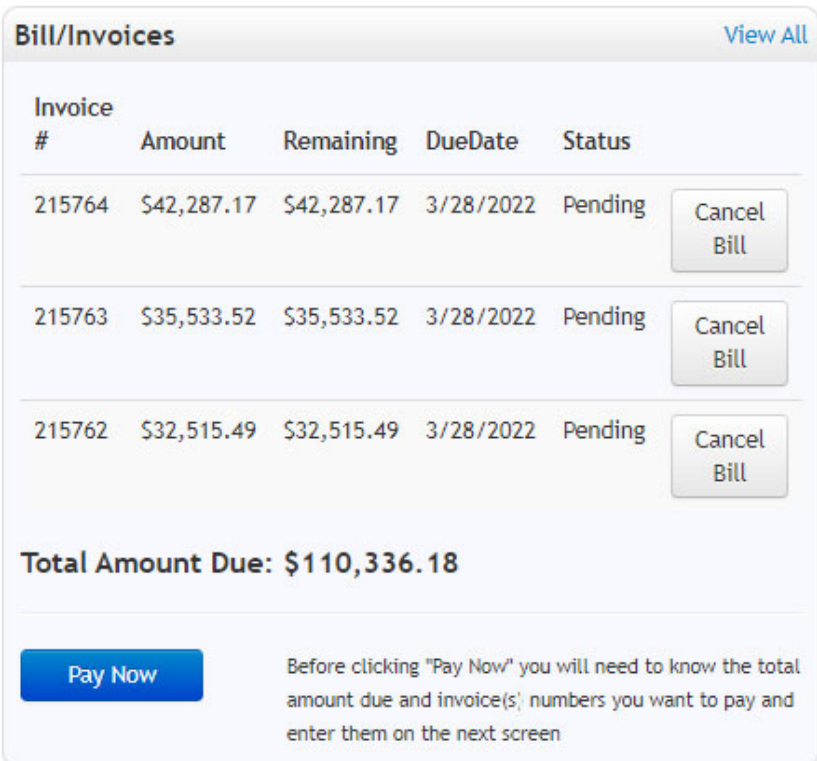
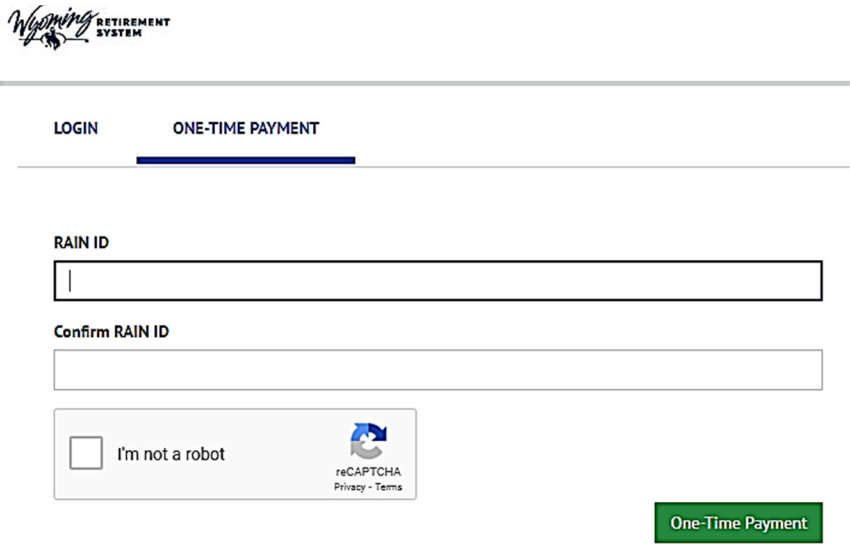
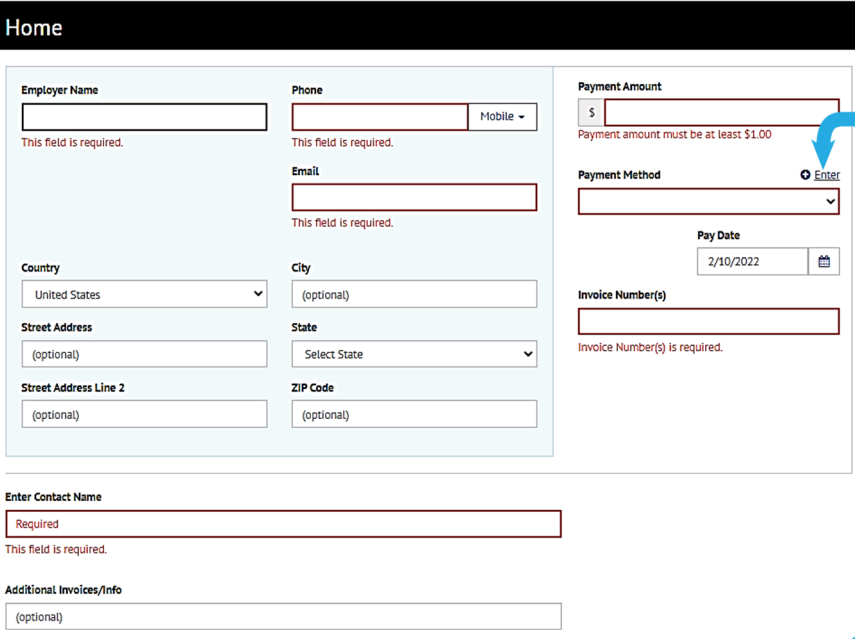
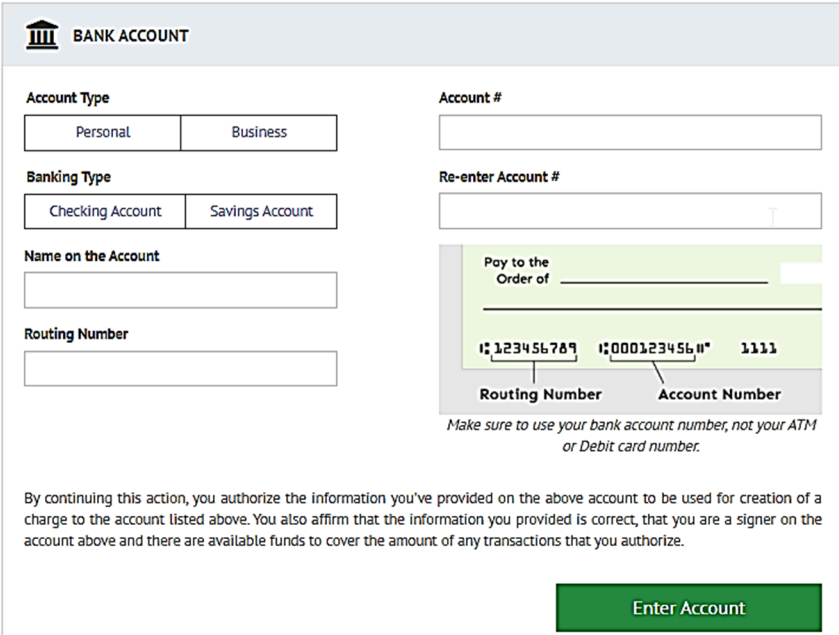


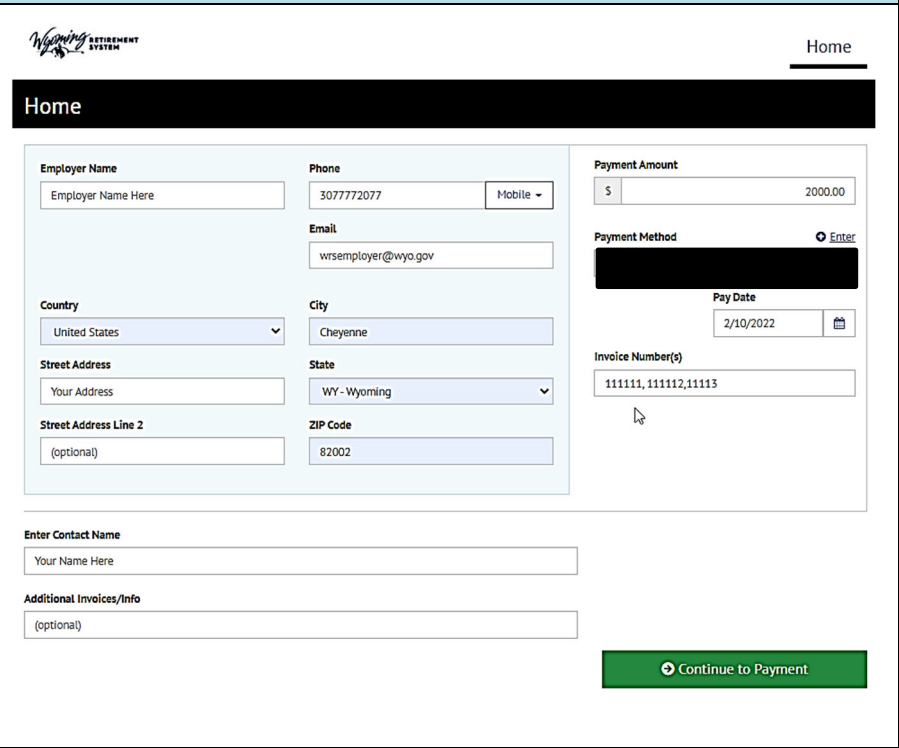
