

Submitting Payments Online by ACH Debit

Background

The payment functionality in Employer Self Service (ESS) allows Employers and Reporting Services to easily make payments on current and past due liabilities. Payments can be made by accessing **Smart Links** on the **Employer Summary** screen or by selecting **Make Payments** from the left-hand menu.

The system displays all outstanding amounts by quarter/year. Employers and Reporting Services may also view the Contribution Report detail for each quarter that includes the contribution, CEP, interest, penalty, amounts due and paid, and credits on the account.

Employers and Reporting Services may file reports online and initiate a payment online using the ACH Debit process. Before making a payment by ACH Debit for the first time, the ACH Debit Authorization Request must be completed and returned to DETR for approval. Employers and Reporting Services cannot input banking data through the ESS portal. This process must be completed by the Division. The form is available for download at <http://ui.nv.gov/PDFS/RPT7011.pdf>. Make sure to include a voided check and complete all sections of the form to prevent delays in processing. **Submit the ACH Debit Pre-note Authorization Request form to the fax number listed in the instructions at least two weeks prior to the payment due date.**

Step by Step Instructions:

1. Log into the Employer Self Service portal.
 - Click the **Make Payments** link from the left-hand menu. The system will advance to the **List Dues by Period** screen.

The screenshot displays the 'EMPLOYER SUMMARY' page. At the top, it says 'Good Afternoon ACHDEBIT ACHDEBIT' and 'Thursday, November 17, 2016'. The page title is 'EMPLOYER SUMMARY'. Below the title, there are sections for 'ACH DEBIT PAYMENT', 'Doing Business As', 'Business Type', and 'FEIN'. A navigation menu is on the left with options like Home, Summary Information, File Reports, Make Payments, Profile Maintenance, Submit a Request, Change Account Status, Appeal Information, My Documents, Maintain Users, Benefits Information, Multi Claimant Group, and Payments. The main content area includes 'Profile Information' (Primary Address, Current Year Rate, Liab Date, Status, Status Date, Business Activity), 'Smart Links' (Contribution Report Due, Wage Report Due), and 'Recent Payments' (Payment Date, Payment Amount, Payment Type). At the bottom, there is an 'Employer Requests' table and a 'Quarterly Report Summary' table.

Qtr/Year	Total Wages	Taxable Wages	Wages Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	CEP Due	CEP Pd	Balance
4/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2. The **List Dues by Period** screen displays all amounts due on the employer account.
 - The total current amount due is automatically displayed in the **Payment Amount** field. Employers or Reporting Services can accept the default amount shown in this field or change the amount if making a partial payment.

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LIST DUES BY PERIOD

ACH DEBIT PAYMENT 040015056

List Dues By Employer
Select an Account, then the Payment Method.

Account #	Legal Name	Total Due
<input checked="" type="checkbox"/> 40015056	ACH DEBIT PAYMENT	2237.35

Account #	Legal Name	Due Type	Period Type	Period/Year	Due
40015056	ACH DEBIT PAYMENT	UI Tax	Quarterly	2/2016	1066.40
40015056	ACH DEBIT PAYMENT	UI Tax	Quarterly	1/2016	1176.95

Total Due : 2237.35
Payment Amount : X

How do you wish to pay?
(Certain fees may apply)

Payment Coupon

IMPORTANT INFORMATION
When paying by check, please utilize print function and include printout with remittance.

Home:EmployerSummary NEXT: View and Print Check Coupon

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- Expand the pull-down list under **How do you wish to pay?** and select **ACH Debit**. Wait for the screen to refresh.
- To proceed, select **NEXT: ACH Payment**. The system will advance to the **ACH Debit Process** screen.

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LIST DUES BY PERIOD

ACH DEBIT PAYMENT 040015056

List Dues By Employer
Select an Account, then the Payment Method.

