



# **NHRS QuickPay Employer User Guide**

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# Section 1 The Difference Between Enrolled and Unenrolled Employers

Enrolled Employers have easy access to the NHRS Online Payment Portal (QuickPay) and more payment options available to them, while unenrolled Employers only have limited access and must enter their payment method/banking information each time they make a payment.

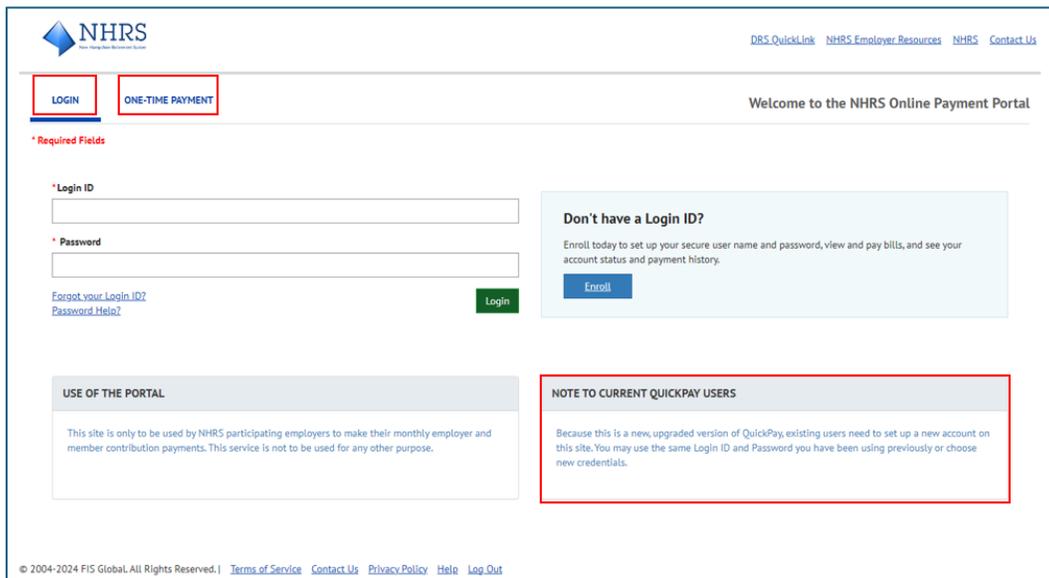
Because this is an upgraded version of QuickPay, users of the *current* QuickPay system **must set up a new account** in the upgraded QuickPay system.

- **Enrolled Employers:** Use the QuickPay **LOGIN** option and enter a **Login ID** and **Password**. During the enrollment process, Employers have the option of using the same Login ID and Password from the original QuickPay system or choosing to create new credentials.

Enrolled Employers can pay invoices, see payment history, set up future payments, and setup recurring payments.

- **Unenrolled Employers:** Must use the QuickPay **ONE-TIME PAYMENT** option and enter their **Employer ID** and confirm it. Unenrolled Employers can pay invoices, see payment history, and set up future payments. They cannot set up recurring payments.

After processing a One-Time Payment, Employers are given the opportunity to enroll in QuickPay before exiting.



The screenshot shows the NHRS Online Payment Portal interface. At the top left is the NHRS logo. To the right are links for 'DRS QuickLink', 'NHRS Employer Resources', 'NHRS', and 'Contact Us'. Below the header are two buttons: 'LOGIN' and 'ONE-TIME PAYMENT'. The main content area features a login form with the following elements:

- A red asterisk indicating required fields.
- A text input field for 'Login ID'.
- A text input field for 'Password'.
- A green 'Login' button.
- A blue link for 'Forgot your Login ID?' and a blue link for 'Password Help?'.
- A light blue box titled 'Don't have a Login ID?' with the text: 'Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.' and a blue 'Enroll' button.
- A box titled 'USE OF THE PORTAL' with the text: 'This site is only to be used by NHRS participating employers to make their monthly employer and member contribution payments. This service is not to be used for any other purpose.'
- A box titled 'NOTE TO CURRENT QUICKPAY USERS' with the text: 'Because this is a new, upgraded version of QuickPay, existing users need to set up a new account on this site. You may use the same Login ID and Password you have been using previously or choose new credentials.'

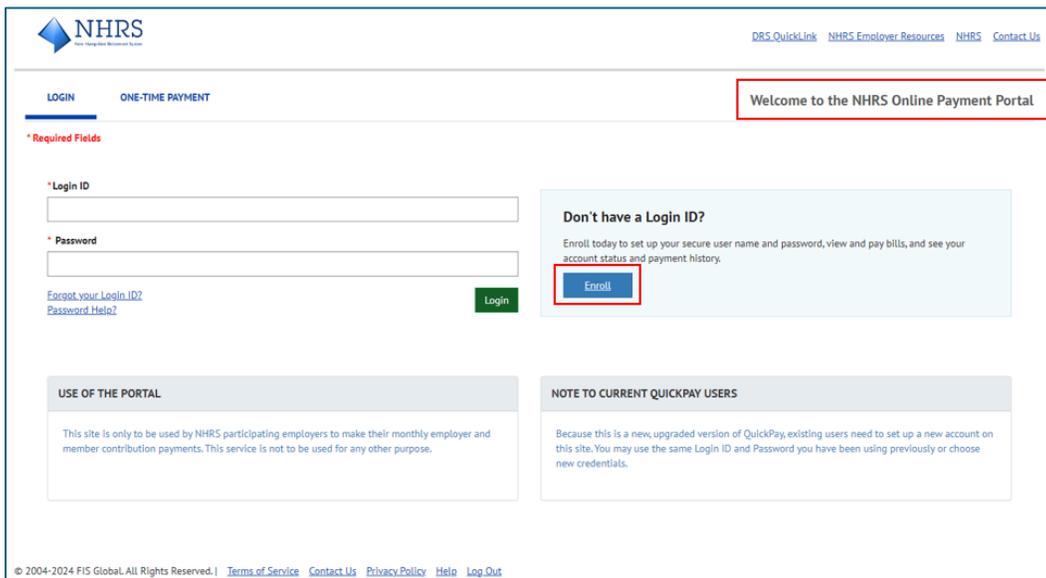
The footer contains the text: '© 2004-2024 FIS Global. All Rights Reserved. | [Terms of Service](#) [Contact Us](#) [Privacy Policy](#) [Help](#) [Log Out](#)'

## Section 2 Enroll in NHRS QuickPay, Two Options

1. [Enroll Before Making a Payment](#)
2. [Enroll After Making a One-Time Payment](#)

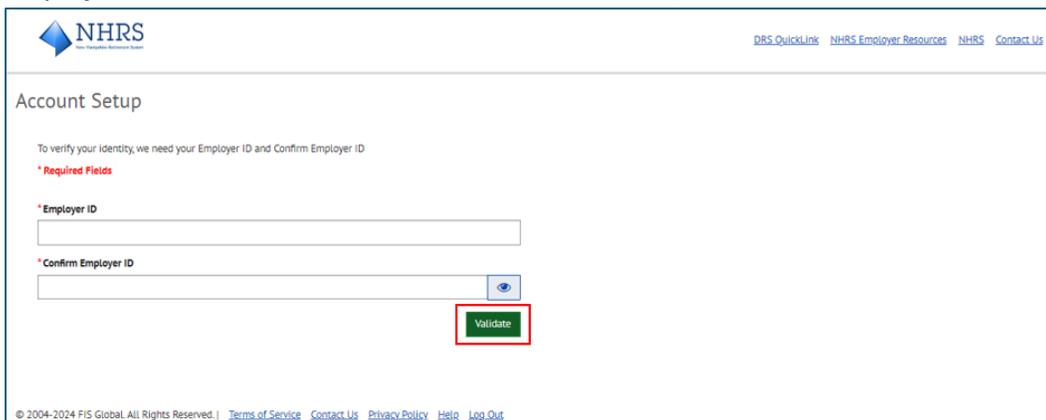
### Option 1: Enroll Before Making a Payment

1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Click **Enroll**. The **Account Setup Screen** displays.



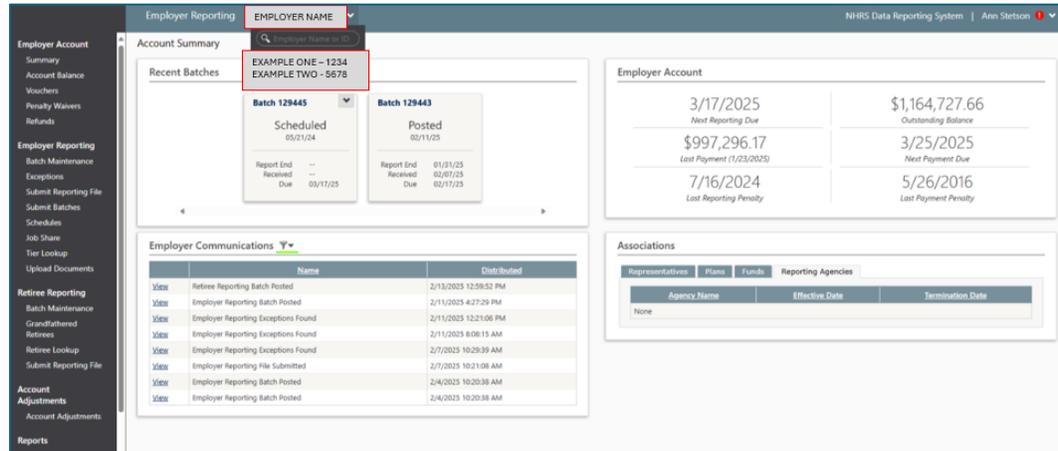
The screenshot shows the "Welcome to the NHRS Online Payment Portal" screen. At the top, there are navigation links for "DRS QuickLink", "NHRS Employer Resources", "NHRS", and "Contact Us". Below the header, there are tabs for "LOGIN" and "ONE-TIME PAYMENT". A red box highlights the "Welcome to the NHRS Online Payment Portal" message. The main content area includes a "Required Fields" section with input fields for "Login ID" and "Password", and a "Login" button. A "Don't have a Login ID?" section contains an "Enroll" button, which is also highlighted with a red box. Below this, there are two informational boxes: "USE OF THE PORTAL" and "NOTE TO CURRENT QUICKPAY USERS". The footer contains copyright information and links for "Terms of Service", "Contact Us", "Privacy Policy", "Help", and "Log Out".

2. On the **Account Setup Screen**, enter your **Employer ID** and re-enter to confirm. Your Employer ID can be found in two locations within DRS, identified in the bullets below.



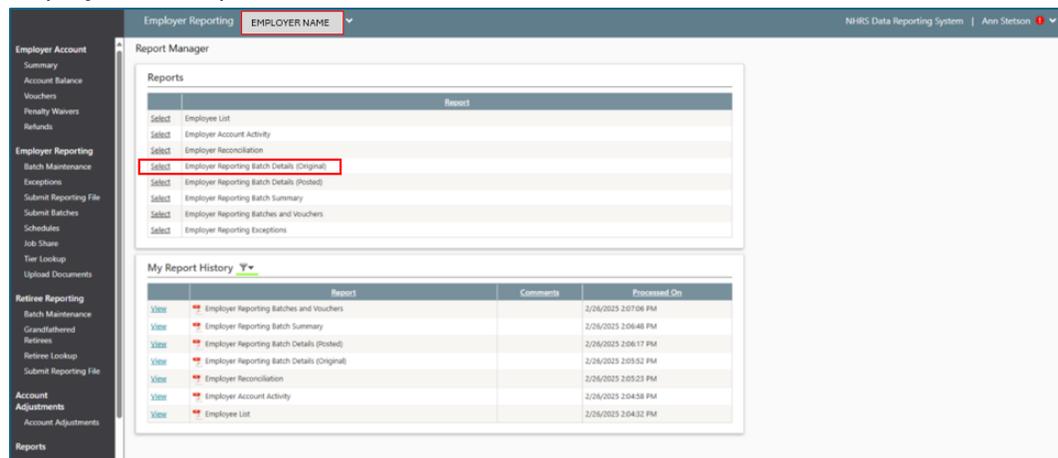
The screenshot shows the "Account Setup" screen. At the top, there are navigation links for "DRS QuickLink", "NHRS Employer Resources", "NHRS", and "Contact Us". Below the header, the title "Account Setup" is displayed. The main content area includes a message: "To verify your identity, we need your Employer ID and Confirm Employer ID". Below this, there are two input fields: "Employer ID" and "Confirm Employer ID". A "Validate" button is located below the "Confirm Employer ID" field, highlighted with a red box. The footer contains copyright information and links for "Terms of Service", "Contact Us", "Privacy Policy", "Help", and "Log Out".

- At the top of the **Employer Reporting Screen**, when two or more employers are linked. To see each employer's name and Employer ID number, click the down arrow next to the Employer Name. Linked employers are listed alphabetically:



The screenshot shows the 'Employer Reporting' screen. At the top, there is a dropdown menu for 'EMPLOYER NAME' with a search icon and a down arrow. The dropdown is open, showing two options: 'EXAMPLE ONE - 1234' and 'EXAMPLE TWO - 5678'. Below this, the 'Account Summary' section displays 'Recent Batches' with two columns: 'Scheduled' (Batch 129445, 05/21/24) and 'Posted' (Batch 129443, 02/11/25). The 'Employer Account' section shows 'Next Reporting Due' as 3/17/2025 and 'Outstanding Balance' as \$1,164,727.66. The 'Employer Communications' table lists various messages such as 'Retiree Reporting Batch Posted' and 'Employer Reporting Exceptions Found'.

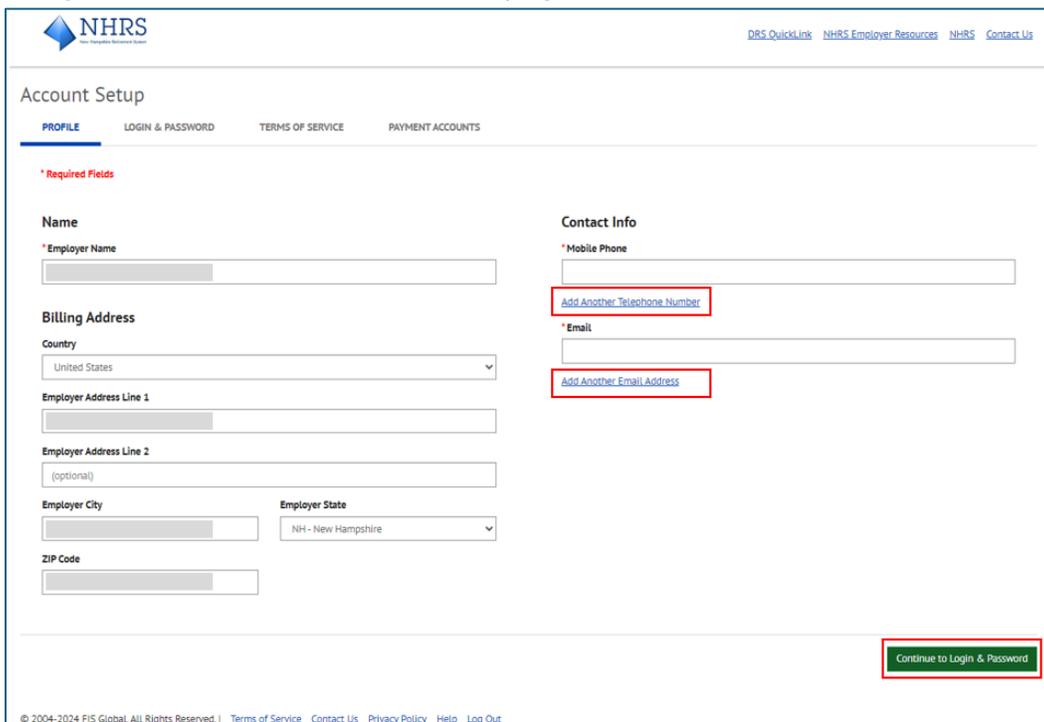
- Run the Employer Reporting Batch Details (Original) report. The Employer ID displays in the report header:



The screenshot shows the 'Report Manager' screen. Under the 'Reports' section, there is a list of reports with 'Select' buttons. The report 'Employer Reporting Batch Details (Original)' is highlighted with a red box. Below this, the 'My Report History' table shows a list of reports with columns for 'Report', 'Comments', and 'Processed On'. The table includes reports such as 'Employer Reporting Batches and Vouchers', 'Employer Reporting Batch Summary', and 'Employer Reporting Batch Details (Original)'.

After entering your Employer ID and re-entering to confirm, click **Validate**. The **Account Setup PROFILE Screen** displays.

3. On the **Account Setup PROFILE Screen**, verify that all displayed information is correct. Enter your **Mobile Phone** number (10-digits, no 1 for long distance, dashes accepted but not necessary) and your work **Email address**. If desired, you can enter information for additional contacts at your site by clicking **Add Another Telephone Number** and **Add Another Email Address**. When done, click **Continue to Login & Password**. The **Account Setup LOGIN & PASSWORD Screen** displays.



**NHRS** [DRS QuickLink](#) [NHRS Employer Resources](#) [NHRS](#) [Contact Us](#)

### Account Setup

**PROFILE** LOGIN & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS

**\* Required Fields**

**Name**

**\* Employer Name**

**Contact Info**

**\* Mobile Phone**

[Add Another Telephone Number](#)

**Billing Address**

**Country**

United States

**Employer Address Line 1**

**Employer Address Line 2**

(optional)

**Employer City**

**Employer State**

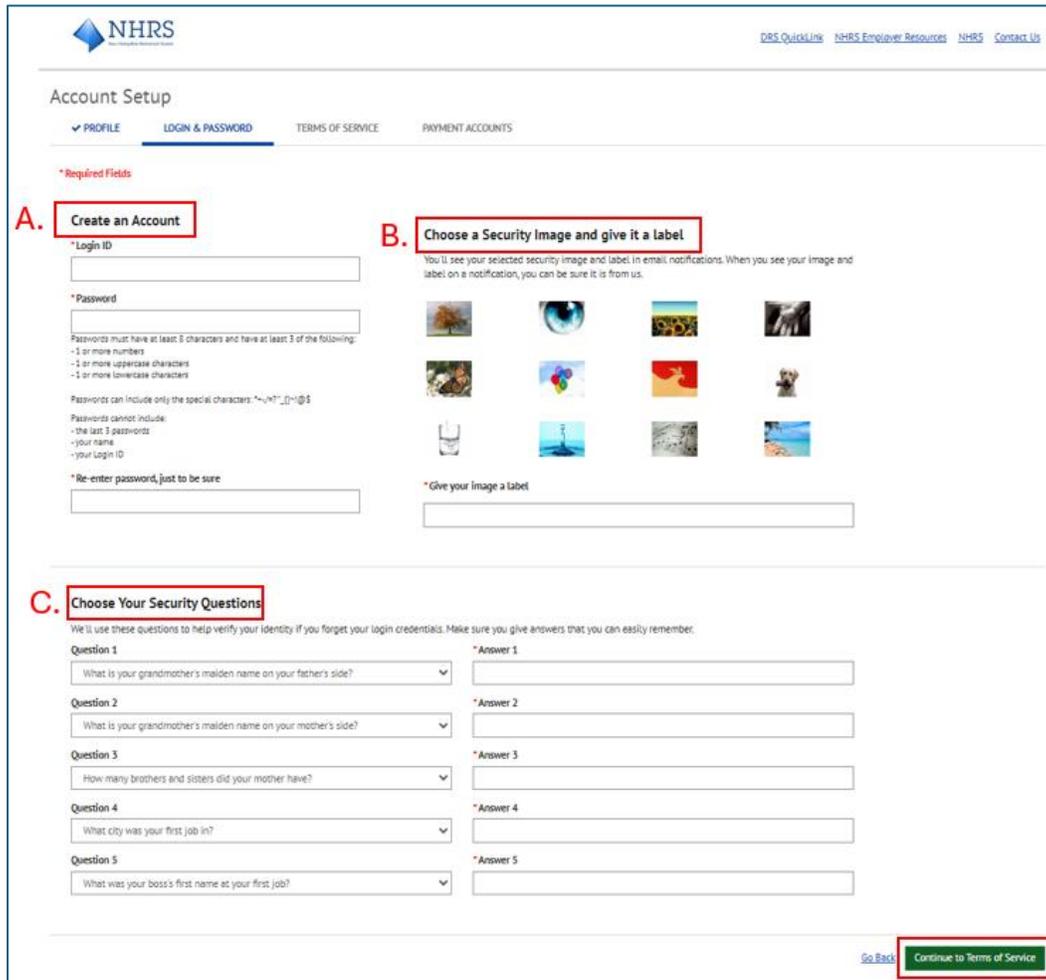
NH - New Hampshire

**ZIP Code**

[Add Another Email Address](#)

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4. On the **Account Setup LOGIN & PASSWORD Screen:**



A. Under **Create an Account:**

**Login ID** (must be at least 6 valid characters, follow guidelines under Password)

**Password** (must contain at least 8 characters, including: 1 or more numbers, 1 or more uppercase characters, 1 or more lowercase characters; may include special characters).

B. Under **Choose a Security Image:**

Select a security image and give it a label. Your selected image displays in all email communications from NHRS, assuring you the email is from NHRS, not spam.

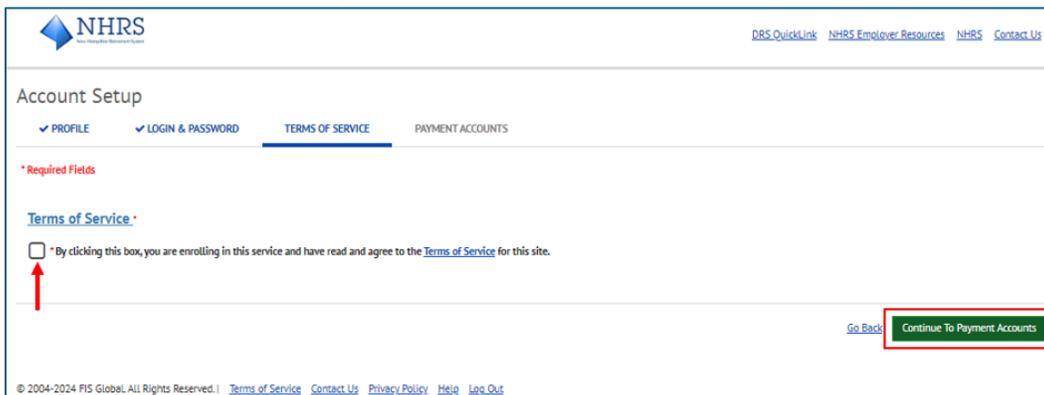
**Note:** The FROM email address is [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net)

- C. Under **Choose Your Security Questions**: Answer the five questions displayed, or select alternate questions using the down-arrow:

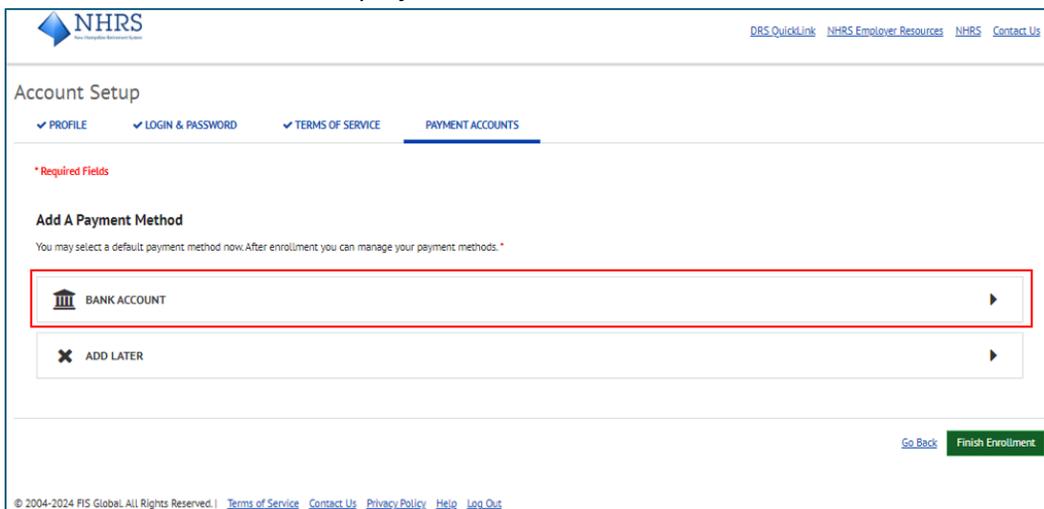


When done, click **Continue to Terms of Service**. The **Account Setup TERMS OF SERVICE Screen** displays.

5. On the **Account Setup TERMS OF SERVICE Screen**, click the **Terms of Service** checkbox to validate that you have read and agree to the terms. When done, click **Continue to Payment Accounts** to set up your banking information. The **Account Setup PAYMENT ACCOUNTS Screen** displays.

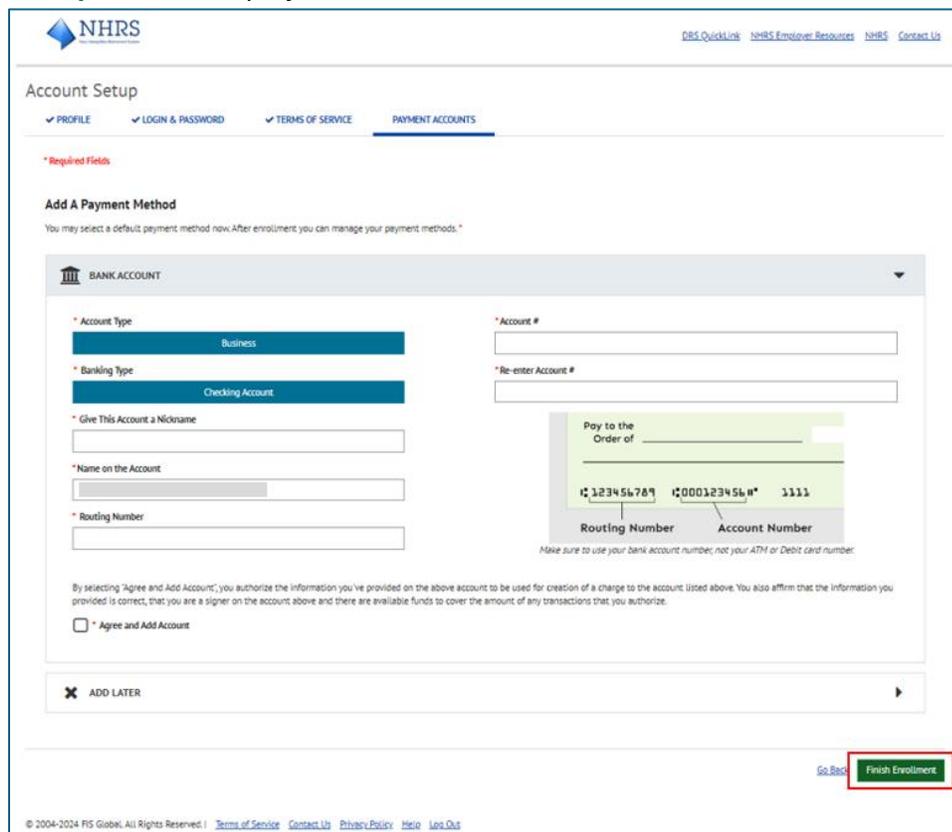


6. On the **Account Setup PAYMENT ACCOUNTS Screen**, expand the **BANK ACCOUNT** option to refresh the screen and display the bank account fields.



The screenshot shows the 'Account Setup' page with the 'PAYMENT ACCOUNTS' tab selected. Under 'Add A Payment Method', the 'BANK ACCOUNT' option is highlighted with a red box. Below it is an 'ADD LATER' button. At the bottom right, there are 'Go Back' and 'Finish Enrollment' buttons.

- a. On the refreshed **Account Setup PAYMENT ACCOUNTS Screen**: Enter all required (\*) information. Note that when a valid **Routing Number** is entered, the corresponding bank's name displays below the routing field. Click the **Agree and Add Account** checkbox. When done, click **Finish Enrollment**. The **Your Account is Set Up! Screen** displays.



The screenshot shows the 'BANK ACCOUNT' form expanded. It includes fields for 'Account Type' (Business), 'Banking Type' (Checking Account), 'Give This Account a Nickname', 'Name on the Account', and 'Routing Number'. There are also fields for 'Account #' and 'Re-enter Account #'. A preview of a check is shown with the routing number and account number highlighted. At the bottom, there is an 'Agree and Add Account' checkbox and an 'ADD LATER' button. The 'Finish Enrollment' button is highlighted with a red box.

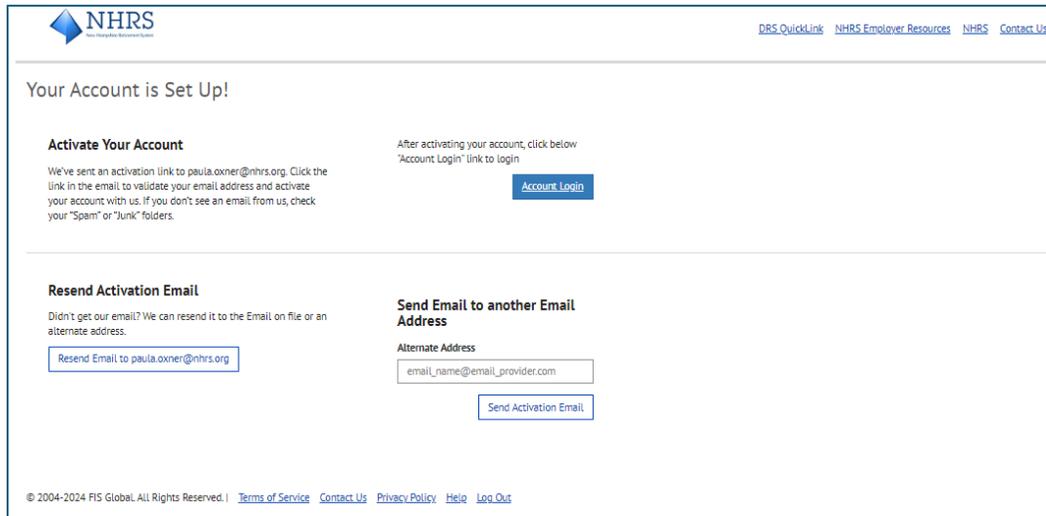
- The **Your Account is Set Up! Screen** indicates that your NHRS QuickPay account has been created, and you have been sent an email containing an account activation link. Check your Inbox for the email.