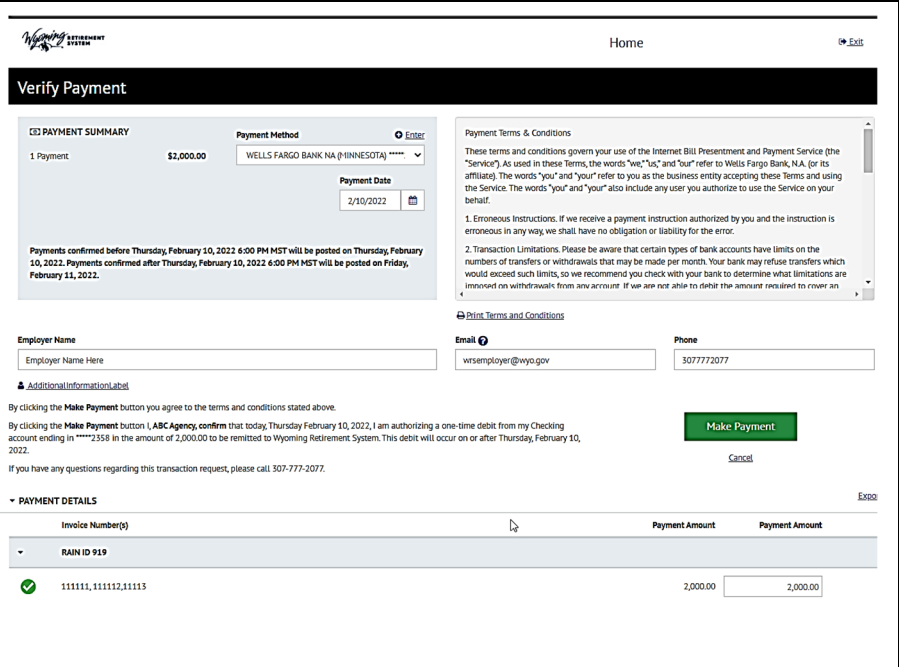


PENSION CONTRIBUTIONS ELECTRONIC PAYMENT GUIDE

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

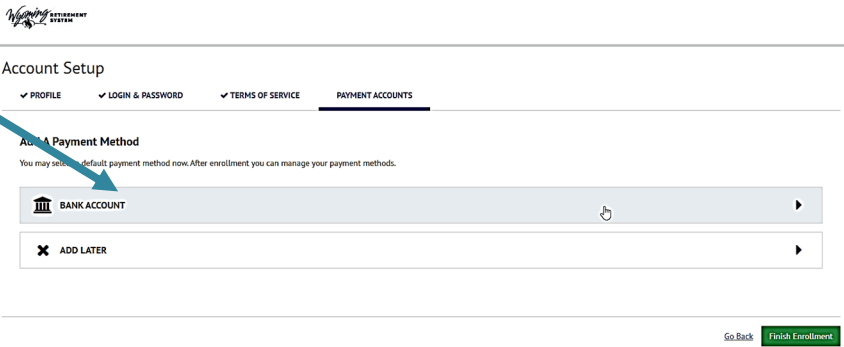
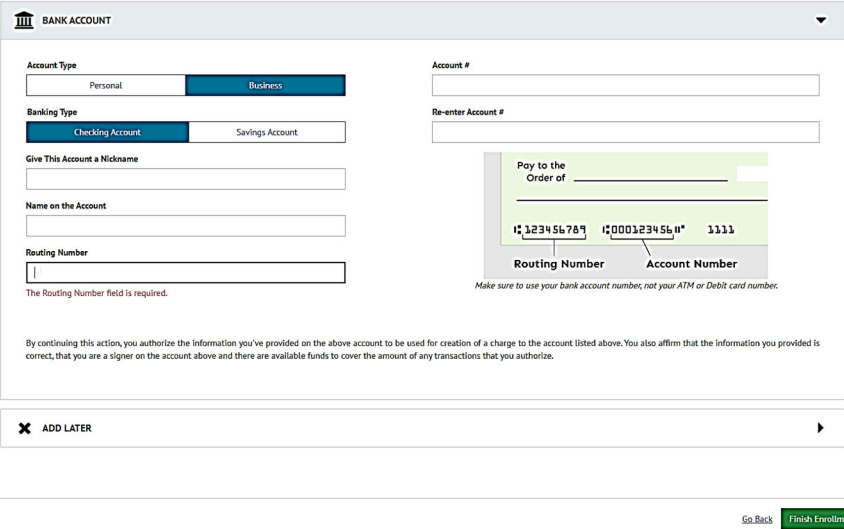
