



# **PENSION CONTRIBUTIONS ELECTRONIC PAYMENT GUIDE**

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**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://retirement.wyo.gov/members/employer-portal/>

**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.

**Bill/Invoices** View All

Invoice #	Amount	Remaining	DueDate	Status	
215764	\$42,287.17	\$42,287.17	3/28/2022	Pending	Cancel Bill
215763	\$35,533.52	\$35,533.52	3/28/2022	Pending	Cancel Bill
215762	\$32,515.49	\$32,515.49	3/28/2022	Pending	Cancel Bill

**Total Amount Due: \$110,336.18**

**Pay Now** Before clicking "Pay Now" you will need to know the total amount due and invoice(s) numbers you want to pay and enter them on the next screen

**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.

**Wyoming RETIREMENT SYSTEM**

LOGIN **ONE-TIME PAYMENT**

RAIN ID

Confirm RAIN ID

I'm not a robot  reCAPTCHA Privacy - Terms

**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.

## Step # INSTRUCTIONS

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### 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  City

Street Address  State

Street Address Line 2  ZIP Code

Payment Amount  Payment amount must be at least \$1.00

Payment Method

Pay Date

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

Enter Contact Name  This field is required.

Additional Invoices/Info

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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.

Enter a Payment Method

**BANK ACCOUNT**

Account Type

Banking Type

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

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

The screenshot shows the 'Home' page of the Wyoming Retirement System. The form includes the following fields:

- Employer Name:** Employer Name Here
- Phone:** 3077772077 (with a Mobile dropdown)
- Email:** wrsemployer@wyo.gov
- Country:** United States (dropdown)
- City:** Cheyenne
- Street Address:** Your Address
- State:** WY - Wyoming (dropdown)
- Street Address Line 2:** (optional)
- ZIP Code:** 82002
- Payment Amount:** \$ 2000.00
- Payment Method:** (dropdown with 'Enter' button)
- Pay Date:** 2/10/2022 (with a calendar icon)
- Invoice Number(s):** 111111, 111112, 11113
- Enter Contact Name:** Your Name Here
- Additional Invoices/Info:** (optional)

A green button labeled 'Continue to Payment' is located at the bottom right of the form.

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## 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.

The screenshot shows the 'Verify Payment' page. It includes a 'PAYMENT SUMMARY' section with the following details:

- Payment Method:** WELLS FARGO BANK NA (MINNESOTA) \*\*\*\*\*
- Payment Date:** 2/10/2022
- Payment Amount:** \$2,000.00

Below the summary, there is a 'Payment Terms & Conditions' section with two numbered items:

- Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.
- Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you check with your bank to determine what limitations are imposed on withdrawal from any account. If we are not able to debit the amount required to cover an

At the bottom of the page, there is a 'PAYMENT DETAILS' table:

Invoice Number(s)	Payment Amount	Payment Amount
RAIN ID 919		
111111, 111112, 11113	2,000.00	2,000.00

A green 'Make Payment' button is located at the bottom right of the page.

**Step # INSTRUCTIONS**

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**PAYMENT CONFIRMATION**

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

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.

Confirmation

**Thank You!** Your payment has been made.

[Print Confirmation Page](#)

Payment Date	Your Information will appear here
Payment Method	
Total Payment	

Employer Name 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 #	Payment Amount
Your Information will appear here		

[Enroll With Your Current Information](#)   [Return to Home](#)   [Log Out](#)

**CREATING A LOGIN**

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**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

