



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 Thursday, December 28, 2017.** This will ensure IMRF receives the payment before the December 31st deadline.

Online Payment Instructions

1. Log in to your IMRF Employer Access account at 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.