Employer Access Banking Information Pre-Authorized Debit Procedure

Summary

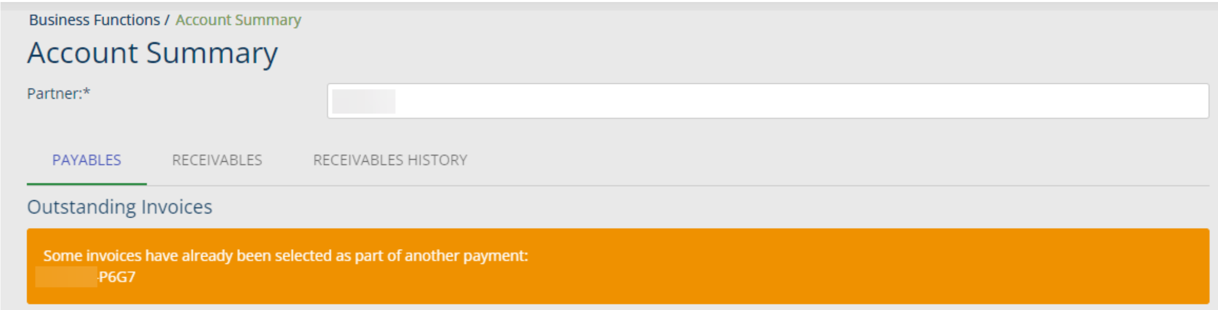
The ***Administration*** (last) Icon, from the Tool Bar on the left, is where an Employer enters their Banking Information to set up a Pre-Authorized Debit (PAD) to make payments toward invoice(s) in Employer Access. Only the Employer Authorized Agent as Employer Admin may enter or edit this information.

Procedure

1. From the Tool Bar, click the **Administration** (last) icon and select **Partner Information.**
2. Select the **Pre-Authorized Debit** tab and Click **Add** *(or **edit** if you would like to change the account).*
3. Click the caret to select from the drop-down box the **Account Type** you wish to set up.
4. Click the caret to select from the drop-down box the **Account Status**.
5. Enter the **Routing Number**.
6. Enter the **Account Number**.
7. Re-enter the **Account Number** to confirm and click **Save.**

*****IMPORTANT** If you plan on making partial payments with different bank accounts, please confirm that the payment has been processed by IMRF and the funds have been removed from the first bank account you entered before updating your banking information. Once the funds have been removed from the previously entered bank account, you can then change your banking information and make another partial payment.***

To verify the payment has been processed by IMRF, the orange banner message below will <u>NOT</u> be displayed. Once this message is no longer visible, this means IMRF processed the payment, and you can now change your banking information and make another payment.



This procedure is complete.