**Notes:**

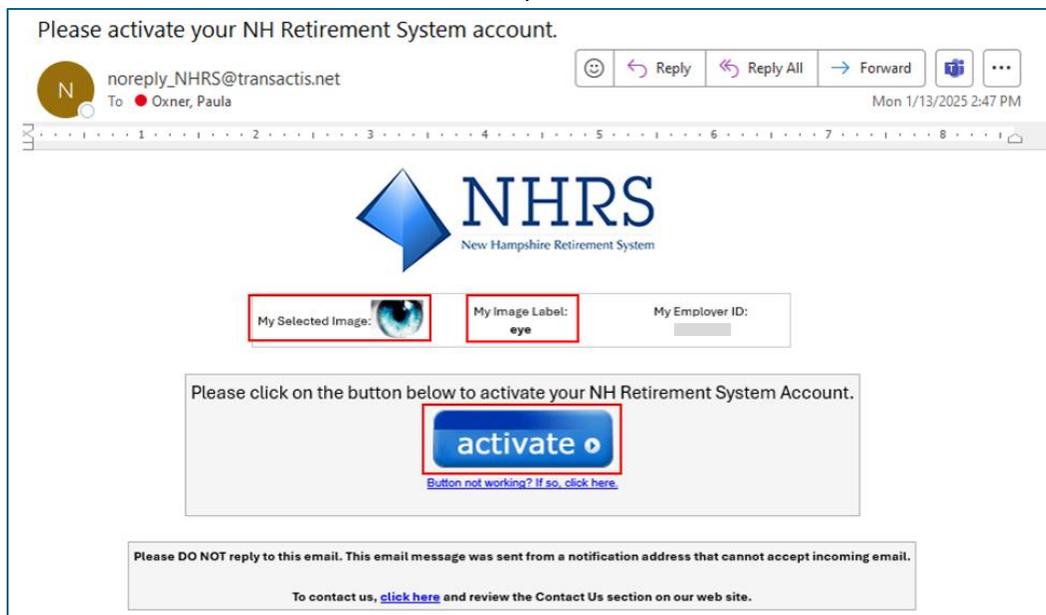
— The FROM email address is [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net)

— The SUBJECT line is *Please activate your NH Retirement System account.*

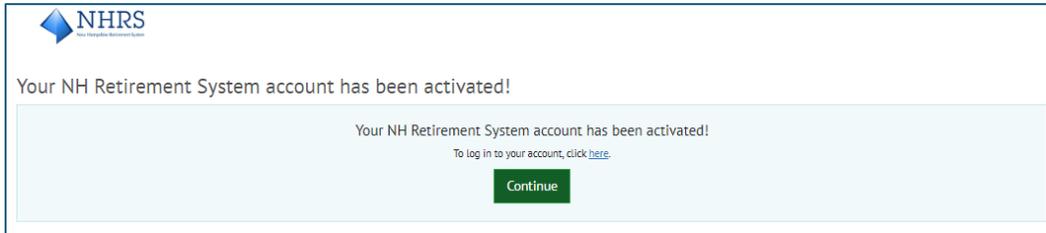
If you did not receive the email, check your spam/junk folder. Optionally, you can use the Resend Activation Email option. After receiving the email, jump to Step 8.



- Open the email from [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net). Notice that the **image** you selected during enrollment and the image label you designated are both displayed. Click the **activate** button to finalize the enrollment process.

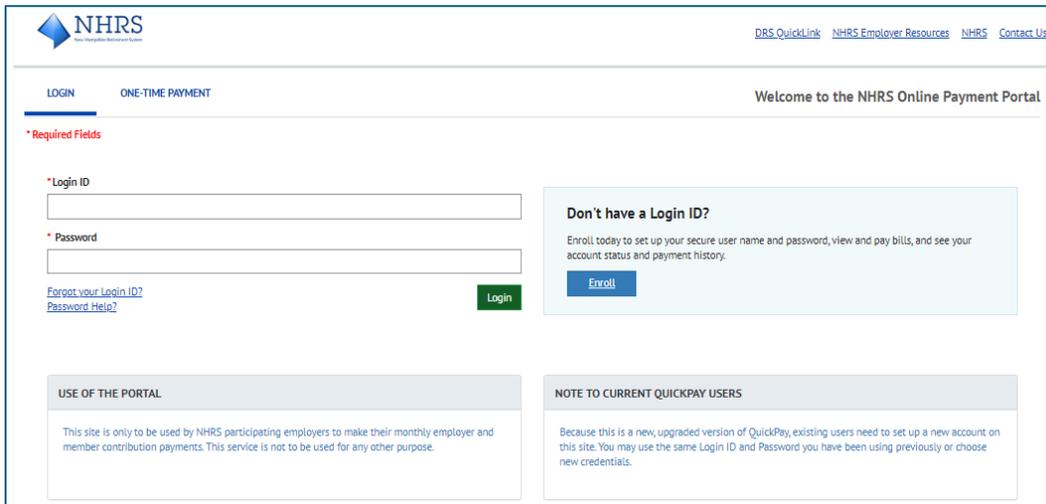


9. Once your account is activated, click **Continue** on the next screen to jump to the **LOGIN Screen**.



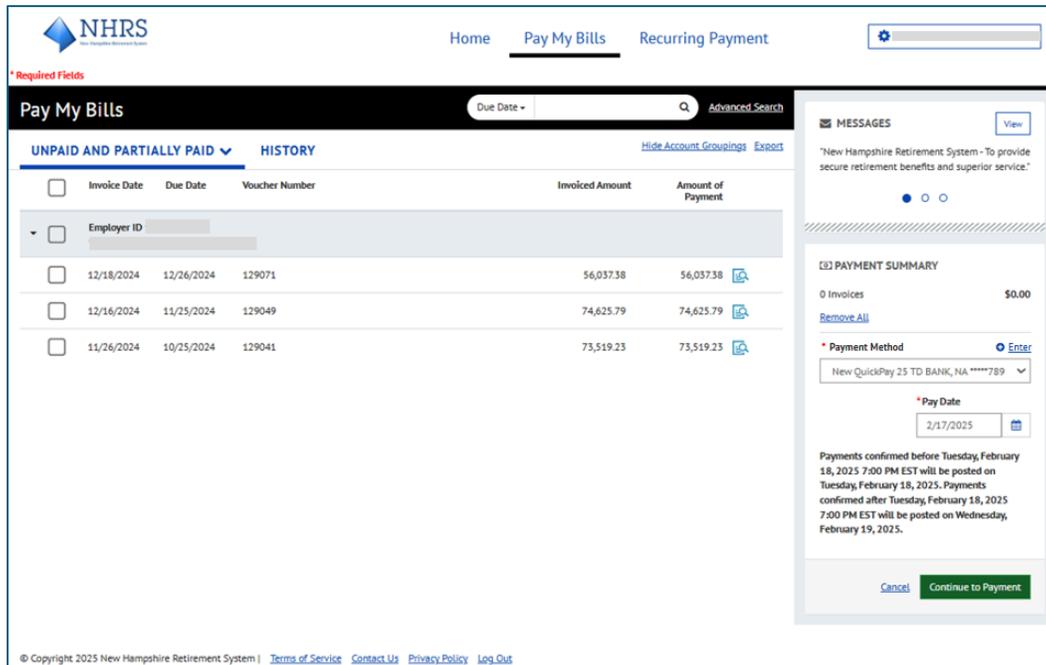
The screenshot shows a confirmation message: "Your NH Retirement System account has been activated!". Below the message, it says "To log in to your account, click [here](#)." and there is a green "Continue" button.

10. On the **LOGIN Screen**, enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and security questions. Click **Login**. The **Pay My Bills Screen** displays.



The screenshot shows the NHRS LOGIN screen. At the top, there is a navigation bar with links for "DRS QuickLink", "NHRS Employer Resources", "NHRS", and "Contact Us". Below the navigation bar, there are tabs for "LOGIN" and "ONE-TIME PAYMENT". The main content area includes a "Welcome to the NHRS Online Payment Portal" message. There are two input fields for "Login ID" and "Password", both marked as required. A "Login" button is located below the password field. To the right of the input fields, there is a "Don't have a Login ID?" section with an "Enroll" button. At the bottom of the screen, there are two informational boxes: "USE OF THE PORTAL" and "NOTE TO CURRENT QUICKPAY USERS".

11. From the **Pay My Bills Screen**, there are many options. Click a link below to jump to the action you want to perform:



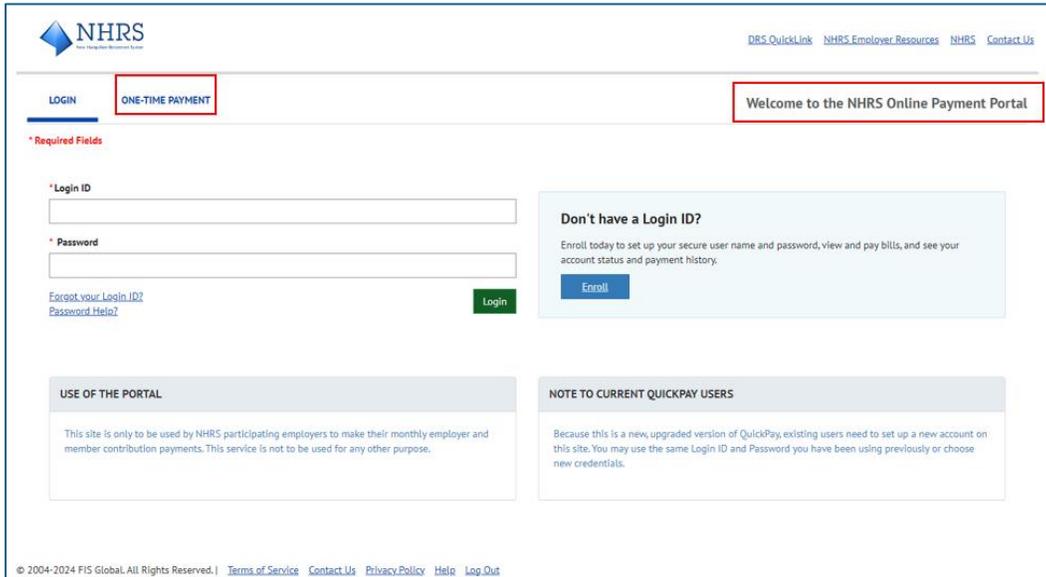
The screenshot shows the 'Pay My Bills' interface. At the top, there are navigation links for 'Home', 'Pay My Bills', and 'Recurring Payment'. Below the navigation is a search bar for 'Due Date' and an 'Advanced Search' button. The main content area is divided into two sections: 'UNPAID AND PARTIALLY PAID' and 'HISTORY'. The 'UNPAID AND PARTIALLY PAID' section contains a table with columns for Invoice Date, Due Date, Voucher Number, Invoiced Amount, and Amount of Payment. The 'HISTORY' section is currently empty. On the right side, there is a 'MESSAGES' section with a 'View' button and a 'PAYMENT SUMMARY' section showing '0 Invoices' for a total of '\$0.00'. Below the summary, there is a 'Payment Method' dropdown menu set to 'New QuickPay 25 TD BANK, NA \*\*\*\*789' and a 'Pay Date' field set to '2/17/2025'. At the bottom of the sidebar, there is a 'Cancel' button and a 'Continue to Payment' button. The footer of the page contains copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', and 'Log Out'.

Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
12/18/2024	12/26/2024	129071	56,037.38	56,037.38
12/16/2024	11/25/2024	129049	74,625.79	74,625.79
11/26/2024	10/25/2024	129041	73,519.23	73,519.23

- [Pay an Invoice / Make a Future Payment](#)
- [View Payment History](#)
- [Search Payment History](#)
- [Set Up Recurring Payments](#)
- [Link Accounts](#)
- [Share Access to Accounts](#)

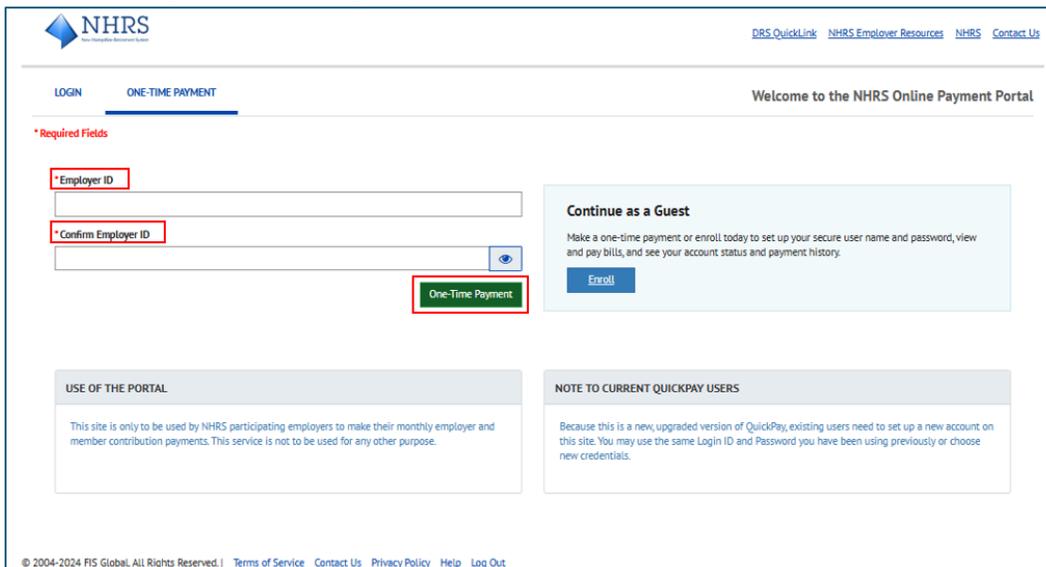
## Option 2: Enroll After Making a One-Time Payment

1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Click the **ONE-TIME PAYMENT** tab. The **ONE-TIME PAYMENT Screen** displays.



The screenshot shows the NHRS Online Payment Portal interface. At the top, there is a navigation bar with the NHRS logo and links for 'DRS QuickLink', 'NHRS Employer Resources', 'NHRS', and 'Contact Us'. Below the navigation bar, there are two tabs: 'LOGIN' and 'ONE-TIME PAYMENT', with 'ONE-TIME PAYMENT' being the active tab. A 'Welcome to the NHRS Online Payment Portal' message is displayed in a box. Below this, there is a section for 'Required Fields' with input fields for 'Login ID' and 'Password', and a 'Login' button. To the right, there is a 'Don't have a Login ID?' section with an 'Enroll' button. At the bottom, there are two informational sections: 'USE OF THE PORTAL' and 'NOTE TO CURRENT QUICKPAY USERS'. The footer contains copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', 'Help', and 'Log Out'.

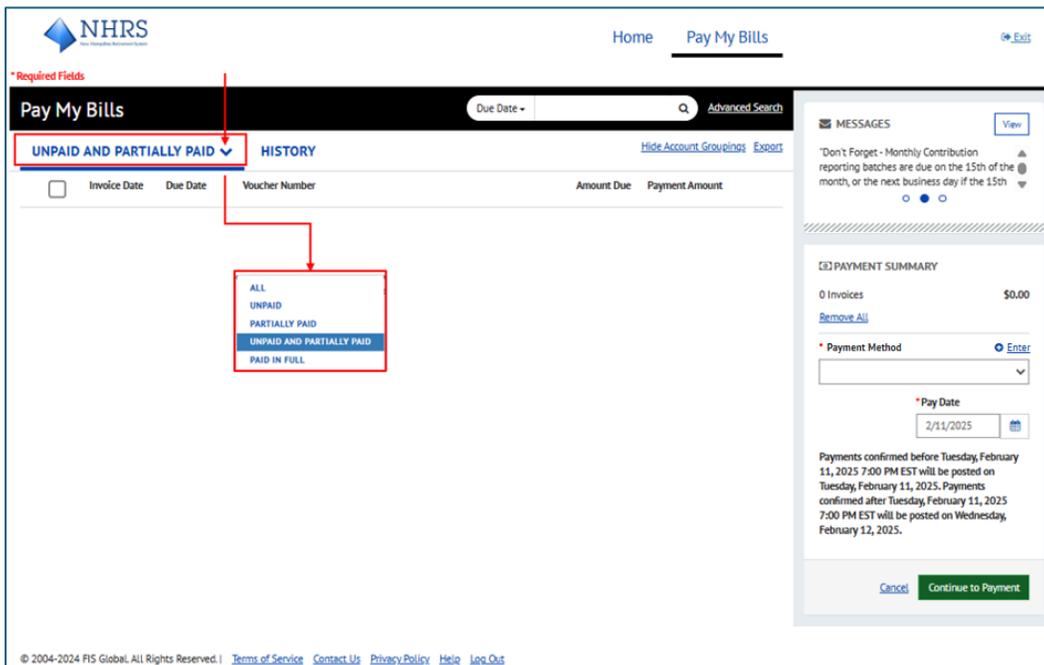
2. On the **ONE-TIME PAYMENT Screen**, enter your **Employer ID** and re-enter to confirm. Click **One-Time Payment**. The **Pay My Bills UNPAID AND PARTIALLY PAID Screen** displays.



The screenshot shows the NHRS Online Payment Portal interface. At the top, there is a navigation bar with the NHRS logo and links for 'DRS QuickLink', 'NHRS Employer Resources', 'NHRS', and 'Contact Us'. Below the navigation bar, there are two tabs: 'LOGIN' and 'ONE-TIME PAYMENT', with 'ONE-TIME PAYMENT' being the active tab. A 'Welcome to the NHRS Online Payment Portal' message is displayed in a box. Below this, there is a section for 'Required Fields' with input fields for 'Employer ID' and 'Confirm Employer ID', and a 'One-Time Payment' button. To the right, there is a 'Continue as a Guest' section with an 'Enroll' button. At the bottom, there are two informational sections: 'USE OF THE PORTAL' and 'NOTE TO CURRENT QUICKPAY USERS'. The footer contains copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', 'Help', and 'Log Out'.

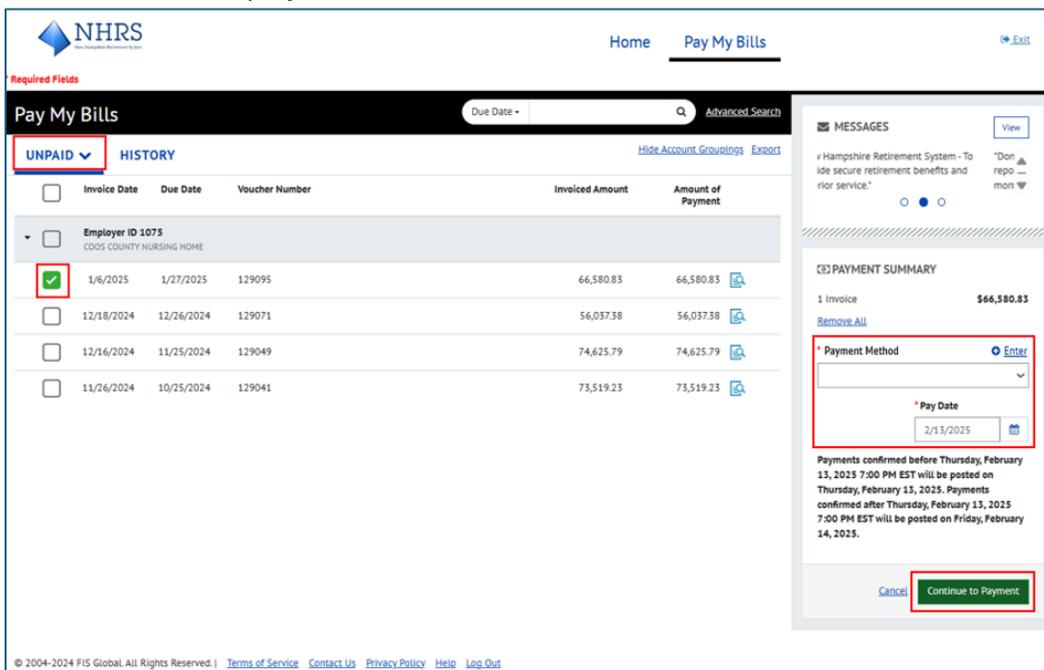
3. The **Pay My Bills Screen** defaults to the **UNPAID AND PARTIALLY PAID** tab. To display payments by category, click the tab down arrow to filter. Categories are: All, Unpaid, Partially Paid (not applicable to NHRS-participating Employers), Unpaid And Partially Paid, and Paid In Full. Click **UNPAID** to see invoices that are due. The **Pay My Bills UNPAID**

Screen displays.



The screenshot shows the 'Pay My Bills' interface. At the top, there are navigation links for 'Home' and 'Pay My Bills', and an 'Exit' button. Below the header, there's a search bar for 'Due Date' and an 'Advanced Search' button. The main content area is divided into two tabs: 'UNPAID AND PARTIALLY PAID' (which is selected and highlighted with a red box) and 'HISTORY'. Below the tabs is a table with columns for 'Invoice Date', 'Due Date', 'Voucher Number', 'Amount Due', and 'Payment Amount'. A red arrow points from the 'UNPAID AND PARTIALLY PAID' tab to a dropdown menu that lists: 'ALL', 'UNPAID', 'PARTIALLY PAID', 'UNPAID AND PARTIALLY PAID' (highlighted in blue), and 'PAID IN FULL'. To the right of the table, there's a 'MESSAGES' section with a 'View' button and a message about reporting batches. Below that is a 'PAYMENT SUMMARY' section showing '0 Invoices' for '\$0.00'. There's a 'Payment Method' dropdown menu with an 'Enter' button next to it, and a 'Pay Date' field set to '2/11/2025'. At the bottom right, there are 'Cancel' and 'Continue to Payment' buttons. The footer contains copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', 'Help', and 'Log Out'.

4. On the **Pay My Bills UNPAID Screen**, select an invoice or multiple invoices to pay. Next, click Enter to the right of **Click Enter to add Payment Method**. The **Enter to add Payment Method Screen** displays.



This screenshot shows the 'Pay My Bills' interface with the 'UNPAID' tab selected. The table below the tabs lists several invoices. The first invoice is selected with a green checkmark in the checkbox. The invoice details are: Invoice Date: 1/6/2025, Due Date: 1/27/2025, Voucher Number: 129095, Invoiced Amount: 66,580.83, and Amount of Payment: 66,580.83. The other invoices listed are: 12/18/2024 (Due: 12/26/2024, Voucher: 129071, Amount: 56,037.38), 12/16/2024 (Due: 11/25/2024, Voucher: 129049, Amount: 74,625.79), and 11/26/2024 (Due: 10/25/2024, Voucher: 129041, Amount: 73,519.23). On the right side, the 'PAYMENT SUMMARY' shows '1 Invoice' for '\$66,580.83'. The 'Payment Method' dropdown menu is highlighted with a red box, and the 'Enter' button next to it is also highlighted with a red box. The 'Pay Date' field is set to '2/13/2025'. At the bottom right, the 'Continue to Payment' button is highlighted with a red box. The footer contains copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', 'Help', and 'Log Out'.

- a. On the **Enter to add Payment Method Screen**, complete all required fields. When you enter a valid Routing Number, the associated bank's name displays below the field. Click **Agree and Enter Account**. Click **Enter Account** to return to the **Pay My Bills UNPAID Screen** and select a **Pay Date**. When done, click **Continue to Payment**. The **Verify Payment Screen** displays.

**Enter a Payment Method** ✕

\* Required Fields

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**BANK ACCOUNT**

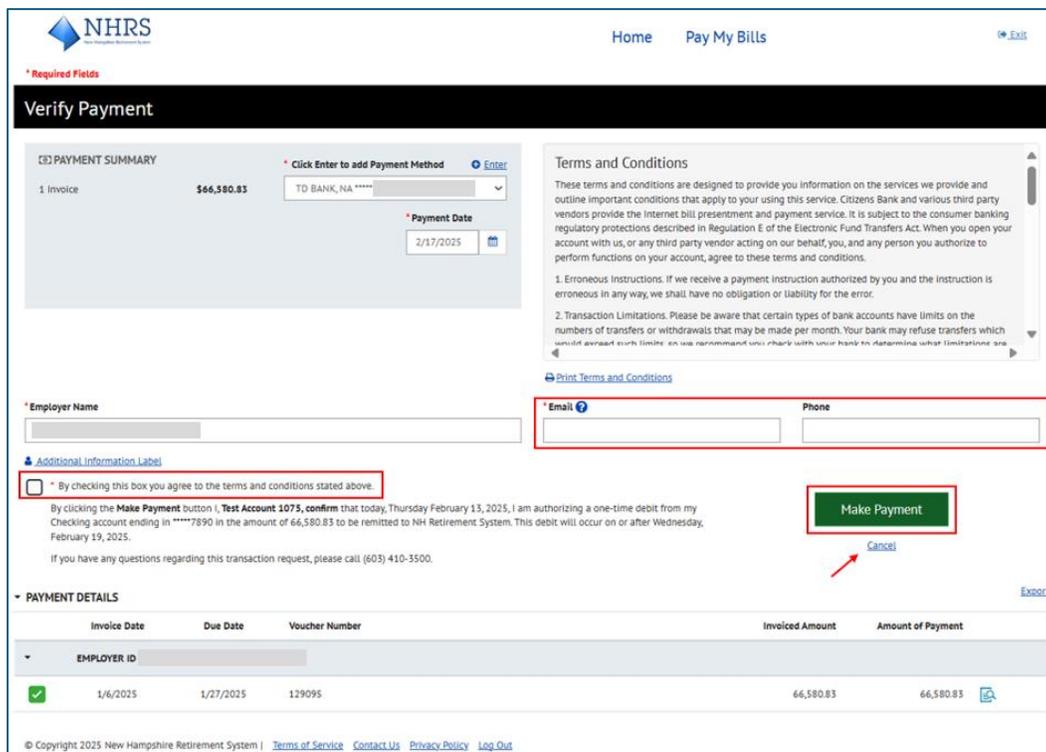
<p>* Account Type</p> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 2px; text-align: center; width: 100%;">Business</div>	<p>* Account #</p> <input style="width: 90%;" type="text"/>
<p>* Banking Type</p> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 2px; text-align: center; width: 100%;">Checking Account</div>	<p>* Re-enter Account #</p> <input style="width: 90%;" type="text"/>
<p>* Name on the Account</p> <input style="width: 90%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2e6;"> <p>Pay to the Order of _____</p> <hr/> <p>⑆ 123456789 ⑆ 000123456 ⑆ 1111</p> <p style="font-size: small;">Routing Number      Account Number</p> </div> <p style="font-size: x-small; text-align: center;"><i>Make sure to use your bank account number, not your ATM or Debit card number.</i></p>
<p>* Routing Number</p> <input style="width: 90%;" type="text"/>	

By selecting 'Agree and Enter Account', you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

\* Agree and Enter Account
 

Enter Account

- On the **Verify Payment Screen**, enter the **Email** address you want payment confirmation notices sent to. Enter a valid contact **Phone** number as well.



**Verify Payment**

**PAYMENT SUMMARY**

1 Invoice **\$66,580.83**

Click Enter to add Payment Method [Enter](#)

TD BANK, NA \*\*\*\*\*

Payment Date: 2/17/2025

**Terms and Conditions**

These terms and conditions are designed to provide you information on the services we provide and outline important conditions that apply to your using this service. Citizens Bank and various third party vendors provide the Internet bill presentation and payment service. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. When you open your account with us, or any third party vendor acting on our behalf, you, and any person you authorize to perform functions on your account, agree to these terms and conditions.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits on us notwithstanding your check with your bank in determining what limitations are.

[Print Terms and Conditions](#)

Employer Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By checking this box you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **Test Account 1075**, confirm that today, Thursday February 13, 2025, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*7890 in the amount of 66,580.83 to be remitted to NH Retirement System. This debit will occur on or after Wednesday, February 19, 2025.

If you have any questions regarding this transaction request, please call (603) 410-3500.

**Make Payment** [Cancel](#)

**PAYMENT DETAILS**

Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
1/6/2025	1/27/2025	129095	66,580.83	66,580.83

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Click the **By checking this box you agree to the terms and conditions stated above**.

If you **are not** pleased with any information on the screen, you can click **Cancel**.

If you **are** pleased with the information and are ready to process the one-time payment, click **Make Payment**. Two things happen when you click **Make Payment**:

- You receive an email notification with the subject line **Your Single Payment to NH Retirement System has been scheduled**, as shown in the example below. Check

your inbox for the notification. Save for your records.

Your single Payment to NH Retirement System has been scheduled

noreply\_NHRS@transactis.net  
To [Redacted] Thu 2/13/2025 5:02 PM



**Your Scheduled Payment has been initiated.**

Employer ID: [Redacted]  
 Account Name: [Redacted]  
 Payment Account: Checking  
 Payment Amount: \$66,580.83  
 Total Amount: \$66,580.83  
 Creation Date: Thursday, February 13, 2025  
 Payment Date: Tuesday, February 18, 2025

**1 Item paid with this Scheduled Payment**

Confirmation #	Employer ID	Invoice Date	Voucher Number	Due Date	Invoiced Amount	Payment Amount
3100238806	[Redacted]	1/6/2025	[Redacted]	1/27/2025	\$66,580.83	\$66,580.83

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.  
 To contact us, [click here](#) and review the Contact Us section on our web site.

