



PENSION CONTRIBUTIONS ELECTRONIC PAYMENT GUIDE

TABLE OF CONTENTS

STEP

EMPLOYER PORTAL	3
ONE-TIME PAYMENT	3
E-BILL HOME PAGE	4
ENTER A PAYMENT METHOD.....	4
VERIFY PAYMENT	5
PAYMENT CONFIRMATION	6
ACCOUNT SETUP	6
PROFILE	7
LOGIN & PASSWORD	7
TERMS OF SERVICE	7
PAYMENT ACCOUNT	8
VIEWING PAYMENTS	11
CANCELING PAYMENT	11
CONFIRM CANCEL PAYMENT	11
VERIFYING CANCELLED PAYMENT	11
QUESTION OR CONCERNS	11

Step # INSTRUCTIONS

1 Log into your Employer Portal and Upload Contributions. If you have questions on uploading contributions or need other Employer Portal information, you can find a guide here <https://bit.ly/3wdvr0v>

2 **EMPLOYER PORTAL**

Once uploads are complete, go to your home screen, and you will see Bill/Invoice in the top right-hand corner.

MAKE A NOTE OF:

- All Pending invoices #
- Total Amount Due

You will need to enter these exact numbers and amount in the E-Bill System.

(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 Fargo.

MAKE A QUICK UN-ENROLLED PAYMENT

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.

* Your RAIN ID can be found on the Employer Portal in the top right-hand corner or any invoice. If you can't find it, don't hesitate to contact us as it is essential to have it correct, so payment is applied to the accurate account.

Step # INSTRUCTIONS

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 This field is required.

Phone Mobile This field is required.

Email This field is required.

Country United States City (optional)

Street Address (optional) State Select State

Street Address Line 2 (optional) ZIP Code (optional)

Payment Amount \$ Payment amount must be at least \$1.00

Payment Method Enter

Pay Date 2/10/2022

Invoice Number(s) Invoice Number(s) is required.

Enter Contact Name Required This field is required.

Additional Invoices/Info (optional)

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

BANK ACCOUNT

Account Type Personal Business

Banking Type Checking Account Savings Account

Name on the Account

Routing Number

Account #

Re-enter Account #

Pay to the Order of

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By continuing this action, you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

Step # INSTRUCTIONS

6

Once you have required information entered and Payment Method Click, green **Continue to Payment** button.

7

VERIFY PAYMENT

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 and follow prompts.

Invoice Number(s)	Payment Amount	Payment Amount
RAIN ID 919		
111111, 111112, 111113	2,000.00	2,000.00

Step #	INSTRUCTIONS											
<p>8</p>	<p>PAYMENT CONFIRMATION</p> <p>You will see a confirmation of your Payment, this will also be emailed to you, and you can print the confirmation page.</p> <ol style="list-style-type: none"> 1. 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. 	<p>Confirmation</p> <p>Thank You! Your payment has been made.</p> <p>Print Confirmation Page</p> <table border="1"> <tr> <td>Payment Date</td> <td rowspan="3">Your Information will appear here</td> </tr> <tr> <td>Payment Method</td> </tr> <tr> <td>Total Payment</td> </tr> </table> <p>Employer Name Here</p> <p>Your Information will appear here</p> <p>You have been provided a confirmation number. Please save this page for your records.</p> <p>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.</p> <p>If you have any further questions about payments to Wyoming Retirement System, please contact our office at 307-777-2077 .</p> <table border="1"> <thead> <tr> <th>RAIN ID</th> <th>Confirmation #</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3">Your Information will appear here</td> </tr> </tbody> </table> <p>Enroll With Your Current Information Return to Home Log Out</p>	Payment Date	Your Information will appear here	Payment Method	Total Payment	RAIN ID	Confirmation #	Payment Amount	Your Information will appear here		
Payment Date	Your Information will appear here											
Payment Method												
Total Payment												
RAIN ID	Confirmation #	Payment Amount										
Your Information will appear here												