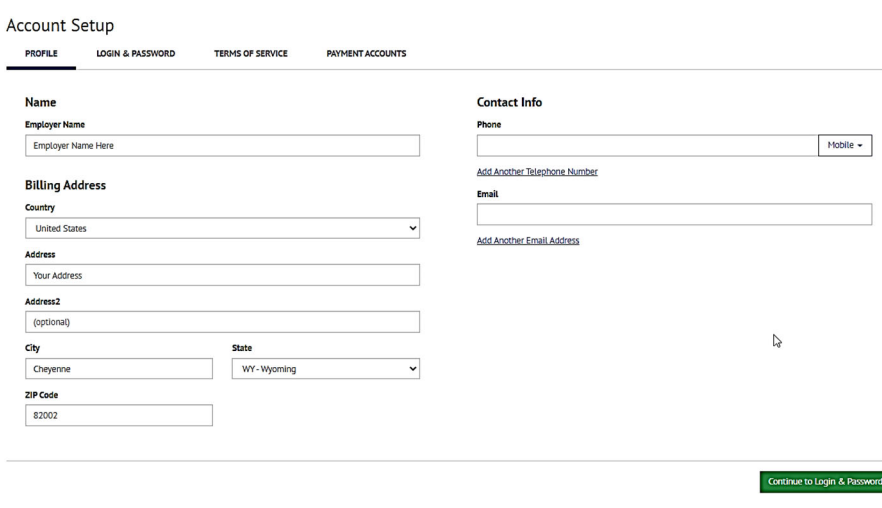
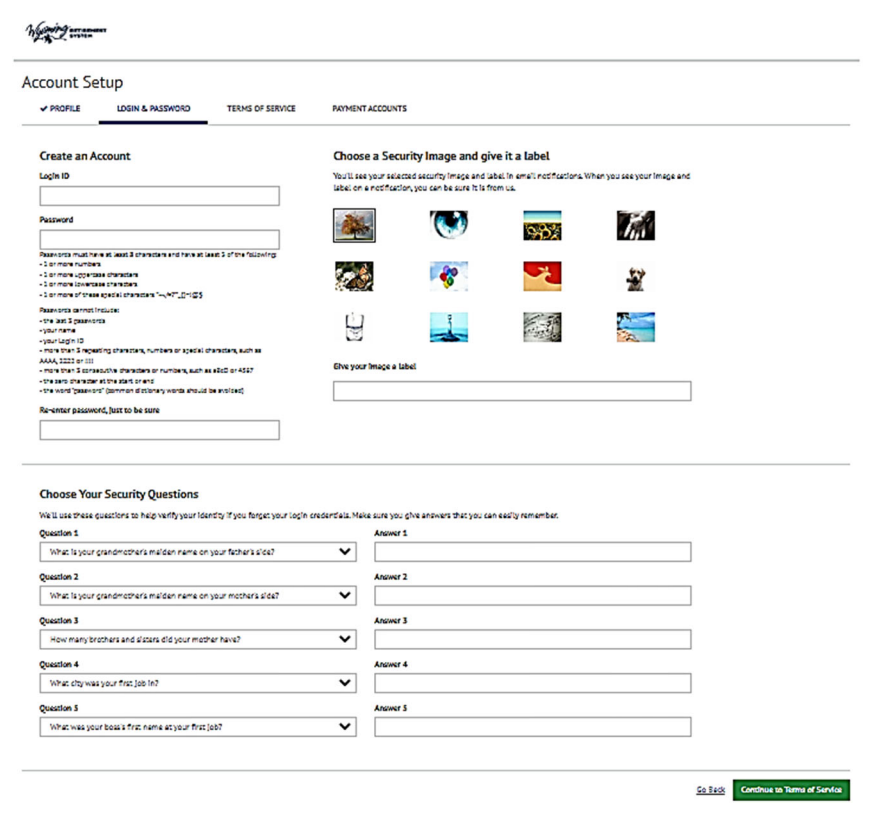
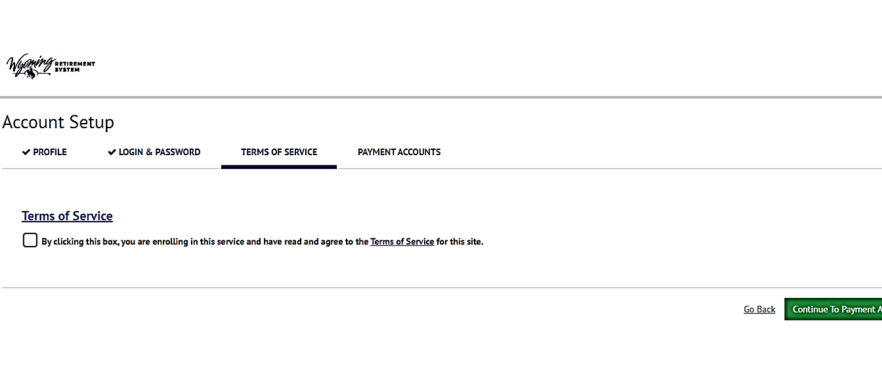
CAPTCHA required