- b. The **Confirmation Screen** displays. Click **Print Confirmation Page** for your records. Click **Enroll With Your Current Information** (other options are **Return to Pay My Bills** and **Log Out**). The **Account Setup PROFILE Screen** displays.

### Confirmation

**Thank You!** Your payment has been scheduled.

[Print Confirmation Page](#)

<b>Payment Date</b>	2/18/2025
<b>Payment Method</b>	TD BANK, NA ****7890
<b>Total Payment</b>	\$66,580.83

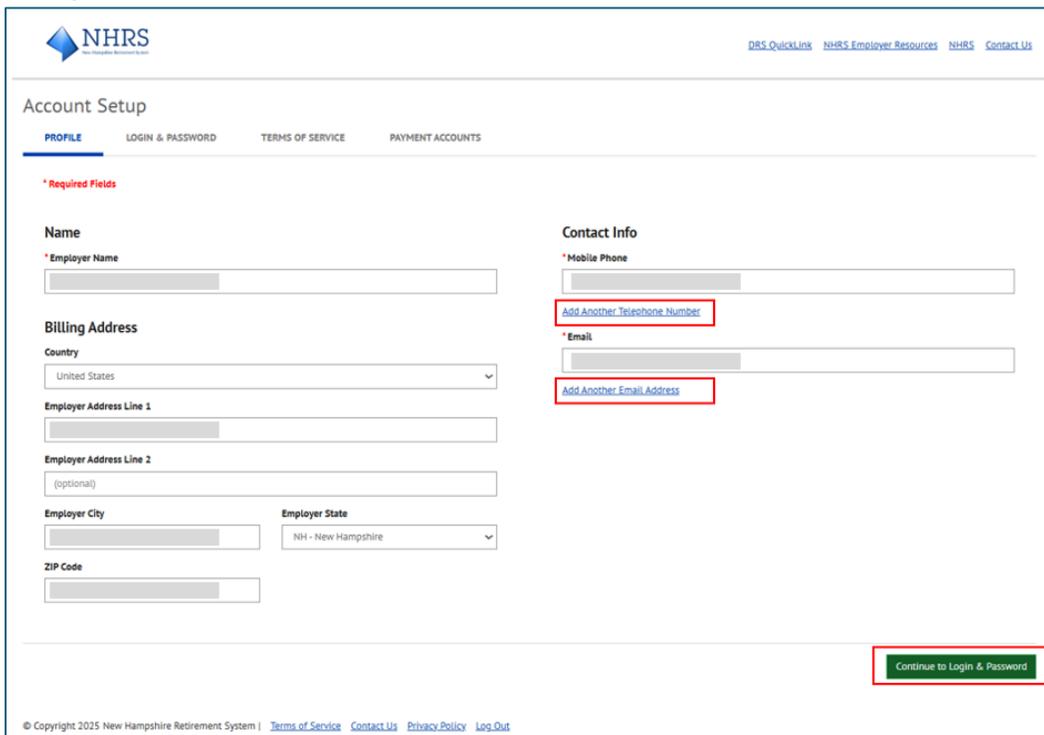
PO BOX [Redacted]

You have been provided a confirmation number. Please save this page for your records.  
 If you have any further questions about payments to NH Retirement System, please contact our office at 603-410-3500.

Employer ID	Confirmation #	Amount of Payment	Number of Invoices
[Redacted]	3100238806	\$66,580.83	1

[Enroll With Your Current Information](#)   [Return to Pay My Bills](#)   [Log Out](#)

- On the **Account Setup PROFILE Screen**, verify that all displayed information is correct. If desired, you can enter information for additional contacts at your site by clicking **Add Another Telephone Number** and **Add Another Email Address**. When done, click **Continue to Login & Password**. The **Account Setup LOGIN & PASSWORD Screen** displays.

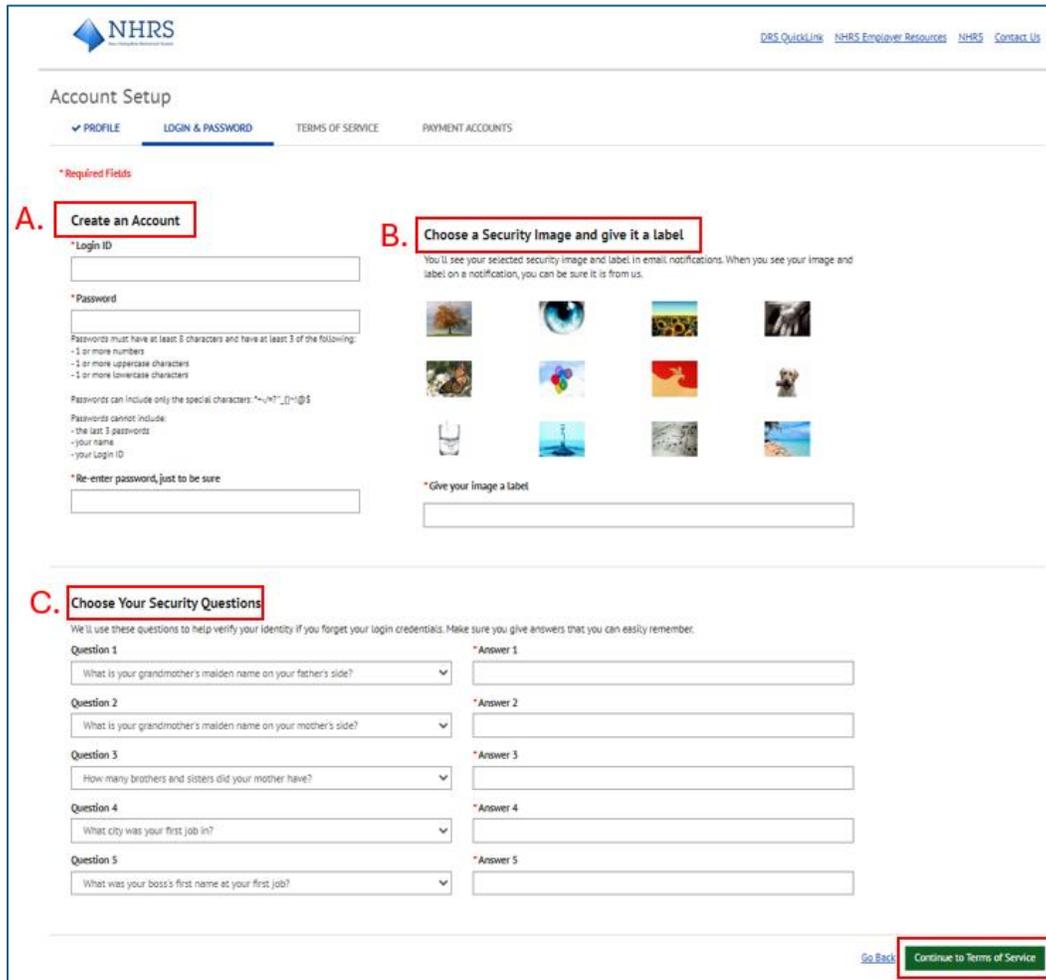


The screenshot displays the 'Account Setup' page with the 'PROFILE' tab selected. The page contains several sections:

- Name:** A text input field for the 'Employer Name'.
- Billing Address:** Fields for 'Country' (set to 'United States'), 'Employer Address Line 1', 'Employer Address Line 2' (optional), 'Employer City', 'Employer State' (set to 'NH - New Hampshire'), and 'ZIP Code'.
- Contact Info:** A text input field for 'Mobile Phone', and an 'Email' field. Below the email field is a button labeled 'Add Another Email Address'. Above the mobile phone field is a button labeled 'Add Another Telephone Number'.

At the bottom right of the form area, a green button labeled 'Continue to Login & Password' is highlighted with a red rectangular box. The footer of the page includes copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', and 'Log Out'.

7. On the **Account Setup LOGIN & PASSWORD Screen:**



A. Under **Create an Account:**

**Login ID** (must be at least 6 valid characters, follow guidelines under Password)

**Password** (must contain at least 8 characters, including: 1 or more numbers, 1 or more uppercase characters, 1 or more lowercase characters; may include special characters).

B. Under **Choose a Security Image:**

Select a security image and give it a label. Your selected image displays in all email communications from NHRS, assuring you the email is from NHRS, not spam.

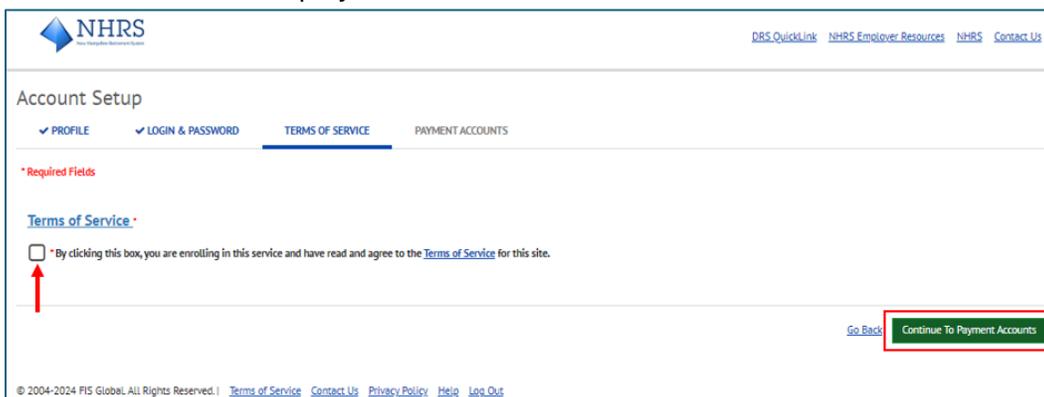
**Note:** The FROM email address is [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net)

- C. Under **Choose Your Security Questions**: Answer the five questions displayed, or select alternate questions using the down-arrow:

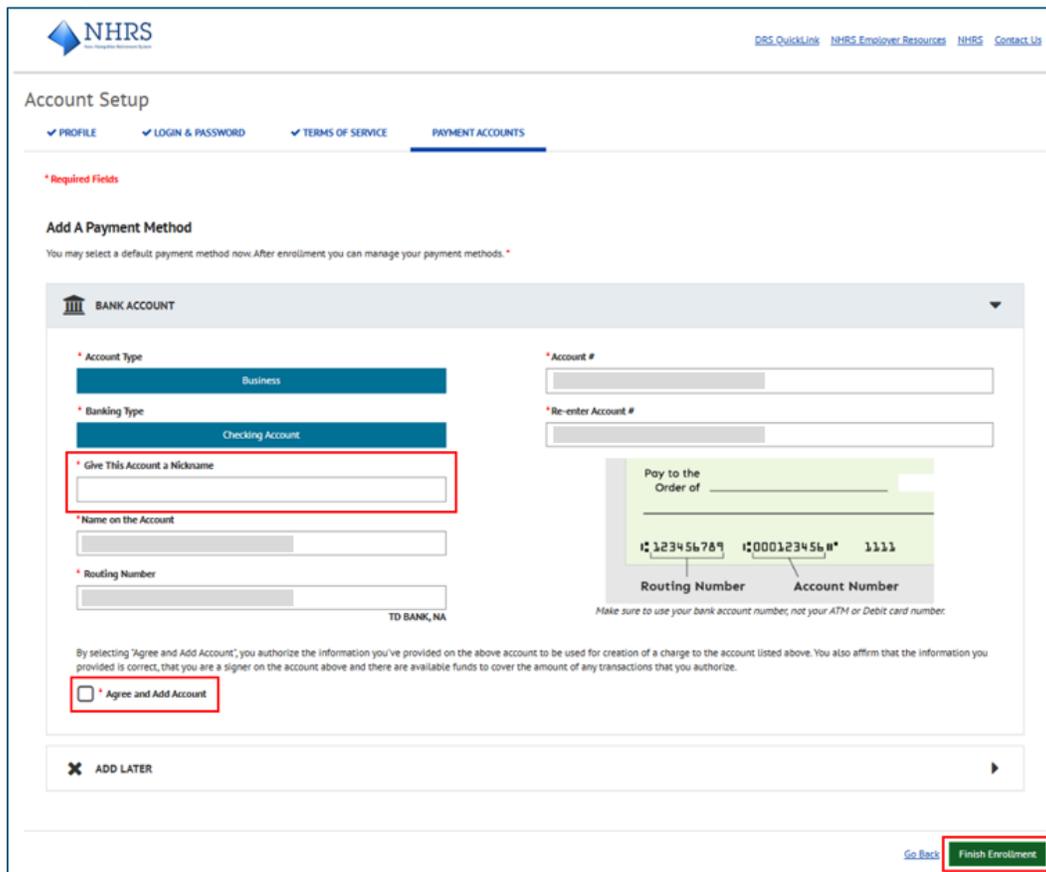


When done, click **Continue to Terms of Service**. The **Account Setup TERMS OF SERVICE Screen** displays.

8. On the **Account Setup TERMS OF SERVICE Screen**, click the **Terms of Service** checkbox to validate that you have read and agree to the terms. When done, click **Continue to Payment Accounts** to set up your banking information. The **Account Setup PAYMENT ACCOUNTS Screen** displays.



- On the **Account Setup PAYMENT ACCOUNTS Screen**, validate the displayed information and complete the **Give This Account a Nickname** field. Click the **Agree and Add Account** checkbox. When done, click **Finish Enrollment**. The **Your Account is Set Up! Screen** displays.



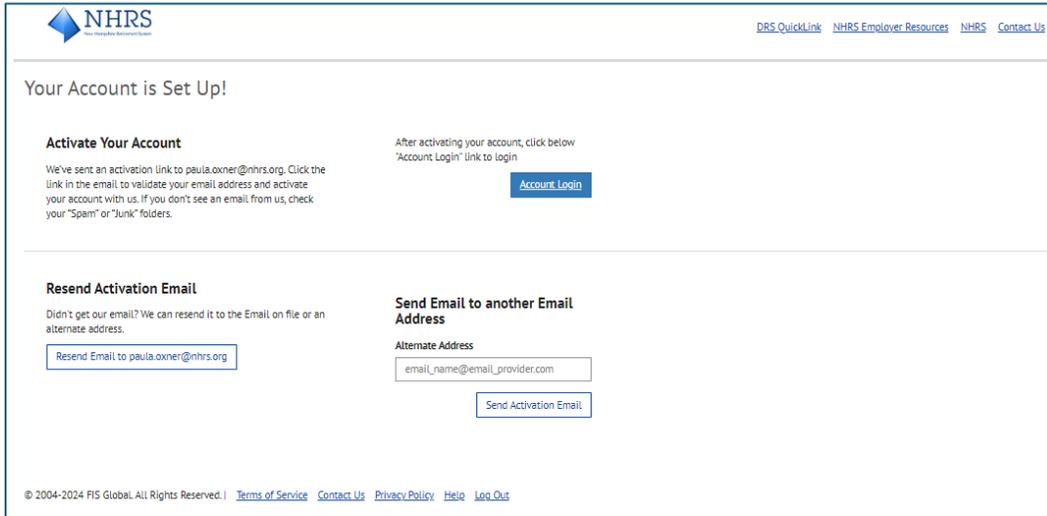
The screenshot shows the 'Account Setup' page with the 'PAYMENT ACCOUNTS' tab selected. Under 'Add A Payment Method', a 'BANK ACCOUNT' section is visible. The 'Account Type' is set to 'Business' and 'Banking Type' is 'Checking Account'. The 'Give This Account a Nickname' field is highlighted with a red box. Below it, there are fields for 'Name on the Account' and 'Routing Number'. To the right, there are fields for 'Account #' and 'Re-enter Account #'. A graphic shows a check stub with 'Routing Number' and 'Account Number' labels. At the bottom, the 'Agree and Add Account' checkbox is highlighted with a red box, and the 'Finish Enrollment' button is also highlighted with a red box.

- The **Your Account is Set Up! Screen** indicates that your NHRS QuickPay account has been created and you have been sent an email containing an account activation link. Check your Inbox for the email.

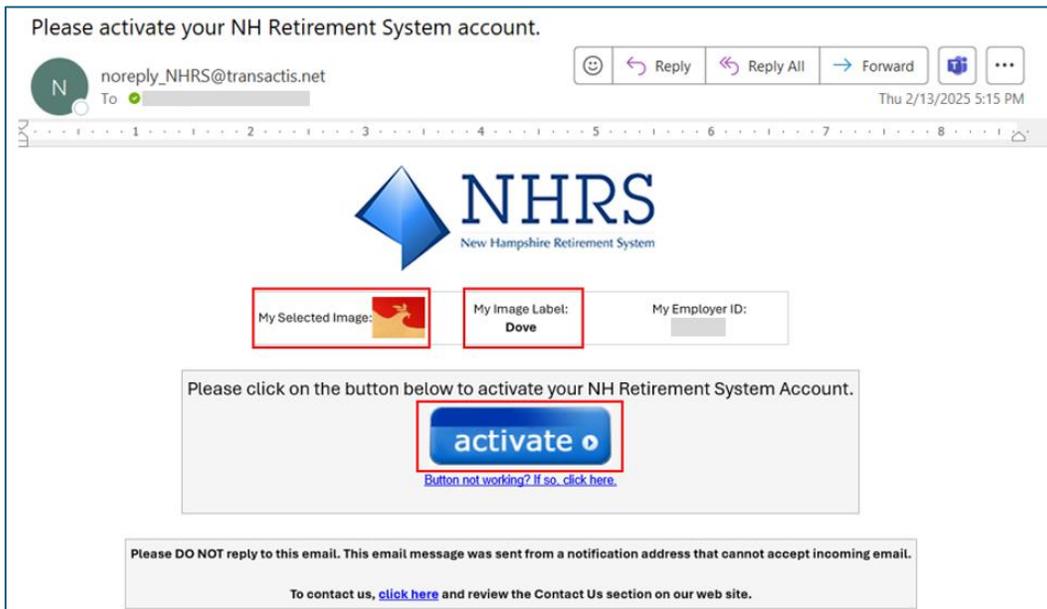
**Notes:**

- The FROM email address is [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net)
  - The SUBJECT line is *Please activate your NH Retirement System account.*
- If you did not receive the email, check your spam/junk folder. Optionally, you can use the

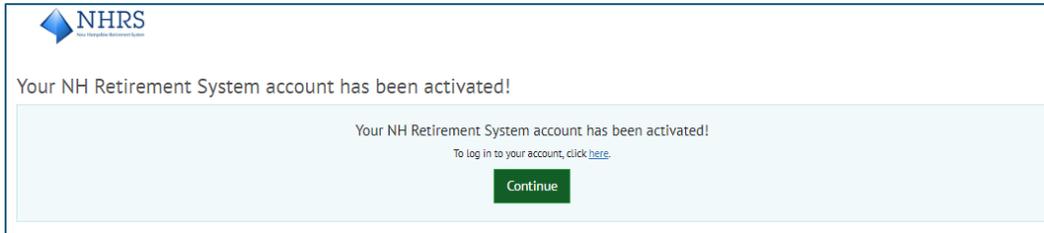
Resend Activation Email option. After receiving the email, jump to Step 8.



- Open the email from [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net). Notice that the **image** you selected during enrollment and the image label you designated are both displayed. Click the **activate** button to finalize the enrollment process.

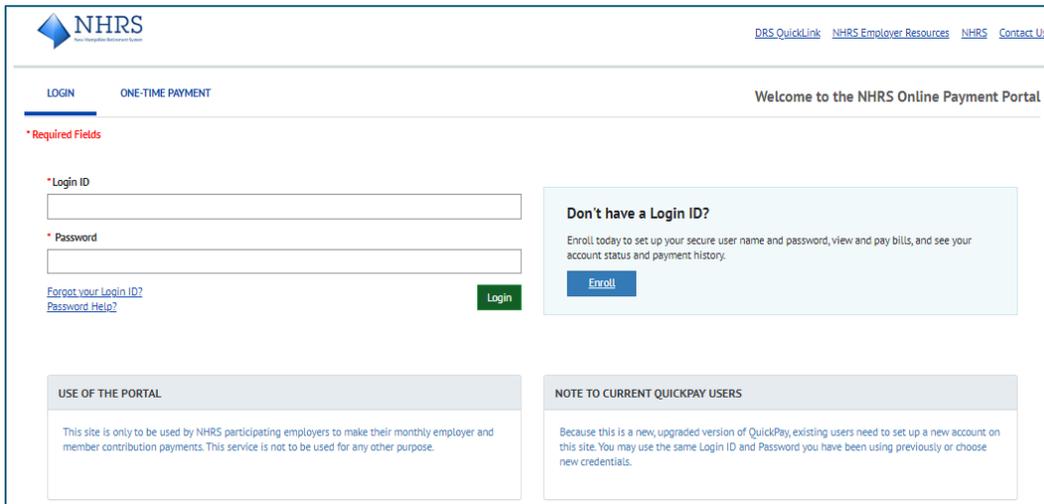


12. Once your account is activated, click **Continue** on the next screen to jump to the **LOGIN Screen**.



The screenshot shows a confirmation message: "Your NH Retirement System account has been activated!". Below the message is a link: "To log in to your account, click [here](#)." and a green "Continue" button.

13. On the **LOGIN Screen**, enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and securing questions. Click **Login**. The **Pay My Bills Screen** displays.



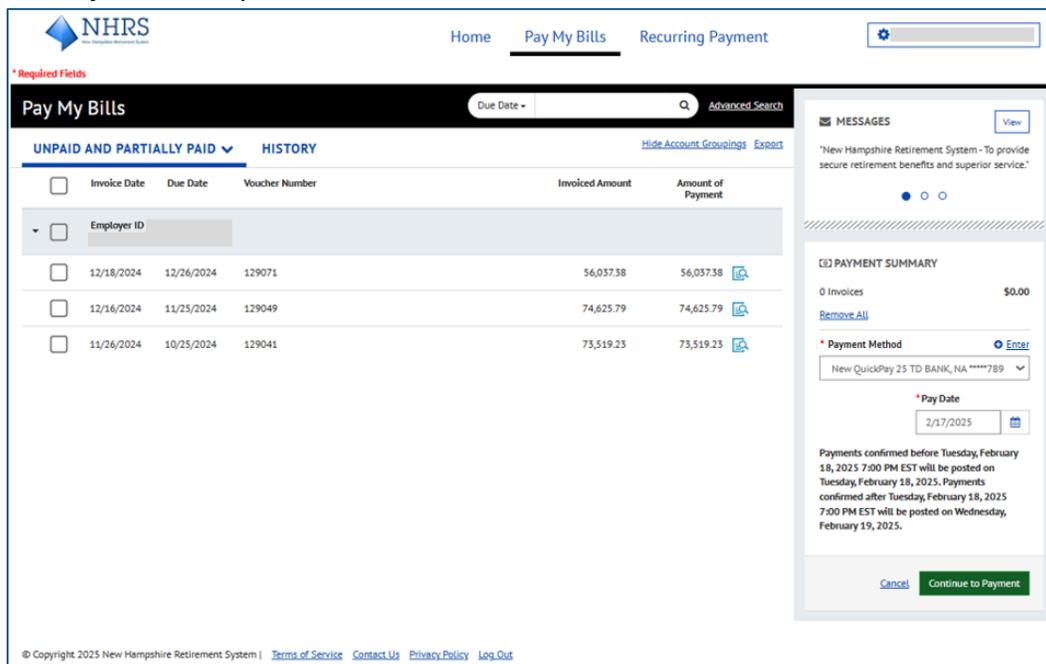
The screenshot shows the NHRS LOGIN screen. At the top, there are navigation links: [DRS QuickLink](#), [NHRS Employer Resources](#), [NHRS](#), and [Contact Us](#). Below the navigation is a header with "LOGIN" and "ONE-TIME PAYMENT" tabs, and a welcome message: "Welcome to the NHRS Online Payment Portal".

Under the "LOGIN" tab, there are two input fields labeled "Login ID" and "Password", both marked as "Required Fields". Below the "Password" field are links for "Forgot your Login ID?" and "Password Help?". A green "Login" button is positioned to the right of the input fields.

To the right of the input fields is a box titled "Don't have a Login ID?". It contains the text: "Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history." and a blue "Enroll" button.

At the bottom of the screen, there are two informational boxes: "USE OF THE PORTAL" and "NOTE TO CURRENT QUICKPAY USERS".

14. From the **Pay My Bills Screen**, there are many options. Click a link below to jump to the action you want to perform:



The screenshot shows the 'Pay My Bills' interface. At the top, there are navigation links for 'Home', 'Pay My Bills', and 'Recurring Payment'. Below this is a search bar with 'Due Date' and an 'Advanced Search' button. The main content area is divided into 'UNPAID AND PARTIALLY PAID' and 'HISTORY' sections. A table lists three invoices with columns for Invoice Date, Due Date, Voucher Number, Invoiced Amount, and Amount of Payment. To the right, a sidebar contains a 'MESSAGES' section, a 'PAYMENT SUMMARY' showing 0 invoices for \$0.00, and a 'Payment Method' dropdown set to 'New QuickPay 25 TD BANK, NA \*\*\*\*789'. Below the payment method is a 'Pay Date' field set to 2/17/2025. A footer note provides payment confirmation details for Tuesday, February 18, 2025. At the bottom of the sidebar are 'Cancel' and 'Continue to Payment' buttons.

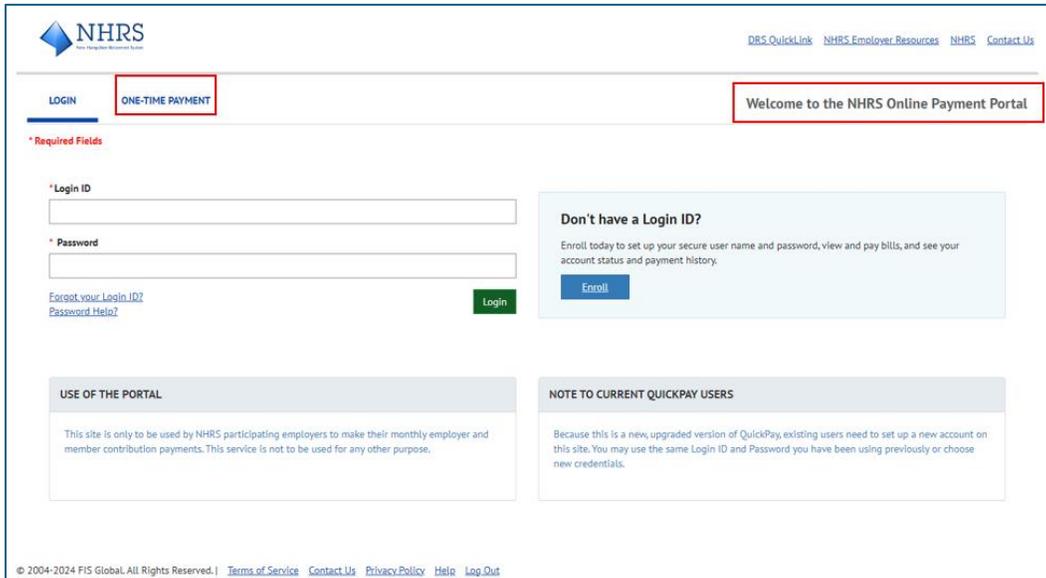
Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
12/18/2024	12/26/2024	129071	56,037.38	56,037.38
12/16/2024	11/25/2024	129049	74,625.79	74,625.79
11/26/2024	10/25/2024	129041	73,519.23	73,519.23

- [Pay an Invoice / Make a Future Payment](#)
- [View Payment History](#)
- [Search Payment History](#)
- [Set Up Recurring Payments](#)
- [Link Accounts](#)
- [Share Access to Accounts](#)

## Section 3 Unenrolled Employer Options

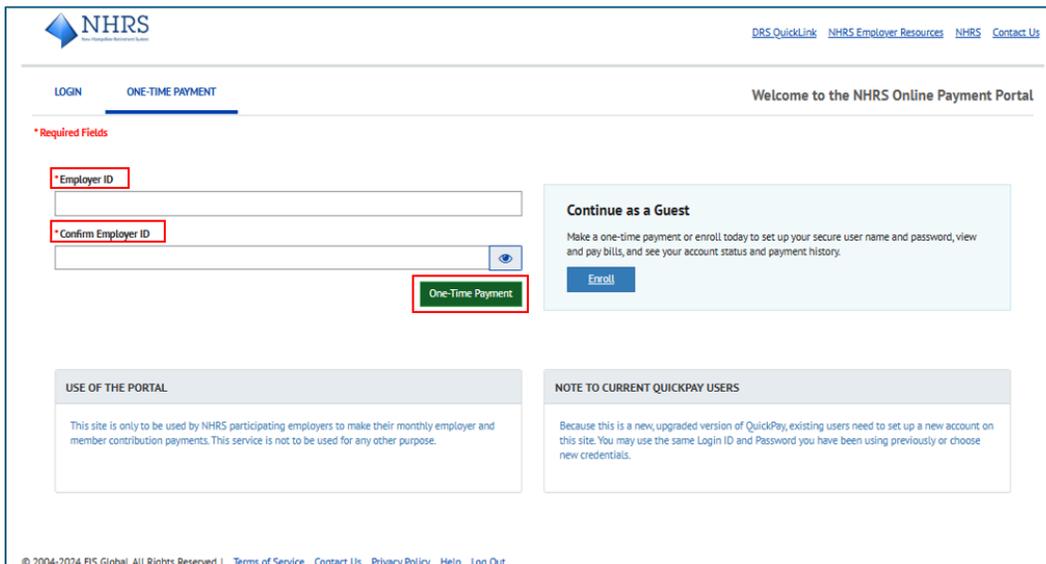
### Make a One-Time Payment

1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Click the **ONE-TIME PAYMENT** tab. The **ONE-TIME PAYMENT Screen** displays.