CREATING A LOGIN

<p>9</p>	<p>ACCOUNT SETUP</p> <ol style="list-style-type: none"> 1. Enter your RAIN ID* 2. Confirm RAIN ID 3. Complete Captcha 4. Click green Validate button 	<p>Account Setup</p> <p>To verify your identity, we need your RAIN ID and RAIN ID</p> <p>CAPTCHA required</p> <p>RAIN ID</p> <p>RAIN ID</p> <p>I'm not a robot</p> <p>Validate</p>
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Step # INSTRUCTIONS

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 & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS

Name
 Employer Name
 [Employer Name Here]

Billing Address
 Country
 [United States]

Address
 [Your Address]

Address2
 (optional)

City
 [Cheyenne] State
 [WY - Wyoming]

ZIP Code
 [82002]

Contact Info
 Phone
 [] Mobile

Add Another Telephone Number

Email
 []

Add Another Email Address

[Continue to Login & Password](#)

11

LOGIN & PASSWORD

1. Create a Login ID
2. Enter password
3. Re-enter password
4. Select a Security Image
5. Give your Image a label
6. Choose 5 Security Question and enter Answers

Click on green **Continue to Terms of Service** button

Account Setup

PROFILE LOGIN & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS

Create an Account
 Login ID
 []

Password
 []

Re-enter password, just to be sure
 []

Choose a Security Image and give it a label
 You'll see your selected security image and label in e-mail notifications. When you see your image and label on a notification you can be sure it is from us.

Give your image a label
 []

Choose Your Security Questions
 We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1: What is your grandmother's maiden name on your father's side? Answer 1: []

Question 2: What is your grandmother's maiden name on your mother's side? Answer 2: []

Question 3: How many brothers and sisters did your mother have? Answer 3: []

Question 4: What city was your first job in? Answer 4: []

Question 5: What was your boss's first name at your first job? Answer 5: []

[Go Back](#) [Continue to Terms of Service](#)

12

TERMS OF SERVICE
 Read and check the box agreeing to the Terms of Service and then click on **Continue to Payment Accounts**.

