

# ACH Payment Account Set Up Instructions

These instructions are to assist new employers who are reporting to TRS for the first time, or adding user rights for a new employee responsible for remitting the TRS monthly contribution payment. After submitting your reporting details and summarization report through the Employer Desktop, click on the *Make ACH Payment* link.

## Maintain Summarization of Monthly Report



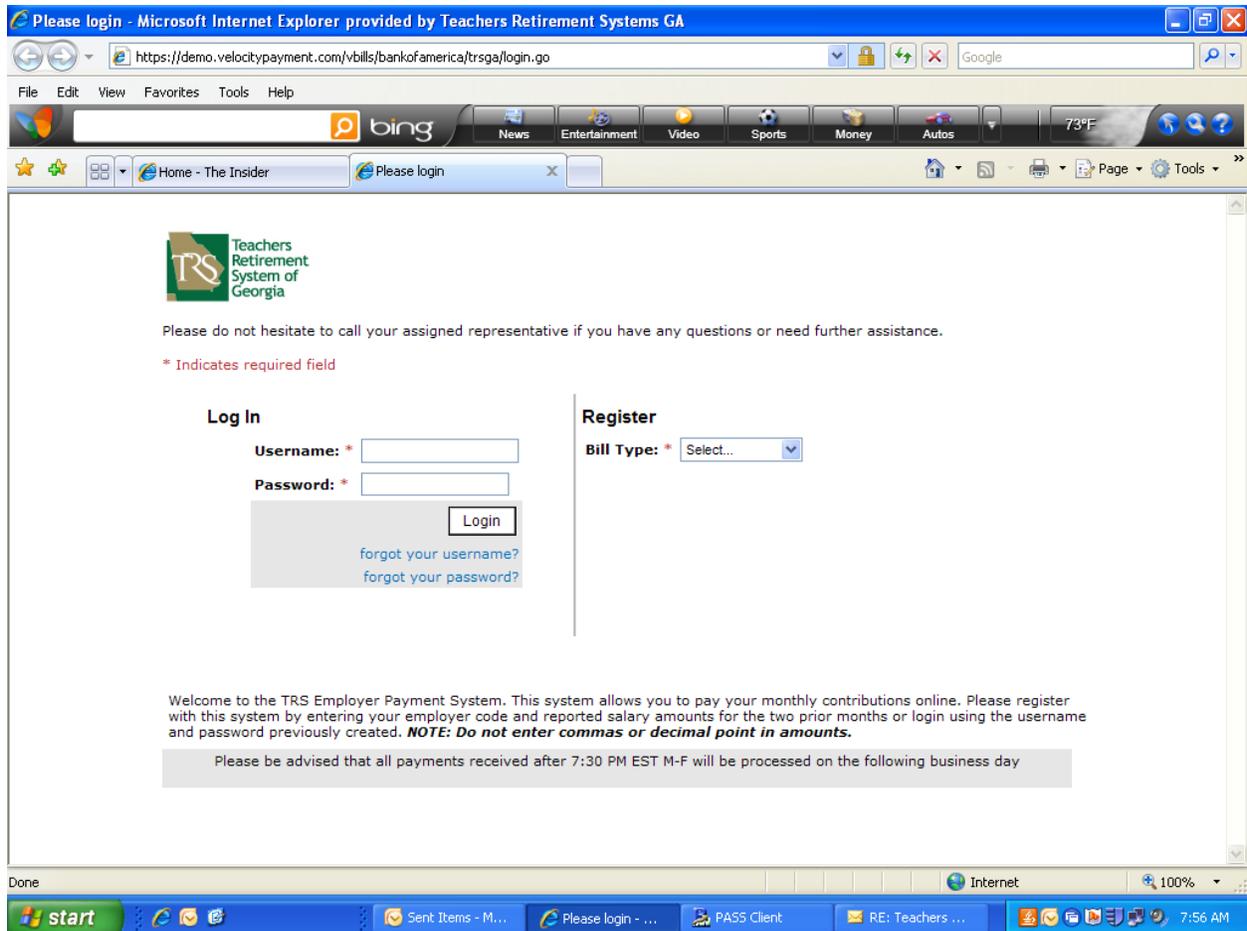
**Contribution Report Summary:** To complete or view a report, click on the appropriate Report Month. To submit a report(s), click the Submit button for the the Report Month you wish to submit.

