

Employer Portal ePayment User Guide



MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM

1134 Municipal Way, Lansing, MI 48917 | 800.767.2308
www.mersofmich.com

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Introduction to ePayment

The ePayment system replaces the eBill system which you previously used to manage your billing transactions with MERS.

This manual provides you with screen shots from the ePayment tool along with information and instructions on how to use ePayment.

Portal Login and ePayment Access

MERS Employer Portal
Municipal Employees' Retirement System

Log In

User Name:

Password:

Remember me next time.

1. Log In to the MERS Employer Portal using your MERS assigned User Name and Password

MERS Employer Portal
Municipal Employees' Retirement System

Employer Portal - Home

Home | Reporting | Program Summary | Investments | Forms | Learning Tools | Contact Us

Welcome City of I

Reporting

- Defined Benefit
- Defined Contribution
- Health Care Savings Program
- Retiree Health Fund Vehicle

2009
November 22, 2010

This year's Comprehensive Annual Report available for download
August 17, 2010 — Our Comprehensive Annual Report and...

Defined Benefit Reporting

ePayment

4. Click ePayment option

3. Select and click on Defined Benefit

Newsletters

- Active Outlook
- Employer Bulletin
- Retiree News

ePayment Account Summary



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Your Account ▾
[Logout]

Account Summary

Open Invoices

Balance Due: \$1,656,019.96

Credit Available: (\$437.72) 1

Net Balance Due: \$1,655,582.24

Invoice #	Date	Due Date	Total	Balance Due
00017383-2	5/31/2011	6/20/2011	\$89,544.65	\$89,544.65
00017257-2	4/30/2011	5/20/2011	\$130,397.90	\$130,397.90
00017256-2 2	3/31/2011	4/20/2011	\$85,059.86	\$84,949.82
00017583-2	2/28/2011	3/20/2011	\$82,623.11	\$82,623.11
00017582-2	1/31/2011	2/20/2011	\$81,206.84	\$81,206.84

[View Invoice Details](#) 5

Recent Activities

Payment Number	Type	Date	Amount
00017255-01-A 3	Return	5/28/2011	(\$110.04)
00017255-03-A	Return	5/28/2011	(\$110.04)
00017255-02-A	Return	5/28/2011	(\$327.68)

[View Complete List](#) 6

Scheduled Payments 4

Empty

1. This section shows you your **Balance Due**, **Credit Available**, and the **Net Balance Due** on all of your open invoices.
2. These are your core invoice numbers. **Note:** The number appearing after the dash indicates that there is more than one line item on the invoice; for example the 2 indicates two line items for that invoice. When selecting the invoice number, a PDF file of the invoice will open.
3. This shows your recent activities that are tied to an invoice and a specific line item on the invoice.
4. If you have payments scheduled, they would show here.
5. This takes you to a screen that shows the details of each invoice group. It is also where to go to make payments.
6. This takes you to a screen that shows all recent payment activities.

Make a Payment

Entering ePayment system

1. Log into the MERS Employer Portal.
2. On the Portal home page, click reporting.
3. Select Defined Benefit.
4. Click on **ePayment** (see page 5 instructions).

Access invoice details

On the ePayment account page, click on the **View Invoice Details** (number 5 on page 6).

Open Invoices

Balance Due: \$1,656,019.96

Credit Available: (\$437.72)

Net Balance Due: \$1,655,582.24

Invoice #	Date	Due Date	Total	Balance Due
00017383-2	5/31/2011	6/20/2011	\$89,544.65	\$89,544.65
00017257-2	4/30/2011	5/20/2011	\$130,397.90	\$130,397.90
00017256-2	3/31/2011	4/20/2011	\$85,059.86	\$84,949.82
00017583-2	2/28/2011	3/20/2011	\$82,623.11	\$82,623.11
00017582-2	1/31/2011	2/20/2011	\$81,206.84	\$81,206.84

[View Invoice Details](#)

