




ACH Payment Instructions

TRS MONTHLY CONTRIBUTION PAYMENTS

1. Bank of America's Commerce Payment Portal (CPP)

A A A



Teachers
Retirement
System of
Georgia

Welcome to Online Billpay

Welcome to the TRS Employer Payment System. This system allows you to pay your monthly contributions online. Please be advised that all payments made after 7:30 pm ET M - F will be processed on the next business day. Please contact your assigned TRS representative if you need assistance.

New Users - Get Started Here

Not already enrolled? No problem, enrollment takes only a few minutes. To enroll you will need your Employer code, last two months of total reported salary and details of the bank account you want to use for your payments.

Enroll Now

Existing Users - Login Here

If you have already enrolled for our new service please enter your login information to access the site.

Note: If you cannot remember your Login ID or Password please select the appropriate link below to start the automated Login ID or Password reset process.

Login Id :

Password :

[Forgot Login](#) | [Forgot Password](#)

Login

© 2021 Alacriti Payments LLC. All Rights Reserved.

After clicking on the **Make ACH Payment** link in the TRS employer portal, you will be directed to Bank of America's Commerce Payment Portal (CPP). Click the **Enroll Now** button if this is your first time using the CPP site, or **Login** if you have already enrolled. To complete the enrollment process, you will need your **four-digit TRS employer code**, **total reported salary for the two prior months**, and the **name, routing and account numbers of the bank account** that will be used to pay your TRS monthly contribution.

2. CPP Website Terms and Conditions

A A A



Enroll

[Terms](#) [Acct Details](#) [Login ID](#) [Email](#) [Confirm](#)

Terms and Conditions

Please review the Terms and Conditions below and click the "I Agree" button to continue.

This is your bill payment agreement with Teachers Retirement System Of Georgia ("Billpay Provider"). You may use this bill payment service (the "Service"), to make payments to your account with us. "You" or "your" means each person who signs or otherwise indicates assent to this Agreement or is otherwise authorized to use the Service. "We", "us" or "our" means the Billpay Provider set forth above.

By registering for this Service you authorize Billpay Provider to process the transactions permitted under this Agreement as requested by you and for Billpay Provider, or its designee, to post pending and completed transactions to your account. You may request a payment be delivered on a one-time basis or you may request recurring payments. This option may be changed at any time by accessing the Service and changing your Payment Instructions in the System at least five (5) business days before the payment is scheduled and/or due. By logging into the Service and completing Payment Instructions, you authorize Billpay Provider to charge/debit your Credit Card or Bank Account for any and all payments that have been agreed to under this Agreement, and direct the payment to Billpay Provider, or its designee, as payment for amounts owed to Billpay Provider.

Transfer Types and Limitations

(1) Payment Types Accepted

You may use the Service to make payments to your account with us using a valid: (i) credit card account number; (ii) debit card account number; or (iii) checking account number ("Payment Account"). Some of these services may not be available through all payment channels.

(2) Limitations on Dollar Amounts of Transfer

You may use the Service to make payments up to a maximum of \$499,999.00 per payment.

Consent to Electronic Communications.


The terms of this Agreement are provided to you electronically via the Internet. Therefore, you understand and agree that this Agreement will be entered into electronically, and that the following categories of information ("Communications") may be provided by electronic means:

1. This Agreement and any amendments, modifications or supplements to it.
2. Your records of any payment transactions through the Service, including monthly statements and confirmations of individual transactions and related fees (e.g. receipts).
3. Any disclosures or notices provided in connection with the Service, including those required by federal or state law (such as initial disclosures,

Review the Terms and Conditions, then click **I Agree** to continue the enrollment process.

3. CPP Website Enrollment Steps

A A A

 Teachers Retirement System of Georgia

Enroll

Terms Acct Details Login ID Email Confirm

Please enter your Employer Code and the last 4 digits of the salaries requested below. For example salary is \$19,742.50 you will enter 4250 with no decimal.

Online Bill Pay Enrollment

Employer code* :

7611


TRS total reported salary 2 months ago* :

2467

TRS total reported salary last month* :

4834

✓ I'm not a robot


reCAPTCHA
Privacy - Terms

Cancel


Continue

© 2021 Alacriti Payments LLC. All Rights Reserved.

Enter your **four-digit TRS employer code**, and the **last four digits of total reported salary for the two prior months**, without decimal points. For example, if the salary was \$12,846,351.97, you would enter 5197. New employers reporting their first TRS contribution will enter 1000 in both salary fields. Complete the reCAPTCHA verification, then click **Continue**.

4. Create a Login ID and Password

A A A



Teachers
Retirement
System of
Georgia

Enroll

Terms Acct Details **Login ID** Email Confirm

Please enter your Login ID, Password. The Security Question and Answer will be used if you forget your password.

