NHRS

New Hampshire Retirement System

NHRS QuickPay
Employer User Guide

Table of Contents

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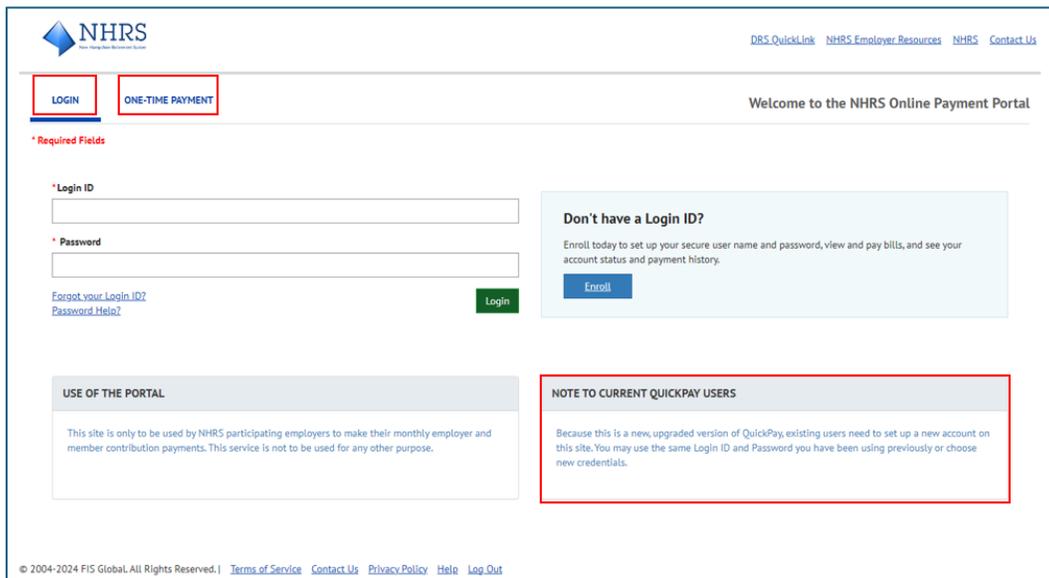
Because this is an upgraded version of QuickPay, users of the *current* QuickPay system **must set up a new account** in the upgraded QuickPay system.

- **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.

Section 2 Enroll in NHRS QuickPay, Two Options

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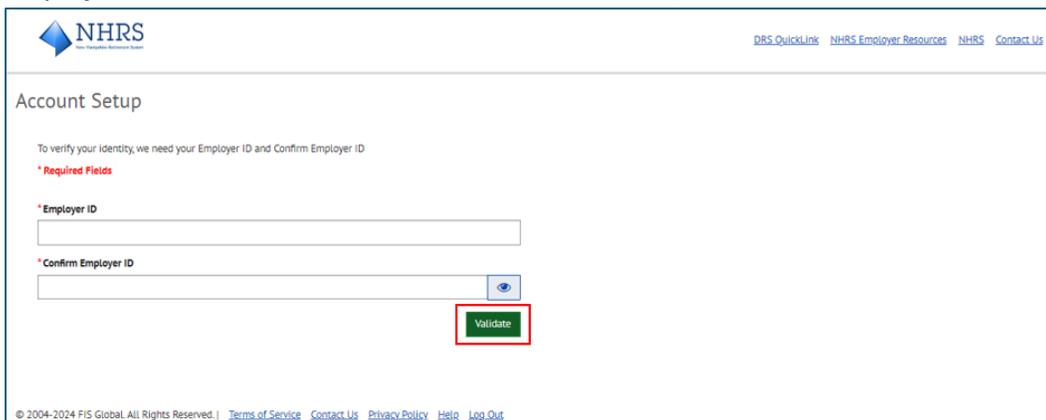
2. [Enroll After Making a One-Time Payment](#)

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.