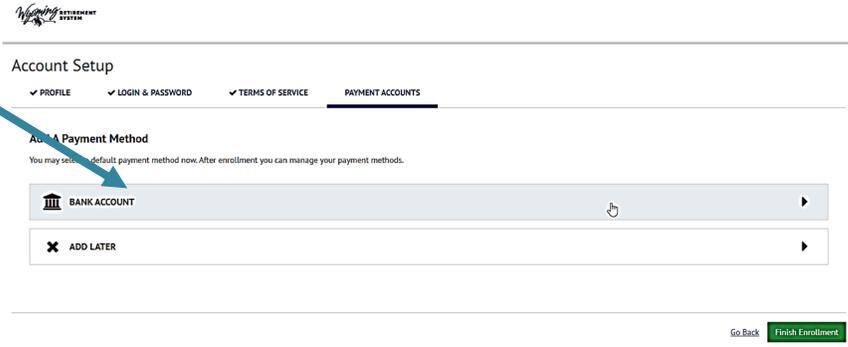
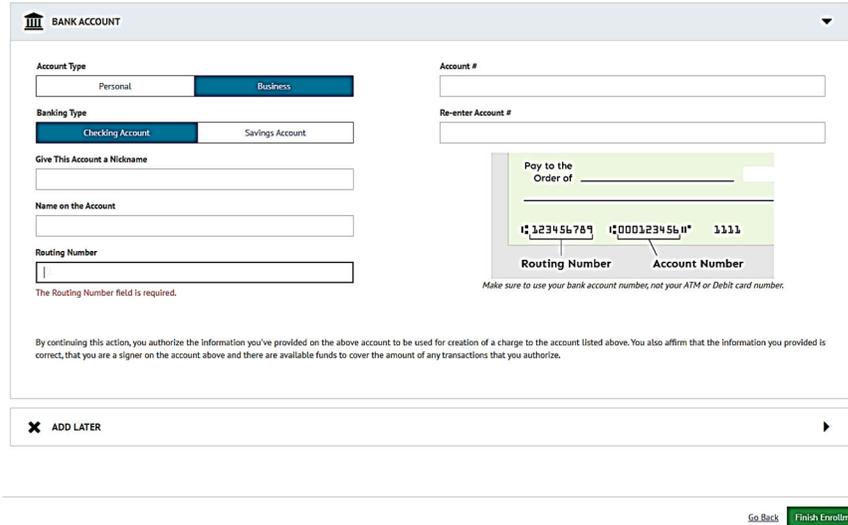
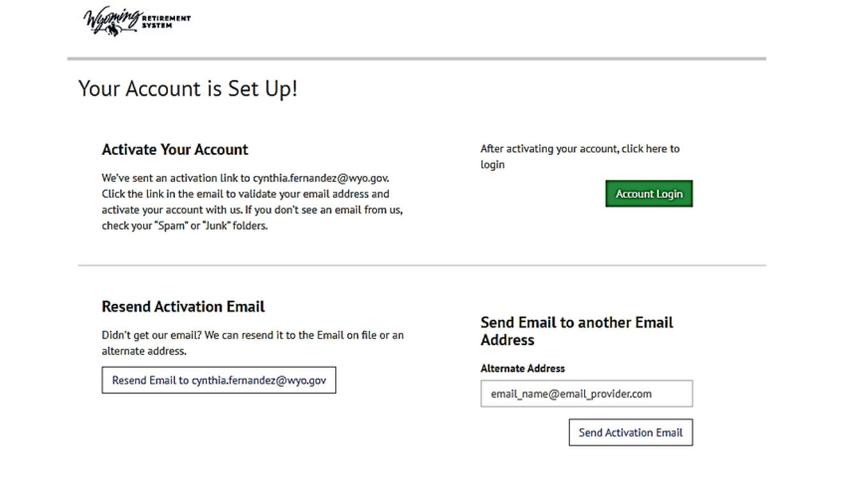
Account Setup