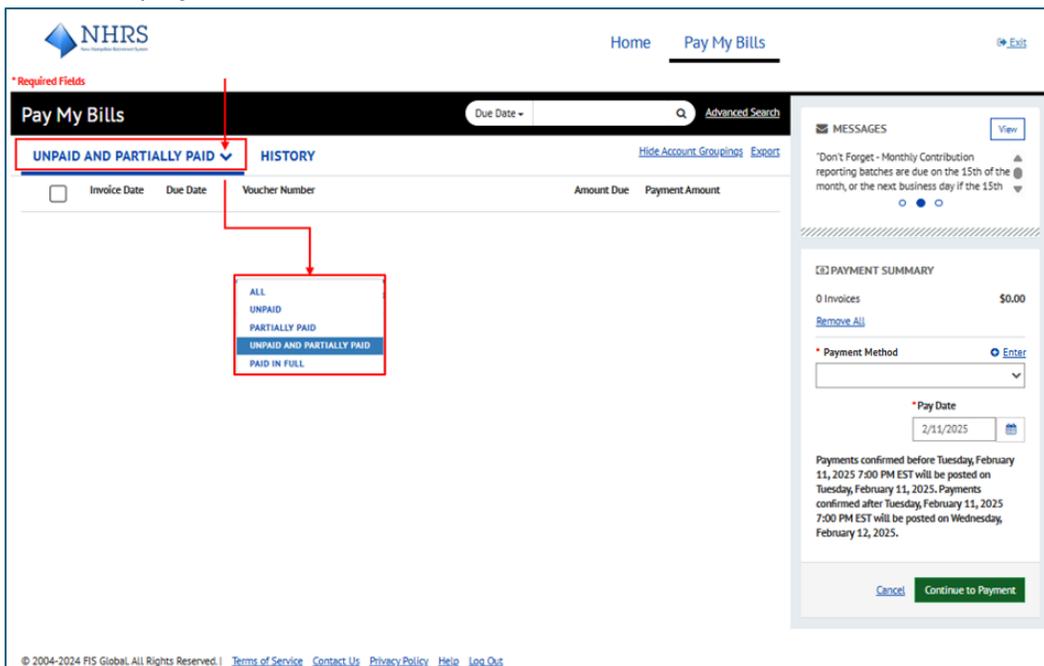
The screenshot shows the NHRS Online Payment Portal interface. At the top, there is a navigation bar with the NHRS logo and links for 'DRS QuickLink', 'NHRS Employer Resources', 'NHRS', and 'Contact Us'. Below the navigation bar, there are two tabs: 'LOGIN' and 'ONE-TIME PAYMENT', with 'ONE-TIME PAYMENT' being the active tab. A red box highlights the 'ONE-TIME PAYMENT' tab. To the right, a red box highlights the 'Welcome to the NHRS Online Payment Portal' message. Below the tabs, there is a section for '\* Required Fields' with two input fields: '\* Login ID' and '\* Password'. A green 'Login' button is positioned below these fields. To the right of the login fields is a 'Don't have a Login ID?' section with an 'Enroll' button. Below the login fields, there are two informational sections: 'USE OF THE PORTAL' and 'NOTE TO CURRENT QUICKPAY USERS'. At the bottom of the page, there is a footer with copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', 'Help', and 'Log Out'.

2. On the **ONE-TIME PAYMENT Screen**, enter your **Employer ID** and re-enter to confirm. Click **One-Time Payment**. The **Pay My Bills UNPAID AND PARTIALLY PAID Screen** displays.



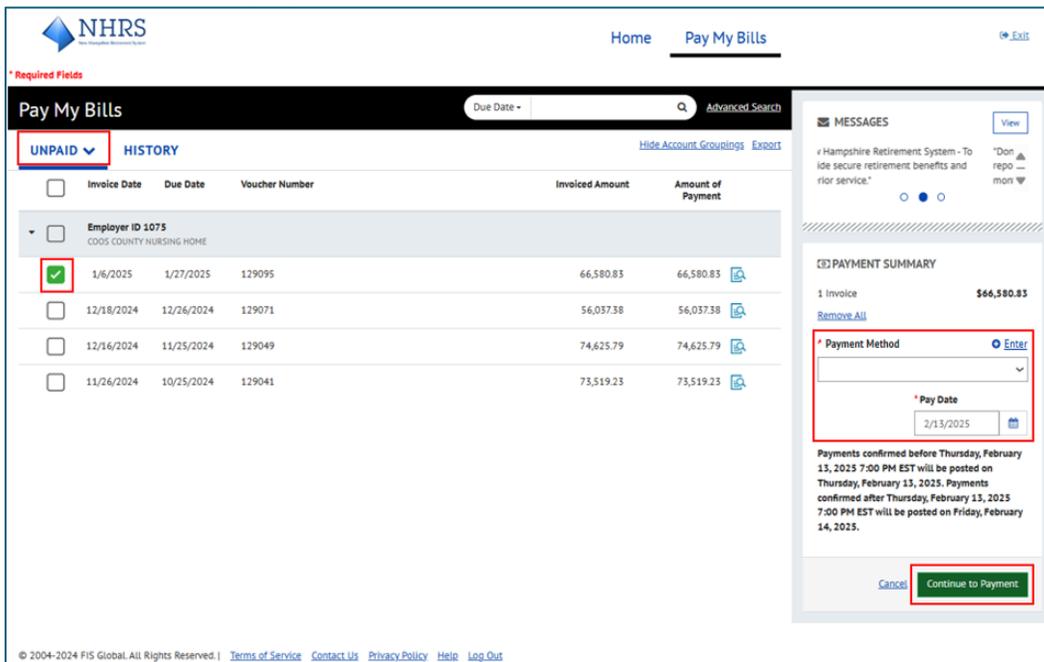
The screenshot shows the NHRS Online Payment Portal interface. At the top, there is a navigation bar with the NHRS logo and links for 'DRS QuickLink', 'NHRS Employer Resources', 'NHRS', and 'Contact Us'. Below the navigation bar, there are two tabs: 'LOGIN' and 'ONE-TIME PAYMENT', with 'ONE-TIME PAYMENT' being the active tab. A red box highlights the 'ONE-TIME PAYMENT' tab. To the right, a red box highlights the 'Welcome to the NHRS Online Payment Portal' message. Below the tabs, there is a section for '\* Required Fields' with two input fields: '\* Employer ID' and '\* Confirm Employer ID'. A green 'One-Time Payment' button is positioned below these fields. To the right of the employer ID fields is a 'Continue as a Guest' section with an 'Enroll' button. Below the employer ID fields, there are two informational sections: 'USE OF THE PORTAL' and 'NOTE TO CURRENT QUICKPAY USERS'. At the bottom of the page, there is a footer with copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', 'Help', and 'Log Out'.

- The **Pay My Bills Screen** defaults to the **UNPAID AND PARTIALLY PAID** tab. To display payments by category, click the tab down arrow to filter. Categories are: All, Unpaid, Partially Paid (not applicable to NHRS-participating Employers), Unpaid And Partially Paid, and Paid In Full. Click **UNPAID** to see invoices that are due. The **Pay My Bills UNPAID Screen** displays.



The screenshot shows the NHRS 'Pay My Bills' interface. At the top, there are navigation links for 'Home' and 'Pay My Bills', along with a 'Logout' icon. Below the header, there's a search bar for 'Due Date' and an 'Advanced Search' button. The main content area features a tabbed interface with 'UNPAID AND PARTIALLY PAID' selected. A dropdown menu is open, showing options: ALL, UNPAID, PARTIALLY PAID, UNPAID AND PARTIALLY PAID (highlighted), and PAID IN FULL. To the right, there's a 'MESSAGES' section with a 'View' button and a 'PAYMENT SUMMARY' section showing '0 Invoices' for '\$0.00'. Below that, there's a 'Payment Method' dropdown and a 'Pay Date' field set to '2/11/2025'. At the bottom right, there are 'Cancel' and 'Continue to Payment' buttons. The footer contains copyright information and links for 'Terms of Service', 'Contact Us', 'Privacy Policy', 'Help', and 'Log Out'.

4. On the **Pay My Bills UNPAID Screen**, select an invoice or multiple invoices to pay. Next, click Enter to the right of **Click Enter to add Payment Method**. The **Enter to add Payment Method Screen** displays.



**Pay My Bills UNPAID Screen**

Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
1/6/2025	1/27/2025	129095	66,580.83	66,580.83
12/18/2024	12/26/2024	129071	56,037.38	56,037.38
12/16/2024	11/25/2024	129049	74,625.79	74,625.79
11/26/2024	10/25/2024	129041	73,519.23	73,519.23

**PAYMENT SUMMARY**  
1 Invoice: \$66,580.83

**Payment Method** [Enter]  
\* Pay Date: 2/13/2025

Payments confirmed before Thursday, February 13, 2025 7:00 PM EST will be posted on Thursday, February 13, 2025. Payments confirmed after Thursday, February 13, 2025 7:00 PM EST will be posted on Friday, February 14, 2025.

Buttons: Cancel, **Continue to Payment**

- a. On the **Enter to add Payment Method Screen**, complete all required (\*) fields. When you enter a valid Routing Number, the associated bank's name displays below the field. Click **Agree and Enter Account**. Click **Enter Account** to return to the **Pay My Bills UNPAID Screen** and select a **Pay Date**.

When done, click **Continue to Payment**. The **Verify Payment Screen** displays.

### Enter a Payment Method

\* Required Fields

**BANK ACCOUNT**

**\* Account Type**

Business

**\* Account #**

**\* Banking Type**

Checking Account

**\* Re-enter Account #**

**\* Name on the Account**

**\* Routing Number**

Pay to the Order of \_\_\_\_\_

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number
Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By selecting 'Agree and Enter Account', you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

**\* Agree and Enter Account**

Enter Account

- On the **Verify Payment Screen**, enter the **Email** address you want payment confirmation notices sent to. Enter a valid contact **Phone** number as well.



[Home](#)   [Pay My Bills](#)   [Exit](#)

\* Required Fields

### Verify Payment

**303 PAYMENT SUMMARY**

1 Invoice	\$66,580.83	<div style="font-size: x-small; color: red;">* Click Enter to add Payment Method</div> <div style="background-color: #0070c0; color: white; padding: 2px 5px; text-align: center; font-size: x-small;">Enter</div>
		TD BANK, NA ****7890
		<div style="font-size: x-small;">* Payment Date</div> <div style="text-align: center;">2/17/2025</div>

**Terms and Conditions**

These terms and conditions are designed to provide you information on the services we provide and outline important conditions that apply to your using this service. Citizens Bank and various third party vendors provide the Internet bill presentation and payment service. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. When you open your account with us, or any third party vendor acting on our behalf, you, and any person you authorize to perform functions on your account, agree to these terms and conditions.

1. Erroneous instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.
2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits. We recommend you check with your bank in determining what limitations are.

[Print Terms and Conditions](#)

**\* Employer Name**

**\* Email**

**Phone**

**Additional Information Label**

\* By checking this box you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **Test Account 1075**, confirm that today, Thursday February 13, 2025, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*7890 in the amount of 66,580.83 to be remitted to NH Retirement System. This debit will occur on or after Wednesday, February 19, 2025.

If you have any questions regarding this transaction request, please call (603) 410-3500.

Make Payment

Cancel

**PAYMENT DETAILS**

	Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
EMPLOYER ID					
✓	1/6/2025	1/27/2025	129095	66,580.83	66,580.83

© Copyright 2025 New Hampshire Retirement System | [Terms of Service](#) | [Contact Us](#) | [Privacy Policy](#) | [Log Out](#)

Click the **By checking this box you agree to the terms and conditions stated above**.

If you are not pleased with any information on the screen, you can click **Cancel**.  
 If you are ready to process the one-time payment, click **Make Payment**. Two things happen when you click Make Payment:

- a. You receive an email notification with the subject line **Your Single Payment to NH Retirement System has been scheduled**, as shown in the example below. Check your inbox for the notification. Save for your records.

Your single Payment to NH Retirement System has been scheduled



**Your Scheduled Payment has been initiated.**

Employer ID:   
 Account Name:   
 Payment Account: Checking  
 Payment Amount: \$66,580.83  
 Total Amount: \$66,580.83  
 Creation Date: Thursday, February 13, 2025  
 Payment Date: Tuesday, February 18, 2025

**1 Item paid with this Scheduled Payment**

Confirmation #	Employer ID	Invoice Date	Voucher Number	Due Date	Invoiced Amount	Payment Amount
3100238806	<input type="text"/>	1/6/2025	<input type="text"/>	1/27/2025	\$66,580.83	\$66,580.83

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.

- b. The **Confirmation Screen** displays. Click **Print Confirmation Page** for your records. At this point, you have the option to **Enroll With Your Current Information** (other options are **Return to Pay My Bills** and **Log Out**).
  - If you decide to enroll, which saves all the payment/banking information and email and phone number details you entered above and gives you access to multiple payment options at your next Login, click **Enroll With Your Current Information**. The **Account Setup PROFILE Screen** displays, continue with the steps below.
  - If you do not want to enroll at this time, you may click **Return to Pay My Bills** or **Log Out**.

### Confirmation

**Thank You!** Your payment has been scheduled.

[Print Confirmation Page](#)

PO BOX

Payment Date	2/18/2025
Payment Method	TD BANK, NA *****7890
<b>Total Payment</b>	<b>\$66,580.83</b>

You have been provided a confirmation number. Please save this page for your records.

If you have any further questions about payments to NH Retirement System, please contact our office at 603-410-3500 .

Employer ID	Confirmation #	Amount of Payment	Number of Invoices
	3100238806	\$66,580.83	1

[Enroll With Your Current Information](#)    [Return to Pay My Bills](#)    [Log Out](#)

6. **OPTIONAL, NOT REQUIRED: ENROLLING AFTER A ONE-TIME PAYMENT:**

On the **Account Setup PROFILE Screen**, verify that all displayed information is correct. If desired, you can enter information for additional contacts at your site by clicking **Add Another Telephone Number** and **Add Another Email Address**. When done, click **Continue to Login & Password**. The **Account Setup LOGIN & PASSWORD Screen** displays.



[D&S QuickLink](#)   [NHRS Employer Resources](#)   [NHRS](#)   [Contact Us](#)

### Account Setup

**PROFILE**
LOGIN & PASSWORD
TERMS OF SERVICE
PAYMENT ACCOUNTS

\* Required Fields

**Name**

\* Employer Name

**Contact Info**

\* Mobile Phone

[Add Another Telephone Number](#)

\* Email

[Add Another Email Address](#)

**Billing Address**

Country

United States

Employer Address Line 1

Employer Address Line 2

(optional)

Employer City                      Employer State

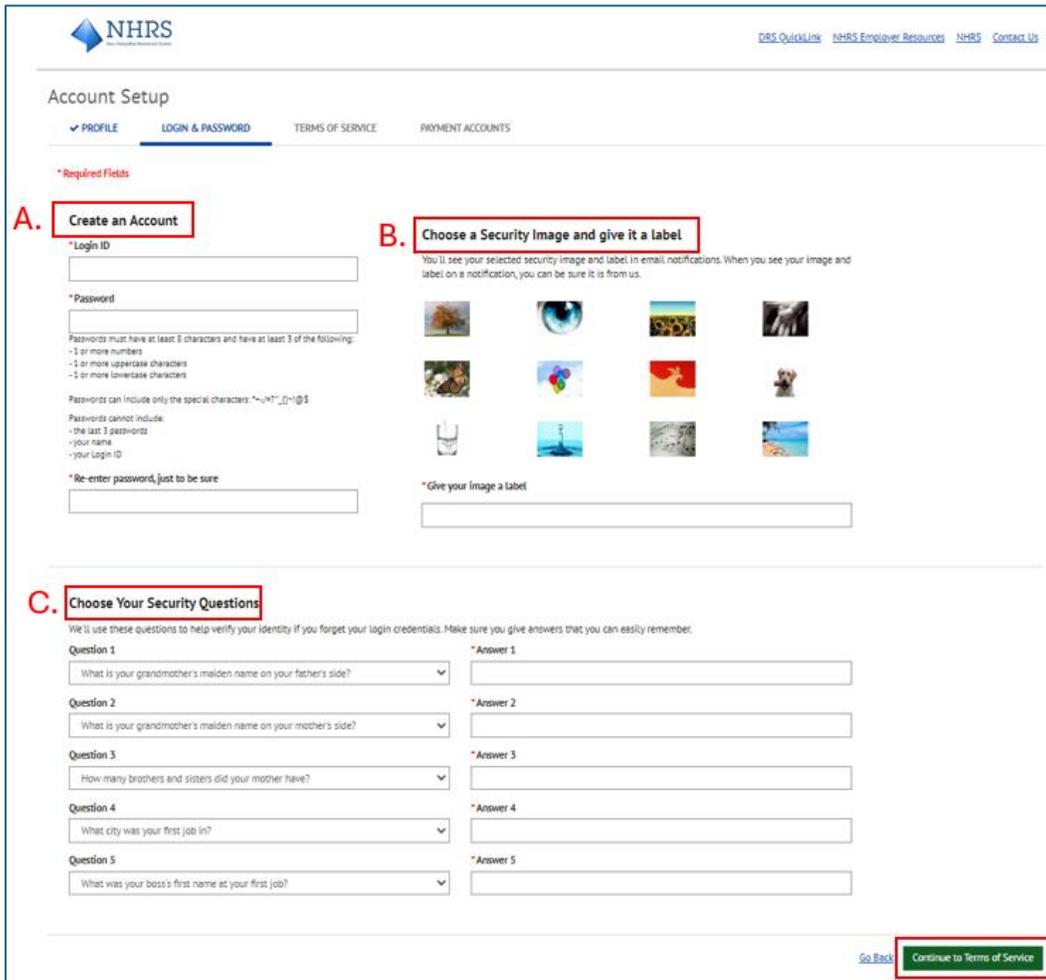
                                     NH - New Hampshire

ZIP Code

[Continue to Login & Password](#)

© Copyright 2025 New Hampshire Retirement System | [Terms of Service](#)   [Contact Us](#)   [Privacy Policy](#)   [Log Out](#)

7. On the **Account Setup LOGIN & PASSWORD Screen:**



A. Under **Create an Account:**

**Login ID** (must be at least 6 valid characters, follow guidelines under Password)

**Password** (must contain at least 8 characters, including: 1 or more numbers, 1 or more uppercase characters, 1 or more lowercase characters; may include special characters).

B. Under **Choose a Security Image:**

Select a security image and give it a label. Your selected image displays in all email communications from NHRS, assuring you the email is from NHRS, not spam.

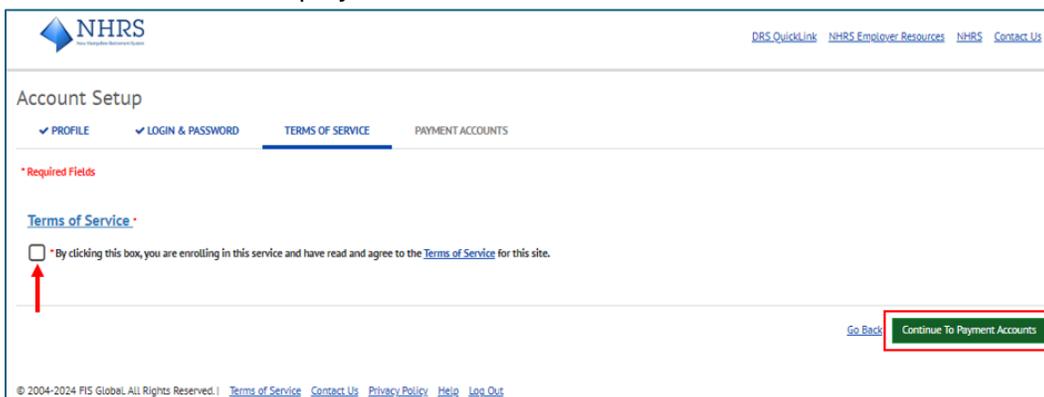
**Note:** The FROM email address is [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net)

- C. Under **Choose Your Security Questions**: Answer the five questions displayed, or select alternate questions using the down-arrow:

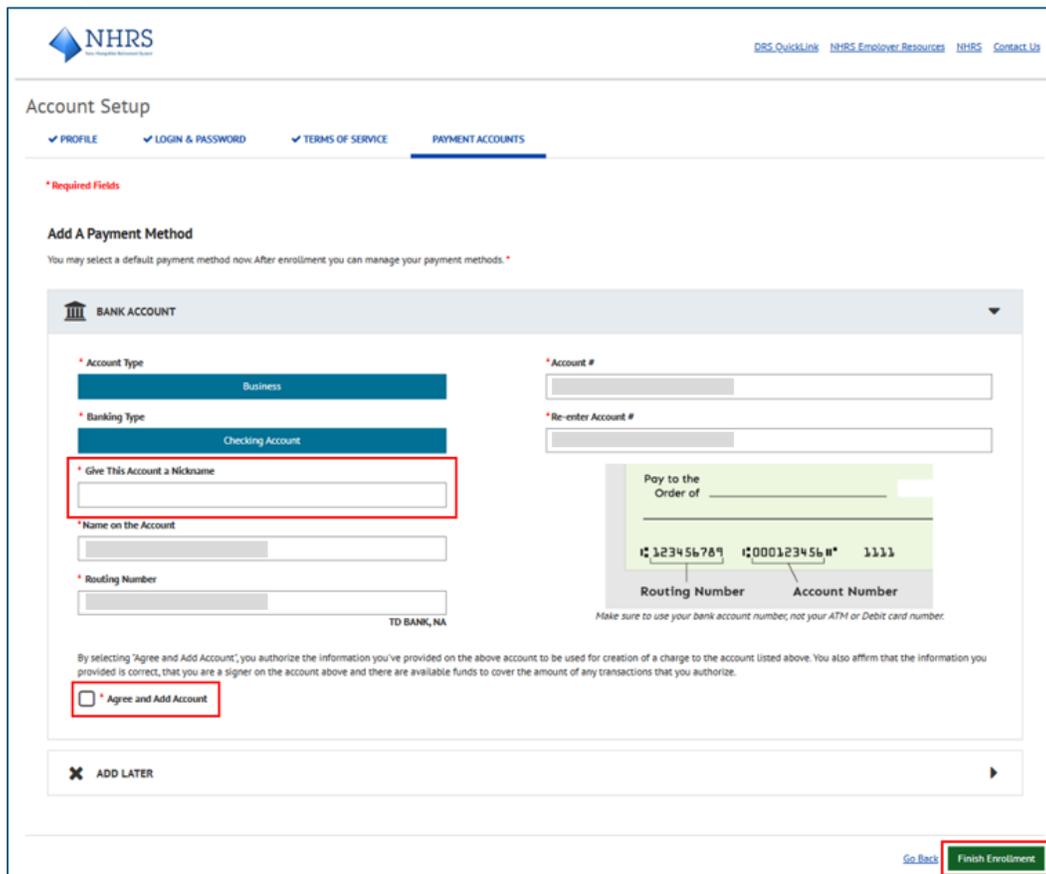


When done, click **Continue to Terms of Service**. The **Account Setup TERMS OF SERVICE Screen** displays.

8. On the **Account Setup TERMS OF SERVICE Screen**, click the **Terms of Service** checkbox to validate that you have read and agree to the terms. When done, click **Continue to Payment Accounts** to set up your banking information. The **Account Setup PAYMENT ACCOUNTS Screen** displays.



- On the **Account Setup PAYMENT ACCOUNTS Screen**, validate the displayed information and complete the **Give This Account a Nickname** field. Click the **Agree and Add Account** checkbox. When done, click **Finish Enrollment**. The **Your Account is Set Up! Screen** displays.



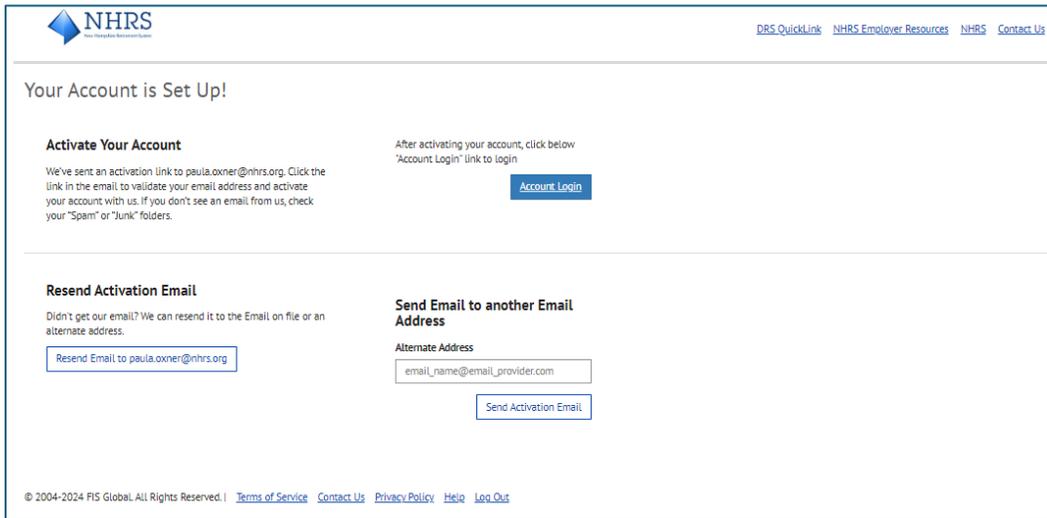
The screenshot shows the 'Account Setup' page with the 'PAYMENT ACCOUNTS' tab selected. Under 'Add A Payment Method', there are several required fields: Account Type (Business), Banking Type (Checking Account), Account #, Re-enter Account #, Name on the Account, and Routing Number. A red box highlights the 'Give This Account a Nickname' field. Below the fields is a checkbox labeled 'Agree and Add Account', which is also highlighted with a red box. At the bottom right, there is a 'Finish Enrollment' button, also highlighted with a red box. A 'Go Back' link is visible at the bottom left.

- The **Your Account is Set Up! Screen** indicates that your NHRS QuickPay account has been created and you have been sent an email containing an account activation link. Check your Inbox for the email.

**Notes:**

- The FROM email address is [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net)
  - The SUBJECT line is *Please activate your NH Retirement System account.*
- If you did not receive the email, check your spam/junk folder. Optionally, you can use the

Resend Activation Email option.

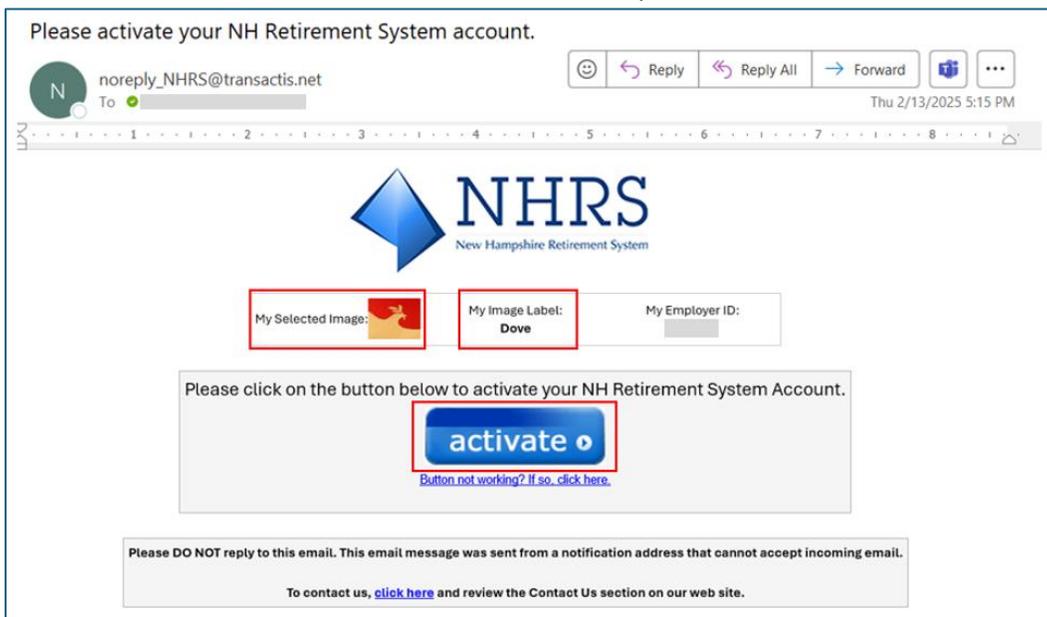


The screenshot shows the NHRS account activation page. At the top, it says "Your Account is Set Up!". Below this, there are two main sections:

- Activate Your Account:** This section explains that an activation link was sent to paula.oxner@nhrs.org and provides an "Account Login" button.
- Resend Activation Email:** This section offers to resend the email to paula.oxner@nhrs.org.
- Send Email to another Email Address:** This section allows sending the activation email to an alternate address, with a text input field for the email name and a "Send Activation Email" button.

At the bottom of the page, there is a footer with copyright information and links for Terms of Service, Contact Us, Privacy Policy, Help, and Log Out.

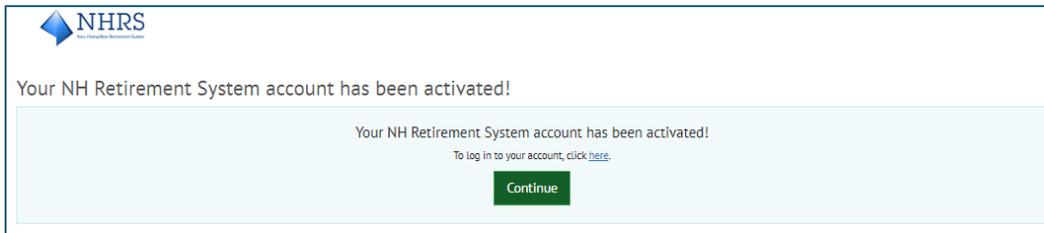
11. Check your email for a message from [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net). Notice that the **image** you selected during enrollment and the image label you designated, are both displayed. Click the **activate** button to finalize the enrollment process.