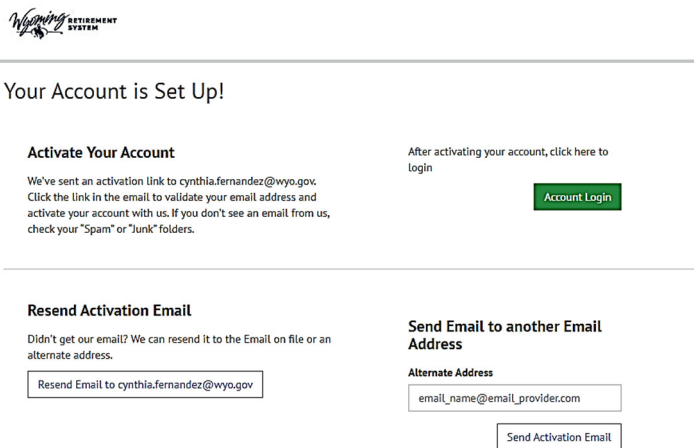
Step #	INSTRUCTIONS	
1	Log into your Employer Portal and Upload Contributions. If you have questions on uploading contributions or need other Employer Portal information, you can find a guide here https://bit.ly/3wdvr0v	
2	EMPLOYER PORTAL Once uploads are complete, go to your home screen, and you will 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.