	Type	Report Month	Net Salary	Total EECON	Net Payment Due	Report Status
<input type="button" value="Submit"/>	TRS	11/2018	\$0.00	\$0.00	\$0.00	In Progress

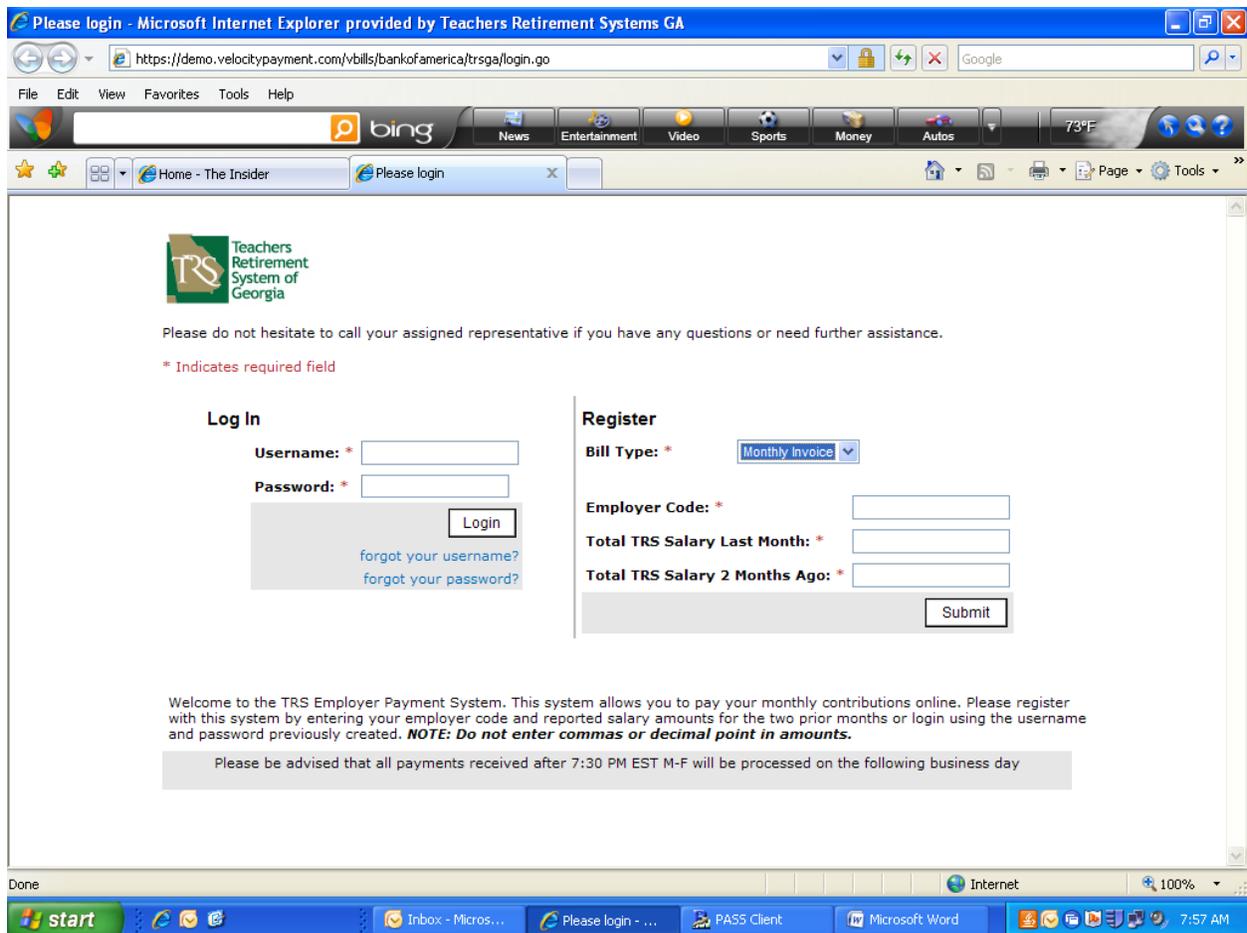
