



PENSION CONTRIBUTIONS ELECTRONIC PAYMENT GUIDE

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Step #	INSTRUCTIONS	S					
1	Log into your Employer Po contributions or need other <u>https://bit.ly/3wdvr0v</u>			-			•
2	EMPLOYER PORTAL	Bill/Invo	oices				View All
	Once uploads are complete, go to your home screen, and you	Invoice #	Amount	Remaining	DueDate	Status	
	will see Bill/Invoice in the top right-hand corner.	215764	\$42,287.17	\$42,287.17	3/28/2022	Pending	Cancel Bill
	 MAKE A NOTE OF: All Pending invoices # Total Amount Due 	215763	\$35,533.52	\$35,533.52	3/28/2022	Pending	Cancel Bill
	You will need to enter these exact numbers and amount in the E-Bill System.	215762	\$32,515.49	\$32,515.49	3/28/2022	Pending	Cancel Bill
	(Example shows invoice #215762, 215763, and 215764 as pending and Total Amount Due of \$110,336.18) Then click on Pay Now , you will be linked to the WRS E-Bill site powered by Wells Eargo	Pay I	Mow	Before clickin amount due a		umbers you w	know the total ant to pay and
MAKE A	by Wells Fargo. QUICK UN-ENRO	LLED PA	YMENT				
3	 ONE-TIME PAYMENT 1. Enter your RAIN ID* 2. Confirm RAIN ID 3. Complete Captcha 4. Click green One- Time Payment button Note: To set up an account that remembers your log-in and save your account information, you must first make an initial payment using the 'Pay Now' Link. After the payment has been initiated, you have an option to enroll. 	LOGIN RAIN ID	IN ID N ID can be	MENT reCAPTCHA Privary - Terms e found on t hy invoice. ssential to h	If you can'	er Portal t find it, d	on't hesitate

Step #	INSTRUCTION	S
4	 E-BILL HOME PAGE Enter information in required fields: Employer Name Phone Number Email Payment Amount Payment Method Invoice Number(s) Contact Name Note: Enter invoice numbers separated by a comma (example 198594, 198595). If you need additional space, you can enter them in the Additional Invoices/Info field at the bottom of the page. 	Home Employer Name Proce This field is required. Mobile This field is required. Email This field is required. Email This field is required. Payment Amount must be at least \$1.00 Payment Amount must be at least \$1.00 Payment Method Country City United States State Steet Address State Optional) State Steet Address State (optional) State Breer Contact Name Exer Contact Name Required This field is required. Additional Invoice/Info (optional) (optional) Enter Contact Name
5	ENTER A PAYMENT METHOD Add a Payment Method by clicking on Enter under the Payment Amount field and completing the bank account information, and agreeing to the debit authorization – Click green Enter Account button.	Enter a Payment Method Image: Dark account Account Type Personal Business Banking Type Checking Account Savings Account Name on the Account Provide of the Account # Routing Number Count Number String Number Savings Account Routing Number Count Number Suting Number Account Number String Number Count Number String Number String Number String Number Count Number String Number String Number String Number Str