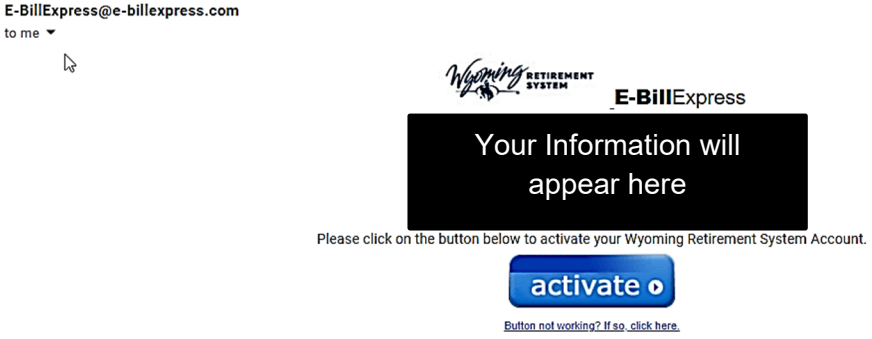
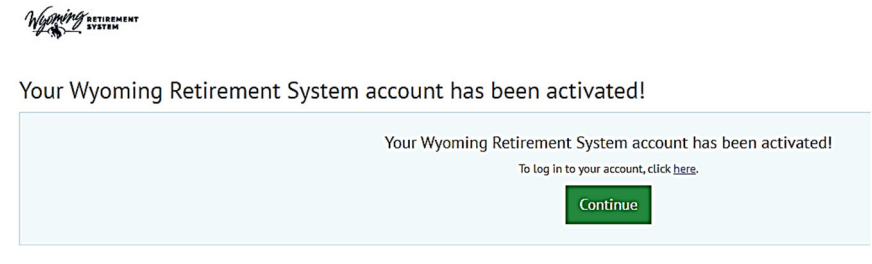
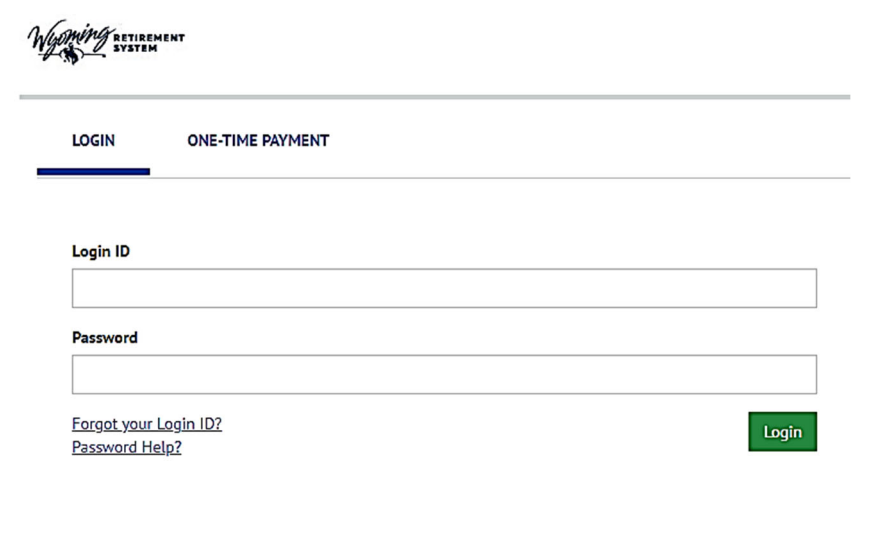
Step #	INSTRUCTIONS	
4	E-BILL HOME PAGE Enter information in required fields: • Employer Name • Phone Number • Email • Payment Amount • Payment Method • Invoice Number(s) • Contact Name Note: Enter invoice numbers separated by a comma (example 198594, 198595). If you need additional space, you can enter 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 Enter Pay Date 2/10/2022 Calendar 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 