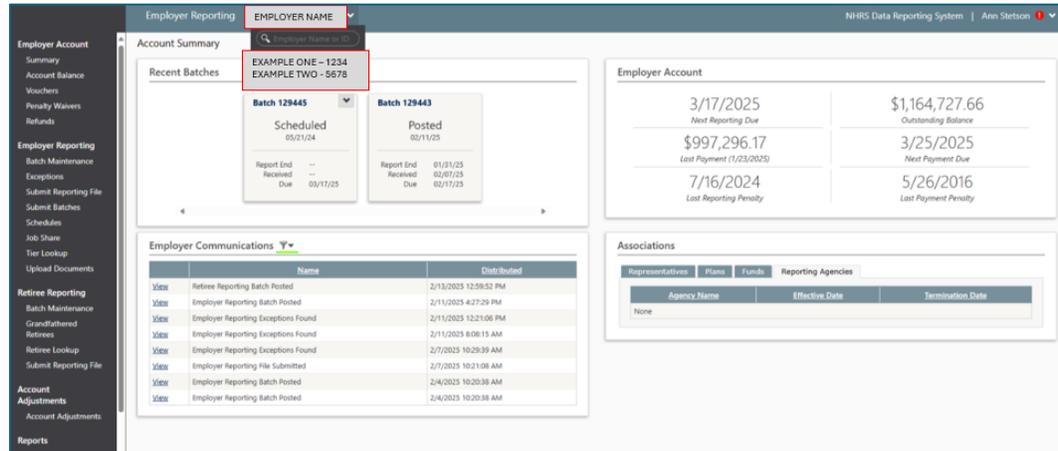2. On the **Account Setup Screen**, enter your **Employer ID** and re-enter to confirm. Your Employer ID can be found in two locations within DRS, identified in the bullets below.
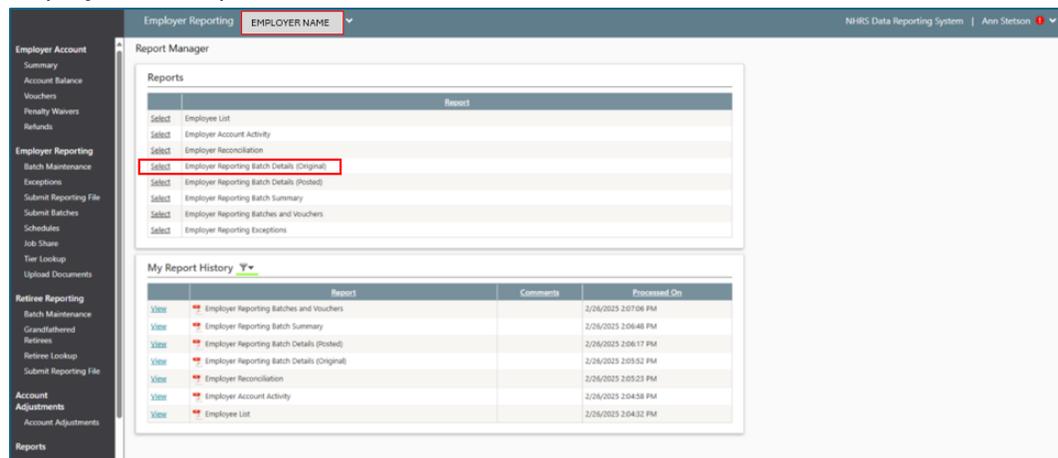
- At the top of the **Employer Reporting Screen**, when two or more employers are linked. To see each employer's name and Employer ID number, click the down arrow next to the Employer Name. Linked employers are listed alphabetically:
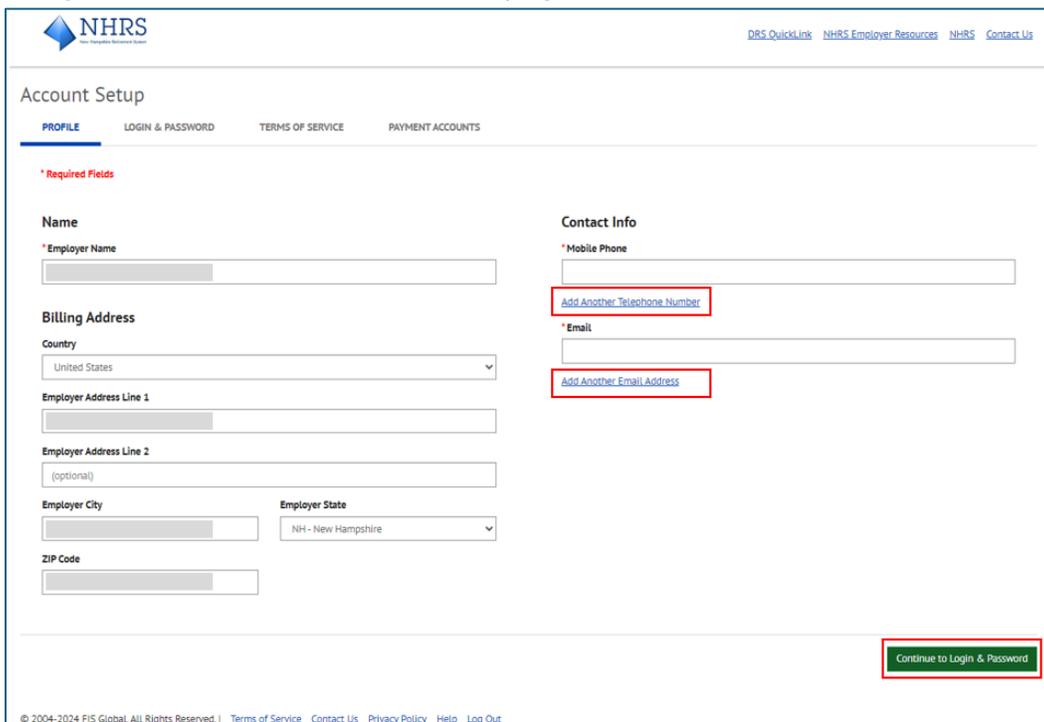