Step #	INSTRUCTION	5		
6	Once you have required information entered and	Wight attachest		Home
	Payment Method	Home		
	Click, green Continue to Payment button.			
	Fayment Batton.	Employer Name Employer Name Here	Phone 3077772077 Mobile -	S 2000.00
			Email	
			wrsemployer@wyo.gov	Payment Method O Enter
		Country	City	Pay Date
		United States	Cheyenne	2/10/2022
		Street Address	State	Invoice Number(s)
		Your Address	WY-Wyoming 👻	
		Street Address Line 2 (optional)	2IP Code 82002	23
		Enter Contact Name		
		Your Name Here		
		Additional Invoices/Info		
		(optional)		
				Continue to Payment
_				
7	VERIFY PAYMENT			Home @ <u>fat</u>
7		· · · · · · · · · · · · · · · · · · ·		Home @.Ext
7	You will have one more		od O Enter Payment Terms & Conditi	
7	You will have one more chance to verify	Verify Payment	50 BANK NA (MINNESOTA) ****. These terms and conditio "Service"). As used in thes offiliate The words" trail	ons ns govern your use of the Internet Bill Presentment and Payment. Service (the Ferms, the words "we", "as," and "our refer to Wells Fargo Bank, NA, (or its
7	You will have one more	Verify Payment	SO BANK NA (MINNESOTA) ····· V Payment Date 2/10/2022	ons ns govern your use of the Internet Bill Presentment and Payment. Service (the Perms, the words "we", "as," and "our "refer to Welds Fargo Bank, N.A. (or its and "your" refer to you at the bonisses entry acceptor ghese times and using or and "your" atoo include any user you authorize to use the Service on your
7	You will have one more chance to verify Payment; if everything	Verify Payment ED PAYMENT SUMMARY Payment Meth 1 Payment S2,000.00 WELLS FARC	Co BANK NA (HINHSOTO) The starts and condition Co BANK NA (HINHSOTO) Payment Data Z/10/2022	ons is govern your use of the Internet Bill Presentment and Payment Service (the Terms, the words "we", "as," and "Gour "refer to West Fargo Bank, NA. (or its and "you" refer to you as the boainse service you wantorize to use the Service on your at "and "you" also include any user you authorize to use the Service on your if we receive a payment instruction authorized by you and the instruction is shall have no odligation or lability for the error.
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button.	Verify Payment	BANK NA, PIINHESOTA Payment Date Zyt0/2022 Will be posted on Thursday, February M MST will be posted on friday,	ons ons govern your use of the Internet Bill Presentances, and Payment Service (the e Terms, the words "we", "as," and "our" refer to Weld Fargo Bank, N.A. (or its and "your" acto include any user you authorize to use the Service on your of and "your" acto include any user you authorize to use the Service on your if we receive a payment instruction authorized by you and the instruction is shall have no obligation or liability for the error. . Please be aware that certain types of bank accounts have limits on the individual shall not be made green month. Your bank may infose transfers which to be encomment you cacked with your bank to determine when the instruction of the presence of the service on the the service on the the instruction of the service
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit	Verify Payment E3 PAYMENT SUMMARY Payment Meth 1 Payment \$2,000.00 WELLS FARC Payments confirmed befores Thursday, February 10, 2022 6:00 PM MST 10,2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST	BANK NA, PIINHESOTA Payment Date Zyt0/2022 Will be posted on Thursday, February M MST will be posted on friday,	ons in spowm your use of the Internet Bill Presentment and Payment Service (the Terms, the words "we," we," and "and "refer to Wells Farge Bank, NA, (or its and "your" feet to you as the backines endly accepting these threes and using out and "your" also include any user you authorize to use the Service on your if we receive a payment instruction authorized by you and the instruction is shall there no obligation or liability for the error. Please be aware thus certain types of bark accounts have limits on the intridravia but may be made per month. Your bank may refuse transfers which is owe recommer by out hexit with your bank to determine which limitations are from any acrouint. If we are not able to definit the which to correct an area.
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit information, click on Edit	Verify Payment E3 PAYMENT SUMMARY Payment Meth 1 Payment \$2,000.00 WELLS FARC Payments confirmed befores Thursday, February 10, 2022 6:00 PM MST 10,2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST	Bank NA, PIINNESTAL These terms and condition Service), As used in these Service), as used in the service of transferse of transfers of tran	ons in spowm your use of the Internet Bill Presentment and Payment Service (the Terms, the words "we," we," and "and "refer to Wells Farge Bank, NA, (or its and "your" feet to you as the backines endly accepting these threes and using out and "your" also include any user you authorize to use the Service on your if we receive a payment instruction authorized by you and the instruction is shall there no obligation or liability for the error. Please be aware thus certain types of bark accounts have limits on the intridravia but may be made per month. Your bank may refuse transfers which is owe recommer by out hexit with your bank to determine which limitations are from any acrouint. If we are not able to definit the which to correct an area.
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit	Verify Payment ED PAYMENT SUMMARY Payment Meth 1 Poyment \$2,000.00 WELLS FARC Payments confirmed before; Thursday, February 10, 2022 6:00 PH MST 10, 2022, 900 PH MST 10, 2022, 6:00 PH MST 10, 2022, Payments confirmed after Thursday, February 10, 2022 6:00 PH MST 10, 2022, 6:00 PH MST 10, 2022, 6:00 PH MST Employer Name Employer Name Here 4, AdditionalinformationLabdit 10, 2022, 6:00 PH MST	A MAX MA, PHINHESTOR Payment Data Z/10/2022 Mol Head State Control Contrel Control Control Control Control Control Control Control Contr	ons ns govern your use of the Internet Bill Presentment and Payment. Service (the Forms, the words "we," to's, and "our "effer to Weld Fargo Bank, NA, (or is and "your" refet to you at the banisse servity accepting these Birnes and using to' and "your" also include any user you authorize to use the Service on your If we receive a payment instruction authorized by you and the instruction is suit, tave no obligation or islability for the erms. Pressee Beavare that certain hypes of bank accounts have limits on the informavia action may do made per month. You bank may refere anafees which so we recommend you check with your bank to obtermine what limitations are non any account if the are not able to defit the annount received to rowe an Pane
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit information, click on Edit	Verify Payment E3 PAYMENT SUMMARY Payment Meth 1 Payment \$2,000.00 WELLS FARC Payments confirmed before Thursday, February 10, 2022 6:00 PM MST 10, 2022, Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022, Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022, 6:00 PM MST Employer Name Employer Name Here 4 By clicking the Make Raymente button you agree to the terms and conditions to Thursday,	A MAX MA, PHISNESSTOR Payment Date Z/10/2022 Deated an Thursday, February Mill be posted on Thursday, February Mill be posted on Friday. Deated and the service and the servi	ors
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit information, click on Edit	Verify Payment ED PAYMENT SUMMARY Payment Meth. 1 Payment \$2,000.00 WELLS FARC Payments confirmed before Thursday, February 10,2022 6:00 PH MSTY 10,2022 Payments confirmed after Thursday, February 10, 2022 6:00 PH MSTY 20,2022. Payments confirmed after Thursday, February 10, 2022 6:00 PH MSTY 10,2022 6:00 PH MSTY Employer Name Employer Name Employer Name 4. Additional Information Label By clicking the Make Payment button you agree to the terms and conditions of the Nation You agree to the terms and conditions	A MAX MA, PHISHESTON A MAX MA, PHISHESTON A MAX MA, PHISHESTON A MAX MAX PHI	ors
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit information, click on Edit	Verify Payment E3 PAYMENT SUMMARY Payment Meth 1 Payment \$2,000.00 WELLS FARC Payments confirmed before Thursday, February 10, 2022 6:00 PM MST 10, 2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022 6:00 PM MST 10, 2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022 6:00 PM MST 10, 2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022 6:00 PM MST Employer Name Employer Name Employer Name Engloyer Name Employer Name Here 10, 2012 6:00 PM MST 9 clicking the Make Payment button you agree to the terms and conditions so the conditions and conditions are court ending in ""2558 in the amount of 2,000.00 to be remitted to Wyot 2022.	A MAX MA, PHISHESTON A MAX MA, PHISHESTON A MAX MA, PHISHESTON A MAX MAX PHI	ors ns govern your use of the Internet Bill Presentment and Payment Service (the Terms, the words "we", "as," and "our" refer to Welds Faryo Bank, NA, (or is and "your" also include any user you authorize to use the Service on your If we receive a payment instruction authorized by you and the instruction is suitat have no oldigation or liability for the emo: . Prease be avans that certain tops of bank accounts have limits on the firm and war of user and per more information authorized by you and the instruction is . Prease be avans that certain tops of bank accounts have limits on the firm and warcount if we are net able to debit the amount required to recover an
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit information, click on Edit	Verify Payment E2 PAYMENT SUMMARY Payment Meth 1 Payment \$2,000.00 WELLS FARC Payments confirmed before Thursday, February 10, 2022 6:00 PM MST 10,2022 Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10,2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10,2022 6:00 PM MST Employer Name Employer Name Here 4 Additional informational after 90 cidoling the Make Reyments buttority ou agree to the terms and conditions to 2022. By cidoling the Make Reyments buttority ou agree to the terms and conditions to 2022. 17 you have any questions regarding this transaction request, please call 307-7 PAYMENT DETAILS Invoice Number(s)	A MAX MA, PHISHESTON A MAX MA, PHISHESTON A MAX MA, PHISHESTON A MAX MAX PHI	ors ons govern your use of the Internet Bill Presentment and Payment. Service (the Forms, the words "we", "us", and "our" refer to Weld Fargo Bank, NA, (or is and "your" refer to you at the banisses entry scapping these larges and using the analysis of the service and the service on your at the banisses entry scapping these larges and the forms and using the analysis of the service and the service on your at the internet on the service on your I've receive a payment instruction authorize to you and the instruction is sub encomment dyou chack with your bank to offend the annound received to reveal The me to a service on the servi
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit information, click on Edit	Engloyer Name Engloyer Name Engloyer Name Engloyer Name Engloyer Name Engloyer Name Sylciding the Make Reyment blocks you goage to the terms and conditions to You? By clicking the Make Reyment blocks you goage to the terms and conditions to You? By clicking the Make Reyment blocks (JAG Gency, centime that to to Job 22. By clicking the Make Reyment blocks (JAG Gency, centime that to to Job 22. If you have any questions regarding this transaction request, please call 307-7 • PAYMENT DETAILS	A MAX MA, Pitishie Stroft Turner of A Mark	ors
7	You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit information, click on Edit	Verify Payment ED PAYMENT SUMMARY Payment Meth 1 Payment \$2,000.00 WELLS FARC Payments confirmed before Thursday, February 10, 2022 6:00 PM MST 10, 2022 Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022 6:00 PM MST 20, 2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022 6:00 PM MST 10, 2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST 10, 2022 6:00 PM MST Employer Name Employer Name Here 3 9/ cidioing the Make Payment buttorit vyoa agree to the terms and conditions that courser and conditions to Vyoo 2022. 11 You have any questions regarding this transaction request, please call 307-7 9/ Dyn have any questions regarding this transaction request, please call 307-7 PAYMENT DETAILS Invoice Number(p) - Run 10 919	A MAX MA, Pitishie Stroft Turner of A Mark	ons ons growm your use of the Internet Bill Presentment and Payment Service (the lemm, the words "we', "as," and "our" refer to West Fargo Bank, NA, (or its and "you" refer to you at the boains end truty scaping and the times and using at "and you" and to use the boains end truty scaping and the times and using at "and you" refer to you at the boains end truty scaping and the instruction is the resolve a payment instruction authorized by you and the instruction is the resolve a payment instruction authorized by you and the instruction is the resolve a payment instruction authorize to use the Service on you". The resolve a payment certain types of bank accounts have limitations at the resolve a payment certain to identify the the amount resolve to normality of the time and the instruction of the area era rate in to identify the time and the instruction of the area era rate in the instruction authorized by you for the area era rate in the instruction of the area era rate in the instructin the instruction of the area era rate in the