Online Bill Pay Service - Setup Login Credentials

Login ID* :AtlantaCity

Password* :*****

Confirm Password* :*****

Security Question* :What is your Mother's maiden name

Answer* :Please enter the answer for selected question.

CancelContinue

© 2021 Alacriti Payments LLC. All Rights Reserved.

Create a **login ID** and **password**, and complete the security question. Save your login ID and password in a safe location for use each month, then click **Continue**.

5. Email Address for Confirmations

A A A



Enroll

[Terms](#) [Acct Details](#) [Login ID](#) **Email** [Confirm](#)

Please provide your email address so we can provide payment confirmations and notify you about activity on your account.

Email Capture


Email Address* :

Confirm Email Address* :

© 2021 Alacriti Payments LLC. All Rights Reserved.

Enter your **email address** for confirmation of your transactions, then click **Submit**.

6. Bank Account Details



Enroll

TermsAcct DetailsLogin IDEmailConfirm

Please select the Funding Source which you want to add

Add Funding Source Account

Memo

060969430001440964301436

Routing NumberAccount Number

Bank Account Details

Personal Account Nickname : TRS Contributions Account

Name on the Account* : Main City Schools

Account Type* : Checking

Routing Number* : 061000227

Confirm Routing Number* : 061000227

Account Number* :

Confirm Account Number* :

Cancel


Continue

© 2021 Alacriti Payments LLC. All Rights Reserved.

Enter all **details for the bank account** that will be used to pay monthly contribution payments, then click **Continue**. You will be able to add another bank account if you use more than one account to pay TRS contributions. If your account information is populated, please confirm it is correct and up to date. Edit it if necessary.

7. Bank Account Verification

A A A



Teachers
Retirement
System of
Georgia

Enroll

[Terms](#) [Acct Details](#) [Login ID](#) [Email](#) [Confirm](#)

Verify the Funding Source which you want to add

Verify Add Funding Source Account

Name on the Account : Main City Schools
Personal Account Nickname : TRS Contributions Account
Account Type : Checking
Routing Number : 061000227
Account Number : xxxxx6789

Cancel

Edit

Continue


© 2021 Alacriti Payments LLC. All Rights Reserved.

Review the bank account information, edit if necessary, then click **Continue** after all details are correct.

8. Successful Enrollment

ATLANTA PUBLIC SCHOOLS | 7611

A A A | [Sign Out](#)

 Teachers Retirement System of Georgia

[Account Summary](#) [Payments](#) [Statements](#)

Online Bill Pay Enrollment Successful

 Welcome to Online Bill Pay system

[Schedule Payment](#)


© 2021 Alacriti Payments LLC. All Rights Reserved.
[Terms and Conditions](#)

After you've successfully completed the enrollment process, you will receive an email confirmation. Next, click **Payments** to remit your contribution payment.

9. Payment Remittance

ATLANTA PUBLIC SCHOOLS | 7611

A A A | Sign Out

 Teachers Retirement System of Georgia

Account Summary | **Payments** | Statements

Schedule Payment | Manage Funding Sources | View Payment Activity

Please enter details of the contribution currently due to TRS below. Please contact your assigned TRS representative if you need assistance. Important: please maintain copies of all contribution data and payment confirmations for annual financial audit purposes.

Enter Information

Select Payment Type* : ☒ One Time

Payment Due Date : 00/00/0000

Funding Account Number* : TRS Contributions Account Bank A/C-xxxx

Payment Date (mm/dd/yyyy)* : 11/29/2021

Amount* : ☐ Total contribution amount is due (\$0.00)
☒ Please enter Payment Amount \$ 1,378,614.94

Cancel Continue


© 2021 Alacriti Payments LLC. All Rights Reserved.
Terms and Conditions

Enter a one-time payment of the total monthly contribution amount due, then click **Continue**. All TRS contributions are due by the 10th of the month following the month in which they were withheld. Example: May contributions are due by June 10.

10. Payment Review

ATLANTA PUBLIC SCHOOLS | 7611

A A A | [Sign Out](#)

 Teachers Retirement System of Georgia

[Account Summary](#) [Payments](#) [Statements](#)

[Schedule Payment](#) [Manage Funding Sources](#) [View Payment Activity](#)

By clicking **Confirm**, you authorize us to initiate a debit from the "Payment from Account", as detailed below. The payment to your account will be made on the Payment Date detailed below and the debit from your account will occur within two business days of that date but not earlier. You also authorize your bank (and its successors or assigns), to process this debit to your account.

Payment Details

Payment Type :	One Time
Payment Date :	11/29/2021
Payment for Account :	7611
Payment from Account :	Checking - xxxxx6789
Payment Amount :	\$1,378,614.94

[Cancel](#) [Edit](#) [Confirm](#)


© 2021 Alacriti Payments LLC. All Rights Reserved.
[Terms and Conditions](#)

Review your payment details, edit if necessary, then click **Confirm** when correct.

