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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](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 amounts 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.

   ![Bill/Invoices](https://example.com/bill-invoices)

3. **MAKE A QUICK UN-ENROLLED PAYMENT**

   **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.

   ![One-Time Payment](https://example.com/one-time-payment)

   * 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.
**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.

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

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.
PAYMENT CONFIRMATION

You will see a confirmation of your Payment, this will also be emailed to you, and you can print the confirmation page.

Please forward the confirmation to wrsemployer@wyo.gov this will help us confirm accuracy and post the payment.

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.

CREATING A LOGIN

ACCOUNT SETUP

1. Enter your RAIN ID*
2. Confirm RAIN ID
3. Complete Captcha
4. Click green Validate button
### PROFILE

Enter your information and click on green Continue to Log-in & Password button

Required fields are:
- Employer Name
- Phone
- Email

### 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

### TERMS OF SERVICE

Read and check the box agreeing to the Terms of Service and then click on Continue to Payment Accounts.
13 **PAYMENT ACCOUNT**
Click on Bank Account

14 Enter Bank Account Information and click on green Finish Enrollment button

15 You will still need to Activate your account – Follow direction in email to Activate Account
<table>
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<th></th>
<th>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 <strong>activate</strong> button.</th>
</tr>
</thead>
</table>
|   | **LOGGING IN AFTER CREATING AN ACCOUNT**  
| 16 | **You will receive a confirmation letting you know your account is Activated.** |
| 17 | **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. |
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.

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

You will see a confirmation of your Payment, this will also be emailed to you, and you can print the confirmation page.

Please forward the confirmation to wrsemployer@wyo.gov this will help us confirm accuracy and post the payment.

At this point you can
1. **Click on Log Out**
2. **Click on Return to Home link**
22 **VIEWING PAYMENTS**
On the Home Screen, under Previous Payments you will see the last 12 payments.

**NOTE:** If you need to see additional payments click on Payment History at the top of the page.

<table>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>3100186528</td>
</tr>
<tr>
<td>3100186532</td>
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23 **CANCELING PAYMENT**
You will have until 8 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.

**NOTE:** If there is no X next to the Payment, cancellation is no longer an option.

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24 **CONFIRM CANCEL PAYMENT**
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.

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25 **VERIFYING CANCELLED PAYMENT**
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.

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26 **QUESTION OR CONCERNS**
Email: wrsemployer@wyo.gov
Phone: 307-777-2077