Make ACH Payment



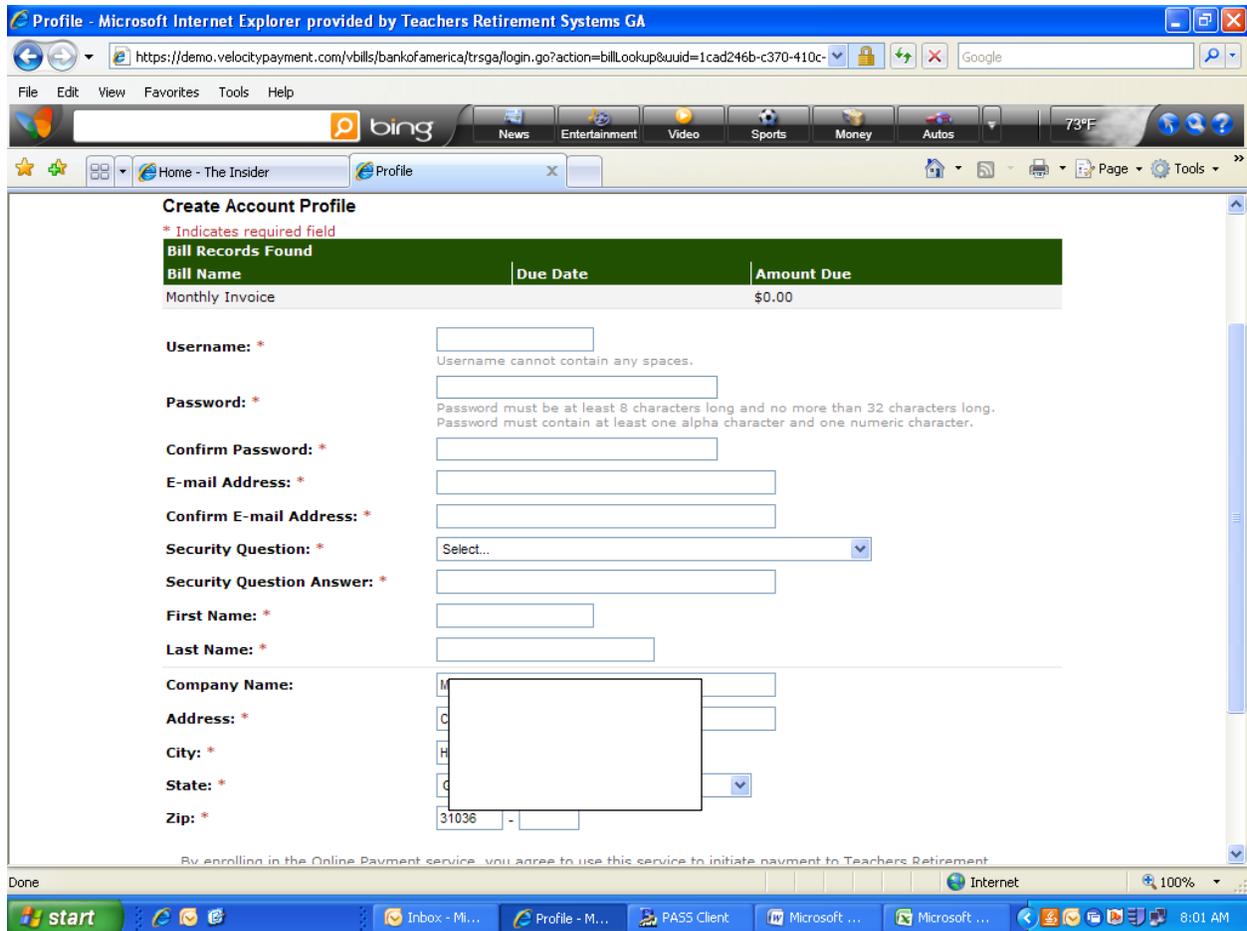
You will be directed to the Bank of America Velocity Payment website to establish an account.