Make a Payment

ePayment MERS
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Your Account > [Home](#) > Your Account > Invoices > Outstanding Invoices [\[Logout \]](#)

Outstanding Invoices

Search
Invoice #: **1** Max Results: 200

Core Invoice Number: 00017256-2 **2** **5** [Next](#)

Previous **2**

Muni # 840101 Reporting Period 201103 **4** Pay All **a**

Invoice Number	Division Number	Division Name	Invoice Date	Date Due	Original Sales Amount	Remaining Balance	Pay Invoice	Payment Amount
00017256-01	3 01	General	3/31/2011	4/20/2011	\$30,462.76	\$30,352.72	<input type="checkbox"/>	
00017256-02	01	General	3/31/2011	4/20/2011	\$54,597.10	\$54,597.10	<input type="checkbox"/>	
Total:					\$85,059.86	\$84,949.82		\$0.00

b **c** [Export](#)

Selected Invoice List

Empty **6**

7

1. This section is where you can search for a specific invoice by using an invoice number.
2. This drop-down menu lists all of your core invoices.
3. This area shows the selected invoice, its individual line items, and the amount due for each item.
4. There are three ways to process a payment:
 - a. Click the **Pay All** box which pays the total due for the entire invoice.
 - b. Select the **Check box** under **Pay Invoice** to pay a specific line item, (or)
 - c. Enter a specific amount in the **Payment Amount** field. **Note:** It is recommended to pay/use credits first (see number 1 on page 6 – Credit Available).
5. Use the core invoice number dropdown or the **Next** button.
6. Once you have determined your payment, the invoice and amount display in the **Selected Invoice List**.
7. After you have selected to pay all your outstanding invoices, click the **Pay** button.

Make a Payment

Your Account ▶ [Logout]

Selected Invoice List

Invoice #	Balance	Payment
00017256-01	\$30,352.72	\$30,352.72
		Total: \$30,352.72

Payment Options

E-Check

Select from Wallet:

Bank Routing Number:

Bank Account Number:

Account Holder Name:

8 Save to wallet

Street:

Street 2:

City:

State:

Zip Code:

Country:

Pay Now **10**

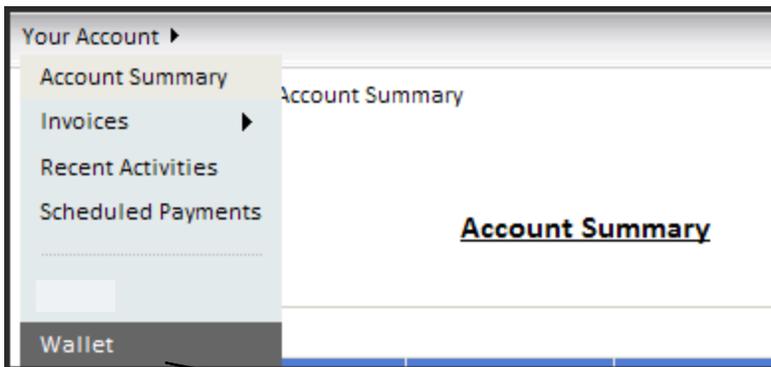
Pay Later

11

8. Enter your banking information and check **Save to Wallet** if future payments will be coming from the same account; you will be prompted to name the wallet (i.e. Division 1, General Account, etc.).
9. Enter billing address or verify if it was automatically populated.
10. Select either **Pay Now**, or **Pay Later**; click the calendar icon to set up the payment date.
11. Click the **Submit** button to process the payment.

Manage Payment Wallet

Your payment wallet holds bank account information from which payments can be made to MERS. You can add, change, or delete wallet information as needed. The following information will show you how to access your wallet and manage it.



From **Your Account** drop-down menu select **Wallet**.