- Run the Employer Reporting Batch Details (Original) report. The Employer ID displays in the report header:

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.

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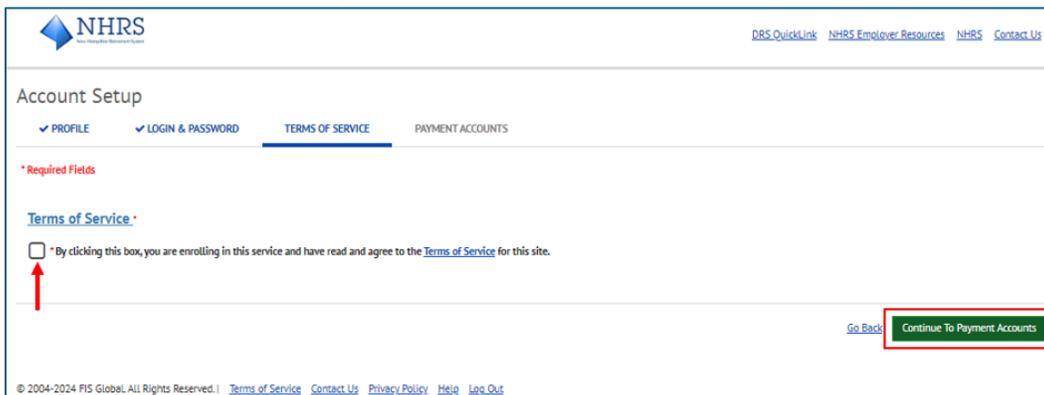
C. Under **Choose Your Security Questions:** Answer the five questions displayed, or select alternate questions using the down-arrow:
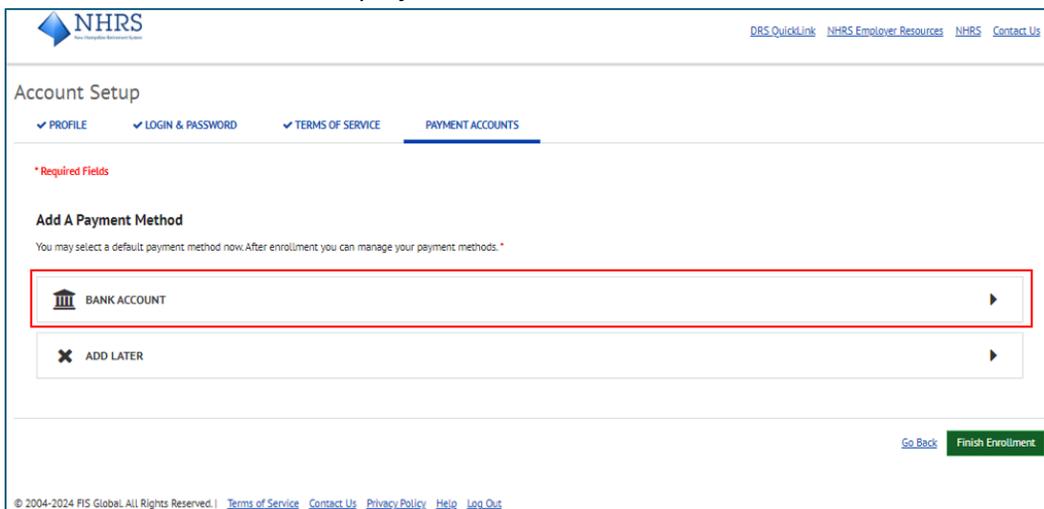