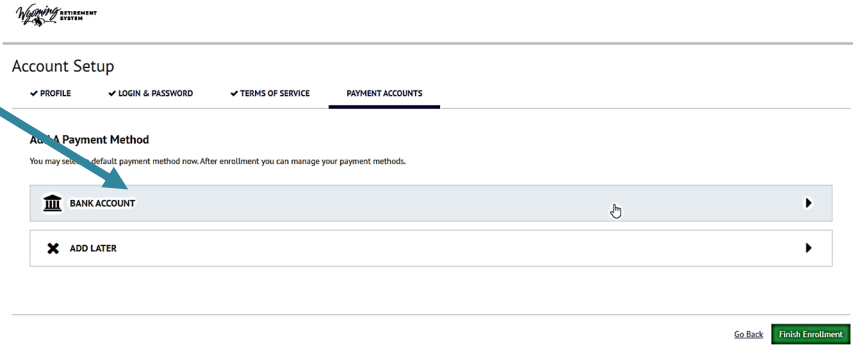
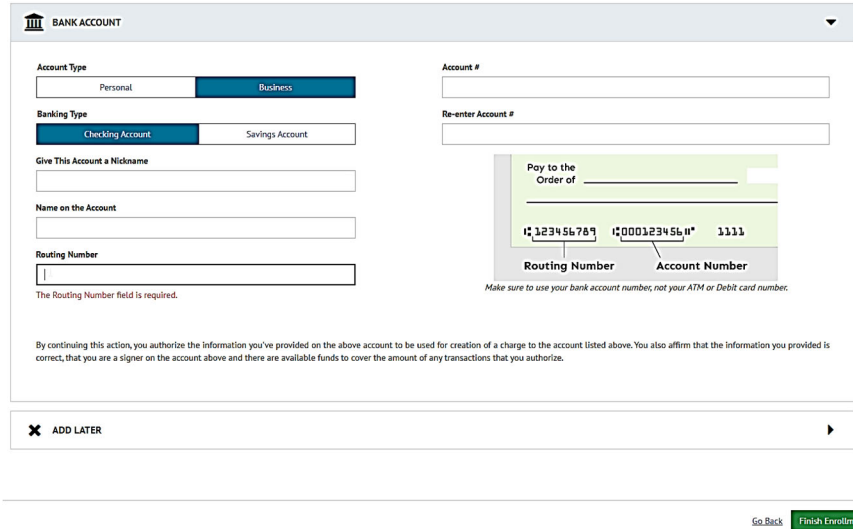
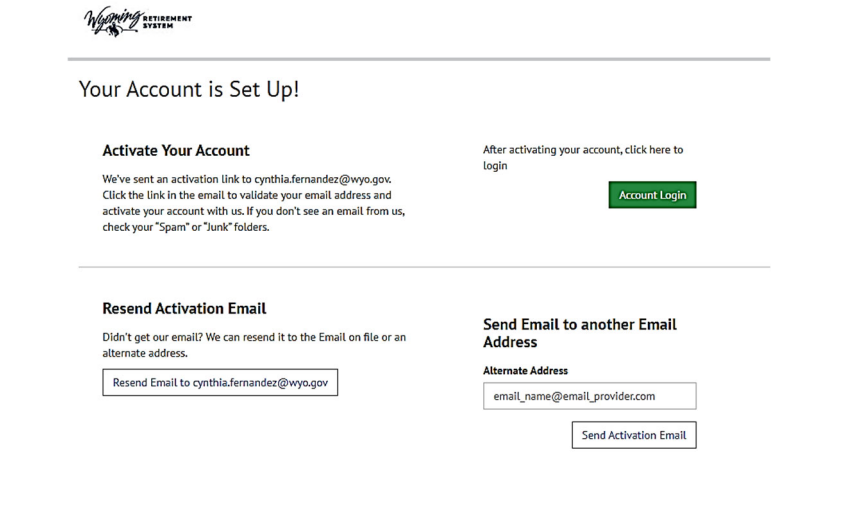
RAIN ID