11. Payment Confirmation

ATLANTA PUBLIC SCHOOLS | 7611

A A A | [Sign Out](#)

 Teachers Retirement System of Georgia

Account SummaryPaymentsStatements

[Schedule Payment](#) [Manage Funding Sources](#) [View Payment Activity](#)

Thank you. Your payment has been successfully scheduled. Please click on [View Payment Activity](#) on the top of this page to view the status of this scheduled payment.

Payment Details

Confirmation Number :	ID1Q5V5NZG
Payment Type :	One Time
Payment Date :	11/29/2021
Payment for Account :	7611
Payment from Account :	Checking - xxxxx6789
Payment Amount :	\$1,378,614.94

[Print](#) [Make Another Payment](#) [Check Payment Status](#)

Note: Your payment will be posted to your account on the payment day that you selected, but it will not be reflected on the Account Overview page until the following day.


© 2021 Alacriti Payments LLC. All Rights Reserved.
[Terms and Conditions](#)

Print and save a copy for your records and audit purposes, or save an electronic copy. You will also receive a payment confirmation email. You can view the payment by clicking on the Check Payment Status button.

12. View Payment Status

ATLANTA PUBLIC SCHOOLS | 7611

A A A | Sign Out



Account Summary

Payments

Statements

Schedule Payment Manage Funding Sources View Payment Activity

If you would like to edit or cancel a payment, click on the Confirmation Number below. Only payments that have a Scheduled status can be edited or deleted. Payments that have already been processed, canceled or returned as unsuccessful cannot be changed.

Scheduled Payments

Showing 1 to 1 of 1 payments found

Confirmation Number	Scheduled Date	Funding Source	Total Amount
ID1Q5V5NZG	11/29/2021	Checking - xxxxx6789	\$1,378,614.94

Processed Payments

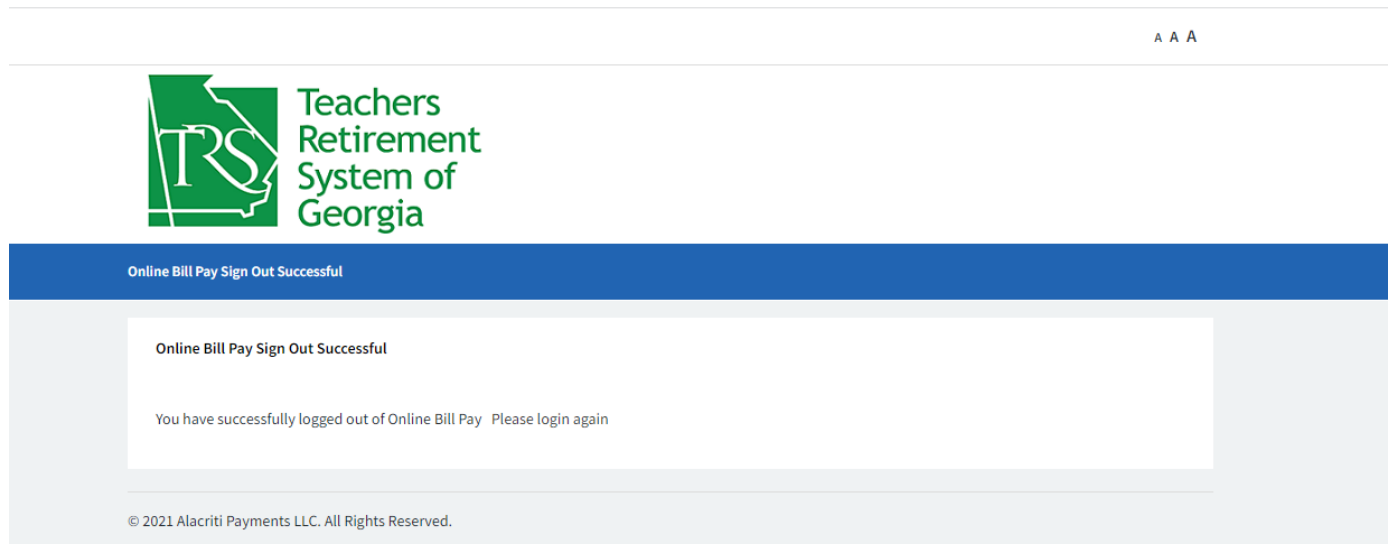
You do not have any payments

Refunded Payments

You do not have any payments

If you clicked on the Check Payment Status button on the prior screen, you will be able to see the scheduled payment. Click on the **Sign Out** button in the top right portion of the page when you have finished.

13. Sign Out Screen



You are now signed out of Bank of America's Commerce Payment Portal.