

Employer Services Portal Quick Guide

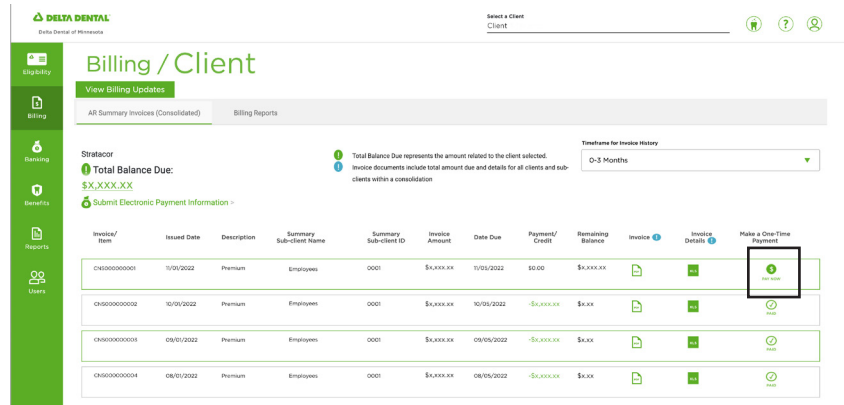
How to make a One-Time (ACH) Payment

ESP allows you to make a one-time ACH payment on invoices through the Billing tab or Banking tab. To ensure that your invoices are paid in full with total balance due, we recommend using the Billing tab function. If you are already set up for ACH, any payments made via the one time payments will be in addition to your recurring ACH.

Billing tab (user preferred method).

Click on **Billing** on the left navigation menu.

1. Locate the outstanding bill to be paid and click on **Pay Now**
2. The One-Time Payment screen will be displayed. The invoice number and amount will be pre-populated
3. Enter the following required information:
 - a. **Name** on bank account
 - b. **Routing Number** and confirmation of routing number
 - c. **Bank Account Number** and confirmation of bank account number
 - d. **Account Type** (Checking or Savings)
4. Click **Continue**
5. A message to confirm the one-time payment will appear
6. Click on **Submit** to complete the payment
7. A message will be displayed to confirm that the payment is processing
8. Click on **Close** to close out the message



Employer Services Portal Quick Guide

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Alternatively, you may make a one-time (ACH) payment from the Banking tab

Click on **Banking** on the left navigation menu.

1. Click on **Make a One-Time Payment** from the tabs at the top of the screen

2. The One-Time Payment screen will be displayed

3. Enter the following required information:

- a. Invoice Number
- b. **Payment Amount**
- c. **Payment Description**
- d. **Name** on bank account
- e. **Routing Number** and confirmation of routing number
- f. **Bank Account Number** and confirmation of bank account number
- g. **Account Type** (Checking or Savings)

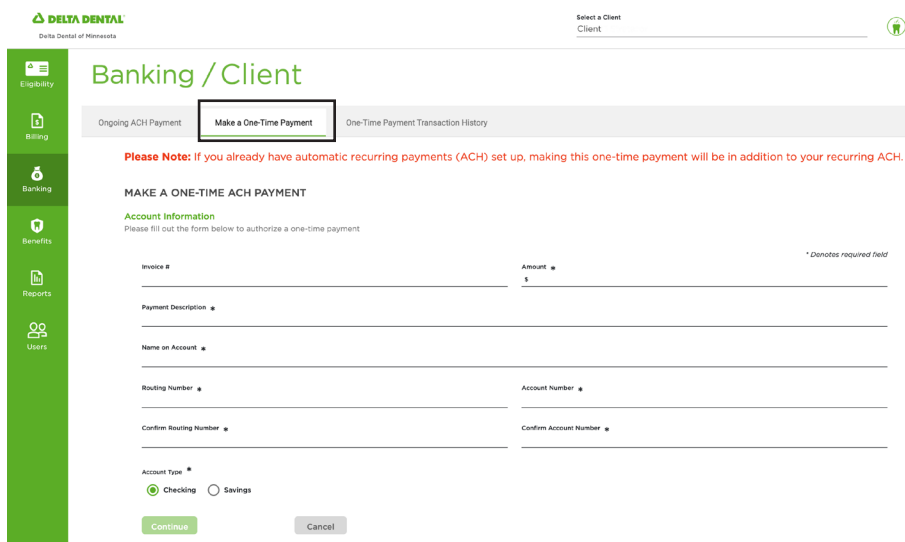
4. Click **Continue**

5. A message to confirm the one-time payment will appear with the details that were entered

6. Click on **Submit** to complete the payment

7. A message will be displayed to confirm that the payment is processing

8. Click on **Close** to close out the message

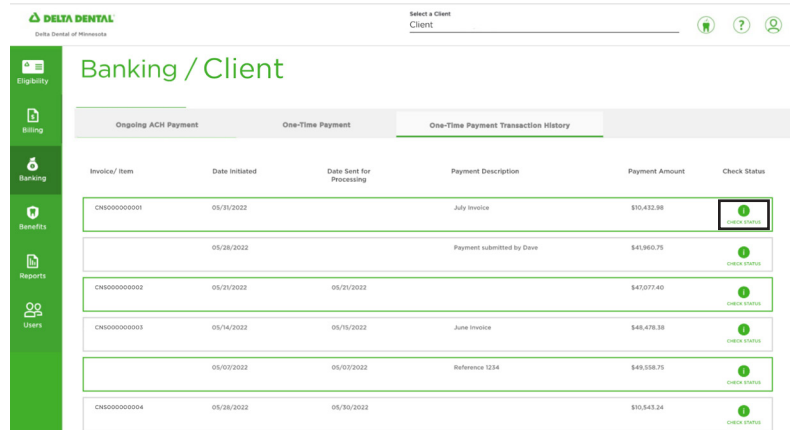


Employer Services Portal Quick Guide

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Checking the status of your payment can be done via our Transaction History tab

1. Click on **Banking** on the left navigation menu
2. Select **One-Time Payment Transaction History** from the tabs at the top of the screen
3. The transaction history will be displayed
4. Click on **Check Status** on the far right of the specific transaction you are checking
5. A message will be displayed indicating the payment was processed, unsuccessful, or pending
6. Click on **Close** to close out the message



Invoice/ Item	Date Initiated	Date Sent for Processing	Payment Description	Payment Amount	Check Status
CMS000000001	05/01/2022		July Invoice	\$10,432.98	CHECK STATUS
	05/28/2022		Payment submitted by Dose	\$41,960.75	CHECK STATUS
CMS000000002	05/01/2022	05/21/2022		\$47,077.40	CHECK STATUS
CMS000000003	05/14/2022	05/15/2022	June Invoice	\$48,478.38	CHECK STATUS
	05/02/2022	05/02/2022	Reference 1234	\$49,358.75	CHECK STATUS
CMS000000004	05/28/2022	05/30/2022		\$10,543.24	CHECK STATUS