123456789 100012345678 1111 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. Enter Account

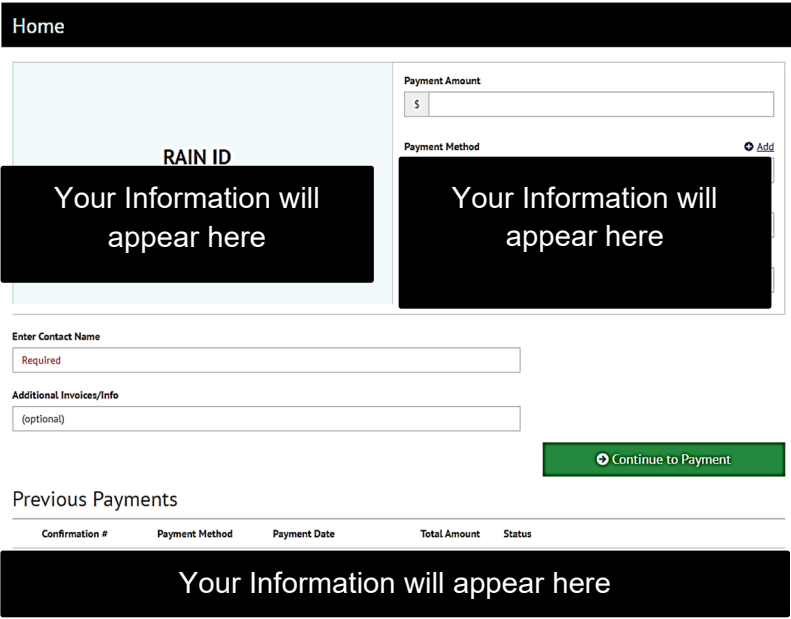
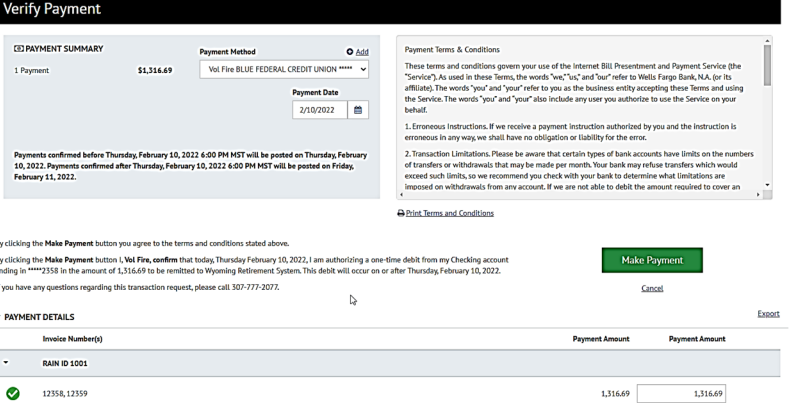
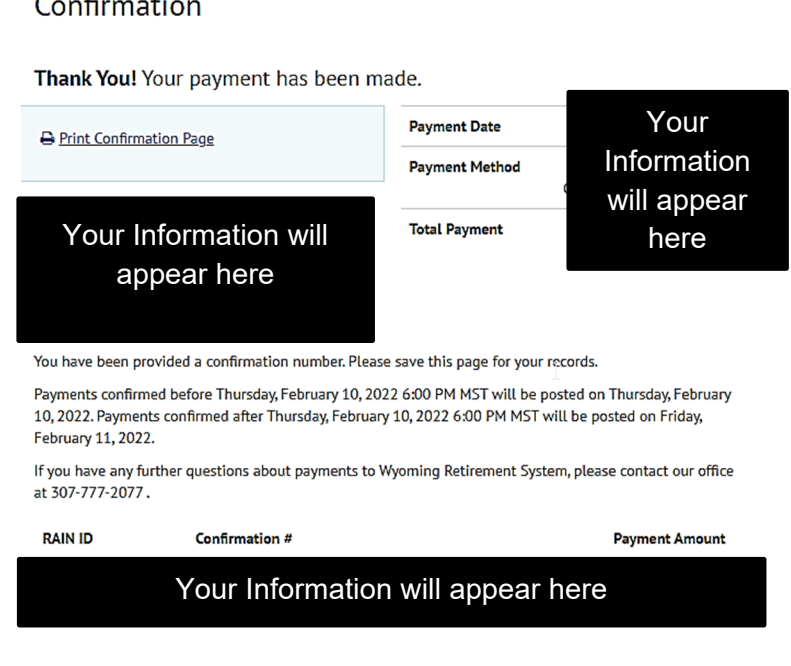
Step #	INSTRUCTIONS	
6	Once you have required information entered and Payment Method Click, green Continue to Payment button.	
7	VERIFY PAYMENT You will have one more chance to verify Payment; if everything looks ok, click on green Make Payment button. If you need to edit information, click on Edit and follow prompts.	