When done, click **Continue to Terms of Service**. The **Account Setup TERMS OF SERVICE Screen** displays.

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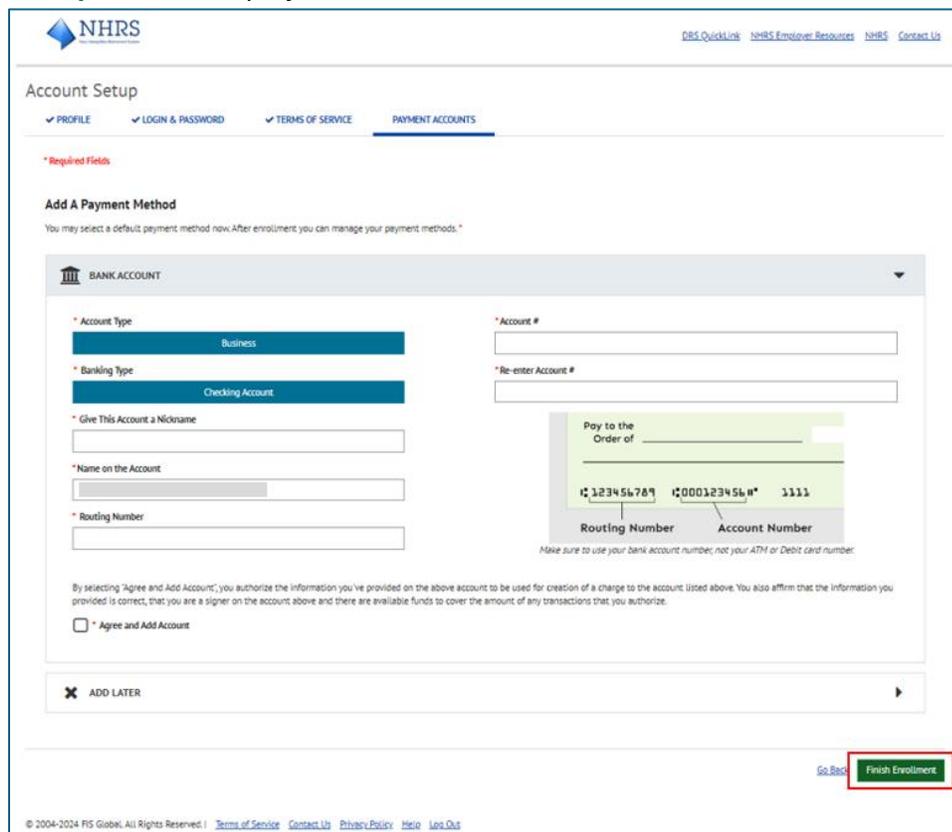
6. On the **Account Setup PAYMENT ACCOUNTS Screen**, expand the **BANK ACCOUNT** option to refresh the screen and display the bank account fields.