The screenshot shows an email interface from noreply\_NHRS@transactis.net. The email content includes:

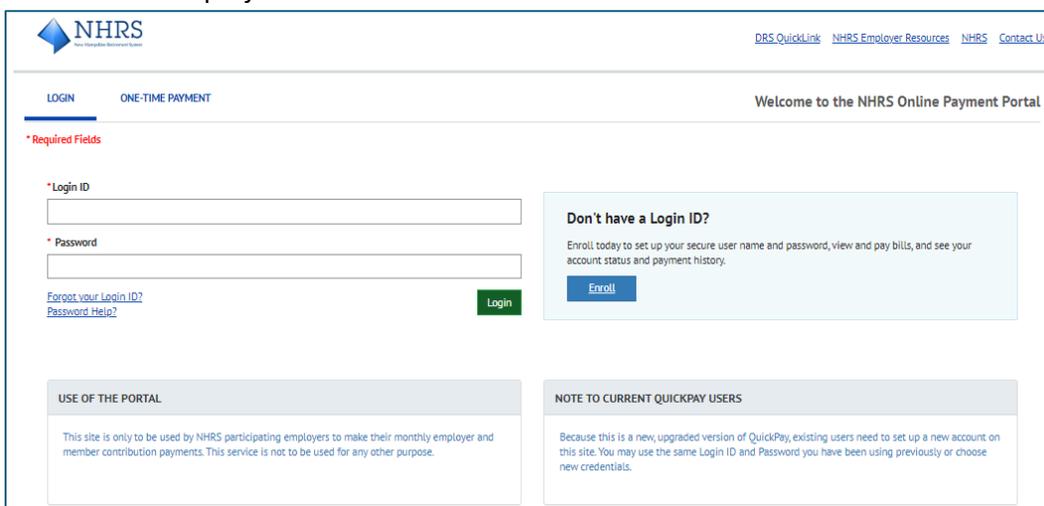
- The NHRS logo and name.
- Fields for "My Selected Image:" (showing a red and yellow image), "My Image Label: Dove", and "My Employer ID:" (with a greyed-out field).
- A text box with the instruction: "Please click on the button below to activate your NH Retirement System Account." and a large blue "activate" button.
- A link below the button: "Button not working? If so, click here."
- A footer box stating: "Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email. To contact us, click here and review the Contact Us section on our web site."

12. Once your account is activated, click **Continue** on the next screen to jump to the **LOGIN Screen**.



The screenshot shows a confirmation message: "Your NH Retirement System account has been activated!". Below the message, it says "Your NH Retirement System account has been activated!" and "To log in to your account, click [here](#)." A green "Continue" button is centered at the bottom of the message box.

13. On the **LOGIN Screen**, enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and security questions. Click **Login**. The **Pay My Bills Screen** displays.



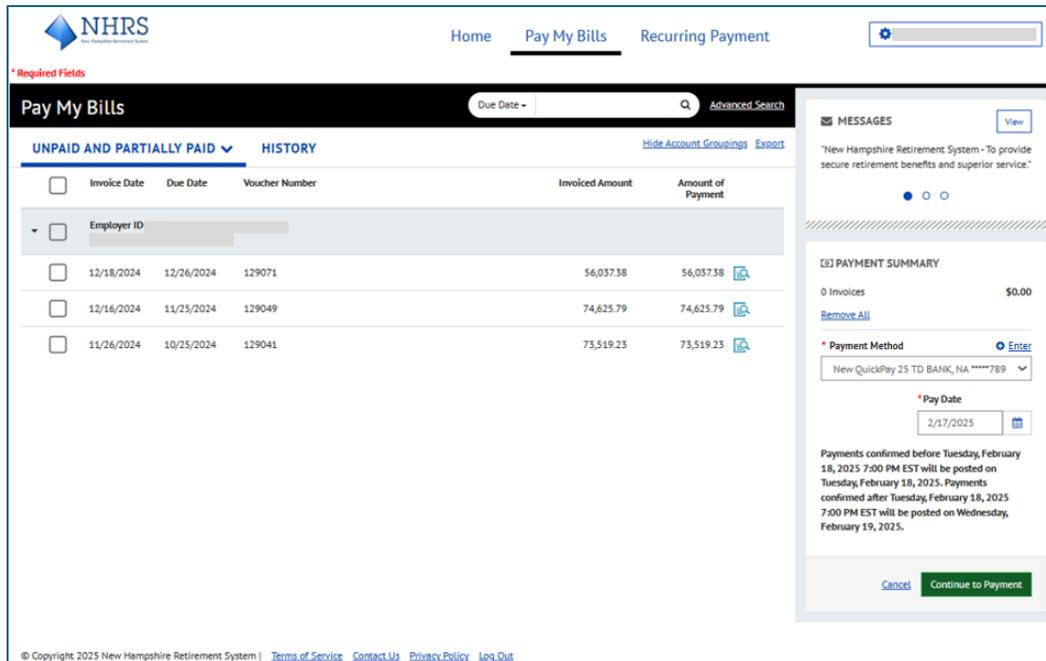
The screenshot shows the "LOGIN" screen of the NHRS Online Payment Portal. At the top, there are navigation links: "DRS QuickLink", "NHRS Employer Resources", "NHRS", and "Contact Us". Below the navigation, there are tabs for "LOGIN" and "ONE-TIME PAYMENT". The main heading is "Welcome to the NHRS Online Payment Portal".

Under the heading, there is a section for "Required Fields" with two input fields: "Login ID" and "Password". Below the "Password" field are links for "Forgot your Login ID?" and "Password Help?". A green "Login" button is positioned to the right of the input fields.

To the right of the input fields is a box titled "Don't have a Login ID?". It contains the text: "Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history." Below this text is a blue "Enroll" button.

At the bottom of the screen, there are two informational boxes. The left one is titled "USE OF THE PORTAL" and states: "This site is only to be used by NHRS participating employers to make their monthly employer and member contribution payments. This service is not to be used for any other purpose." The right one is titled "NOTE TO CURRENT QUICKPAY USERS" and states: "Because this is a new upgraded version of QuickPay, existing users need to set up a new account on this site. You may use the same Login ID and Password you have been using previously or choose new credentials."

15. From the **Pay My Bills Screen**, there are many options. Click a link below to jump to the action you want to perform:



**Pay My Bills**

Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
12/18/2024	12/26/2024	129071	56,037.38	56,037.38
12/16/2024	11/25/2024	129049	74,625.79	74,625.79
11/26/2024	10/25/2024	129041	73,519.23	73,519.23

**MESSAGES**

"New Hampshire Retirement System - To provide secure retirement benefits and superior service."

**PAYMENT SUMMARY**

0 Invoices \$0.00

Payment Method: New QuickPay 25 TD BANK, NA \*\*\*\*789

Pay Date: 2/17/2025

Payments confirmed before Tuesday, February 18, 2025 7:00 PM EST will be posted on Tuesday, February 18, 2025. Payments confirmed after Tuesday, February 18, 2025 7:00 PM EST will be posted on Wednesday, February 19, 2025.

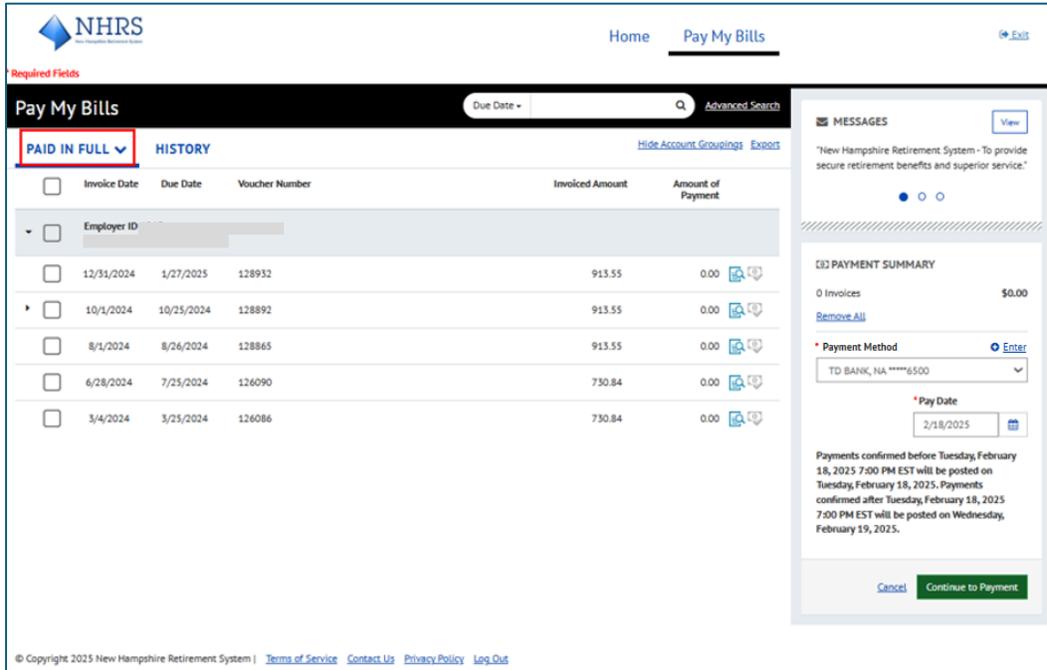
Cancel Continue to Payment

- [View Payment History](#)
- [Search Payment History](#)

## View Payment History

### View Invoices Paid in Full

Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Click **ONE-TIME PAYMENT**. Enter **Employer ID** and re-enter to confirm. Click **One-Time Payment**. The **Pay My Bills Screen** displays. Click the down arrow under **Pay My Bills**, select **PAID IN FULL**. All Vouchers that were paid since implementing the new QuickPay system, are listed:



The screenshot shows the 'Pay My Bills' interface. At the top, there are navigation links for 'Home' and 'Pay My Bills', along with an 'Exit' button. Below the navigation is a search bar for 'Due Date' and an 'Advanced Search' link. The main section is titled 'Pay My Bills' and has a dropdown menu set to 'PAID IN FULL' (highlighted with a red box) and a 'HISTORY' link. Below this is a table of invoices:

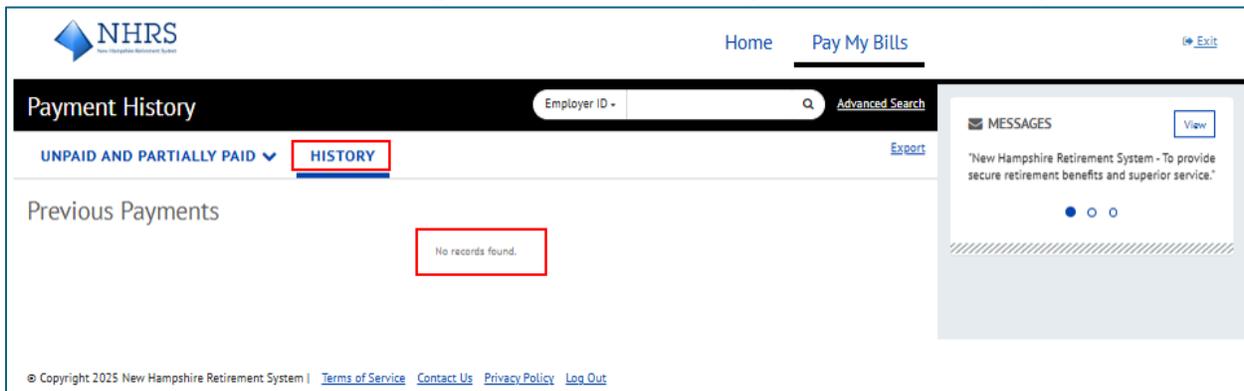
<input type="checkbox"/>	Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment	
<input type="checkbox"/>	12/31/2024	1/27/2025	128932	913.55	0.00	
<input type="checkbox"/>	10/1/2024	10/25/2024	128892	913.55	0.00	
<input type="checkbox"/>	8/1/2024	8/26/2024	128865	913.55	0.00	
<input type="checkbox"/>	6/28/2024	7/25/2024	126090	730.84	0.00	
<input type="checkbox"/>	3/4/2024	3/25/2024	126086	730.84	0.00	

On the right side of the screen, there is a 'MESSAGES' section with a 'View' button and a 'PAYMENT SUMMARY' section showing '0 Invoices' for '\$0.00'. Below that is a 'Payment Method' dropdown set to 'TD BANK, NA \*\*\*\*6500' and a 'Pay Date' field set to '2/18/2025'. At the bottom right, there are 'Cancel' and 'Continue to Payment' buttons.

REPLACE

### View All Payment History

Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Click **ONE-TIME PAYMENT**. Enter **Employer ID** and re-enter to confirm. Click **One-Time Payment**. The **Pay My Bills Screen** displays. Click **HISTORY**. All **Future Date Payments** and **Previous Payments** are listed, if any where made:



The screenshot shows the 'Payment History' interface. At the top, there are navigation links for 'Home' and 'Pay My Bills', along with an 'Exit' button. Below the navigation is a search bar for 'Employer ID' and an 'Advanced Search' link. The main section is titled 'Payment History' and has a dropdown menu set to 'UNPAID AND PARTIALLY PAID' and a 'HISTORY' link (highlighted with a red box). Below this is a section for 'Previous Payments' which contains a red box with the text 'No records found.' On the right side of the screen, there is a 'MESSAGES' section with a 'View' button and a 'PAYMENT SUMMARY' section.

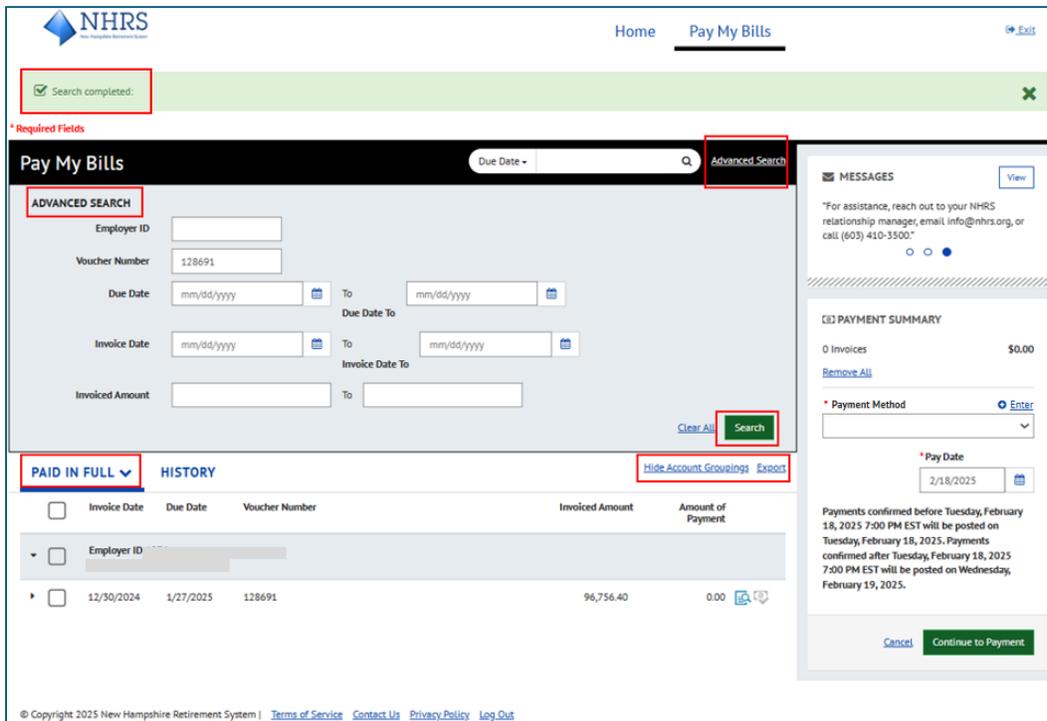
## Search Payment History

### Search Invoices Paid in Full

Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Click **ONE-TIME PAYMENT**. Enter **Employer ID** and re-enter to confirm. Click **One-Time Payment**. The **Pay My Bills Screen** displays. Click the down arrow under **Pay My Bills**, select Paid in Full (optionally, you can select any listing: All, Unpaid, Partially Paid (not applicable to NHRS-participating Employers), Unpaid And Partially Paid).

Click **Advanced Search** and enter the desired **ADVANCED SEARCH** criteria, such as **Voucher Number**, to filter the search. Click **Search**. The message “Search Completed” displays at the top of the screen.

You can **Export** the search results. When done, to close the search window, click **Advanced Search** again.



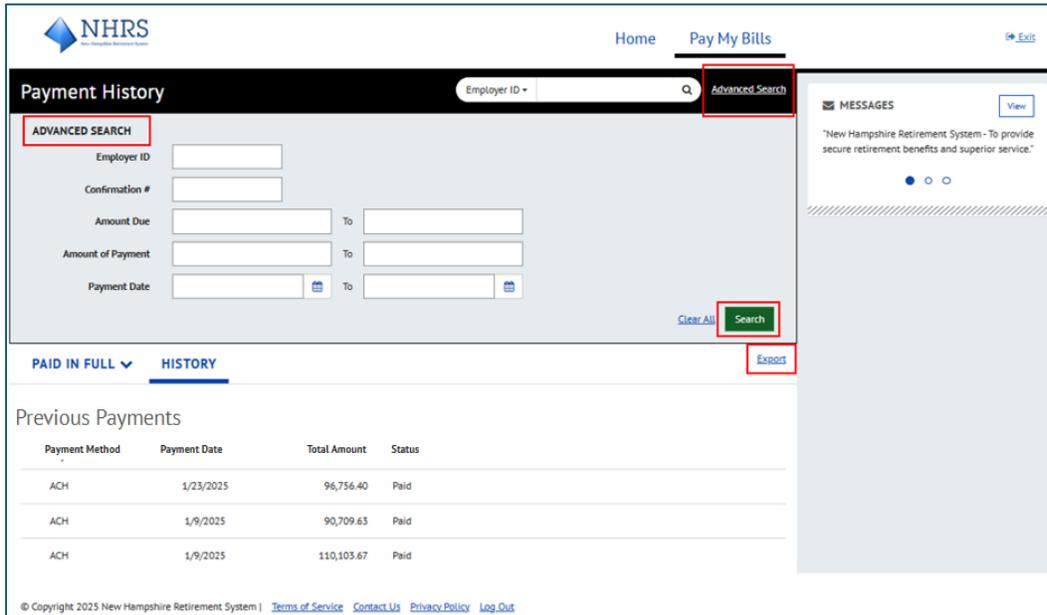
The screenshot shows the 'Pay My Bills' interface with the following elements:

- Search Completed:** A green banner at the top left with a checkmark and 'Search completed:' text.
- Advanced Search:** A section with various filters:
  - Employer ID: [ ]
  - Voucher Number: 128691
  - Due Date: mm/dd/yyyy To mm/dd/yyyy
  - Invoice Date: mm/dd/yyyy To mm/dd/yyyy
  - Invoiced Amount: [ ] To [ ]
- Buttons:** 'Clear All' and 'Search' (highlighted in red).
- PAID IN FULL:** A dropdown menu showing 'PAID IN FULL'.
- Table:** A table with columns: Invoice Date, Due Date, Voucher Number, Invoiced Amount, Amount of Payment. One row is visible: 12/30/2024, 1/27/2025, 128691, 96,756.40, 0.00.
- Export:** An 'Export' button next to the table.
- MESSAGES:** A section on the right with a 'View' button and a message about assistance.
- PAYMENT SUMMARY:** A section on the right showing '0 Invoices \$0.00' and a 'Remove All' link.
- Payment Method:** A dropdown menu with 'Enter' button.
- Pay Date:** A date field set to 2/18/2025.
- Footer:** Copyright 2025 New Hampshire Retirement System | [Terms of Service](#) | [Contact Us](#) | [Privacy Policy](#) | [Log Out](#)

## Search All Payment History

Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Click **ONE-TIME PAYMENT**. Enter **Employer ID** and re-enter to confirm. Click **One-Time Payment**. The **Pay My Bills Screen** displays. Click **History**.

Click **Advanced Search** and enter the desired **ADVANCED SEARCH** criteria to filter the search. Click **Search**. You can **Export** the search results. When done, to close the search window, click **Advanced Search** again.



The screenshot shows the NHRS QuickPay interface. At the top, there are navigation links for 'Home' and 'Pay My Bills', and an 'Exit' button. The main heading is 'Payment History'. Below this, there is a search bar with 'Employer ID' and a search icon. To the right of the search bar is a button labeled 'Advanced Search'. Below the search bar is a section titled 'ADVANCED SEARCH' with several input fields: 'Employer ID', 'Confirmation #', 'Amount Due' (with a 'To' field), 'Amount of Payment' (with a 'To' field), and 'Payment Date' (with a calendar icon and a 'To' field). There are 'Clear All' and 'Search' buttons at the bottom of this section. To the right of the search section is a 'MESSAGES' box with a 'View' button and a message: 'New Hampshire Retirement System - To provide secure retirement benefits and superior service.' Below the search section, there are two tabs: 'PAID IN FULL' and 'HISTORY'. The 'HISTORY' tab is selected. Below the tabs is a table titled 'Previous Payments' with the following data:

Payment Method	Payment Date	Total Amount	Status
ACH	1/23/2025	96,756.40	Paid
ACH	1/9/2025	90,709.63	Paid
ACH	1/9/2025	110,103.67	Paid

At the bottom of the page, there is a footer with the text: '© Copyright 2025 New Hampshire Retirement System | [Terms of Service](#) [Contact Us](#) [Privacy Policy](#) [Log Out](#)'. There is also an 'Export' button highlighted in red at the bottom right of the table area.

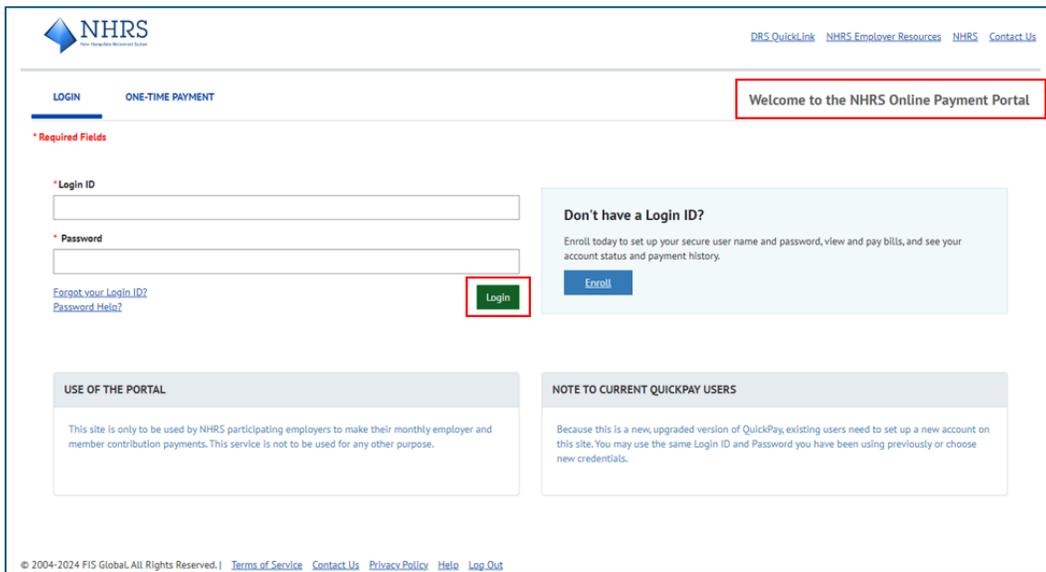
## Section 4 Enrolled Employer Options

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### Login to QuickPay

**Note:** Only enrolled Employers can *LOGIN* to the NHRS QuickPay system. Unenrolled Employers must use the ONE-TIME PAYMENT option.

1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and security questions. Click **Login**. The **Pay My Bills Screen** displays.



**NHRS** New Hampshire Retirement System

[DRS QuickLink](#) [NHRS Employer Resources](#) [NHRS](#) [Contact Us](#)

**LOGIN** **ONE-TIME PAYMENT**

Welcome to the NHRS Online Payment Portal

\* Required Fields

\* Login ID

\* Password

[Forgot your Login ID?](#)  
[Password Help?](#)

Login

Enroll

**USE OF THE PORTAL**

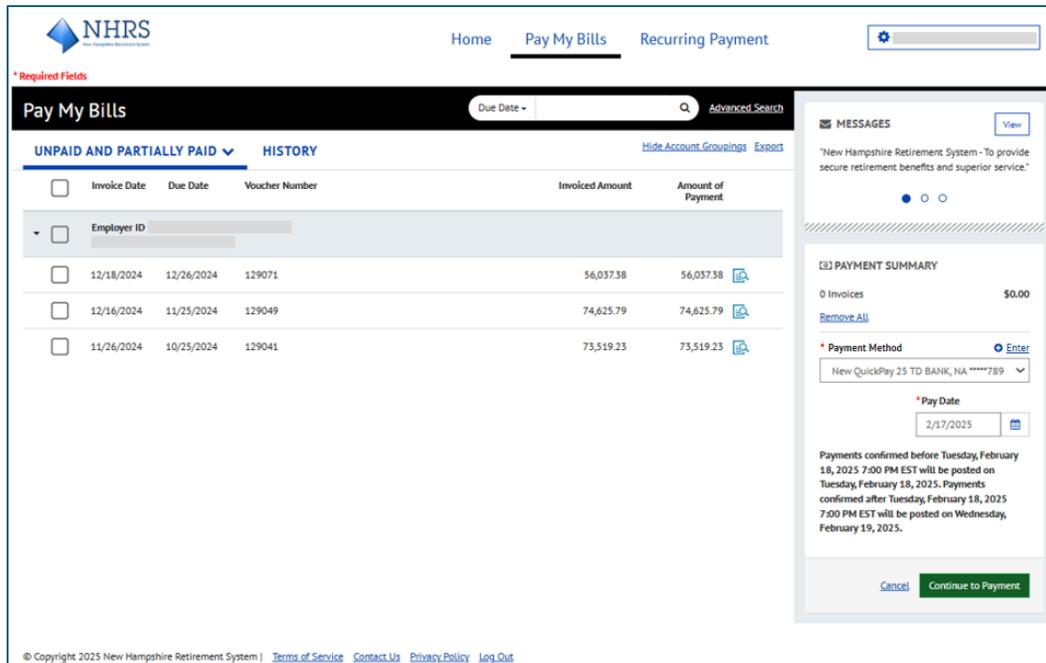
This site is only to be used by NHRS participating employers to make their monthly employer and member contribution payments. This service is not to be used for any other purpose.

**NOTE TO CURRENT QUICKPAY USERS**

Because this is a new, upgraded version of QuickPay, existing users need to set up a new account on this site. You may use the same Login ID and Password you have been using previously or choose new credentials.

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- From the **Pay My Bills Screen**, there are many options. Click a link below to jump to the action you want to perform:



**Pay My Bills**

UNPAID AND PARTIALLY PAID | HISTORY

Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
12/18/2024	12/26/2024	129071	56,037.38	56,037.38
12/16/2024	11/25/2024	129049	74,625.79	74,625.79
11/26/2024	10/25/2024	129041	73,519.23	73,519.23

**PAYMENT SUMMARY**

0 Invoices \$0.00

Payment Method: New QuickPay 25 TD BANK, NA \*\*\*\*789

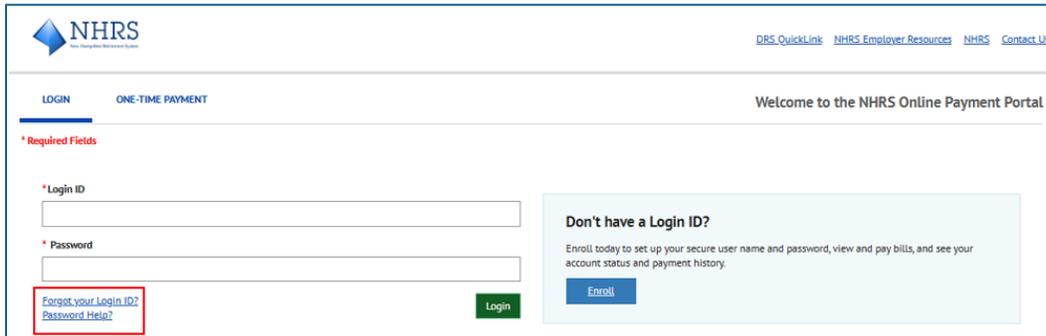
Pay Date: 2/17/2025

Payments confirmed before Tuesday, February 18, 2025 7:00 PM EST will be posted on Tuesday, February 18, 2025. Payments confirmed after Tuesday, February 18, 2025 7:00 PM EST will be posted on Wednesday, February 19, 2025.