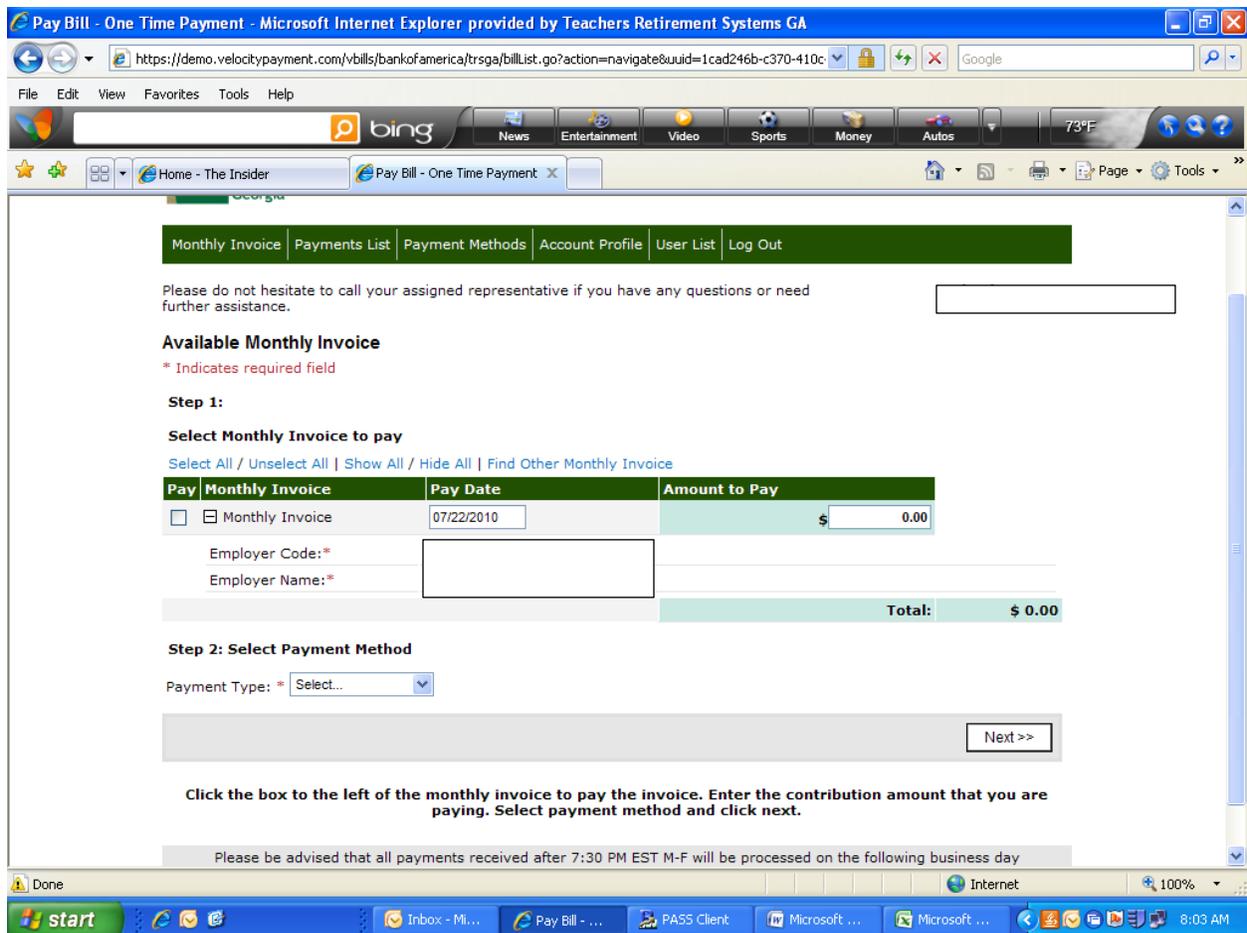
1. Register to establish a username and password for the ACH payment process by going to the link on the Employer Desktop.
2. Begin the process by clicking the Bill Type drop down button on the right side under the word Register.
3. Select Monthly Invoice as bill type.