Step #	INSTRUCTIONS							
8	PAYMENT CONFIRMATION You will see a confirmation of your Payment, this will also be emailed to you, and you can print the confirmation page. 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 Employer Name Here Your Information will appear here Payment Date Payment Method Total Payment 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 . <table> <tr> <th>RAIN ID</th><th>Confirmation #</th><th>Payment Amount</th></tr> <tr> <td colspan="3">Your Information will appear here</td></tr> </table> Enroll With Your Current Information Return to Home Log Out	RAIN ID	Confirmation #	Payment Amount	Your Information will appear here		
RAIN ID	Confirmation #	Payment Amount						
Your Information will appear here								
CREATING A LOGIN								
9	ACCOUNT SETUP - Enter your RAIN ID* - Confirm RAIN ID - Complete Captcha - 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 reCAPTCHA Validate						

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 Log-in & 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 Passwords must have at least 8 characters and have at least 3 of the following: • 1 or more numbers • 1 or more uppercase characters • 1 or more lowercase characters • 1 or more of these special characters: ".,!@#\$%^&*~` _{}[]<>=+&quot;' Passwords cannot include: • the user's password • your name • your login ID • more than 3 repeating characters, numbers or special characters, such as AAAA, 11111 or 111 • more than 3 consecutive characters or numbers, such as 11111 or 1111 • the word "password" at the end of a word • the word "password" (common dictionary words should be avoided) 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 email 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 Accounts

Step #	INSTRUCTIONS	
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	

Step #	INSTRUCTIONS	
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 Inbox E-BillExpress@e-billexpress.com to me ▾  Please click on the button below to activate your Wyoming Retirement System Account. activate Button not working? If so, click here.
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. Continue
LOGGING IN AFTER CREATING 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 Forgot your Login ID? Password Help? Login

Step #	INSTRUCTIONS	
19	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 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 - Click on Log Out - Click on Return to Home link	

Step #	INSTRUCTIONS																		
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. Previous Payments <table><thead><tr><th>Confirmation #</th><th>Payment Method</th><th>Payment Date</th><th>Total Amount</th><th>Status</th></tr></thead><tbody><tr><td>3100186528</td><td>ACH</td><td>2/10/2022</td><td>339.48</td><td>Processing</td></tr><tr><td>▶ 3100186532</td><td>ACH</td><td>2/10/2022</td><td>1,316.69</td><td>Processing</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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3100186528	ACH	2/10/2022	339.48	Processing															
▶ 3100186532	ACH	2/10/2022	1,316.69	Processing															
23	CANCELING PAYMENT 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.	Previous Payments <table><thead><tr><th>Confirmation #</th><th>Payment Method</th><th>Payment Date</th><th>Total Amount</th><th>Status</th></tr></thead><tbody><tr><td>3100186528</td><td>ACH</td><td>2/10/2022</td><td>339.48</td><td>Processing</td></tr><tr><td>▶ 3100186532</td><td>ACH</td><td>2/10/2022</td><td>1,316.69</td><td>Processing</td></tr></tbody></table> NOTE: If there is no X next to the Payment, cancellation is no longer an option.			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															
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.	Confirm Cancel Payment Confirmation # Biller Name RAIN ID Invoice Number(s) Payment Amount Payment Status Your Information will appear here Do Not Cancel Payment Cancel Payment																	
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.	Previous Payments <table><thead><tr><th>Confirmation #</th><th>Payment Method</th><th>Payment Date</th><th>Total Amount</th><th>Status</th></tr></thead><tbody><tr><td>3100186528</td><td>ACH</td><td>2/10/2022</td><td>339.48</td><td>Canceled</td></tr><tr><td>▶ 3100186532</td><td>ACH</td><td>2/10/2022</td><td>1,316.69</td><td>Processing</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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▶ 3100186532	ACH	2/10/2022	1,316.69	Processing															
26	QUESTION OR CONCERNS	Email: wrsemployer@wyo.gov Phone: 307-777-2077																	