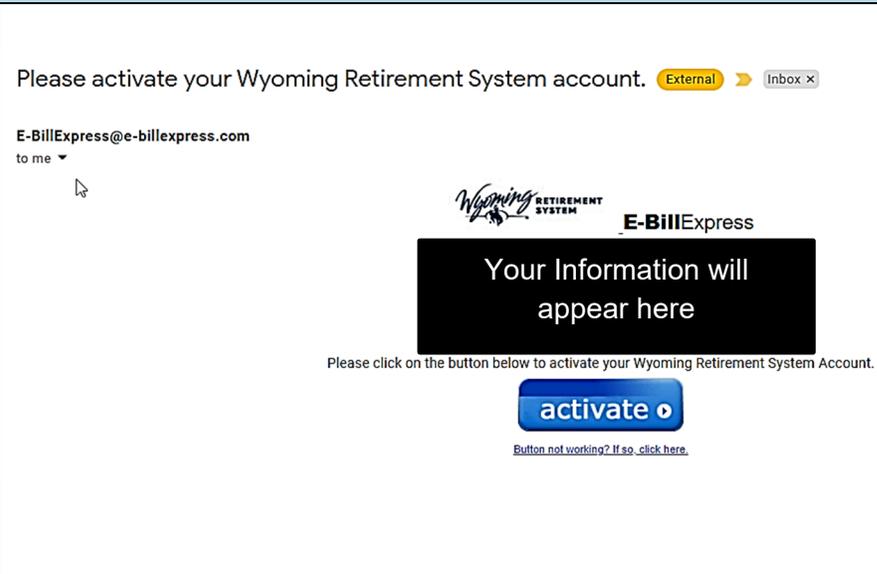
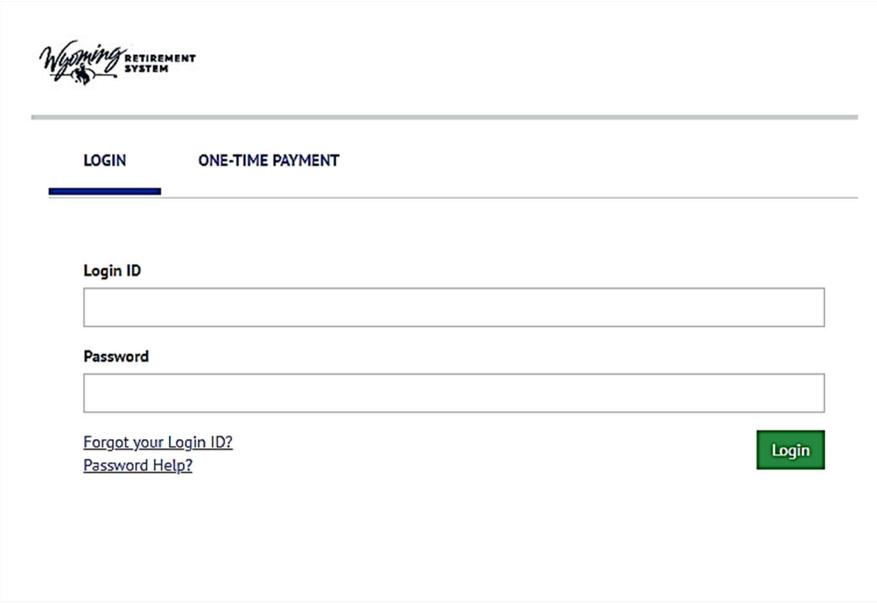
PROFILE LOGIN & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS

Terms of Service

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

[Go Back](#) [Continue To Payment Acc](#)

Step #	INSTRUCTIONS	
13	<p>PAYMENT ACCOUNT Click on Bank Account</p>	
14	<p>Enter Bank Account Information and click on green Finish Enrollment button</p>	
15	<p>You will still need to Activate your account – Follow direction in email to Activate Account</p>	

Step #	INSTRUCTIONS	
<p>16</p> <p>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.</p> <p>Once you have the email click on the blue activate button.</p>	 <p>Please activate your Wyoming Retirement System account. External Inbox X</p> <p>E-BillExpress@e-billexpress.com to me ▾</p> <p>Wyoming RETIREMENT SYSTEM E-BillExpress</p> <p>Your Information will appear here</p> <p>Please click on the button below to activate your Wyoming Retirement System Account.</p> <p>activate</p> <p>Button not working? If so, click here.</p>	
<p>17</p> <p>You will receive a confirmation letting you know your account is Activated.</p>	 <p>Wyoming RETIREMENT SYSTEM</p> <p>Your Wyoming Retirement System account has been activated!</p> <p>Your Wyoming Retirement System account has been activated!</p> <p>To log in to your account, click here.</p> <p>Continue</p>	
LOGGING IN AFTER CREATING AN ACCOUNT		
<p>18</p> <p>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.</p> <p>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</p>	 <p>Wyoming RETIREMENT SYSTEM</p> <p>LOGIN ONE-TIME PAYMENT</p> <p>Login ID</p> <p>Password</p> <p>Forgot your Login ID? Password Help? Login</p>	

Step # INSTRUCTIONS

19

You will need to enter

- 1. Payment Amount** (remember to use the Total Amount Due on the Employer Portal)
- 2. 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
- 3. Contact Name**

Click on the green **Continue to Payment** button.

20

Verify Payment and click on the green **Make Payment** button.

