

# Employer Access Account Summary Procedure

## Summary

The *Account Summary* procedure describes how to Pay invoices and apply credits on Employer Access.

## Procedure

1. Perform the following action to enter the Account Summary screens:
  - From the Tool Bar, click the **Business Functions** (third) icon, and select **Account Summary**.

**OR**

  - Find the widget **Account Summary** and click **View All** in the bottom right corner
  - The **Account Summary** screen is where the following actions can be performed:
    - **Payables section:**
      - Pay an **Invoice** payment to IMRF.
      - Apply, **Unapplied Credits** toward an outstanding invoice.
      - Review **Account Balance**.
    - **Receivables section:**
      - Review payments from IMRF
    - **Receivables History**
2. Under the **Payables section**, select the **checkbox** for the appropriate invoice in the **Outstanding Invoices** section you wish to pay. This can be a partial amount of the total balance that is due. However, any late payments will have interest accrued. Click the **Continue** button to proceed to payment finalization.

**OR**

To apply an **Unapplied Credit** toward the invoice, select the **checkbox** for the appropriate credit in the **Unapplied Credits** section you wish to pay and click the **Continue** button to proceed to payment finalization.
3. Click the **Continue** button to proceed to payment finalization.
  - **Review Payment**
    - **Payment Detail:** Review the transaction details and enter an amount you plan on paying for the selected invoice in the **Pre-Authorized Amount** box.
    - **Pre-Authorized Debit (PAD):** Review the banking information that will be used for the payment.
      - (a) Select the **Debit Date** that the transaction will be debited from the account.
      - (b) Click the **Submit** button, the payment process starts, and the Payment ID is displayed.
  - **Payment Confirmation** – Review the three sub sections: Payment Information, Payment Detail and Pre- Authorized Debit (PAD) and to leave confirmation screen, click **Back to List**.

***\*NOTE\* For employers completing a wage report that comes out to a total charge less than IMRF's set minimum monthly contribution, a second invoice will be available on the 21<sup>st</sup> of the month. The invoice amount will be the difference between the minimum monthly contribution and the amount that was reported on the wage report. Payment for this second invoice is due the last day of the month.***

This procedure is complete.