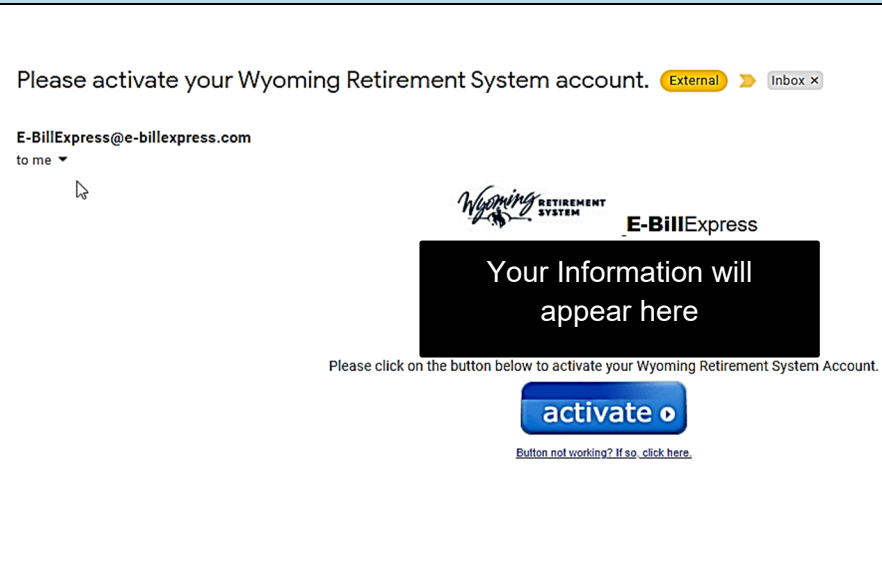
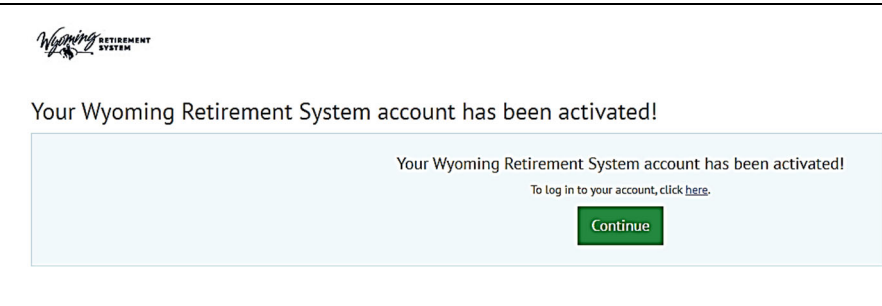
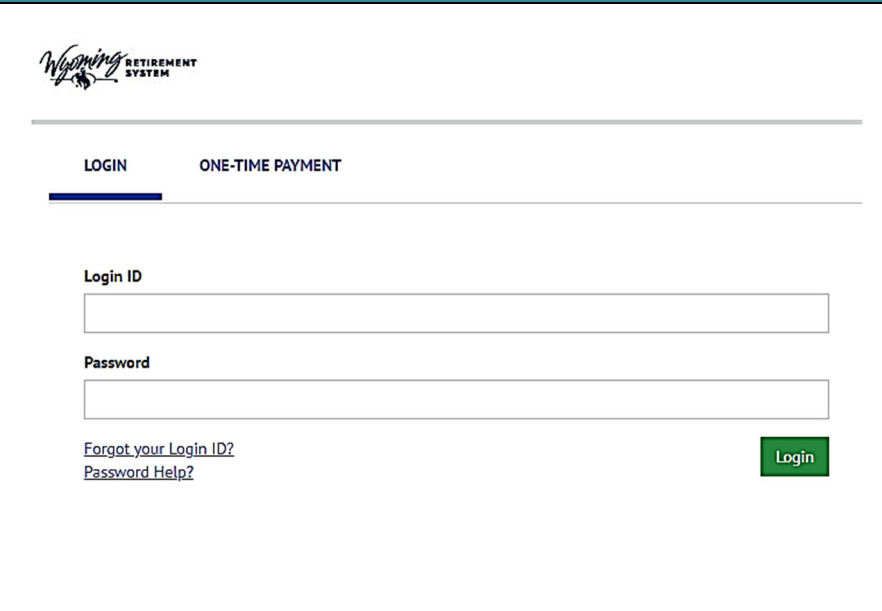
RAIN ID