Manage Payment Wallet

ePayment  **MERS**
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Your Account ▾

[Home](#) > Your Account > Wallet [Logout](#)

Wallet

	Wallet Name	Tender Type	Account Number	
Delete Edit	Division 1	ECheck	X00004726	X00003456

Add To Wallet

E-Check

Wallet ID:

Bank Routing Number:

Bank Account Number:

Account Holder Name:

Street:

Street 2:

City:

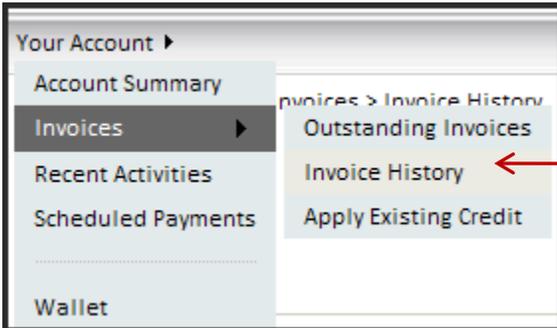
State:

Zip Code:

Country:

1. You can either **Delete** or **Edit** an existing wallet by clicking on the appropriate link.
2. To create a new wallet, enter a new name for the wallet such as “checking” or “savings” or create a unique name.
3. Enter the banking information in this section.
4. Enter the municipality’s billing address in this section.
5. Click on the **Submit** button to create a new wallet.

ePayment Invoice History



Account Invoice Information

Only outstanding invoices, new invoices and payments occurring after June 9, 2011 will be accessible and viewable in ePayment.

ePayment MERS
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Your Account ▾

[Home](#) > Your Account > Invoices > Invoice History

Pokagon Band of Potawatomi Indians [[Logout](#)]

Invoice History

Search

Invoice #

From:

To:

Max Results: 200 ▾

Source: Any ▾

Empty

1. Enter the **Invoice History** search criteria (Invoice number, or dates).
2. Your search results will display here.

ePayment Apply Existing Credit

1. Click on **Your Account**.
2. Select **Invoices**.
3. Select **Apply Existing Credit**.

The **Credit Available** displays.

The screenshot shows the ePayment MERS interface. At the top, there is a navigation bar with the MERS logo and contact information. Below the navigation bar, there is a 'Your Account' dropdown menu with options: Account Summary, Invoices, Recent Activities, Scheduled Payments, and Wallet. The 'Invoices' option is selected, and a sub-menu is visible with options: Unknown Bond or Refund, Outstanding Invoices, Invoice History, and Apply Existing Credit. The 'Apply Existing Credit' option is highlighted with a yellow circle labeled '3'. Below the menu, there is a section titled 'Open Invoices' with a summary table:

Balance Due:	\$1,680,598.72
Credit Available:	(\$2,034.63)
Net Balance Due:	\$1,678,564.09

Below the summary table is a table of open invoices:

Invoice #	Date	Due Date	Total	Balance Due
00017707-39	6/1/2011	7/20/2011	\$28,578.76	\$28,578.76
00017393-2	5/31/2011	6/20/2011	\$89,544.65	\$89,544.65
00017257-2	4/30/2011	5/20/2011	\$130,397.90	\$128,397.90
00017256-2	3/31/2011	4/20/2011	\$85,059.86	\$82,949.82
00017593-2	2/28/2011	3/20/2011	\$82,623.11	\$82,623.11

There is a 'View Invoice Details' link below the table. A yellow circle labeled '1' points to the 'Your Account' dropdown, and a yellow circle labeled '2' points to the 'Invoices' option in the dropdown.

The screenshot shows the 'Apply Existing Credit' page. At the top, there is a navigation bar with the MERS logo and contact information. Below the navigation bar, there is a breadcrumb trail: Home > Your Account > Invoices > Apply Existing Credit. The page title is 'Apply Existing Credit'. Below the title, there is a filter section:

Filter by Document Type: Max Results:

Below the filter section is a table of documents:

Select a Document	Division Number	Division Name	Document #	Date	Total	Applied Amount	Unapplied Amount
Select this 5	01	General	00017255-03-A	5/28/2011	(\$110.04)	\$0.00	\$110.04
Select this	01	General	00017255-02-A	5/28/2011	(\$327.68)	\$0.00	\$327.68 4

A yellow circle labeled '5' points to the 'Select this' link in the first row, and a yellow circle labeled '4' points to the 'Unapplied Amount' in the second row.