Cancel | Continue to Payment

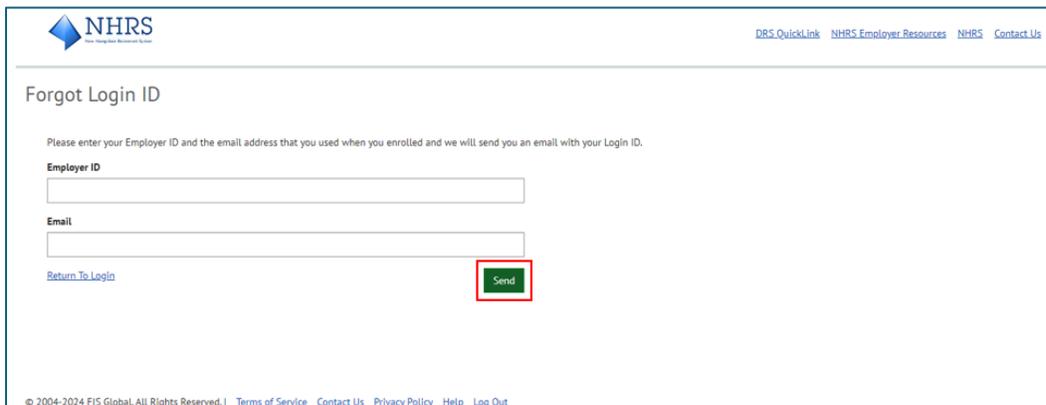
- [Pay an Invoice / Make a Future Payment](#)
- [View Payment History](#)
- [Search Payment History](#)
- [Set Up Recurring Payments](#)
- [Link Accounts](#)
- [Share Access to Accounts](#)

## Need Help Logging In?



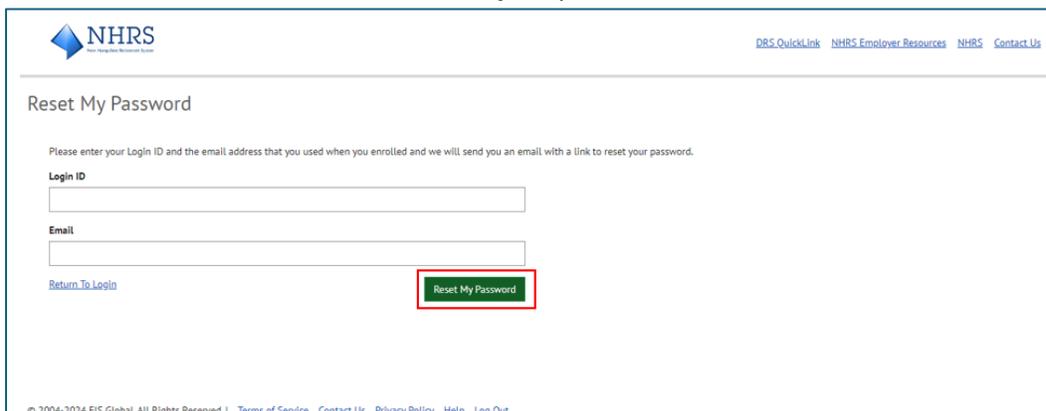
### Forgot your Login ID?

Click the **Forgot your Login ID?** link, the **Forgot Login ID Screen** displays. Enter your **Employer ID** and the **Email** address that you used when you enrolled in NHRS QuickPay. Click **Send**. You receive an email with your Login ID.



### Forgot your Password?

Click the **Password Help?** link, the **Reset My Password Screen** displays. Enter your **Login ID** and the **Email** address that you used when you enrolled in NHRS QuickPay. Click **Reset My Password**. You receive an email with a link to reset your password.



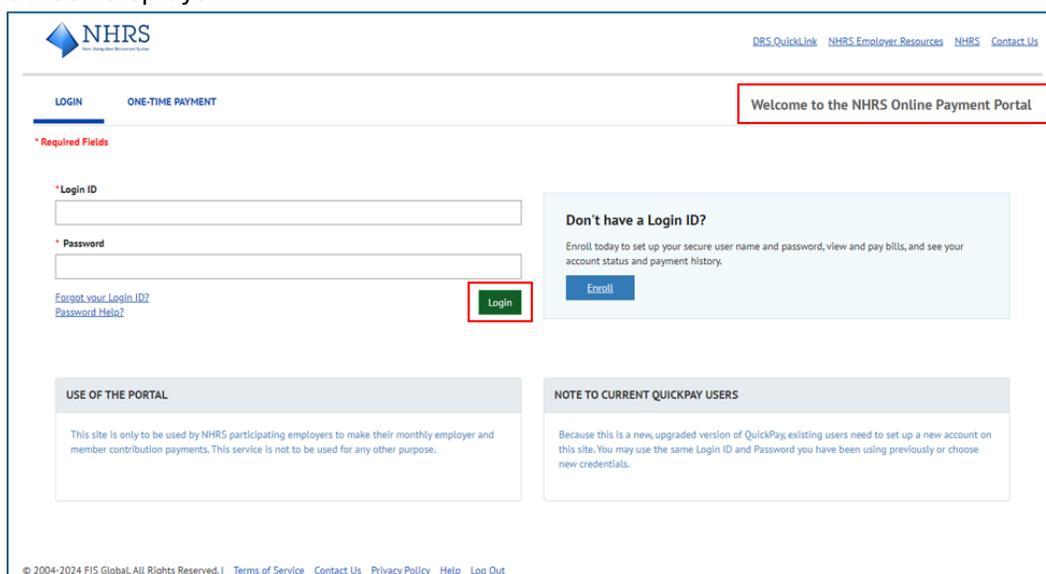
## Pay an Invoice / Make a Future Payment

Whether paying an invoice immediately or setting up a future payment, NHRS QuickPay requires you to pay the total amount due for each selected invoice. Over and under payments are not allowed.

Unlike **recurring payments**, which are set to be paid on the same date each month, **future payments** let you set up a one-time payment for one specific date. The Pay Date for future payments must be within 60 days from the current date. Once set up, you receive a confirmation email. As the pay date approaches, you will receive a reminder email as well.

Once a payment/future payment is complete, you receive an on-screen confirmation of the payment, which you can print as a PDF. You also receive an email confirming the payment.

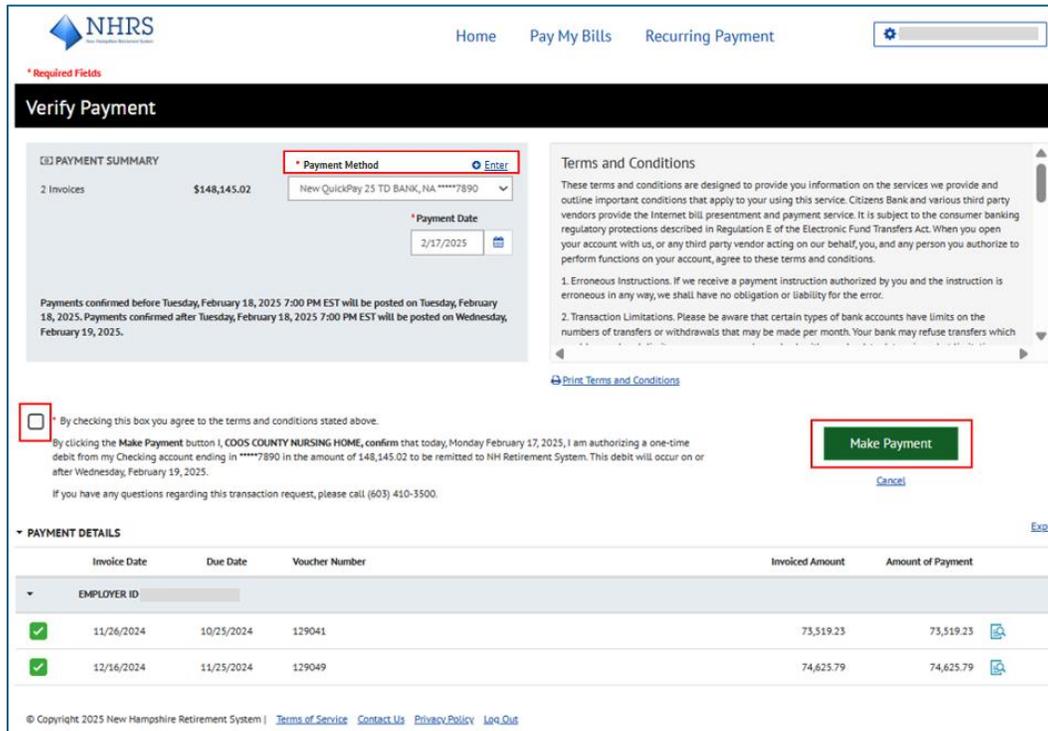
1. To pay an invoice / make a future payment, Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and securing questions. Click **Login**. The **Pay My Bills Screen** displays.



2. The **Pay My Bills Screen** defaults to the **UNPAID AND PARTIALLY PAID** tab. You can click the down arrow next to **UNPAID AND PARTIALLY PAID** and select **UNPAID** or **PARTIALLY PAID** to see invoices listed separately on the screen.



4. The **Verify Payment Screen** displays the payment/banking information entered during enrollment. If a different payment method is necessary, you can **Click Enter to add Payment Method**; otherwise, continue with the original payment method provided.



**Verify Payment**

**PAYMENT SUMMARY**

2 Invoices \$148,145.02

\* Payment Method  New QuickPay 25 TD BANK, NA \*\*\*\*7890

\* Payment Date 2/17/2025

Payments confirmed before Tuesday, February 18, 2025 7:00 PM EST will be posted on Tuesday, February 18, 2025. Payments confirmed after Tuesday, February 18, 2025 7:00 PM EST will be posted on Wednesday, February 19, 2025.

By checking this box you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **COOS COUNTY NURSING HOME**, confirm that today, Monday February 17, 2025, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*7890 in the amount of 148,145.02 to be remitted to NH Retirement System. This debit will occur on or after Wednesday, February 19, 2025.

If you have any questions regarding this transaction request, please call (603) 410-3500.

**Make Payment**

**PAYMENT DETAILS**

Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
EMPLOYER ID				
11/26/2024	10/25/2024	129041	73,519.23	73,519.23
12/16/2024	11/25/2024	129049	74,625.79	74,625.79

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Click the **By checking this box you agree to the terms and conditions stated above**.

If you are not pleased with any information on the screen, you can click **Cancel**.

If you are ready to process the payment, click **Make Payment**. Two things happen when you click **Make Payment**:

- You receive an email notification that **Your Payment to NH Retirement System is being processed**, as shown in the example below. Check your inbox for the notification. Save

for your records.

Your single Enrolled Payment to NH Retirement System is being processed

noreply\_NHRS@transactis.net  
To [Redacted] Mon 2/17/2025 5:40 PM



My Selected Image:  My Image Label: Dove My Employer ID: [Redacted]

**Your Payment to NH Retirement System is being processed.**

Employer ID: [Redacted]  
 Account Name: [Redacted]  
 Payment Account: New QuickPay 25 \*\*\*\*\*7890  
 Payment Amount: \$148,145.02  
 Total Amount: \$148,145.02  
 Creation Date: Monday, February 17, 2025  
 Payment Date: Tuesday, February 18, 2025

**2 Items paid with this Payment**

Confirmation #	Employer ID	Invoice Date	Voucher Number	Due Date	Invoiced Amount	Payment Amount
3100238812	[Redacted]	11/26/2024	129041	10/25/2024	\$73,519.23	\$73,519.23
3100238812	[Redacted]	12/16/2024	129049	11/25/2024	\$74,625.79	\$74,625.79

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.  
 To contact us, [click here](#) and review the Contact Us section on our web site.

- The **Confirmation Screen** displays. Click **Print Confirmation Page** for your records. Continue with any of the options on the bottom of the screen: **Set Up Recurring Payment, Return to Pay My Bills** and **Log Out**).

**Confirmation**

**Thank You!** Your payment has been made.

[Print Confirmation Page](#)

Payment Date: 2/18/2025  
 Payment Method: New QuickPay 25 TD BANK, NA \*\*\*\*\*7890  
 Total Payment: \$148,145.02

Payments confirmed before Tuesday, February 18, 2025 7:00 PM EST will be posted on Tuesday, February 18, 2025. Payments confirmed after Tuesday, February 18, 2025 7:00 PM EST will be posted on Wednesday, February 19, 2025.

If you have any further questions about payments to NH Retirement System, please contact our office at 603-410-3500 .

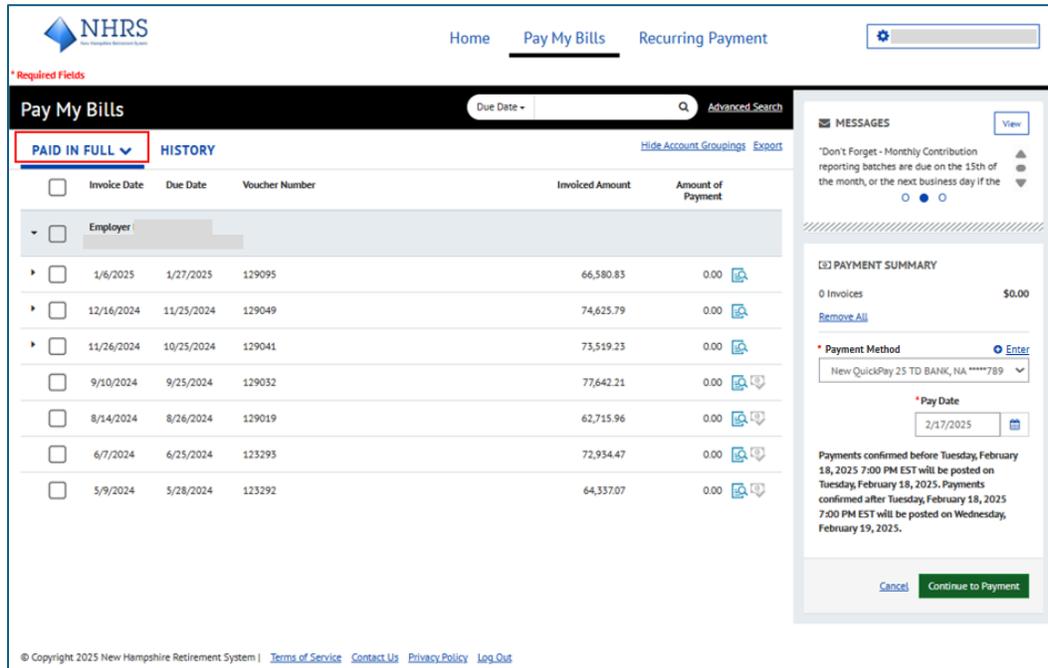
Employer ID	Confirmation #	Amount of Payment	Number of Invoices
[Redacted]	3100238812	\$148,145.02	2

[Set Up Recurring Payment](#) [Return to Pay My Bills](#) [Log Out](#)

## View Payment History

### View Invoices Paid in Full

Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Enter **Login ID** and **Password**. Click **Login**. The **Pay My Bills Screen** displays. Click the down arrow under **Pay My Bills**, select **PAID IN FULL**:



**Pay My Bills** | Home | Pay My Bills | Recurring Payment

**PAID IN FULL** | HISTORY

Invoice Date	Due Date	Voucher Number	Invoked Amount	Amount of Payment
1/6/2025	1/27/2025	129095	66,580.83	0.00
12/16/2024	11/25/2024	129049	74,625.79	0.00
11/26/2024	10/25/2024	129041	75,519.23	0.00
9/10/2024	9/25/2024	129032	77,642.21	0.00
8/14/2024	8/26/2024	129019	62,715.96	0.00
6/7/2024	6/25/2024	123293	72,934.47	0.00
5/9/2024	5/28/2024	123292	64,337.07	0.00

**PAYMENT SUMMARY**  
0 Invoices \$0.00  
Remove All

**Payment Method** | Enter  
New QuickPay 25 TD BANK, NA \*\*\*\*789

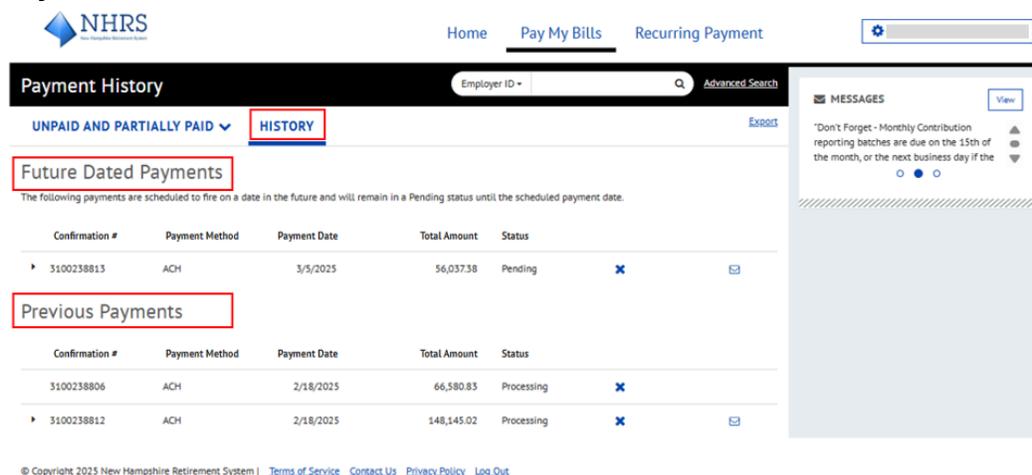
**Pay Date**  
2/17/2025

Payments confirmed before Tuesday, February 18, 2025 7:00 PM EST will be posted on Tuesday, February 18, 2025. Payments confirmed after Tuesday, February 18, 2025 7:00 PM EST will be posted on Wednesday, February 19, 2025.

Cancel | Continue to Payment

### View All Payment History

Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Enter **Login ID** and **Password**. Click **Login**. The **Pay My Bills Screen** displays. Click **HISTORY**. **Future Date Payments** and **Previous Payments** are listed:



**Payment History** | Home | Pay My Bills | Recurring Payment

**UNPAID AND PARTIALLY PAID** | **HISTORY**

**Future Dated Payments**

The following payments are scheduled to fire on a date in the future and will remain in a Pending status until the scheduled payment date.

Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100238813	ACH	3/5/2025	56,037.38	Pending

**Previous Payments**

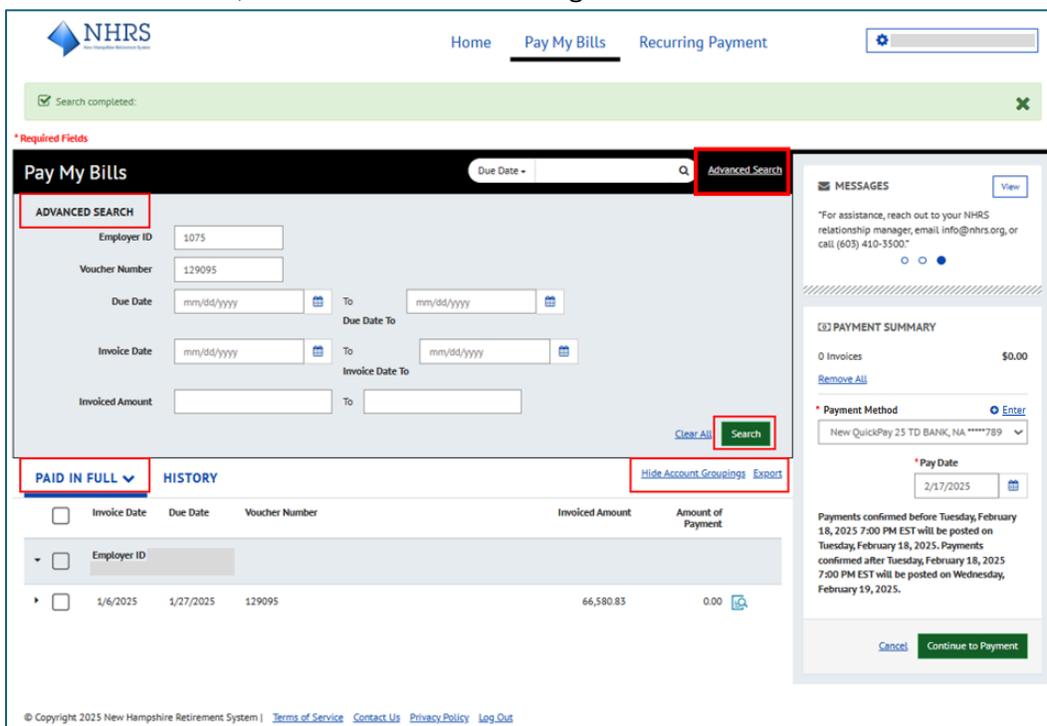
Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100238806	ACH	2/18/2025	66,580.83	Processing
3100238812	ACH	2/18/2025	148,145.02	Processing

## Search Payment History

### Search Invoices Paid in Full

Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Enter **Login ID** and **Password**. Click **Login**. The **Pay My Bills Screen** displays. Click the down arrow under **Pay My Bills**, select Paid in Full (optionally, you can select any listing: All, Unpaid, Partially Paid (not applicable to NHRS-participating Employers), Unpaid And Partially Paid).

Click **Advanced Search** and enter the desired **ADVANCED SEARCH** criteria, such as **Voucher Number**, to filter the search. Click **Search**. You can **Export** the search results. When done, to close the search window, click **Advanced Search** again.



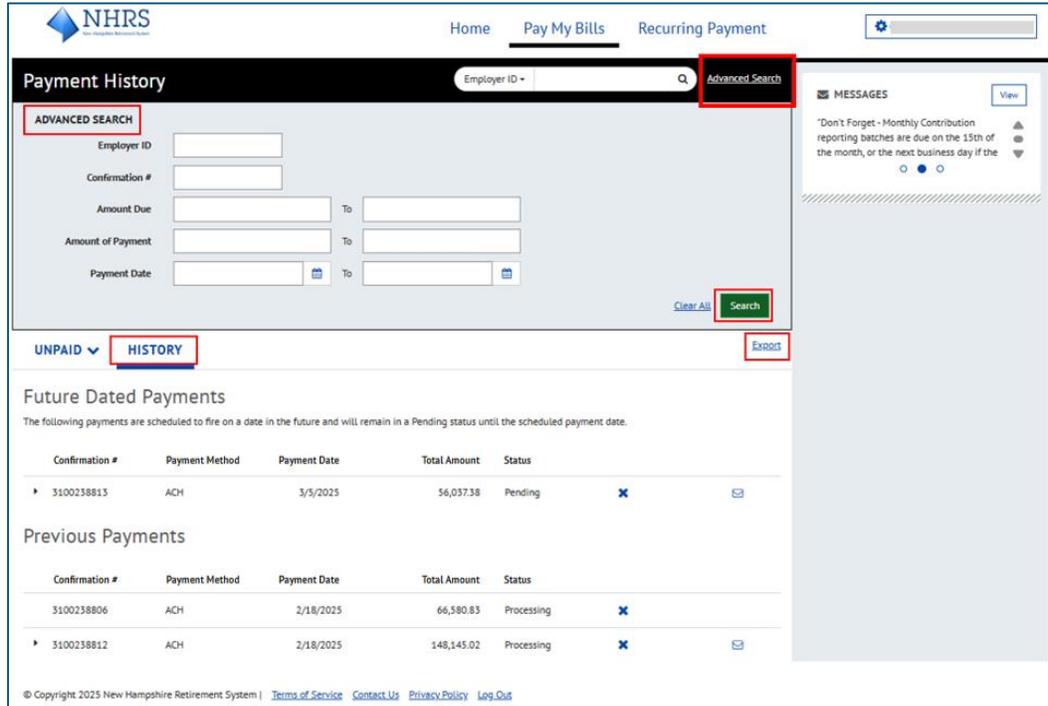
The screenshot shows the 'Pay My Bills' interface with the 'Advanced Search' form open. The form includes fields for Employer ID (1075), Voucher Number (129095), Due Date, Invoice Date, and Invoiced Amount. A 'Search' button is highlighted. Below the form is a table with columns: Invoice Date, Due Date, Voucher Number, Invoiced Amount, and Amount of Payment. A single row is visible with the following data: Invoice Date: 1/6/2025, Due Date: 1/27/2025, Voucher Number: 129095, Invoiced Amount: 66,580.83, Amount of Payment: 0.00. The 'PAID IN FULL' dropdown is also highlighted.

Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
1/6/2025	1/27/2025	129095	66,580.83	0.00

### Search All Payment History

Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Enter **Login ID** and **Password**. Click **Login**. The **Pay My Bills Screen** displays. Click **History**.

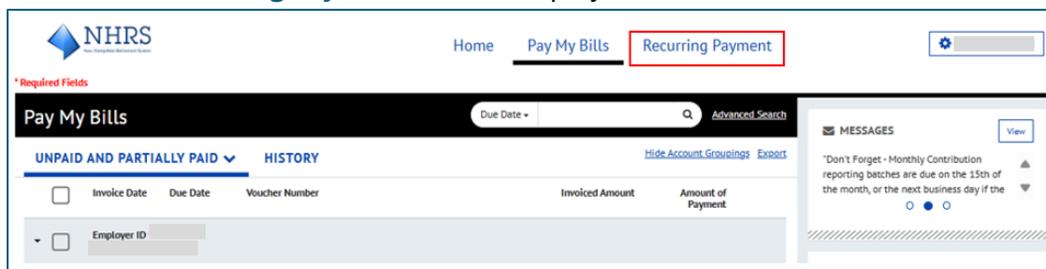
Click **Advanced Search** and enter the desired **ADVANCED SEARCH** criteria, such as **Confirmation #**, to filter the search. Click **Search**. You can **Export** the search results. When done, to close the search window, click **Advanced Search** again.



## Set Up Recurring Payments

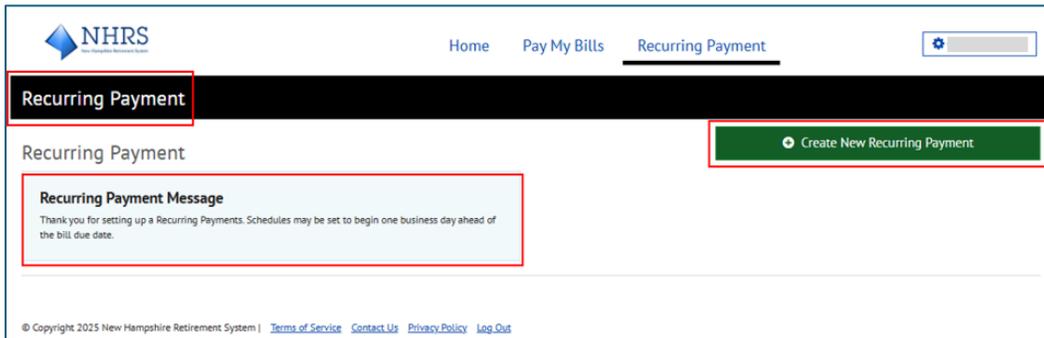
Recurring payments let you ‘set it and forget it’ by setting up payments to take place each month on the invoice Due Date, until you end the recurring payment. The Pay Date for recurring payments may be set to begin one business day ahead of the bill due date. Once a recurring payment has been set up, you receive a confirmation email. You also receive a reminder email before the payment is processed. When setting up the recurring payment, you determine how many days’ notice you would like.

1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. Enter **Login ID** and **Password**. Click **Login**. The **Pay My Bills Screen** displays. Click **Recurring Payment** at the top of the screen. The **Recurring Payment Screen** displays.



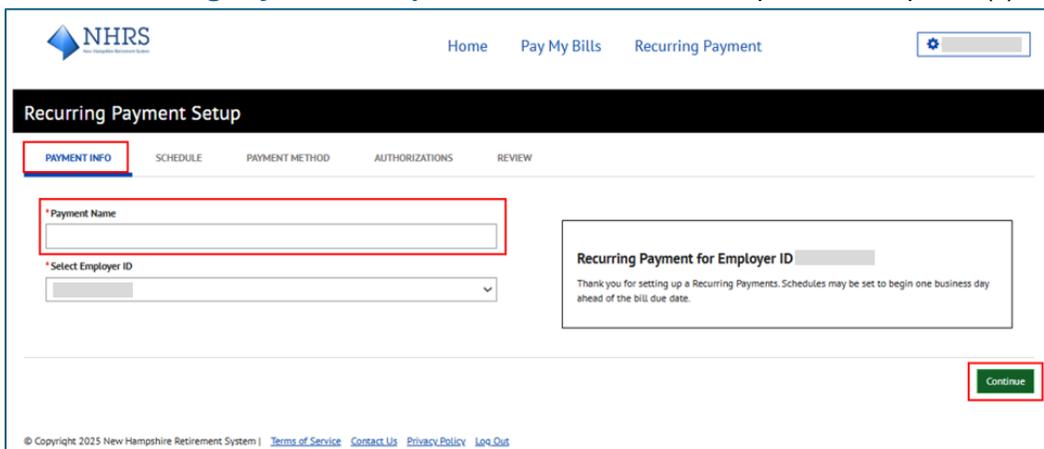
2. The **Recurring Payment Screen** displays the message, “Thank you for setting up a Recurring Payment. Schedules may be set to being one business day ahead of the bill due date.” To begin, click **Create New Recurring Payment**. The **Recurring Payment Setup**

**PAYMENT INFO** Tab displays.



The screenshot shows the NHRS website interface. At the top, there are navigation links: Home, Pay My Bills, and Recurring Payment. The Recurring Payment page has a header with the NHRS logo and a settings icon. Below the header, there is a 'Recurring Payment' section with a 'Create New Recurring Payment' button. A message box titled 'Recurring Payment Message' is highlighted in red. The footer contains copyright information and links for Terms of Service, Contact Us, Privacy Policy, and Log Out.

