

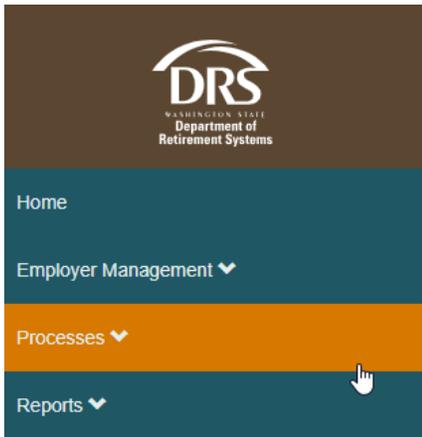


## Pay by check

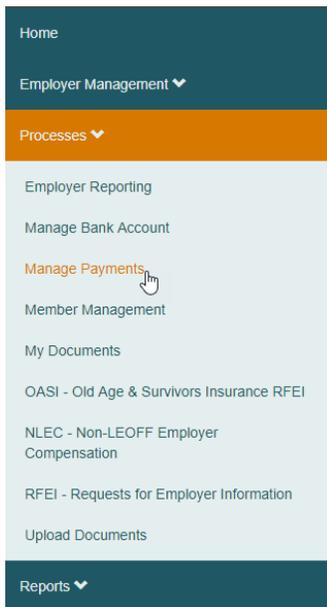
Once you complete your transmittal, take these steps to prepare a payment advice that you will mail to DRS with your check.

### 1. Open the process, “Manage Payments”

In the Process menu, select “Processes”



Select “Manage Payments”



Select the “Start” button

## Manage Payments

Select **Start** to begin a new Manage Payments Case.

The Manage Payments process provides access to view statements, create payment advices and to submit payments electronically.



### 2. Fill out the payment advice

Choose a “Scheduled Payment Date,” and select the date you will mail your check. The date must be at least two days in the future.

**Scheduled Payment Date:**

MM/DD/YYYY



Choose “Payment Method” then, “Check (Payment Advice Only)” from the dropdown list

**Payment Method:**

-	
Electronic	
Check (Payment Advice Only)	



Enter the "Check Number" and "Amount to be Paid" under each of these tabs: "Pending Receivables," "Open Receivables," and "Manual Payments."

<b>Pending Receivables</b>	Open Receivables	Manual Payments	Totals
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Select the "Calculate Total" button to total all fields

Plan 2								
Check Number	Invoice Number	Report Period	System/Plan	Receivable Type	Due Date	Pending Payment	Pending Balance	Amount to be Paid
1234		12/2018	PERS Plan 2	Contribution Transmittal	01/15/2019	No	\$0.27	\$0.27
<b>Total Plan 2 Amount:</b>								\$0.00
Plan 3								
Check Number	Invoice Number	Report Period	System/Plan	Receivable Type	Due Date	Pending Payment	Pending Balance	Amount to be Paid
1234		10/2018	PERS Plan 3	Contribution Transmittal	11/15/2018	No	\$5.34	\$5.34
1234		12/2018	PERS Plan 3	Contribution Transmittal	01/15/2019	No	\$7.65	\$7.65
<b>Total Plan 3 Amount:</b>								\$0.00

Remove \$0.00 Amounts

**Calculate Total**

Pending Payment	Pending Balance	Amount to be Paid
No	\$0.27	\$0.27

**Total Plan 2 Amount:** \$0.27

Pending Payment	Pending Balance	Amount to be Paid
No	\$5.34	\$5.34
No	\$7.65	\$7.65

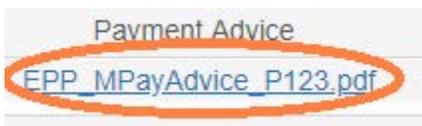
**Total Plan 3 Amount:** \$12.99

### 3. Review and print payment advice

Select the button “Review Payment Advice”



From the Summary Screen, select the “Payment Advice” link



On the bottom left of your screen, select the PDF to view it

The screenshot shows the 'Employer Reporting Application Portal' for Lauren Coal, Federal Way City Of. The page title is 'Manage Payments (ERA Portal Only) — Review payment advice — EPP-20190328-0000002'. The 'Payments Information' tab is active, showing 'Payment Details' with a scheduled date and method. Below, the 'Payment Advices' section contains a table with one entry: 'PERS' system with a link to 'EPP\_MPayAdvice\_P123.pdf'. At the bottom left, a PDF icon and the filename 'EPP\_MPayAdvice\_....pdf' are circled in orange.



