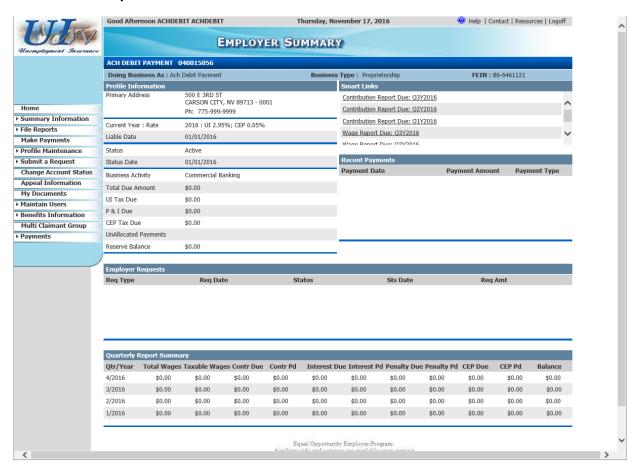# Submitting Payments Online By ACH Debit

Background

The payment functionality in Employer Self Service (ESS) allows Employers and Reporting Services to easily make payments on current and past due liability amounts. 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.
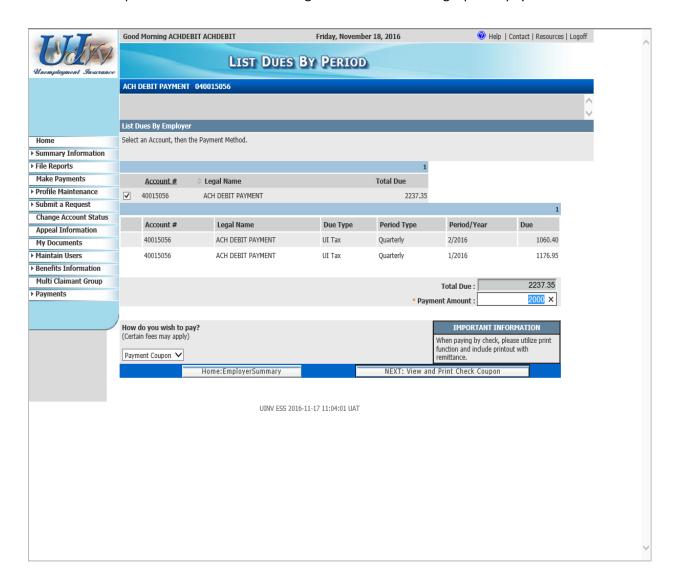
Employers and Reporting Services may file reports online and initiate a payment online using the ACH Debit process. Before making a payment by ACH Debit for the first time the ACH Debit Authorization Request must be completed and returned to DETR for approval. The form is available for download at http://ui.nv.gov/PDFS/RPT7011.pdf. **Submit the form at least two weeks prior to the payment due date.**
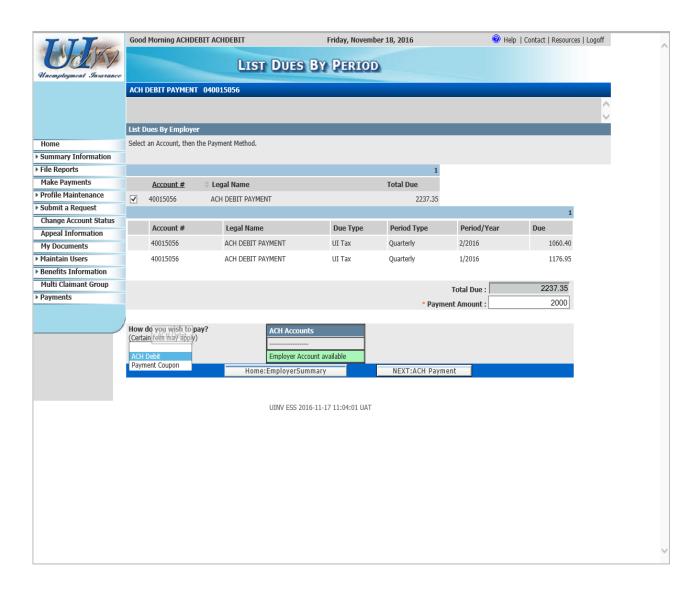
Instructions:

1. Log into ESS or navigate to the **Employer Summary** screen.

    - Click the **Make Payments** link from the left hand menu. The system will advance to the **List Dues By Period** screen.
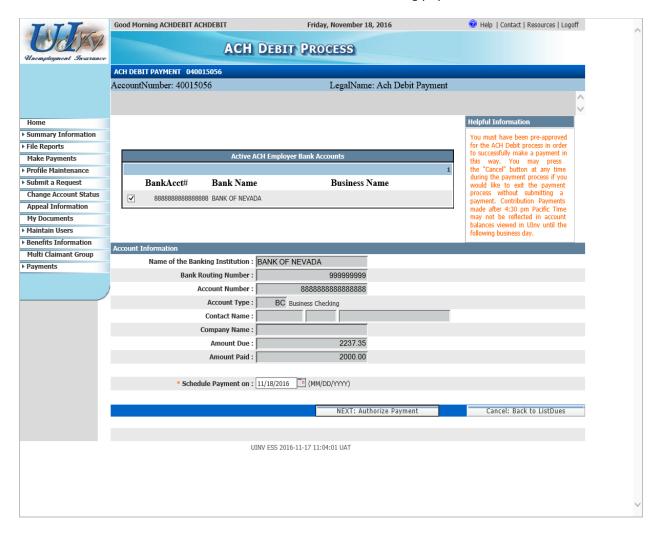
2. The **List Dues by Period** screen displays all amounts due on the employer account.

- The total current amount due is automatically displayed in the **Payment Amount** field. Either accept the default amount or change the amount if making a partial payment.

- Expand the pull down list under **How do you wish to pay?** and select **ACH Debit**. Wait for the screen to refresh.

- To complete the payment, select **NEXT: ACH Payment**. The system will advance to the **ACH Debit Process** screen.

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 your records.

- Or, select **Cancel: Back to List Dues** if not authorizing payment.

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

- BEFORE clicking on **Submit Payment**, click on the **checkbox** under Authorization and THEN click **Print** located at the bottom right of the screen.
- After printing, click on **Submit Payment**. The payment will process in several seconds. The system will advance to the final screen **ACH Debit Payment Confirmation**, which provides a confirmation number for the payment.
- If <u>not</u> submitting payment at this time click **Cancel**. Then click on **Back: ACH Debit Process**.

5. 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.