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

Step #	INSTRUCTIONS																			
22	<p>VIEWING PAYMENTS</p> <p>On the Home Screen, under Previous Payments you will see the last 12 payments.</p>	<p>NOTE: If you need to see additional payments click on Payment History at the top of the page.</p> <p>Previous Payments</p> <table border="1"> <thead> <tr> <th>Confirmation #</th> <th>Payment Method</th> <th>Payment Date</th> <th>Total Amount</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>3100186528</td> <td>ACH</td> <td>2/10/2022</td> <td>339.48</td> <td>Processing</td> <td>✘</td> </tr> <tr> <td>▶ 3100186532</td> <td>ACH</td> <td>2/10/2022</td> <td>1,316.69</td> <td>Processing</td> <td>✘</td> </tr> </tbody> </table>	Confirmation #	Payment Method	Payment Date	Total Amount	Status		3100186528	ACH	2/10/2022	339.48	Processing	✘	▶ 3100186532	ACH	2/10/2022	1,316.69	Processing	✘
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▶ 3100186532	ACH	2/10/2022	1,316.69	Processing	✘															
23	<p>CANCELING PAYMENT</p> <p>You will have until 6 PM the day before the Pay Date to cancel a Payment. Under Previous Payments Click on the X Next to the payment you wish to cancel.</p>	<p>Previous Payments</p> <table border="1"> <thead> <tr> <th>Confirmation #</th> <th>Payment Method</th> <th>Payment Date</th> <th>Total Amount</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>3100186528</td> <td>ACH</td> <td>2/10/2022</td> <td>339.48</td> <td>Processing</td> <td>✘</td> </tr> <tr> <td>▶ 3100186532</td> <td>ACH</td> <td>2/10/2022</td> <td>1,316.69</td> <td>Processing</td> <td>✘</td> </tr> </tbody> </table> <p>NOTE: If there is no X next to the Payment, cancellation is no longer an option.</p>	Confirmation #	Payment Method	Payment Date	Total Amount	Status		3100186528	ACH	2/10/2022	339.48	Processing	✘	▶ 3100186532	ACH	2/10/2022	1,316.69	Processing	✘
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24	<p>CONFIRM CANCEL PAYMENT</p> <p>You will have a chance to review the Payment one more time, and then select Do Not Cancel Payment link or the green Cancel Payment button.</p>	<p>Confirm Cancel Payment ✘</p> <div style="display: flex; align-items: center;"> <table border="1" style="margin-right: 20px;"> <thead> <tr> <th>Confirmation #</th> </tr> </thead> <tbody> <tr> <td>Biller</td> </tr> <tr> <td>Name</td> </tr> <tr> <td>RAIN ID</td> </tr> <tr> <td>Invoice Number(s)</td> </tr> <tr> <td>Payment Amount</td> </tr> <tr> <td>Payment Status</td> </tr> </tbody> </table> <div style="background-color: black; color: white; padding: 20px; text-align: center; flex-grow: 1;"> <p>Your Information will appear here</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> Do Not Cancel Payment Cancel Payment </div>	Confirmation #	Biller	Name	RAIN ID	Invoice Number(s)	Payment Amount	Payment Status											
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25	<p>VERIFYING CANCELLED PAYMENT</p> <p>If you select Cancel 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.</p>	<p>Previous Payments</p> <table border="1"> <thead> <tr> <th>Confirmation #</th> <th>Payment Method</th> <th>Payment Date</th> <th>Total Amount</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>3100186528</td> <td>ACH</td> <td>2/10/2022</td> <td>339.48</td> <td>Canceled</td> <td></td> </tr> <tr> <td>▶ 3100186532</td> <td>ACH</td> <td>2/10/2022</td> <td>1,316.69</td> <td>Processing</td> <td>✘</td> </tr> </tbody> </table>	Confirmation #	Payment Method	Payment Date	Total Amount	Status		3100186528	ACH	2/10/2022	339.48	Canceled		▶ 3100186532	ACH	2/10/2022	1,316.69	Processing	✘
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26	<p>QUESTION OR CONCERNS</p>	<p>Email: wrsemployer@wyo.gov Phone: 307-777-2077</p>																		