The PDF includes 3 pages:

- Summary Page
- Payment Advice for Plans 1 and 2
- Payment Advice for Plan 3

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### Plans 1, 2 and 3 Payment Advice

This form is for employers to report Plans 1, 2 and 3 payments to DRS.

When submitting payments to DRS, include copies of each payment advice form along with your payment. You do not need to include this summary page or any payment advices with a \$0.00 total. Do not use staples, paperclips or tape. Print single-sided copies only.

Send completed from to:  
Department of Retirement Systems  
PO Box 9018  
Olympia, WA 98507-9018  
Phone: (360) 468-7000  
TTY: 711

Employer:	Federal Way City OF (16300)
Employer Contact:	(360) 664-7107

**Payment Advice Summary for Plans 1, 2 and 3**

Payment Advice	Payment Advice Totals
Plan 1 and 2	754.27
Plan 3	2,556.35
<b>Grand Total:</b>	<b>3,310.62</b>

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#### Payment Advice: Plans 1 and 2

Employer:	Federal Way City OF (16300)	System:	FWS
Employer Contact:	(360) 664-7107	Report Group:	5673

**Plan 1:**

Check #	Report Period (mm/yyyy)	Invoice #	Payment Amount
<b>Subtotal for Plan 1:</b>			0.00

**Plan 2:**

Check #	Report Period (mm/yyyy)	Invoice #	Payment Amount
1234	12/2018		0.27
1234	12/2018		754.00
<b>Subtotal for Plan 2:</b>			754.27
<b>Total for Plans 1 and 2:</b>			<b>754.27</b>

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#### Payment Advice: Plan 3

Employer:	Federal Way City OF (16300)	System:	FWS
Employer Contact:	(360) 664-7107	Report Group:	5673

**DB Employer Amount:**

Check #	Report Period (mm/yyyy)	Invoice #	DB Employer Amount
1234	12/2018		5.34
1234	12/2018		749.00
1234	12/2018		959.00
<b>Subtotal for Plan 3 DB Amount:</b>			1713.34

**DC Self Amount:**

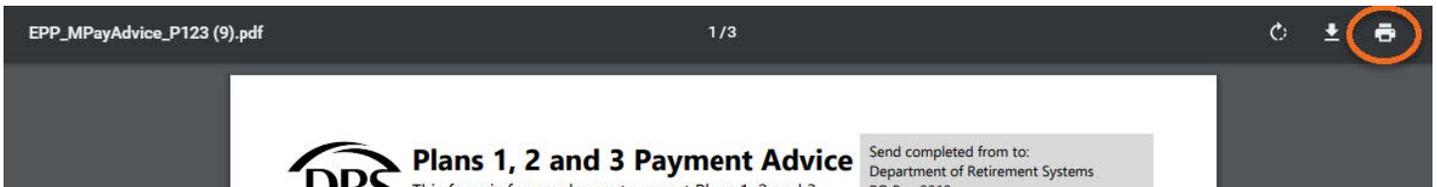
Check #	Report Period (mm/yyyy)	DC Self Amount
1234	12/2018	1,236.00
<b>Subtotal for Plan 3 Self Amount:</b>		1,236.00

**DC WSB Amount:**

Check #	Report Period (mm/yyyy)	DC WSB Amount
1234	12/2018	150.00
1234	12/2018	453.36
<b>Subtotal for Plan 3 WSB Amount:</b>		603.36
<b>Total for Plan 3:</b>		<b>2,556.35</b>

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To print the payment advice, move your cursor to the top right of the page and a header will appear with a printer icon. Select the printer icon.





Select the "Print" button to print all 3 pages of the payment advice

Print

Total: 3 sheets of paper

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Destination  DRSpr3W3 on DRS1 ▾

Pages  All  
 e.g. 1-5, 8, 11-13

Copies

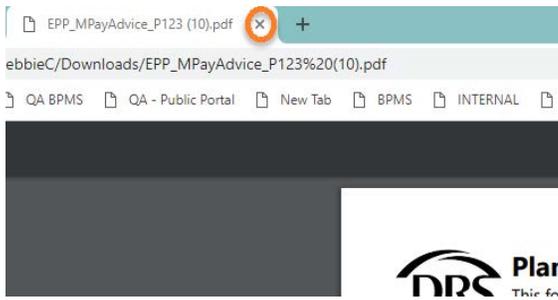
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More settings ▾

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Print using system dialog... (Ctrl+Shift+P)

Close the printable payment advice by selecting the "X"



At the bottom of the page, select the "Save Document and Close" button

**4. Send the completed payment advice forms with your check to:**

Washington State Department of Retirement Systems  
PO Box 9018  
Olympia, WA 98507-9018