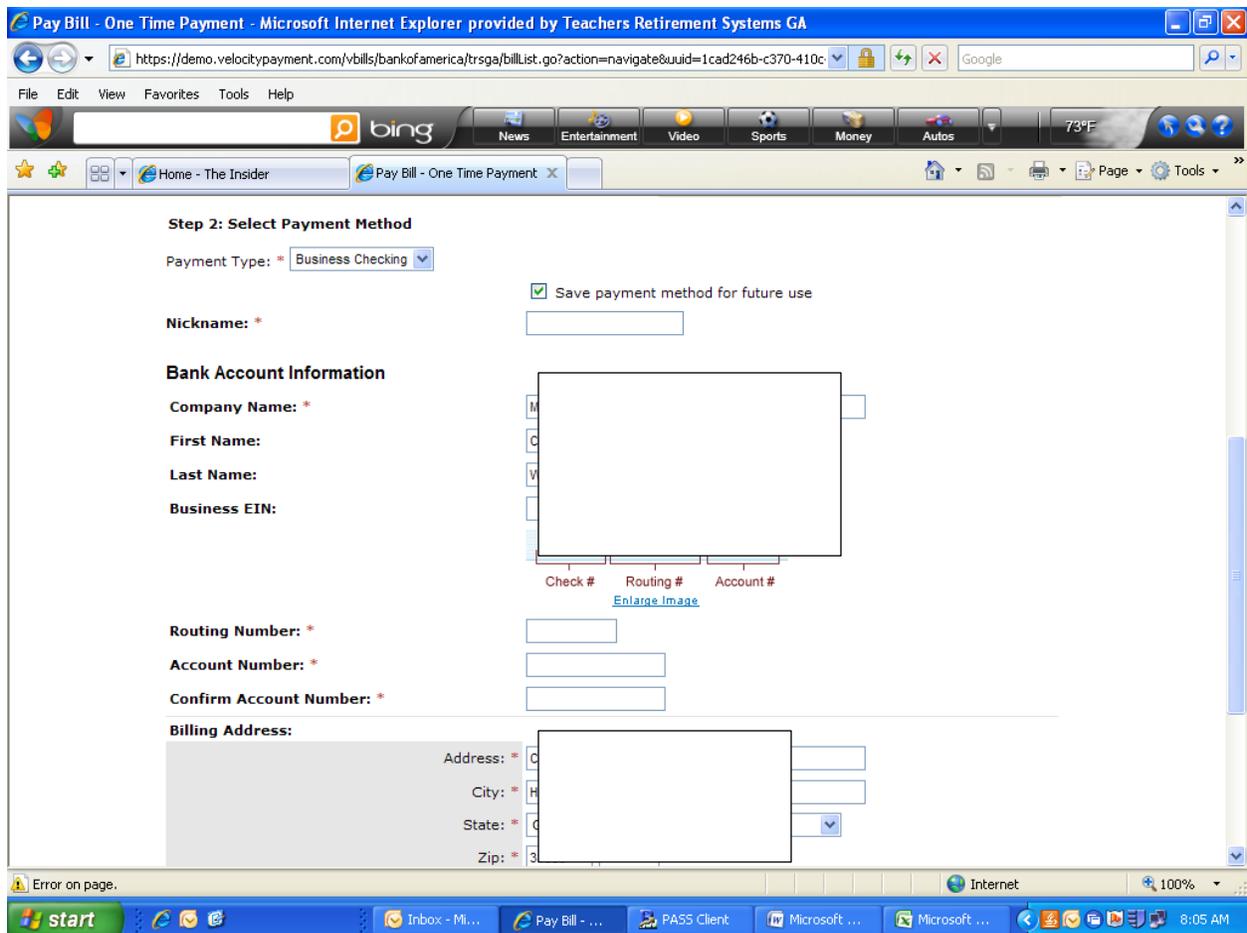
1. Enter your four-digit TRS employer code.
2. Next, enter total TRS salaries for the previous two months without decimals or commas (TRS can provide this information if necessary) if adding user rights for a new employee to remit the TRS contribution payment. For employers reporting to TRS for the first time, enter the number 10 in both salary fields.
3. Click the Submit button.



