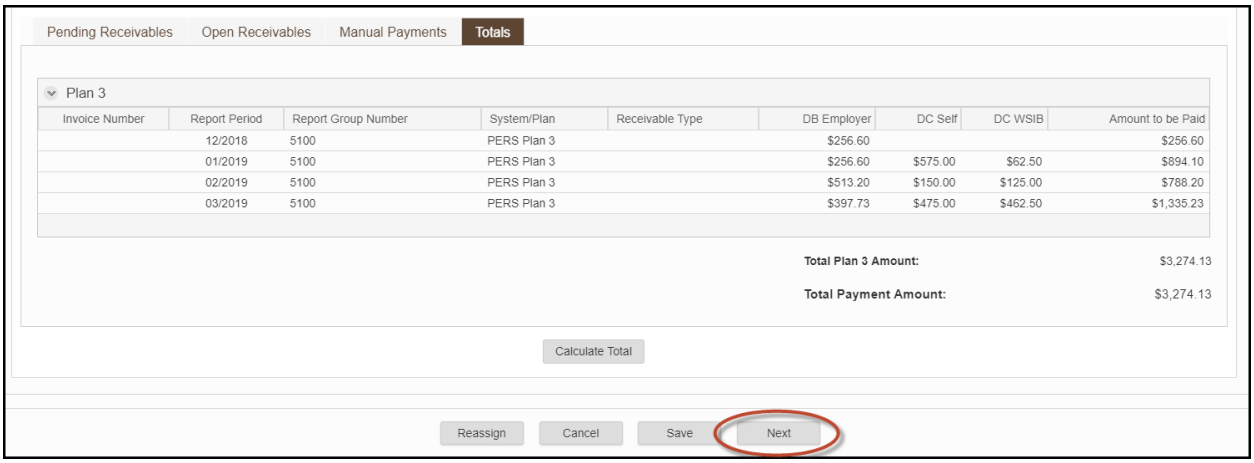
Invoice Number	Report Period	System/Plan	Receivable Type	Due Date	Pending Payment	Pending Balance	Amount to be Paid
	10/2018	PERS Plan 3	Contribution Transmittal	11/15/2018	No	$921.98	$921.98
	01/2019	PERS Plan 3	Contribution Transmittal	02/15/2019	No	$590.18	$591.18
						Total Plan 3 Amount:	$1,513.16

Remove $0.00 Amounts

5. **After entering all amounts you are planning to pay with this case, select the "Calculate Total" button to update your payment amounts on the "Totals" tab to include all payments entered on each of the Payment Amounts tabs**



6. **Select the "Next" button at the bottom of your workspace**



DRS
WASHINGTON STATE
Department of Retirement Systems

7. **Select the "Payment Advice" link to view your completed Payment Advice**

Manage Payments (ERA Portal Only) — Review payment advice — EPP-20190516-0000004 | Create a Payment Completed

Payments Information | Case Information

Payment Details

Scheduled Payment Date: 05/20/2019 **Payment Method:** Electronic

Last Update Date: 05/16/2019 5:58 pm

Payment Advices

System	Payment Advice
PERS, PSERS	EPP_EPayAdvice.pdf

Payment Amounts and Totals

Plan 2

Invoice Number	Report Period	Report Group Number	System/Plan	Receivable Type	Amount to be Paid
	05/2017	N2222	PSERS Plan 2	Contribution Transmittal	$10.33
	09/2018	2222	PERS Plan 2	Contribution Transmittal	$20.24
	01/2019	2222	PERS Plan 2	Contribution Transmittal	$425.04

Total Plan 2 Amount: $455.61

Plan 3

Invoice Number	Report Period	Report Group Number	System/Plan	Receivable Type	DB Employer	DC Self	DC WSIB	Amount to be Paid
	10/2018	2222	PERS Plan 3			$120.00	$260.50	$380.50
	01/2019	2222	PERS Plan 3			$6.00	$225.00	$231.00

8. **Select "Reassign" to release the electronic payment case from your name to allow any authorized ERA user for your organization to pick up the task from their "Task List" to continue working on it and submit the payment**
9. **Select "Update" to update payment information**
10. **Select "Submit" to submit your payment**

Payment Amounts and Totals

Plan 3

Invoice Number	Report Period	Report Group Number	System/Plan	Receivable Type	DB Employer	DC Self	DC WSIB	Amount to be Paid
	12/2018	5100	PERS Plan 3		$0.00			$256.60
	01/2019	5100	PERS Plan 3		$0.00	$0.00	$0.00	$894.10
	02/2019	5100	PERS Plan 3		$0.00	$0.00	$0.00	$788.20
	03/2019	5100	PERS Plan 3		$0.00	$0.00	$0.00	$1,335.23

Total Plan 3 Amount: $3,274.13

Total Payment Amount: $3,274.13

Reassign | Cancel | Update | Submit