4. This column shows the amount of existing credit available for the line item.
5. Click the **Select this** link to apply all or part of the existing credit to the line item.

ePayment Apply Existing Credit

6. Apply the existing credit by checking the box to Pay Invoice.

Outstanding Invoices

Search
 Invoice #: Max Results: 200

Core Invoice Number: 00017255-03

Division Number: 01
 Division Name: General
 Applied Amount: \$8.00
 Unapplied Amount: \$1,071.14

Muni # 040101 Reporting Period: 201103 Pay All

Invoice Item Desc	Division Number	Division Name	Invoice Date	Date Due	Original Sales Amount	Remaining Balance	Pay Invoice	Payment Amount
00017255-02	01	General	3/31/2011	4/05/2011	\$30,462.76	\$28,352.72	<input type="checkbox"/>	
00017256-02	01	General	3/31/2011	4/05/2011	\$54,597.10	\$54,597.10	<input checked="" type="checkbox"/>	6
Total:					\$85,059.86	\$82,949.82		\$8.00

The invoice drops into the **Selected Invoice List**.

7. Click **Pay**.

Selected Invoice List

Invoice #	Balance	Payment
00017256-01	\$28,352.72	\$1,071.14
		Total: \$1,071.14

7

ePayment Apply Existing Credit

The **Applied Credit Details** displays **Applied Amount**.

8. Click **Confirm**.

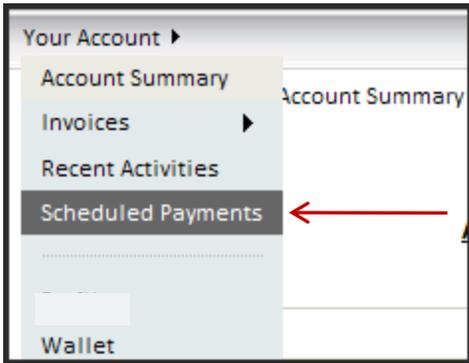
A downloadable PDF document will display and is your confirmation that confirms your payment.

<u>Selected Invoice List</u>				
Invoice #	Balance	Payment		
00017256-01	\$28,352.72	\$1,071.14		
		Total: \$1,071.14		

<u>Applied Credit Details</u>				
Document #	Date	Total	Applied Amount	Unapplied Amount
00017707-34-A	6/1/2011 11:59:00 PM	\$1,071.14	\$1,071.14	\$0.00



Scheduled Payments



The screen below, shows you any payments that you have scheduled to pay at a later date. It shows you the invoice number, the payment amount and the date the payment is scheduled to be made to MERS. Clicking the **Payment Number** for each invoice will open a printable document for your records.

Your Account ▾

[Home](#) > Your Account > Scheduled Payments [\[Logout \]](#)

Scheduled Payments

Action	Scheduled Date	Payment Number	Amount	Process Status	Source
Cancel	6/8/2011	WEBPMT0000000111	\$1,000.00	Scheduled	Regular
Cancel	6/6/2011	WEBPMT0000000110	\$500.00	Scheduled	Regular

[Download PDF](#)

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Customer Number: 840101 Payment Number: WEBPMT0000000111
Customer Name: Created Date: 6/3/2011
Status: Scheduled
Process Date: 6/8/2011
Amount: \$1,000.00

Paid Invoice List

Core Invoice #	Invoice #	Reporting Period	Division Number	Division Name	Amount Paid
00017256-2	00017256-02	201103	01	General	\$1,000.00
Invoice Total: \$1,000.00					

[Print](#)

This is a printable document for your own recordkeeping purposes.

Leave blank page

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