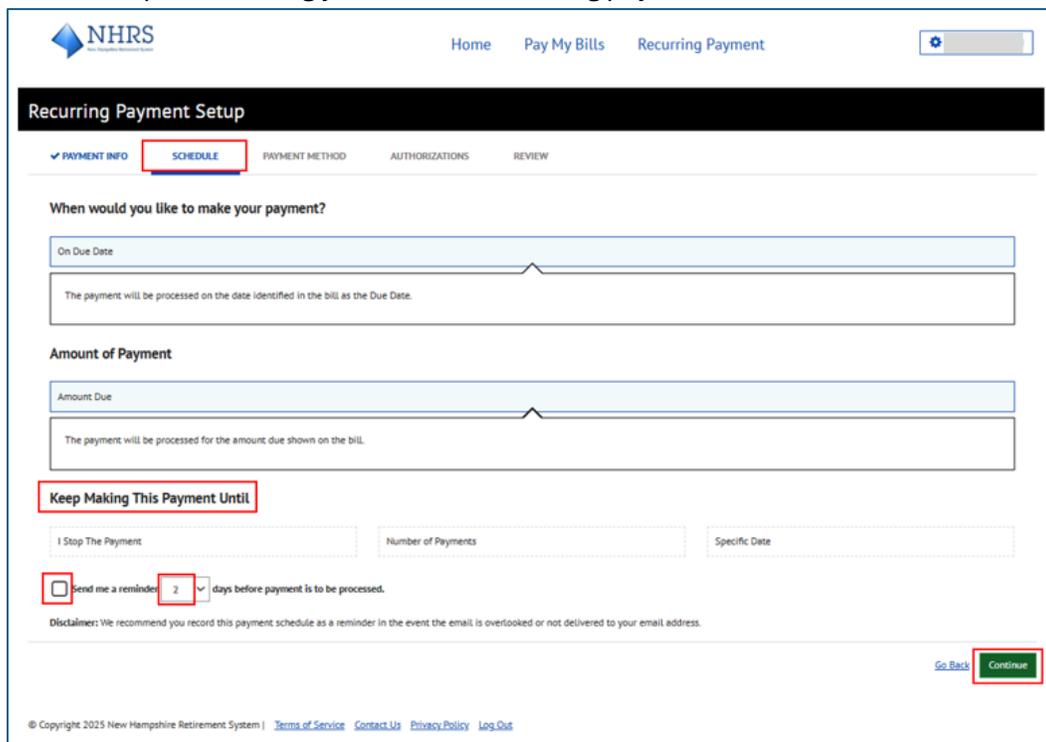
3. On the **Recurring Payment Setup PAYMENT INFO** Tab, complete the required (\*) fields:



The screenshot shows the 'Recurring Payment Setup' page. The 'PAYMENT INFO' tab is selected. There are two required fields: 'Payment Name' and 'Select Employer ID'. A 'Continue' button is highlighted in green. A message box titled 'Recurring Payment for Employer ID' is visible. The footer contains copyright information and links for Terms of Service, Contact Us, Privacy Policy, and Log Out.

- Enter a **Payment Name** to distinguish this recurring payment from others that you may set up, for example, the name of your city, town, school district, or other identifying name.
- The **Select Employer ID** field defaults to the ID associated with the **Login ID** and **Password** used to log into QuickPay for this session. To select a different ID linked to this account, use the down arrow.
- When done, click **Continue**. The **Recurring Payment Setup SCHEDULE** Tab displays.

4. On the **Recurring Payment Setup SCHEDULE Tab**, define when and how much to be paid each time, plus how long you want the recurring payments to run for.

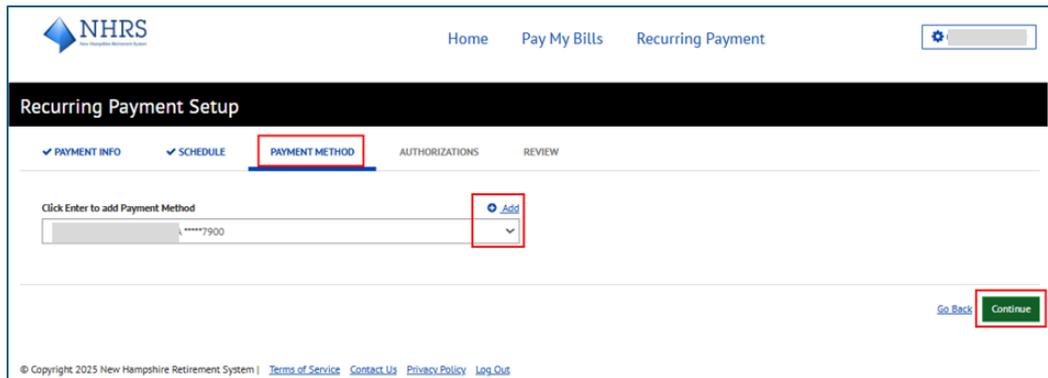


The screenshot displays the 'Recurring Payment Setup' page with the 'SCHEDULE' tab selected. The page includes the following sections:

- When would you like to make your payment?:** A dropdown menu is set to 'On Due Date'. Below it, a text box states: 'The payment will be processed on the date identified in the bill as the Due Date.'
- Amount of Payment:** A dropdown menu is set to 'Amount Due'. Below it, a text box states: 'The payment will be processed for the amount due shown on the bill.'
- Keep Making This Payment Until:** Three options are available: 'I Stop The Payment', 'Number of Payments', and 'Specific Date'.
- Send me a reminder:** A checkbox is checked, and a dropdown menu is set to '2' days before payment is to be processed.
- Disclaimer:** 'We recommend you record this payment schedule as a reminder in the event the email is overlooked or not delivered to your email address.'
- Buttons:** 'Go Back' and 'Continue' buttons are located at the bottom right. The 'Continue' button is highlighted with a red box.

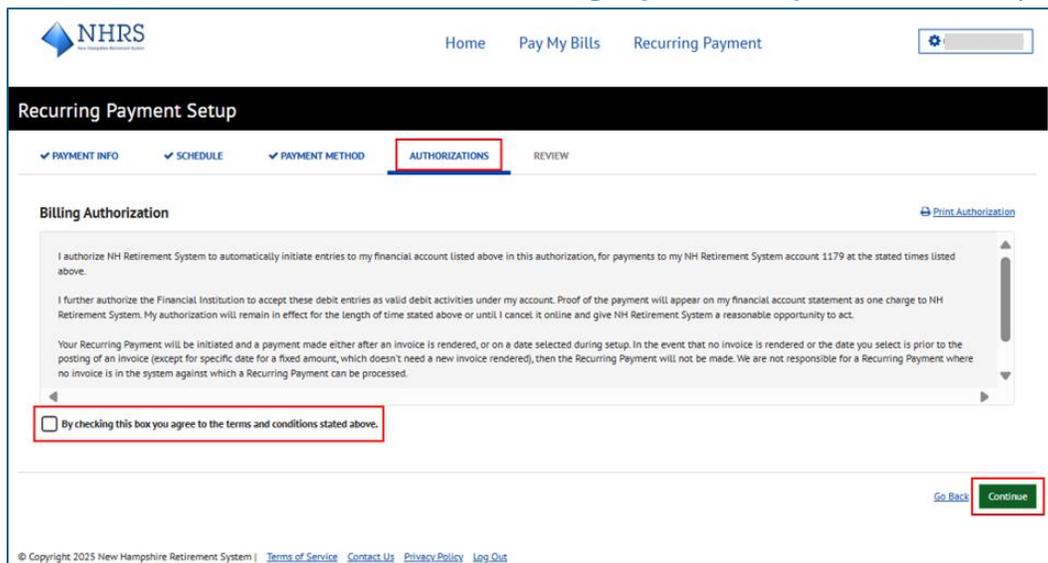
- a. **When would you like to make your payment?:** The payment is processed on the date identified on the bill as the **Due Date**.
- b. **Amount of Payment:** The payment is processed for the amount due shown on the bill.
- c. **Keep Making This Payment Until:** There are multiple options to fit your business needs:
  - **I Stop The Payment:** The Recurring Payment continues until it is cancelled.
  - **Number of Payments:** Recurring Payment is executed for the specified number of payments entered here.
  - **Specific Date:** The Recurring Payment is made up to the specific date entered. It must be greater than the current date.
- d. **Send me a reminder:** When this box is checked, you can stipulate how many days before a payment is processed, that you would like to receive a reminder email.
- e. **Note the Disclaimer**, which states, “*We recommend you record this payment schedule as a reminder in the event the email is overlooked or not delivered to your email address.*”
- f. When done, click **Continue**. The **Recurring Payment Setup PAYMENT METHOD Tab** displays.

- The **Recurring Payment Setup PAYMENT METHOD Tab** defaults to the primary payment method of the Employer. To change the payment method, you may use the down arrow to select a different method if one has been set up, or you may **Add** a new payment option. When done, click **Continue**. The **Recurring Payment Setup AUTHORIZATIONS Tab** displays.



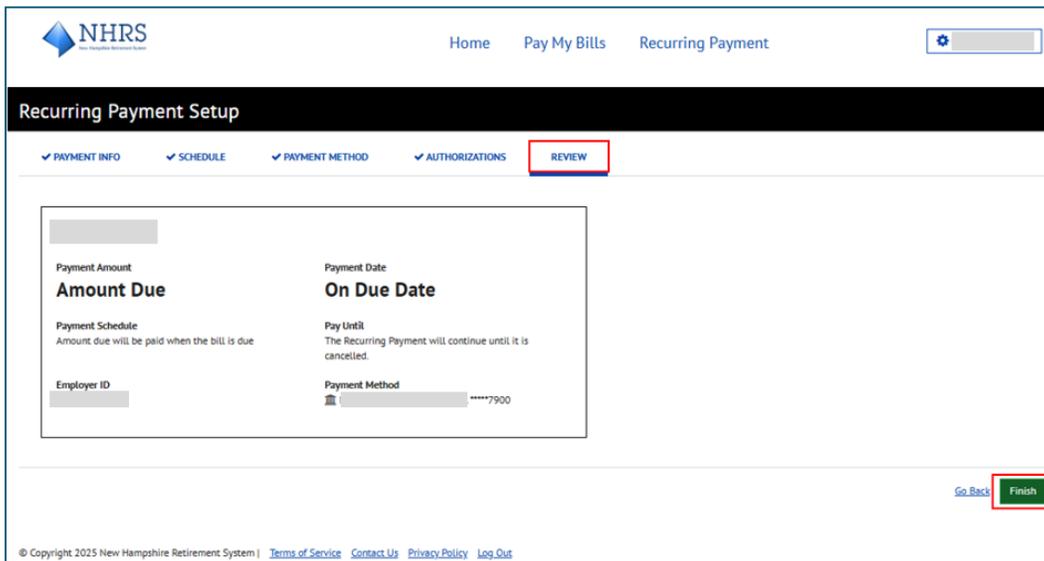
The screenshot shows the 'Recurring Payment Setup' page with the 'PAYMENT METHOD' tab active. A text input field contains the masked number '\*\*\*\*7900'. To the right of this field is a dropdown menu with an 'Add' button. At the bottom right of the page, there are 'Go Back' and 'Continue' buttons.

- On the **Recurring Payment Setup AUTHORIZATIONS Tab**, read the terms and conditions, then click the **By checking this box you agree to the terms and conditions stated above** box. When done, click **Continue**. The **Recurring Payment Setup REVIEW Tab** displays.



The screenshot shows the 'Recurring Payment Setup' page with the 'AUTHORIZATIONS' tab active. The page displays 'Billing Authorization' terms and conditions. At the bottom, there is a checkbox labeled 'By checking this box you agree to the terms and conditions stated above.' At the bottom right of the page, there are 'Go Back' and 'Continue' buttons.

- The **Recurring Payment Setup REVIEW Tab** provides an opportunity to verify the **Payment Amount, Payment Date, Payment Schedule, Pay Until**, and **Payment Method** prior to completing a recurring payment setup:



The screenshot shows the 'Recurring Payment Setup' page with the 'REVIEW' tab selected. The page contains the following information:

- Payment Amount:** Amount Due
- Payment Date:** On Due Date
- Payment Schedule:** Amount due will be paid when the bill is due
- Pay Until:** The Recurring Payment will continue until it is cancelled.
- Employer ID:** [Redacted]
- Payment Method:** [Redacted] \*\*\*\*7900

At the bottom right, there are two buttons: 'Go Back' and 'Finish'.

If you are not pleased with any information on the screen, click **Go Back** to modify any of the tabs.

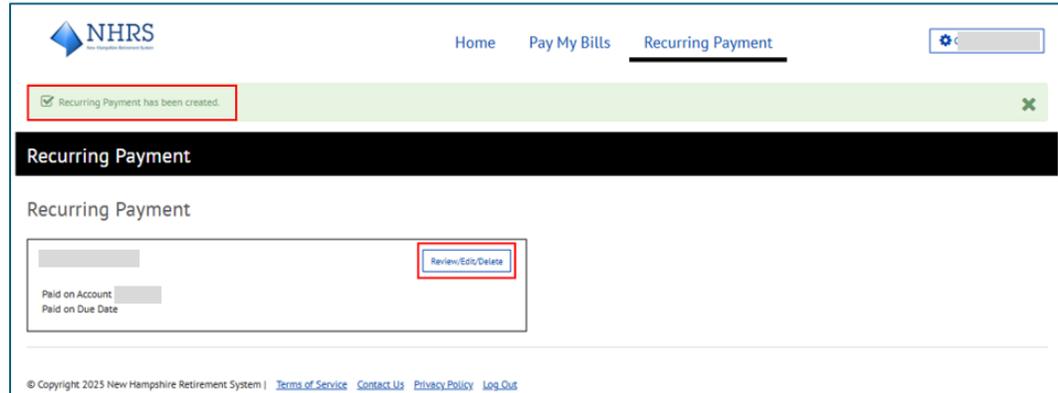
If you are pleased with the information, click **Finish**. Two things happen when you click **Finish**:

- You receive an email notification with the subject line **Your Recurring Payment “[Payment Name]” to NH Retirement System has been Created**, as shown in the example below. Check your inbox for the notification. Save for your records.



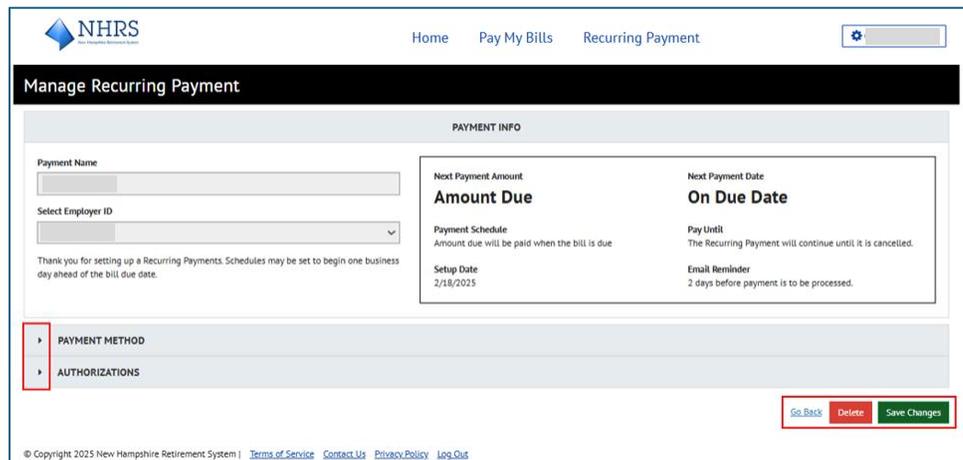
- The **Recurring Payment Screen** displays. This screen confirms that your recurring payment has been created, plus it provides an opportunity to review/edit/delete the payment. From here, you can either click **Review/Edit/Delete** or click **Home**, where

you can also manage the recurring payment:



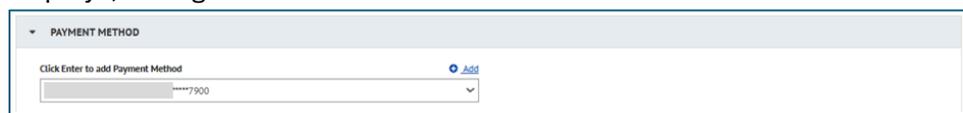
## Manage Recurring Payments

- a. Clicking **Review/Edit/Delete** displays the **Manage Recurring Payment Screen**.



To modify the **PAYMENT METHOD**, click the arrow to expand. If you modify the payment method, you must also expand **AUTHORIZATIONS** and check the **terms and conditions** box.

Click **Go Back** to back up without modifying the recurring payment. Click **Save Changes** to modify the recurring payment. A pop-up message displays, asking for confirmation.



**AUTHORIZATIONS**

Billing Authorization [Print Authorization](#)

I authorize NH Retirement System to automatically initiate entries to my financial account listed above in this authorization, for payments to my NH Retirement System account 1179 at the stated times listed above.

I further authorize the Financial Institution to accept these debit entries as valid debit activities under my account. Proof of the payment will appear on my financial account statement as one charge to NH Retirement System. My authorization will remain in effect for the length of time stated above or until I cancel it online and give NH Retirement System a reasonable opportunity to act.

Your Recurring Payment will be initiated and a payment made either after an invoice is rendered, or on a date selected during setup. In the event that no invoice is rendered or the date you select is prior to the posting of an invoice (except for specific date for a fixed amount, which doesn't need a new invoice rendered), then the Recurring Payment will not be made. We are not responsible for a Recurring Payment where no invoice is in the system against which a Recurring Payment can be processed.

Please enter a note of this authorization and explain for your records.

By checking this box you agree to the terms and conditions stated above.

Or you can click **Delete** to remove the entire recurring payment.

- b. Clicking **Home** displays your **Employer Home Screen**, which enables you to pay any invoices due, plus it enables you to manage recurring payments. Click **Manage**. This returns you to the **Recurring Payments Review/Edit/Delete Screen**.

**NHRS** Home Pay My Bills Recurring Payment

**Home**

Employer ID  [View Invoice](#)

Voucher Number: 130250  
 Invoice Date: 1/15/2025  
 Due Date: 1/27/2025  
 Invoiced Amount: \$428,718.03

\*Amount of Payment: \$ 428,718.03  
 \*Payment Method:  7900 [Enter](#)  
 \*Pay Date: 2/18/2025

[Continue to Payment](#)

Future Dated Payments

The following payments are scheduled to fire on a date in the future and will remain in a Pending status until the scheduled payment date.

Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100238822	ACH	2/24/2025	463,100.37	Pending

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**NHRS** Home Pay My Bills **Recurring Payment**

**Recurring Payment**

[Review/Edit/Delete](#)

Paid on Account:   
 Paid on Due Date:

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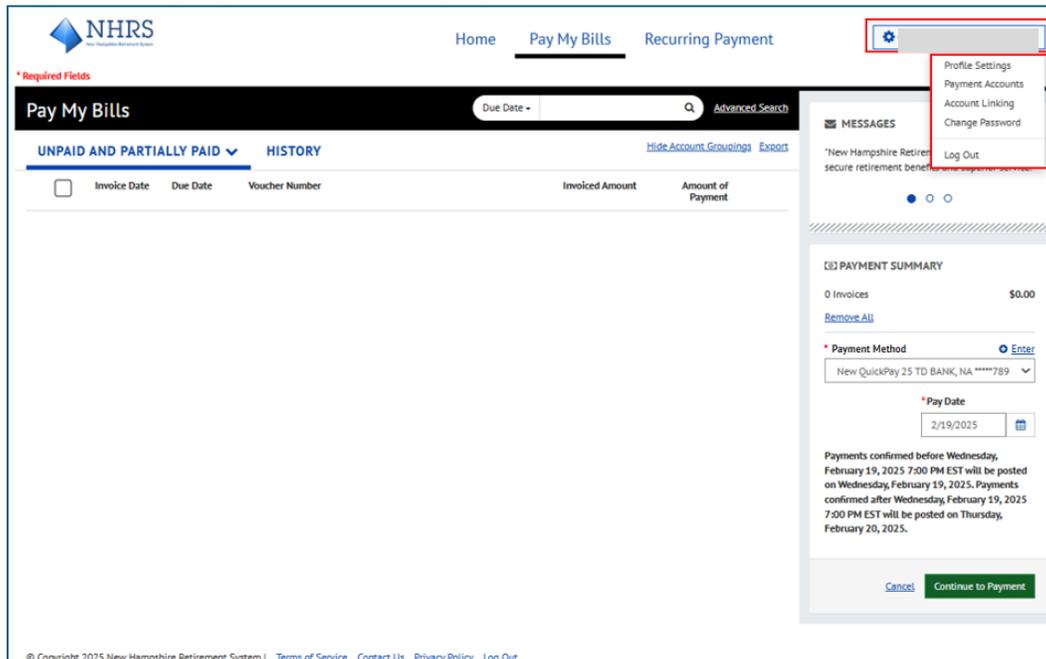
## Administrative Options

Administrative options are available from the upper right corner of the **Pay My Bills Screen**, under your **Employer Name** button. Administrative options include:

- Profile Settings
- Payment Accounts
- Account Linking
- Change Password

## Profile Settings

1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and security questions. Click **Login**. The **Pay My Bills Screen** displays.



- a. In the upper right corner of the screen, click on your **Employer Name** button. A drop down list of Administrative options displays. Click **Profile Settings**. The **Profile Settings PROFILE Tab** displays.
- b. On the **Profile Settings PROFILE Tab**, edit fields as needed.

If you **make** edits, you must check **Terms of Service** then click **Apply Changes** to save your edits. The message *“Your account settings were successfully updated”* briefly displays at the top of the screen to confirm your changes have been saved.

If you **do not make** edits to the **PROFILE**, you can click the **SECURITY** or

**NOTIFICATIONS** tabs to jump to screen you want to edit.



Home Pay My Bills Recurring Payment 

### Profile Settings

**PROFILE** SECURITY NOTIFICATIONS

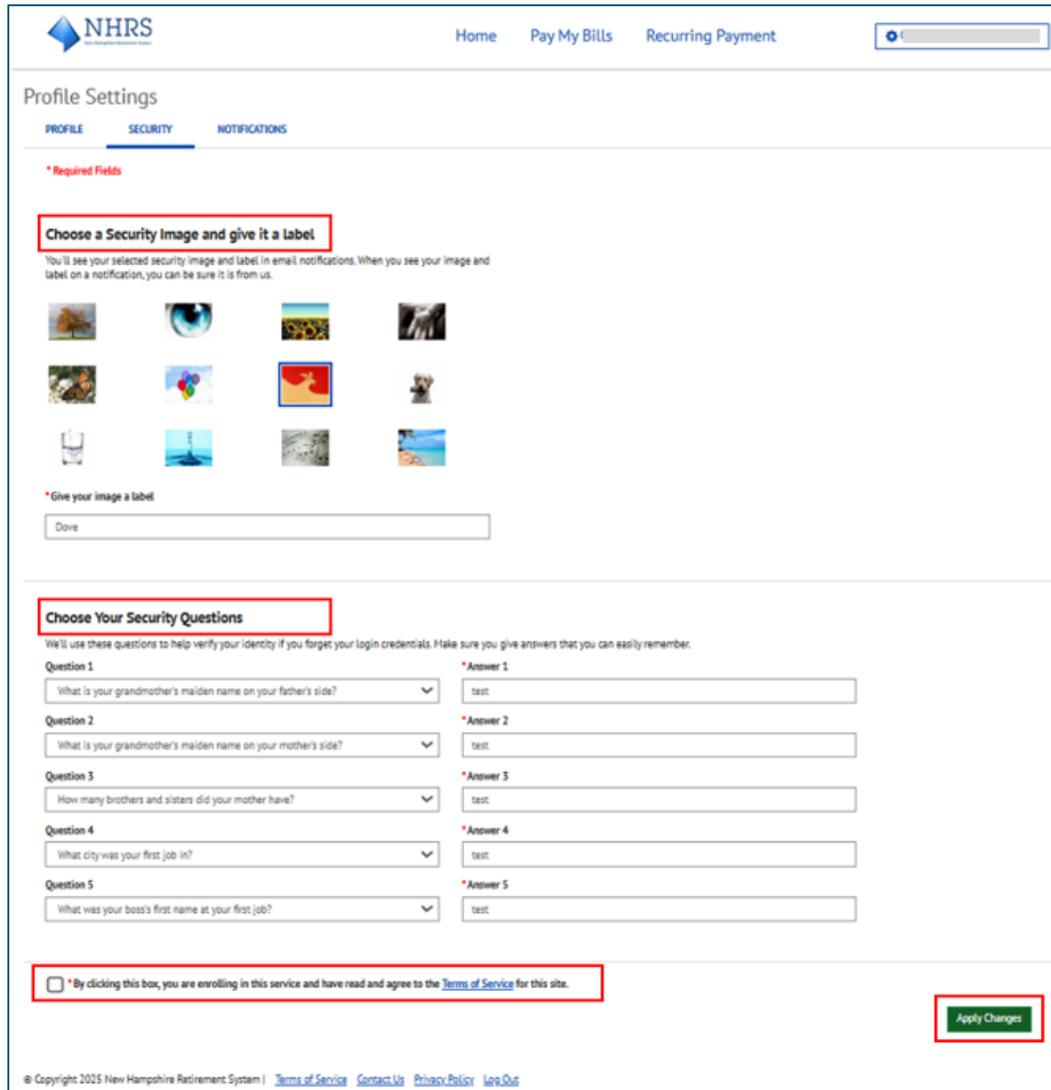
*\* Required Fields*

<b>Name</b> <i>* Employer Name</i> <input type="text"/>	<b>Contact Info</b> <i>* Mobile Phone</i> <input type="text"/> <a href="#">Add Another Telephone Number</a>
<b>Billing Address</b> Country <input type="text" value="United States"/> Employer Address Line 1 <input type="text"/> Employer Address Line 2 <input type="text" value="(optional)"/> Employer City <input type="text"/> Employer State <input type="text" value="NH - New Hampshire"/> ZIP Code <input type="text"/>	<i>* Email</i> <input type="text"/> <a href="#">Add Another Email Address</a>

*\* By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.*

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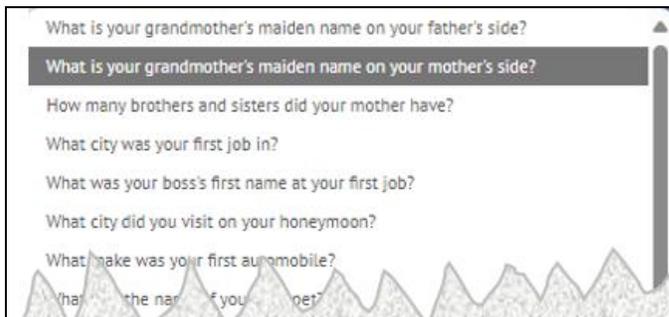
c. **Profile Settings SECURITY Tab:**



The screenshot shows the NHRS Profile Settings page with the SECURITY tab selected. At the top, there are navigation links for Home, Pay My Bills, and Recurring Payment. Below the NHRS logo, the page title is 'Profile Settings' with sub-tabs for PROFILE, SECURITY, and NOTIFICATIONS. A red box highlights the section 'Choose a Security Image and give it a label', which includes a grid of image options and a text input field for labeling the image. Another red box highlights the section 'Choose Your Security Questions', which contains five questions with dropdown menus and corresponding text input fields for answers. A third red box highlights a checkbox with the text '\* By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.' A green box highlights the 'Apply Changes' button at the bottom right.

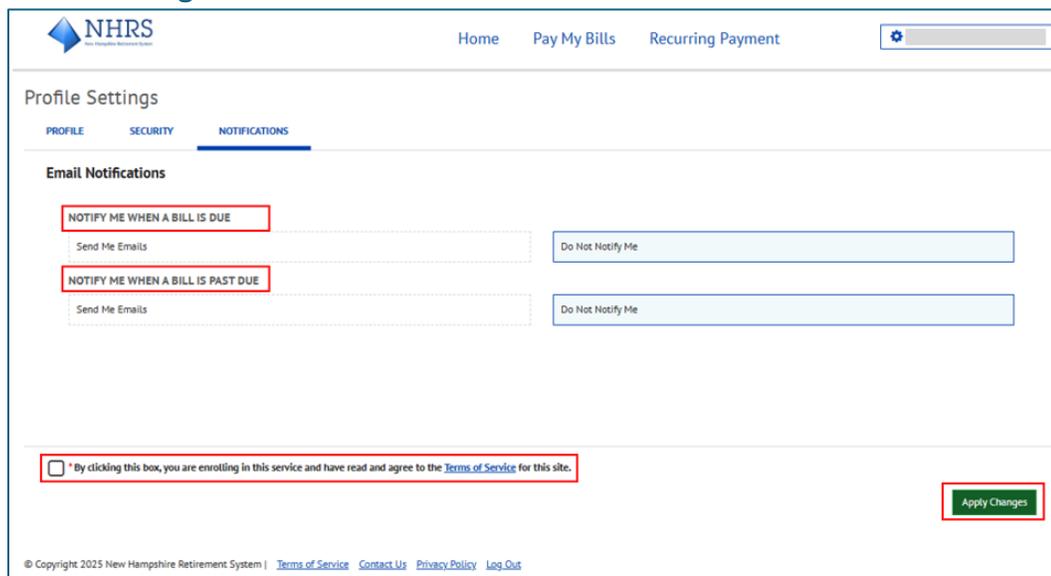
- Under **Choose a Security Image:**  
You can change your security image and give it a label. Your selected image displays in all email communications from NHRS, assuring you the email is from NHRS, not spam.  
**Note:** The FROM email address is [noreply\\_NHRS@transactis.net](mailto:noreply_NHRS@transactis.net)

- Under **Choose Your Security Questions:** You can change your answers to the current security questions, or select new questions using the down-arrow:



When done, you must check **Terms of Service** then click **Apply Changes** to save your edits. The message *“Your account settings were successfully updated”* briefly displays at the top of the screen to confirm your changes have been saved.

