



## Online or Pay-by-Phone Electronic Funds Transfer (EFT) Payment System for Lump Sum Contributions

Employers may use IMRF's online or pay-by-phone Electronic Funds Transfer (EFT) payment system to make lump sum contributions. **When using the online or pay-by-phone option, please note that IMRF must receive payment no later than Friday, December 30, 2016.** This will ensure IMRF receives the payment before the December 31<sup>st</sup> deadline.

### Online Payment Instructions

1. Log in to your IMRF Employer Access account at [www.imrf.org](http://www.imrf.org).
2. From the menu options, select "**Payments.**"
3. Select the "**Pay Online**" option.
4. You will now be redirected to the First Data online payment page.
5. At the Log on page, enter your EFT Employer Number and PIN (Personal Identification Number), and click "**Log on.**"
6. The **Select Payment Option** page will appear. Select the "**Additional Funding of Your Pension Obligation** (Payment Type Code 024)" payment type.
7. The **Make Payment** page will appear. Enter the appropriate values in the displayed fields. Click "Continue" when done.
8. The **Confirm Payment** page will appear. Review the information to confirm accuracy. If the information is correct, click "**Submit Payment.**" If the information is incorrect, click the "**Edit Payment**" button to go back to the **Make Payment** screen and make corrections.
9. After clicking "**Submit Payment,**" a **Payment Acknowledgement** page will appear that includes a **Payment Reference Number** confirmation number. Print this page as your payment receipt. You may now log off.

### Pay-by-Phone Instructions

1. Using a touch-tone phone, call **1-877-610-3706** then press "**1**" followed by the **# key**.
2. Using the keypad, enter your EFT Employer Number followed by the **# key**. You will be prompted to confirm if this number is correct; if the number is correct, press the **# key**.
3. Using the keypad, enter your PIN (Personal Identification Number) followed by the **# key**.
4. To make a payment, press "**1**" followed by the **# key**.
5. Using the keypad, **enter the Payment Type 024** ("Additional Funding of your Pension Obligation").
6. Using the keypad, **enter the payment amount** you wish to make.
7. Using the keypad, **enter the date you would like the bank account debited.**
8. Once processed, you will hear a **Payment Acknowledgement message** that includes a **Payment Reference Number** confirmation number. Record the Payment Reference Number for your records. The pay-by-phone transaction is now complete.