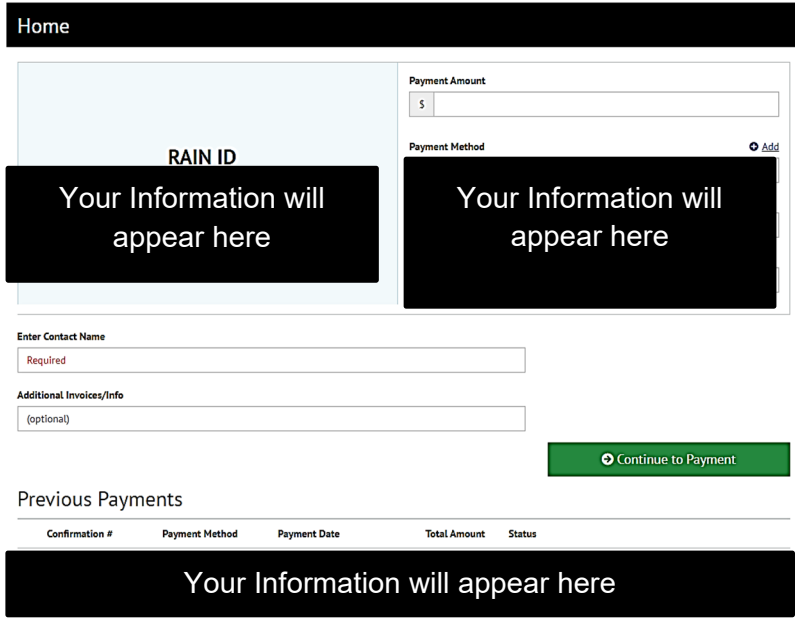
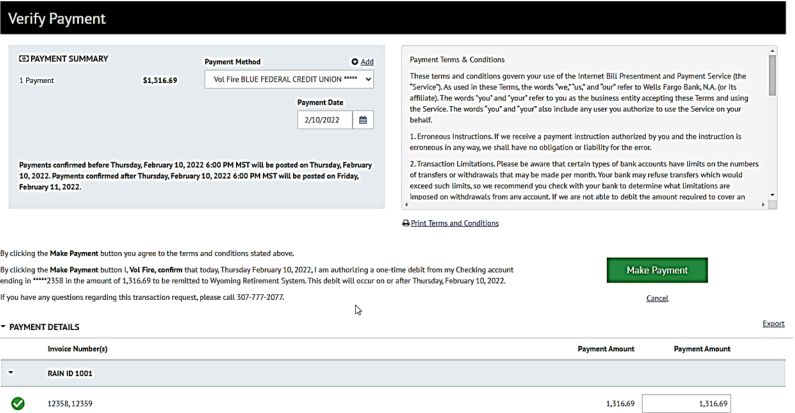
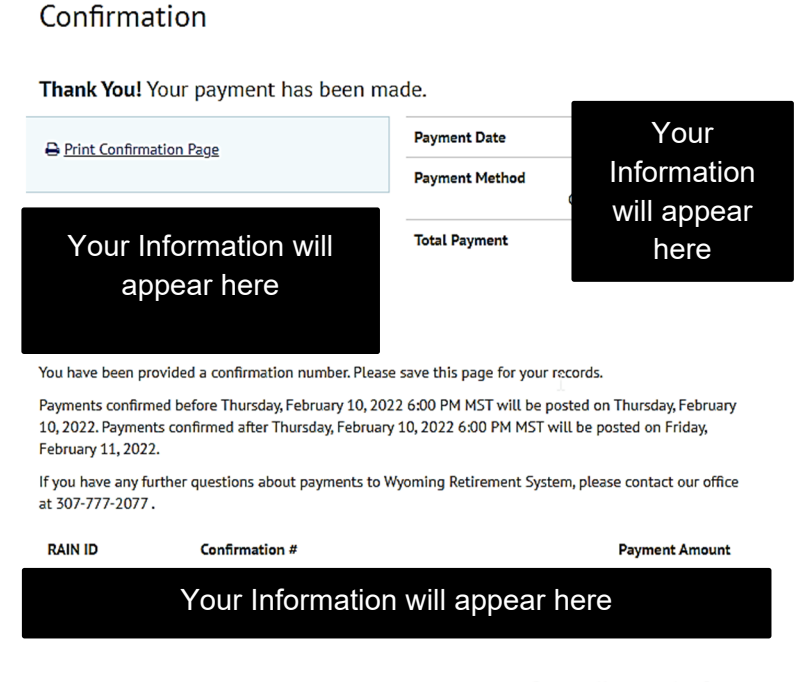
I'm not a robot