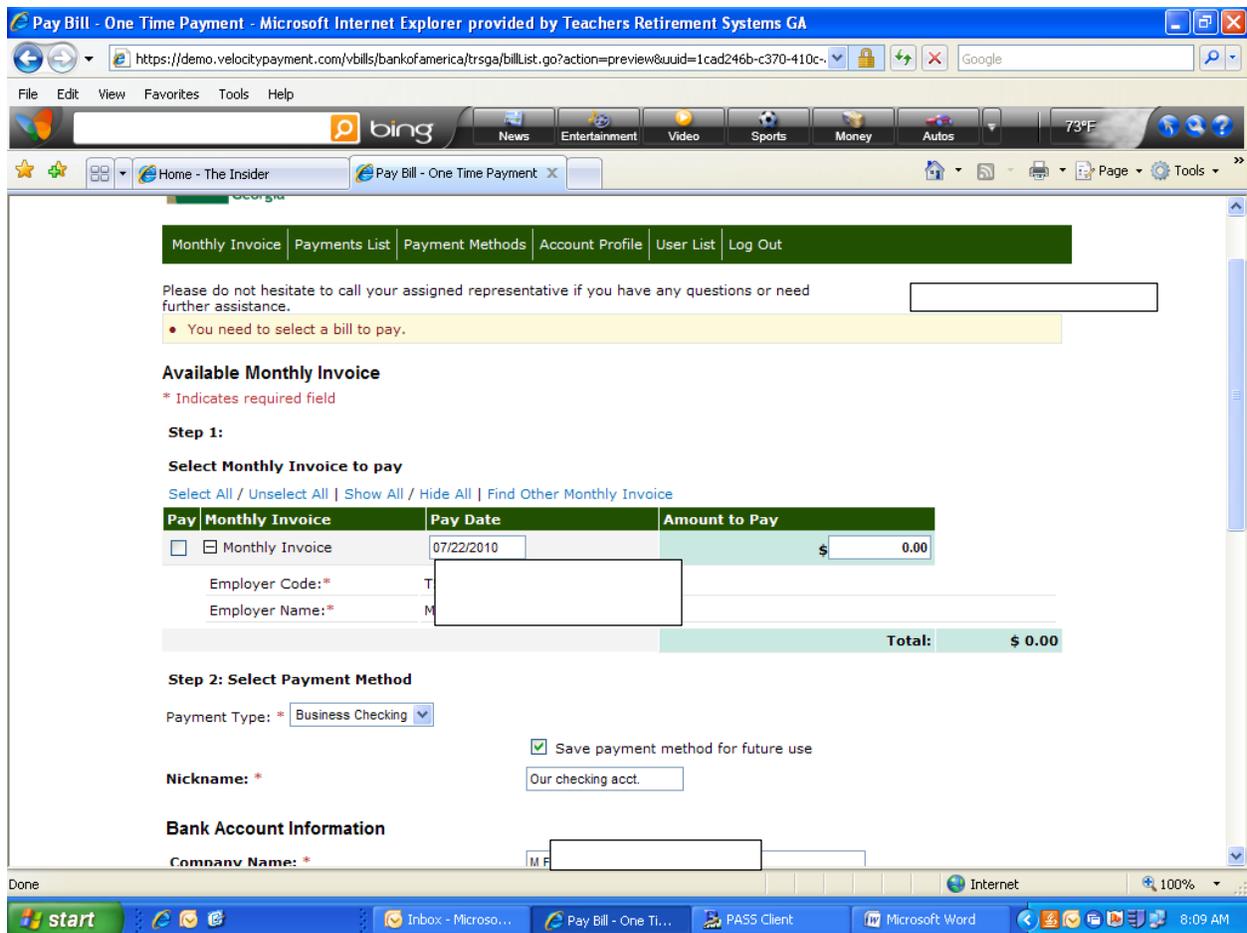
1. On the next screen, please create a username and password, and then complete all other required fields.
2. Next, click on the Agree button at the bottom of the page.



1. A new screen will appear. Under Step 1, click in the Pay field to add a checkmark, indicating that you're making a payment.
2. Enter the total amount due for the current contribution in the Amount to Pay field; do not enter commas.
3. Under Step 2, select Business Checking as the Payment Type, then click Next.



1. Check the Save payment for future box, and create a nickname.
2. Next, click on the button to authorize ACH payment.
3. Enter all account information, and then click the Next button at the bottom right of the screen to continue.
4. If any information on this screen is incorrect, all of the information will disappear and must be re-entered until all required information is accepted.



1. On this screen, please verify that the payment amount entered on the previous screen is correct.
2. Click the Next button at the bottom right of the screen.

View Bill - Summary - Microsoft Internet Explorer provided by Teachers Retirement Systems GA

https://demo.velocitypayment.com/vbills/bankofamerica/trsga/billList.go?action=preview&uuiid=1cad246b-c370-410c-

File Edit View Favorites Tools Help

bing News Entertainment Video Sports Money Autos 73°F

Home - The Insider View Bill - Summary

Teachers Retirement System of Georgia

Monthly Invoice | Payments List | Payment Methods | Account Profile | User List | Log Out

Please do not hesitate to call your assigned representative if you have any questions or need further assistance.