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.
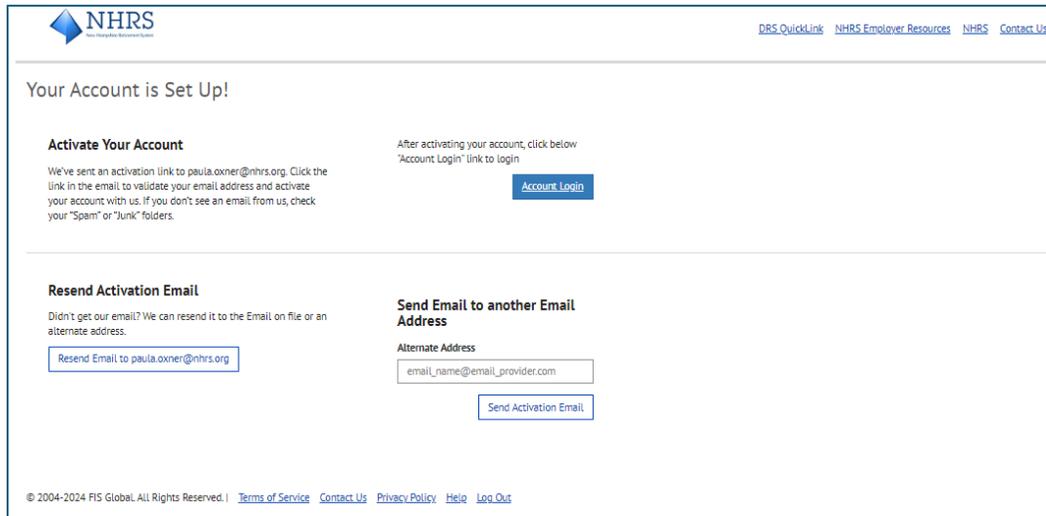
7. The **Your Account is Set Up! Screen** indicates that your NHRS QuickPay account has been created, and you have been sent an email containing an account activation link. Check your Inbox for the email.
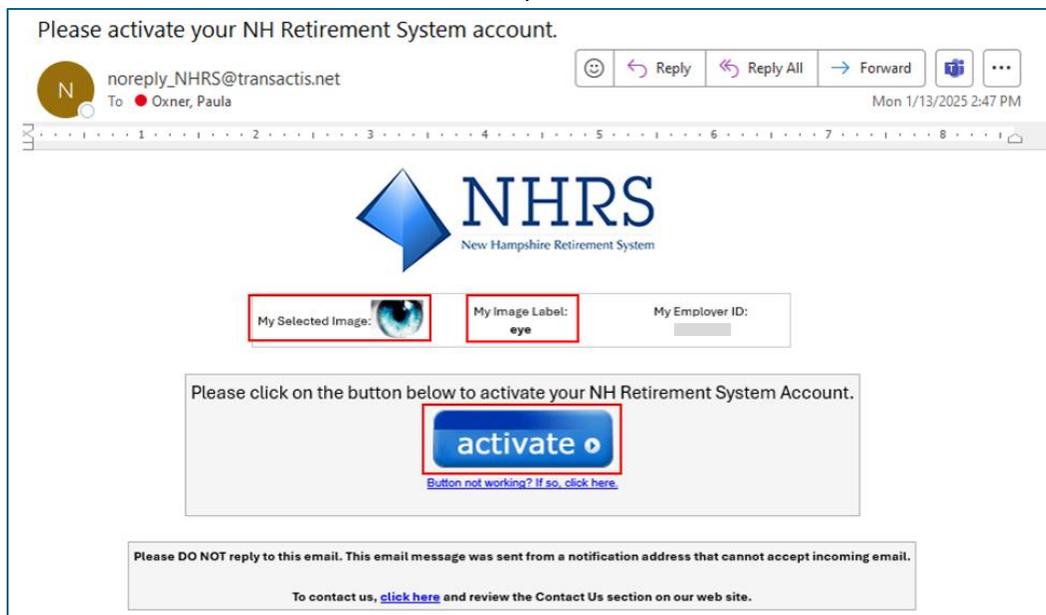   **Notes:**
   — The FROM email address is noreply_NHRS@transactis.net
   — The SUBJECT line is *Please activate your NH Retirement System account*.
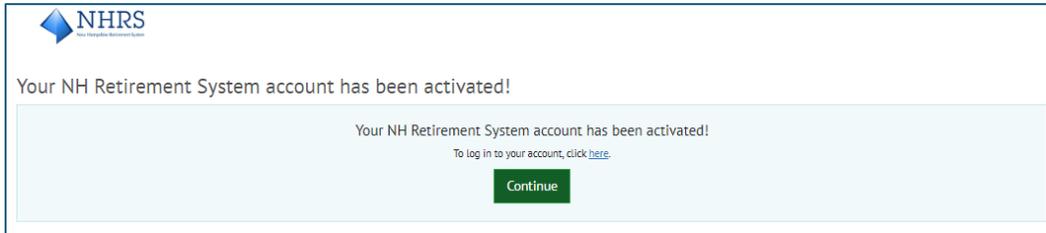   If you did not receive the email, check your spam/junk folder. Optionally, you can use the Resend Activation Email option. After receiving the email, jump to Step 8.