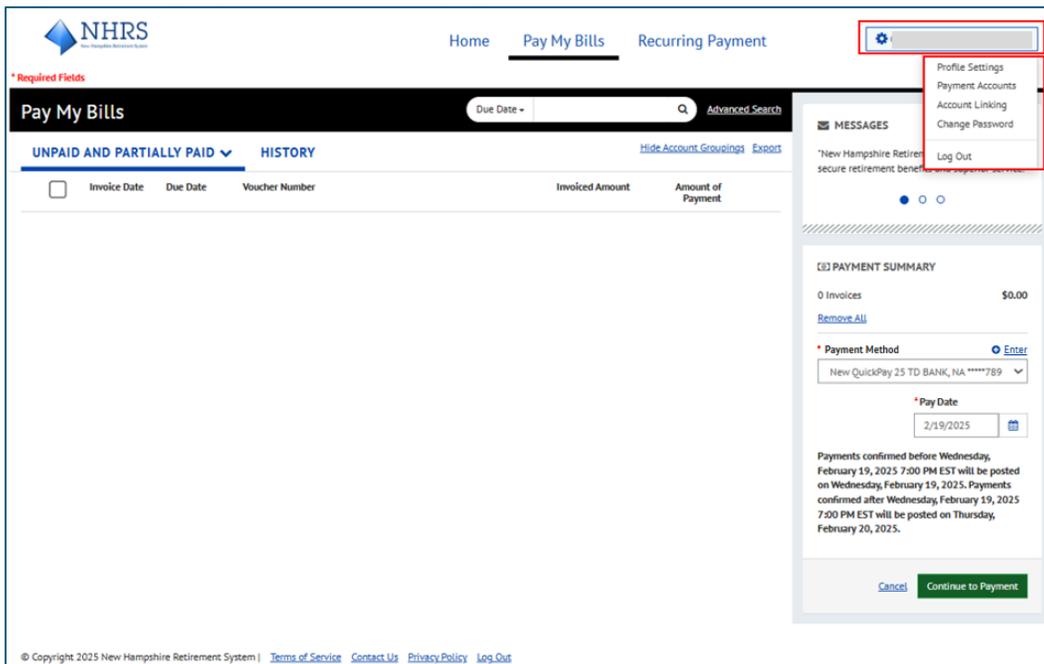
d. **Profile Settings NOTIFICATIONS Tab:**



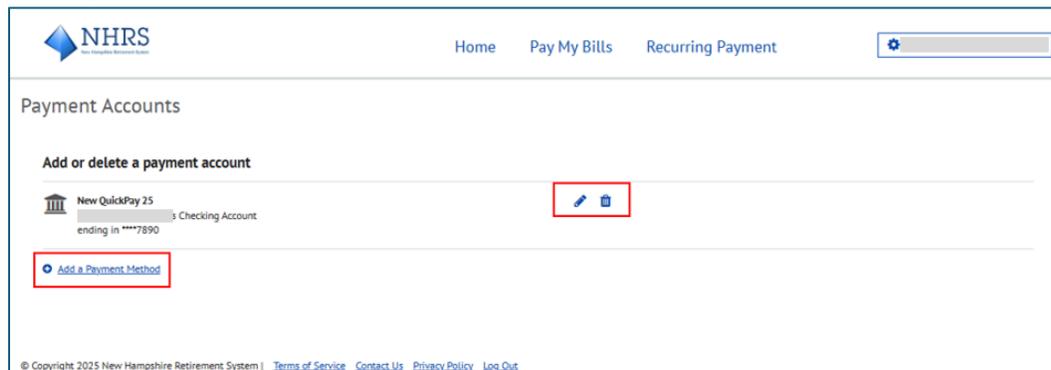
- **NOTIFY ME WHEN A BILL IS DUE:** To receive **reminder notices** for bills that are due, click **Send Me Emails**. You are prompted to indicate how many days before a bill is due, that you want to receive an email reminder.
- **NOTIFY ME WHEN A BILL IS PAST DUE:** To receive **late notices** for bills that are past due, click **Send Me Emails**. You are prompted to indicate how many days after a due date you want to receive an email late notice.

## Payment Accounts

1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and security questions. Click **Login**. The **Pay My Bills Screen** displays.

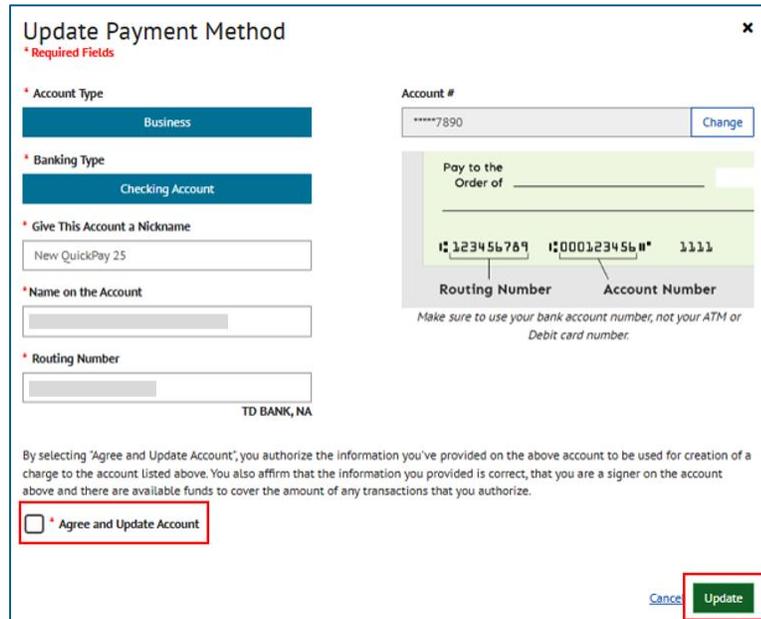


- a. In the upper right corner of the screen, click on your **Employer Name** button. A drop down list of Administrative options displays. Click **Payment Accounts**. The **Payment Accounts Screen** displays.
- b. On the **Payment Accounts Screen**, you can edit (pencil) or delete (trash barrel) an existing payment account, as well as **Add a Payment Method**.



- c. **EDITING:** If you click the edit pencil, the **Update Payment Method Screen** displays. If you **edit** a payment method, you must check **Agree and Update Account** then

click **Update** to save your edits. You receive an email confirming the change.



**Update Payment Method** ✕

*\* Required Fields*

\* Account Type  
Business

\* Banking Type  
Checking Account

\* Give This Account a Nickname  
New QuickPay 25

\* Name on the Account  
\_\_\_\_\_

\* Routing Number  
\_\_\_\_\_  
TD BANK, NA

Account #  
\*\*\*\*\*7890 Change

Pay to the Order of \_\_\_\_\_

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number      Account Number

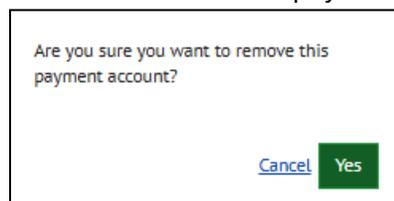
Make sure to use your bank account number, not your ATM or Debit card number.

By selecting "Agree and Update Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

\* Agree and Update Account

Cancel Update

- d. **DELETING:** If you click the trash barrel, you are prompted to confirm whether you want to remove the payment account. Click **Cancel** to return to the **Payment Accounts Screen**. Click **Yes** to delete the payment account.



Are you sure you want to remove this payment account?

Cancel Yes

- e. **ADDING:** If you click **Add a Payment Method**, the **Enter a Payment Method Screen** displays. Complete all required fields. When you enter a valid **Routing Number**, the associated bank's name displays below the field. Click **Agree and Enter Account**,

then click **Enter Account**.

### Enter a Payment Method

\* Required Fields

**BANK ACCOUNT**

\* Account Type

\* Banking Type

\* Name on the Account

\* Routing Number

\* Account #

\* Re-enter Account #

Pay to the Order of \_\_\_\_\_

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number      Account Number

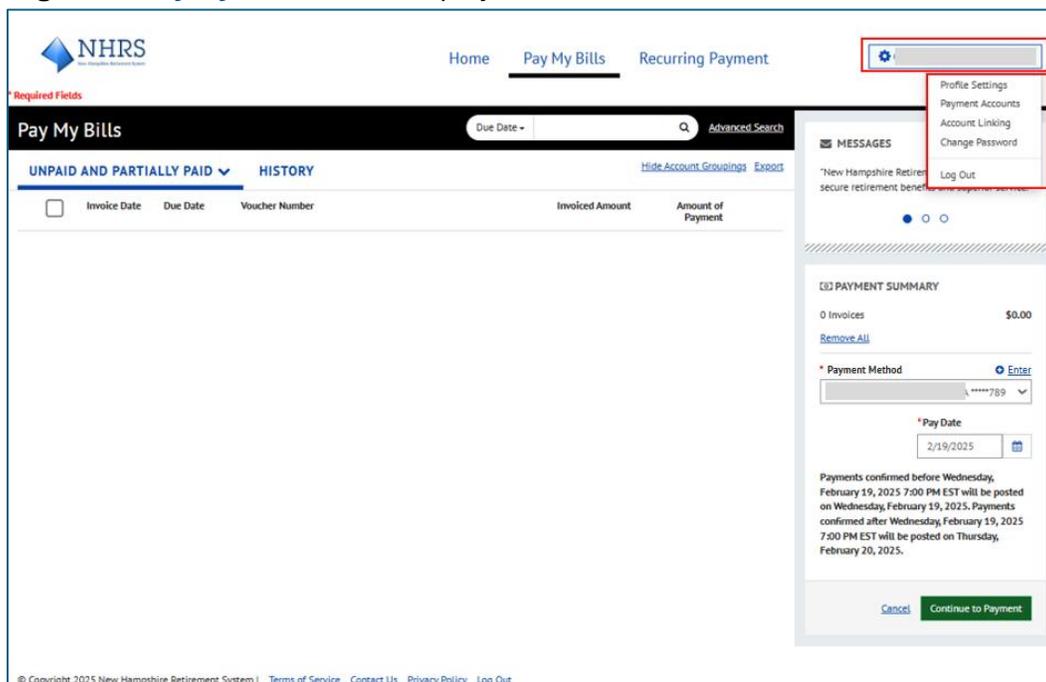
Make sure to use your bank account number, not your ATM or Debit card number.

By selecting "Agree and Enter Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

\* Agree and Enter Account

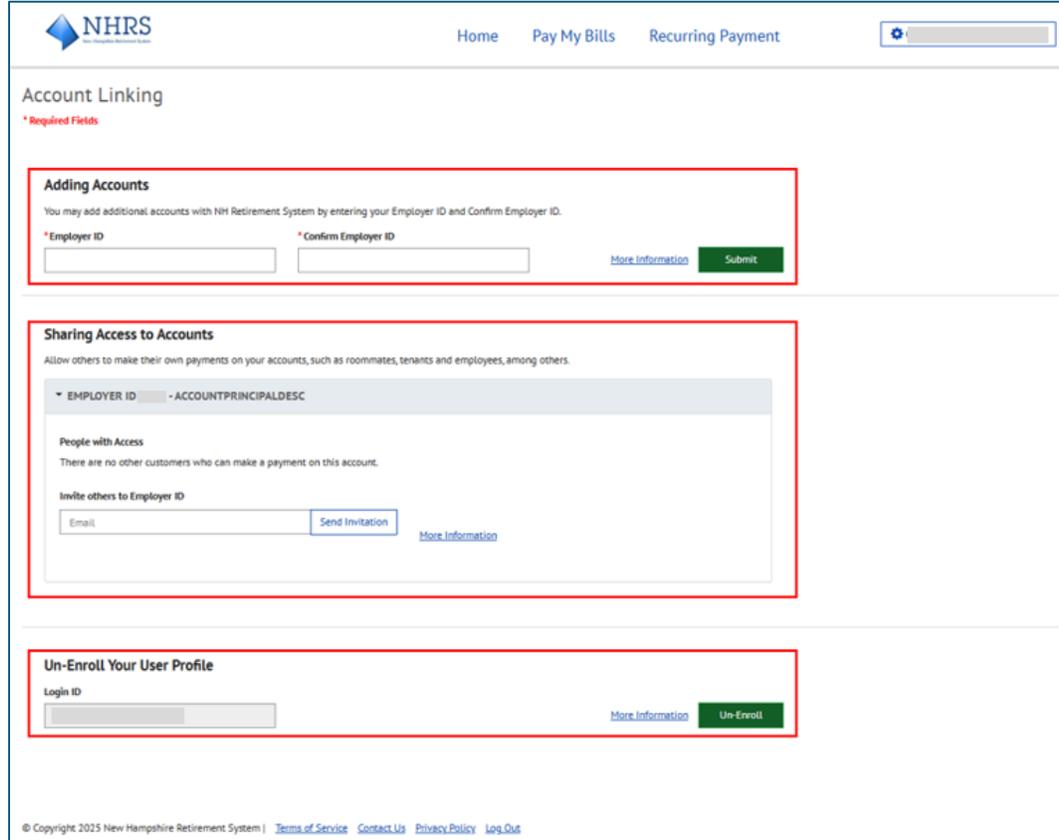
## Account Linking

1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and security questions. Click **Login**. The **Pay My Bills Screen** displays.



The screenshot shows the NHRS 'Pay My Bills' interface. At the top, there are navigation links for 'Home', 'Pay My Bills', and 'Recurring Payment'. Below this is a search bar and a table with columns for 'UNPAID AND PARTIALLY PAID' and 'HISTORY'. The table has headers for 'Invoice Date', 'Due Date', 'Voucher Number', 'Invoiced Amount', and 'Amount of Payment'. On the right side, a dropdown menu is open, listing options: 'Profile Settings', 'Payment Accounts', 'Account Linking', 'Change Password', and 'Log Out'. Below the menu, there is a 'PAYMENT SUMMARY' section showing '0 Invoices' for '\$0.00' and a 'Payment Method' dropdown set to 'Enter'. A 'Pay Date' is set to '2/19/2025'. At the bottom right, there are 'Cancel' and 'Continue to Payment' buttons.

- a. In the upper right corner of the screen, click on your **Employer Name** button. A drop down list of Administrative options displays. Click **Account Linking**. The **Account Linking Screen** displays.



The screenshot shows the 'Account Linking' page. At the top, there is a navigation bar with 'Home', 'Pay My Bills', and 'Recurring Payment' links. The main heading is 'Account Linking' with a red asterisk indicating required fields. The page is divided into three sections, each highlighted with a red border:

- Adding Accounts:** A section where users can add additional accounts by entering their Employer ID and Confirm Employer ID. It includes two input fields and a 'Submit' button.
- Sharing Access to Accounts:** A section for allowing others to make payments on the user's accounts. It features a dropdown menu for 'EMPLOYER ID' and a 'Send Invitation' button.
- Un-Enroll Your User Profile:** A section for un-enrolling a user profile, featuring a 'Login ID' input field and an 'Un-Enroll' button.

At the bottom of the page, there is a copyright notice: '© Copyright 2025 New Hampshire Retirement System | Terms of Service Contact Us Privacy Policy Log Out'.

This screen allows you to take three separate actions.

### ***Adding Accounts***

- Adding accounts allows you to add additional employer accounts to your Login ID. All account bills or invoices display under your Login ID for multiple employers, making paying your bills even easier. There is no need to set up separate logins if you have more than one employer account.

Enter the required information and click **Submit**. You'll start seeing your bills for all your employer accounts right away. Added accounts show immediately under the **Sharing Access to Accounts** heading:

### Adding Accounts

You may add additional accounts with NH Retirement System by entering your Employer ID and Confirm Employer ID.

\* Employer ID

\* Confirm Employer ID

[More Information](#)

### Sharing Access to Accounts

Allow others to make their own payments on your accounts, such as roommates, tenants and employees, among others.

EMPLOYER ID - ACCOUNTPRINCIPALDESC ✕ Remove

People with Access

There are no other customers who can make a payment on this account.

Invite others to Employer ID

More Information

EMPLOYER ID - ACCOUNTPRINCIPALDESC ✕ Remove

EMPLOYER ID - ACCOUNTPRINCIPALDESC ✕ Remove

Added accounts also display on your **Pay My Bills Screen**:



[Home](#)
Pay My Bills
Recurring Payment

\* Required Fields

### Pay My Bills

Due Date

Advanced Search

ALL
HISTORY
Hide Account Groupings
Export

	Invoice Date	Due Date	Voucher Number	Invoiced Amount	Amount of Payment
EMPLOYER ID					
▶	1/6/2025	1/27/2025	129095	66,580.83	0.00
▶	12/18/2024	12/26/2024	129071	56,037.38	0.00
▶	12/16/2024	11/25/2024	129049	74,625.79	0.00
▶	11/26/2024	10/25/2024	129041	73,519.23	0.00
	9/30/2024	9/25/2024	129032	77,642.21	0.00
	8/24/2024	8/26/2024	129019	62,715.96	0.00
	6/7/2024	6/25/2024	123293	72,934.47	0.00
	5/9/2024	5/28/2024	123292	64,337.07	0.00
EMPLOYER ID					
	1/8/2025	1/27/2025	129821	60,970.04	0.00
	12/16/2024	12/26/2024	129812	48,204.06	0.00
	11/14/2024	11/25/2024	129802	61,039.53	0.00
	9/30/2024	10/25/2024	129794	47,133.69	0.00
	8/6/2024	8/26/2024	129769	64,309.67	0.00
	5/31/2024	6/25/2024	126605	59,552.68	0.00
EMPLOYER ID					
	1/15/2025	1/27/2025	132509	46,361.58	0.00
	10/15/2024	10/25/2024	132477	46,388.33	0.00

**MESSAGES** View

"For assistance, reach out to your NHRS relationship manager, email info@nhrs.org, or call (603) 410-3500"

---

**PAYMENT SUMMARY**

0 Invoices \$0.00

[Remove All](#)

**Payment Method** Enter

New QuickPay 2525 TD BANK, NA \*\*\*\*\*

**Pay Date**

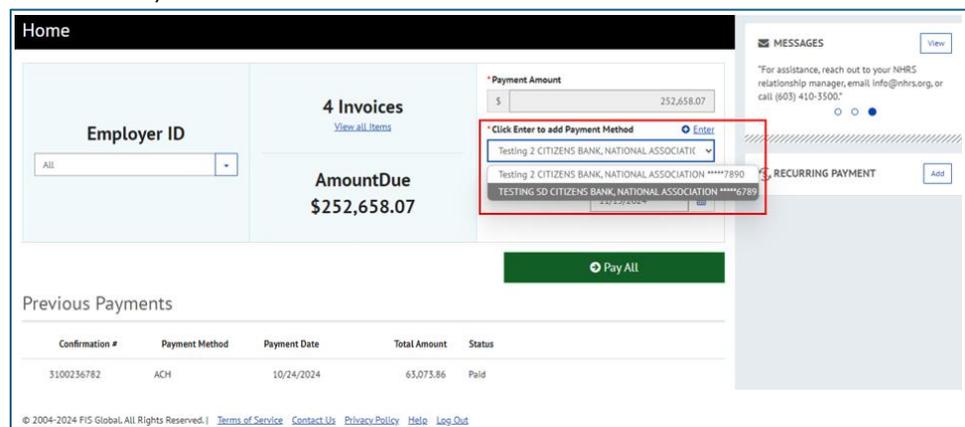
2/19/2025

Payments confirmed before Wednesday, February 19, 2025 7:00 PM EST will be posted on Wednesday, February 19, 2025. Payments confirmed after Wednesday, February 19, 2025 7:00 PM EST will be posted on Thursday, February 20, 2025.

### Sharing Access to Accounts

- As the Employer ID, you can send invitations (via email) to others to share your Employer ID (i.e. co-worker).

Your invitees receive an email and are be prompted to create a login to set up their own separate and confidential payment accounts/banking information to make payments from. Added payment accounts display on your **QuickPay Home Screen**, as shown below. Everyone sharing the Employer ID can see all payment activity but will not be able to see secure and private information (i.e. individual payment accounts and financial information).



The screenshot displays the NHRS QuickPay Home Screen. At the top left, there is a 'Home' header. Below it, the 'Employer ID' field is set to 'All'. To the right, it shows '4 Invoices' and 'Amount Due \$252,658.07'. A 'Payment Amount' field is set to '\$ 252,658.07'. A dropdown menu for adding a payment method is open, showing 'Testing 2 CITIZENS BANK, NATIONAL ASSOCIATION' and 'Testing 50 CITIZENS BANK, NATIONAL ASSOCIATION'. A 'Pay All' button is visible. Below this, there is a 'Previous Payments' table with the following data:

Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100236782	ACH	10/24/2024	63,073.86	Paid

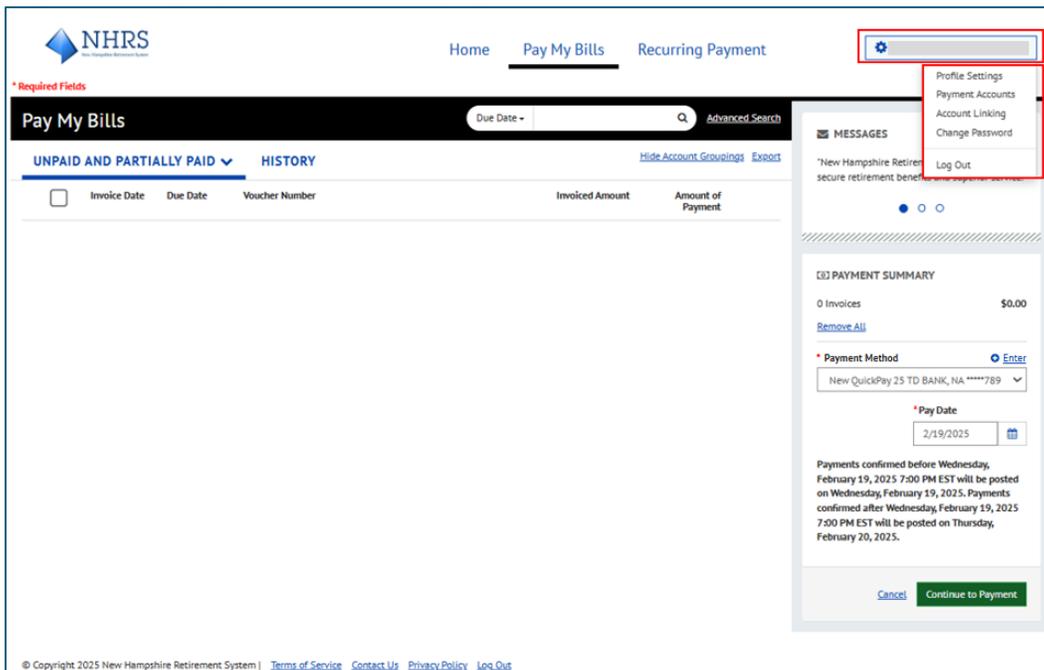
At the bottom of the page, there is a footer with copyright information: © 2004-2024 FIS Global. All Rights Reserved. | [Terms of Service](#) [Contact Us](#) [Privacy Policy](#) [Help](#) [Log Out](#)

### Un-Enroll Your User Profile

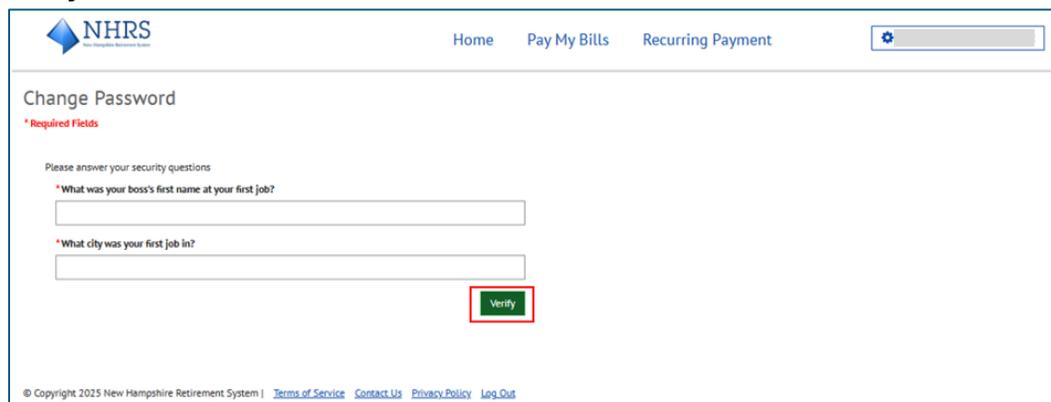
- By un-enrolling your User Profile, all the account links and banking instructions you saved will be deleted. To use the online payment center in the future, you may use the “One-Time Payment” option or re-enroll a Login ID.

## Changing Password

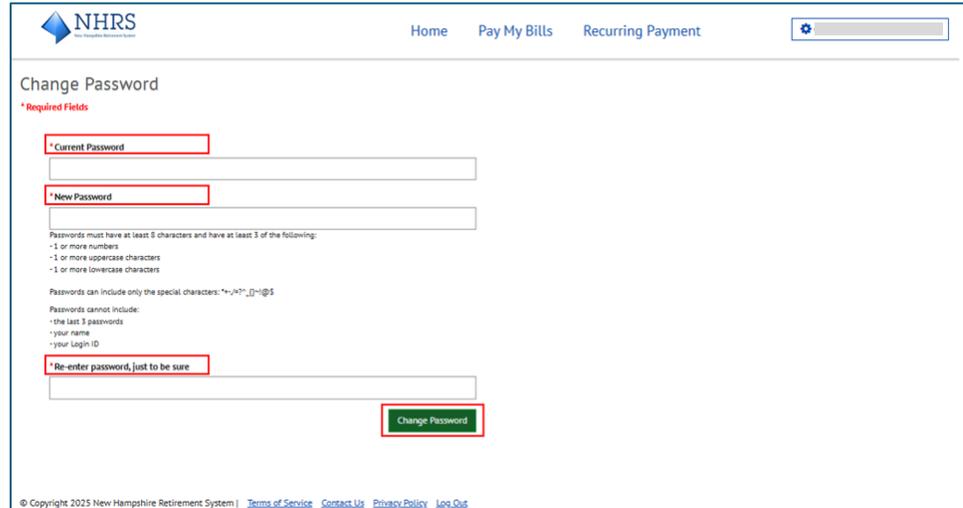
1. Access QuickPay at <https://bill-pays.com/ebpp/NHRetirePro>. The **Welcome to the NHRS Online Payment Portal Screen** displays. Enter the **Login ID** and **Password** you set up when completing the enrollment screen with the security images and securing questions. Click **Login**. The **Pay My Bills Screen** displays.



- a. In the upper right corner of the screen, click on your **Employer Name** button. A drop down list of Administrative options displays. Click **Changing Password**. The **Change Password Screen** displays. Answer the two security questions and click **Verify**.



- **Correct Security Answers:** If the questions are answered correctly, the **Change Password Screen** displays. Enter your **Current Password**, **New Password** following the guidelines, and **Re-enter** your new password. When done, click **Change Password**. You are returned to the **Pay My Bills Screen**.

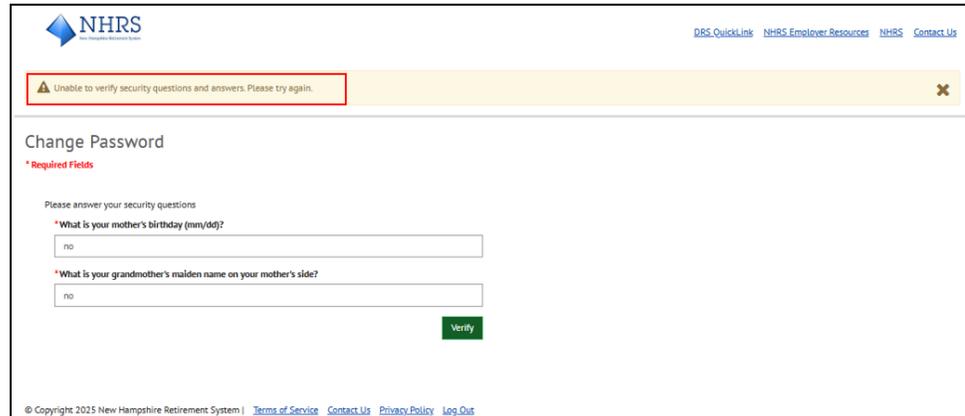


The screenshot shows the 'Change Password' web form. At the top, there is a navigation bar with 'Home', 'Pay My Bills', and 'Recurring Payment' links. The main heading is 'Change Password'. Below it, there are three required fields: '\* Current Password', '\* New Password', and '\* Re-enter password, just to be sure'. A 'Change Password' button is located at the bottom right of the form. The form also includes a list of password requirements: 'Passwords must have at least 8 characters and have at least 3 of the following: - 1 or more numbers, - 1 or more uppercase characters, - 1 or more lowercase characters'. It also lists characters that are not allowed: 'the last 3 passwords, your name, your Login ID'. At the bottom of the page, there is a copyright notice: '© Copyright 2025 New Hampshire Retirement System | Terms of Service Contact Us Privacy Policy Log Out'.

You also receive a confirmation email with the subject line *“Your NH Retirement System Account Password has been changed”*:



- **Incorrect Security Answers:** If the questions are answered incorrectly, the message “Unable to verify security questions and answers. Please Try again.” displays at the top of the screen. Clear the message by clicking the **X** to the right. Next, clear the incorrect answers and attempt again.



The screenshot shows the NHRS QuickPay interface. At the top left is the NHRS logo. At the top right are links for [DPS QuickLink](#), [NHRS Employee Resources](#), [NHRS](#), and [Contact Us](#). A yellow error banner at the top contains a warning icon and the text: "Unable to verify security questions and answers. Please try again." with a close button (X) on the right. Below the banner is the "Change Password" section. It includes a red asterisk and the text "\*Required Fields". Underneath, it says "Please answer your security questions". There are two questions, each with a text input field containing "no":  
1. "\*What is your mother's birthday (mm/dd)?"  
2. "\*What is your grandmother's maiden name on your mother's side?"  
A green "Verify" button is located below the second question. At the bottom of the page, there is a footer with the text: "© Copyright 2025 New Hampshire Retirement System | [Terms of Service](#) [Contact Us](#) [Privacy Policy](#) [Log Out](#)".