Account #	Legal Name	Total Due
<input checked="" type="checkbox"/> 40015056	ACH DEBIT PAYMENT	2237.35

Account #	Legal Name	Due Type	Period Type	Period/Year	Due
40015056	ACH DEBIT PAYMENT	UI Tax	Quarterly	7/2016	1060.40
40015056	ACH DEBIT PAYMENT	UI Tax	Quarterly	1/2016	1176.95

Total Due : 2237.35
Payment Amount : 2000

How do you wish to pay?
(Certain rules may apply)

ACH Debit
Payment Coupon

ACH Accounts
Employer Account available

Home: Employer Summary NEXT: ACH Payment

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3. On the **ACH Debit Process** screen read the **Helpful Information** box.

- Select the bank account to be used. The bank details will populate.
- The payment date will default to current date but can be changed to schedule the payment up to 30 days in the future.
- Select **NEXT: Authorize Payment**. The system will advance to the **ACH Debit Authorization** screen, which is one of two screens that should be printed for record keeping.
- Or, select **Cancel: Back to List Dues** if not authorizing payment.

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ACH DEBIT PROCESS

ACH DEBIT PAYMENT 040015056
 AccountNumber: 40015056 LegalName: Ach Debit Payment

Active ACH Employer Bank Accounts		
BankAcct#	Bank Name	Business Name
<input checked="" type="checkbox"/>	8888888888888888 BANK OF NEVADA	

Helpful Information

You must have been pre-approved for the ACH Debit process in order to successfully make a payment in this way. You may press the "Cancel" button at any time during the payment process if you would like to exit the payment process without submitting a payment. Contribution Payments made after 4:30 pm Pacific Time may not be reflected in account balances viewed in UBM until the following business day.

Account Information

Name of the Banking Institution : BANK OF NEVADA

Bank Routing Number : 8888888888

Account Number : 8888888888888888

Account Type : BC Business Checking

Contact Name : _____

Company Name : _____

Amount Due : 2237.35

Amount Paid : 2000.00

Schedule Payment on : 11/18/2016 (MM/DD/YYYY)

NEXT: Authorize Payment **Cancel: Back to ListDues**

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4. The **ACH Debit Authorization** screen contains important information regarding the payment and should be printed.

- BEFORE clicking on **Submit Payment**, verify all payment information is correct and then click on the **checkbox** under **Authorization**. Now click **Print** located at the bottom right of the screen.
- After printing, click **Submit Payment**. Do not click Submit Payment more than once as this can result in the system processing more than one payment. Wait for the payment to process, this will take several seconds. The system will advance to the final screen **ACH Debit Payment Confirmation**, which provides a confirmation number for the payment.
- If not submitting payment at this time, click **Cancel** or **Back: ACH Debit Process**.

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ACH DEBIT AUTHORIZATION

ACH DEBIT PAYMENT 040015056

AccountNumber: 40015056 LegalName: Ach Debit Payment

Authorization

I, James Bond, authorize Department of Employment, Training & Rehabilitation or their authorized agent to withdraw/receive payment from the aforementioned bank account. I certify that I have the authority to make the payment using this bank account. (Please press the submit button only once)

Submit Payment Cancel

IMPORTANT INFORMATION
Contribution Payments made after 4:30 pm Pacific Time may not be reflected in account balances viewed in UIW until the following business day.

Payment Summary

Legal Business Name : Ach Debit Payment	Business Type : Proprietorship
FEDIN : 85-6461321	
Total Liability Due : \$2,237.35	
Name of the Banking Institution : BANK OF NEVADA	
Bank Routing Number : 899999999	
Checking Account Number : 10000000000008888	
Account Type : Business Checking	
Contact Name :	
Payment Amount : \$ 2,000.00	
Scheduled Payment Date : 11/18/2016	

Back: ACH Debit Process Print

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- The last step is to select **Print** located near top right of the screen. This screen provides additional details including a confirmation number and should be kept for business record purposes.



Employers or Reporting Services who encounter problems with any of the above processes or have further questions can contact the Electronic Payment System Help Desk at (775) 684-6345 for additional assistance.