Step #	INSTRUCTION	5		
8	PAYMENT CONFIRMATION	Confirmation		
	You will see a confirmation of your	Thank You! Your payment has been ma	ade.	
	Payment, this will also be emailed to you, and	➡ Print Confirmation Page	Payment Date Payment Method	Your Information
	 Click on Enroll with Your Current Information (recommended), create a user name, and log in for faster future payments. The following instructions will guide you. 	Employer Name Here Your Information	Total Payment	will appear here
		Your Information Will appear here You have been provided a confirmation number. Please save this page for your records. Payments confirmed before Thursday, February 10, 2022 6:00 PM MST will be posted on Thursday, February 10, 2022. Payments confirmed after Thursday, February 10, 2022 6:00 PM MST will be posted on Friday, February 11, 2022. If you have any further questions about payments to Wyoming Retirement System, please contact our office at 307-777-2077. RAIN ID Confirmation # Your Information will appear here Enroll With Your Current Information Return to Home		
CREATI	NG A LOGIN			
9	 ACCOUNT SETUP 1. Enter your RAIN ID* 2. Confirm RAIN ID 3. Complete Captcha 4. Click green Validate button 	Account Setup To verify your identity, we need your RAIN ID and RAIN ID CAPTCHA required RAIN ID RAIN ID RAIN ID CONTRACTOR OF CONTRACTOR OF C		Validate