Validate

Step #	INSTRUCTIONS	
<p><b>10</b></p>	<p><b>PROFILE</b>            Enter your information and click on green <b>Continue to Log-in &amp; Password</b> button</p> <p>Required fields are:</p> <ul style="list-style-type: none"> <li>• Employer Name</li> <li>• Phone</li> <li>• Email</li> </ul>	
<p><b>11</b></p>	<p><b>LOGIN &amp; PASSWORD</b></p> <ol style="list-style-type: none"> <li>1. Create a Login ID</li> <li>2. Enter password</li> <li>3. Re-enter password</li> <li>4. Select a Security Image</li> <li>5. Give your Image a label</li> <li>6. Choose 5 Security Question and enter Answers</li> </ol> <p>Click on green <b>Continue to Terms of Service</b> button</p>	
<p><b>12</b></p>	<p><b>TERMS OF SERVICE</b>            Read and check the box agreeing to the Terms of Service and then click on <b>Continue to Payment Accounts</b>.</p>	

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

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

Step #	INSTRUCTIONS	
<p><b>19</b></p> <p>You will need to enter</p> <ol style="list-style-type: none"> <li><b>Payment Amount</b> (remember to use the Total Amount Due on the Employer Portal)</li> <li><b>Invoice Number (s)</b> (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</li> <li><b>Contact Name</b></li> </ol> <p>Click on the green <b>Continue to Payment</b> button.</p>		
<p><b>20</b></p> <p>Verify Payment and click on the green <b>Make Payment</b> button.</p>		
<p><b>21</b></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> <p>At this point you can</p> <ol style="list-style-type: none"> <li>Click on Log Out</li> <li>Click on Return to Home link</li> </ol>		

Step #	INSTRUCTIONS																			
22	<p><b>VIEWING PAYMENTS</b></p> <p>On the Home Screen, under Previous Payments you will see the last 12 payments.</p>	<p><b>NOTE:</b> 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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23	<p><b>CANCELING PAYMENT</b></p> <p>You will have until 6 PM the day before the Pay Date to cancel a Payment. Under Previous Payments Click on the <b>X</b> 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><b>NOTE:</b> If there is no <b>X</b> 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><b>CONFIRM CANCEL PAYMENT</b></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 <span style="float: right;">✘</span></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;"> <a href="#">Do Not Cancel Payment</a> <span style="background-color: green; color: white; padding: 5px 10px; margin-left: 10px;">Cancel Payment</span> </div>	Confirmation #	Biller	Name	RAIN ID	Invoice Number(s)	Payment Amount	Payment Status											
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26	<p><b>QUESTION OR CONCERNS</b></p>	<p>Email: <a href="mailto:wrsemployer@wyo.gov">wrsemployer@wyo.gov</a>          Phone: 307-777-2077</p>																		