**Payment Preview**

Monthly Invoice	Pay Date	Amount to Pay
Monthly Invoice	07/22/2010	\$5.00
<b>Total:</b>		<b>\$5.00</b>

**Business Checking Information**

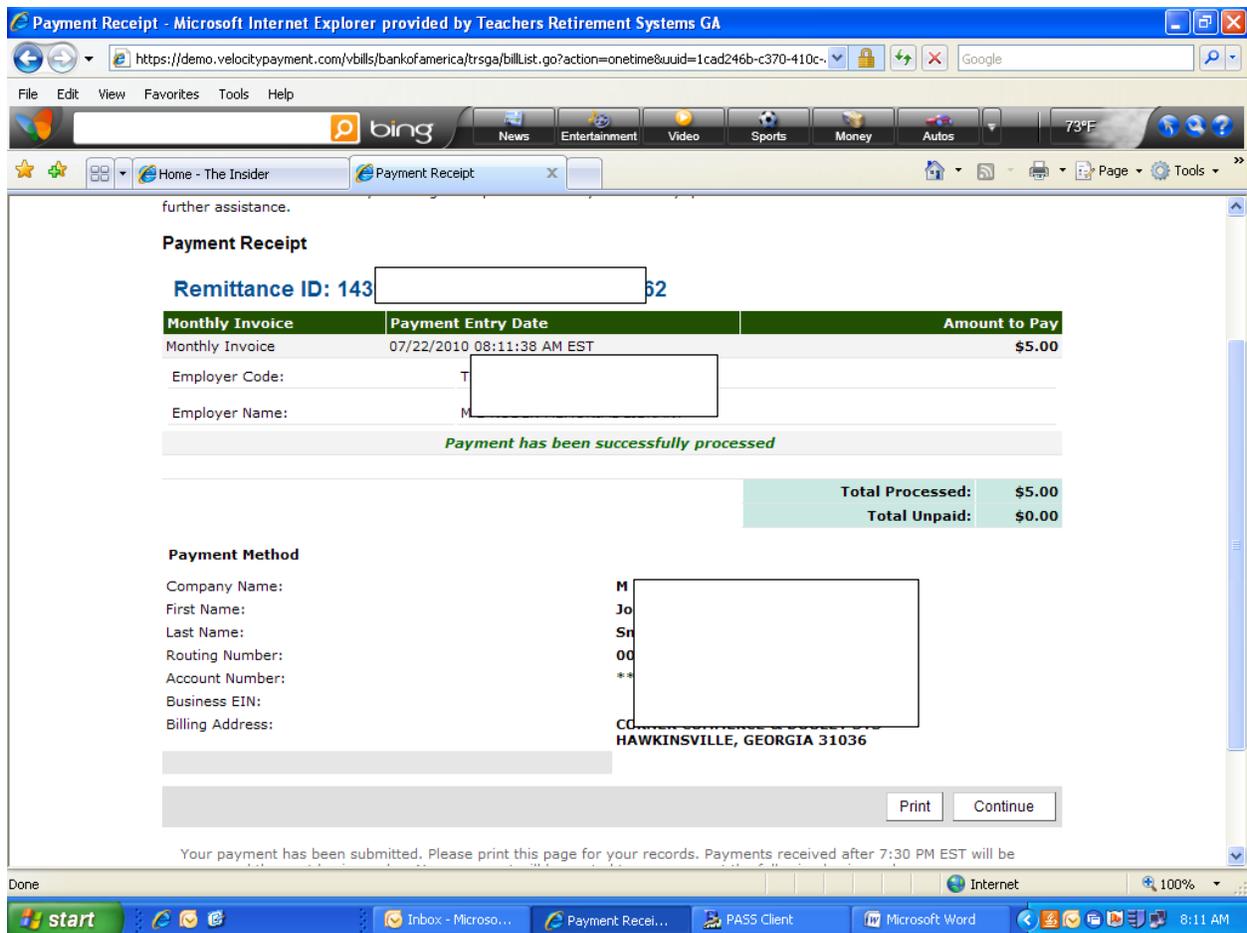
Company Name: M  
 First Name: Jc  
 Last Name: S  
 Routing Number: 00  
 Account Number: \*  
 Business EIN:  
 Billing Address: C  
 HAWKINSVILLE, GEORGIA 31036

<< Previous Pay >>

Done Internet 100%

start Inbox - Microso... View Bill - Summ... PASS Client Microsoft Word 8:10 AM

1. When the next screen appears, please verify that all payment information is correct. Make any necessary changes.
2. Click the Pay button at the bottom right of the screen to make the payment.



1. A payment receipt will appear if the payment has been successfully processed.
2. Click Print at the bottom right of the screen to print a receipt for future reference.
3. If payment is incorrect or you need help with any other issue, please do not hesitate to contact your assigned TRS representative.