Step #	INSTRUCTION	S
10	 PROFILE Enter your information and click on green Continue to Log-in & Password button Required fields are: Employer Name Phone Email 	Account Setup PROFILE LOGIN & PASSINGRD TERMS OF SERVICE PRIMEINT ACCOUNTS Name Employer Name Employer Name Here Billing Address County United States Nour Address Address (explores) Address (explores) Address (explore) (fig) State (intro) (intro) State (intro)
11	 LOGIN & PASSWORD Create a Login ID Enter password Re-enter password Select a Security Image Give your Image a label Choose 5 Security Question and enter Answers Click on green Continue to Terms of Service button 	<image/> <form><form><form><form><form><form><form><form><form><form><form></form></form></form></form></form></form></form></form></form></form></form>
12	TERMS OF SERVICE Read and check the box agreeing to the Terms of Service and then click on Continue to Payment Accounts.	Account Setup PROFILe LOGIN & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS Terms of Service Payeliding this box, you are enrolling in this service and have read and agree to the Terms of Service for this site. So. Back Continue to Poyment Account

Step #	INSTRUCTION	S	
13	PAYMENT ACCOUNT Click on Bank Account	Account Setup PROFILE UDGIN & PASSWORD TEMMS OF SERVICE PAYMENT ACCOUNTS ACC A Payment Method Tou may solve default payment method now. After enrollment you can manage your payment methods. The BANK ACCOUNT ADD LATER	b b brotheres
14	Enter Bank Account Information and click on green Finish Enrollment button	Personal Business	
15	You will still need to Activate your account – Follow direction in email to Activate Account	Weive sent an activation link to cynthia.fernandez@wyo.gov. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders. Resend Activation Email Didn't get our email? We can resend it to the Email on file or an atemate address. Resend Email to cynthia.fernandez@wyo.gov	After activating your account, click here to login Account Login Send Email to another Email Address Aternate Address mail_name@email_provider.com Send Activation Email

Step #	INSTRUCTION	S
16	Go to your email, and you should have an email like the sample to the right. Check your spam if you do not have the email. Once you have the email click on the blue activate button.	Please activate your Wyoming Retirement System account. (External) > Intexx E-BillExpress@e-billexpress.com to me *
17	You will receive a confirmation letting you know your account is Activated.	Your Wyoming Retirement System account has been activated! Your Wyoming Retirement System account has been activated! To log in to your account, click here.
LOGGIN	G IN AFTER CREA	TING AN ACCOUNT
18	If you enrolled and activated your account with E-Bill, once you have uploaded your monthly contributions in the RAIN Employer Portal, write down invoice numbers and Total Amount Due and click on Pay Now. You will be taken to the E-Bill site through Wells Fargo. It will default to One-Time Payment, click on Login, enter your credentials, and on the green Login button	LOGIN ONE-TIME PAYMENT Login ID Password Eorgot your Login ID2 Password Help2

Step #	INSTRUCTIONS	6	
<u>19</u>	 You will need to enter Payment Amount (remember to use the Total Amount Due on the Employer Portal) Invoice Number (s) (List all pending invoices on the Employer Portal separated by a comma) If you need additional space use the Additional Invoices/info at the bottom of the page Contact Name 	Home RAIN ID Your Information will appear here Enter Contact Name Required Additional Invoices/Info (optional) Previous Payments Confirmation # Payment Method Payment Date	Payment Amount 5 Payment Method O Add Your Information will appear here O Continue to Payment Total Amount Satus
	Click on the green Continue to Payment button.	Your Information	n will appear here
20	Verify Payment and click on the green Make Payment button.	Verify Payment Standard Payment Anthon Payment Payme	
21	You will see a confirmation of your Payment, this will also be emailed to you, and you can print the confirmation page. At this point you can 1. Click on Log Out 2. Click on Return to Home link	Confirmation Thank You! Your payment has been m ➡ Print Confirmation Page Your Information will appear here You have been provided a confirmation number. Pleas Payments confirmed before Thursday, February 10, 20 10, 2022. Payments confirmed after Thursday, February 10, 20 If you have any further questions about payments to N at 307-777-2077. RAIN ID Confirmation #	nade. Payment Date Payment Method Total Payment See save this page for your records. 122 6:00 PM MST will be posted on Thursday, February
			Return to Home Log Out

Step #	INSTRUCTIONS	•						
22	VIEWING PAYMENTS	NOTE: If yo	u need to see e top of the pa	additional pay age.	ments click	on Payn	nent	
	On the Home Screen,	Previous Payments						
	under Previous Payments you will see the last 12	Confirmation #	Payment Method	Payment Date	Total Amount	Status		
	payments.	3100186528	ACH	2/10/2022	339.48	Processing	:	
		▶ 3100186532	ACH	2/10/2022	1,316.69	Processing	:	
23 CANCELING		Previous Payı	ments					
	PAYMENT	Confirmation #	Payment Method	Payment Date	Total Amount	Status		
	You will have until 6 PM the day before the Pay	3100186528	ACH	2/10/2022	339.48	Processing	×	
	Date to cancel a	• 3100186532	ACH	2/10/2022	1,316.69	Processing	×	
	Payment. Under Previous Payments Click on the X Next to the payment you wish to cancel.	NOTE: If the longer an op		xt to the Paym	ent, cancel	lation is r	10	
24 CONFIRM CANCEL PAYMENT		Confirm (Cancel Paym	ent		×		
	You will have a chance to	Confirmation #						
	review the Payment one more time, and then	Biller						
	select Do Not Cancel	Name						
	Payment link or the green Cancel Payment button.		Your					
		RAIN ID	Information					
		Invoice Number(s)	will appear					
		Payment Amount	here		6			
		Payment Status						
				Do Not Cancel Payme	ent Cancel Pay	ment		
25	VERIFYING CANCELLED	Previous Pay	ments					
	PAYMENT	Confirmation #	Payment Method	Payment Date	Total Amount	Status		
	If you select Cancel	3100186528	ACH	2/10/2022	339.48	Canceled		
	Payment, you will see next to the Payment, it now says Canceled. You will also receive an email confirmation letting you know it was canceled.	 3100186532 	ACH	2/10/2022	1,316.69	Processing	×	
26	QUESTION OR CONCERNS	Email: <u>wrsei</u> Phone: 307	mployer@wyc -777-2077	<u>).gov</u>				