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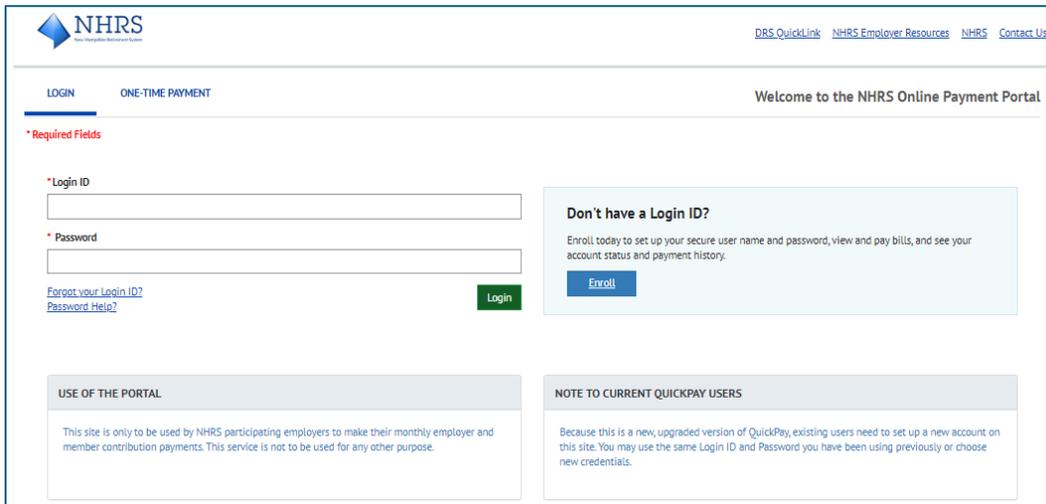
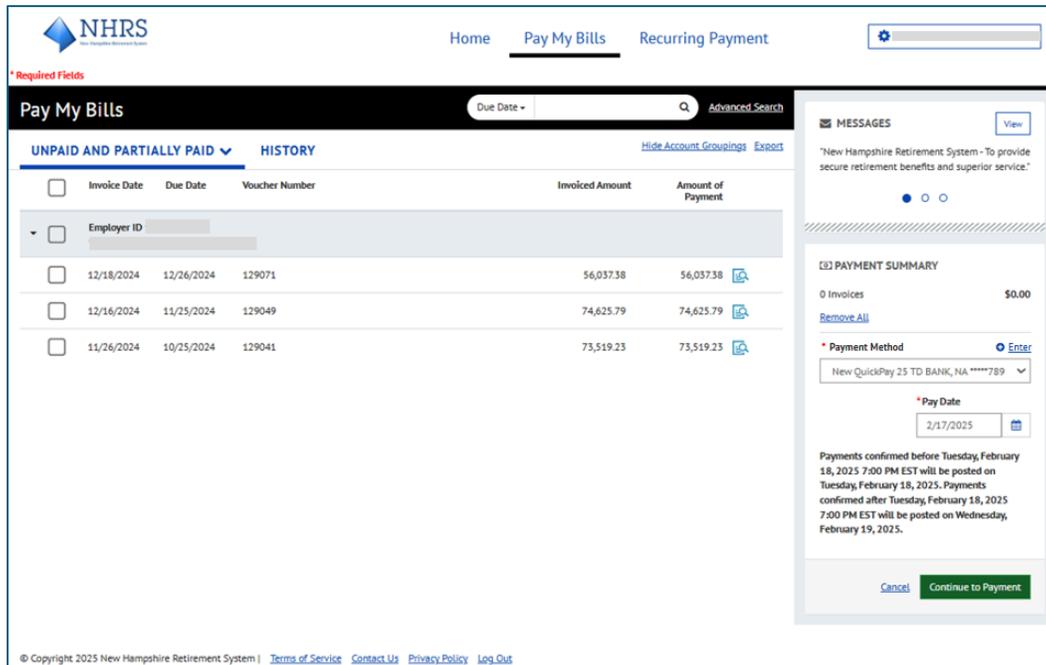9. Once your account is activated, click **Continue** on the next screen to jump to the **LOGIN Screen**.

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.

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

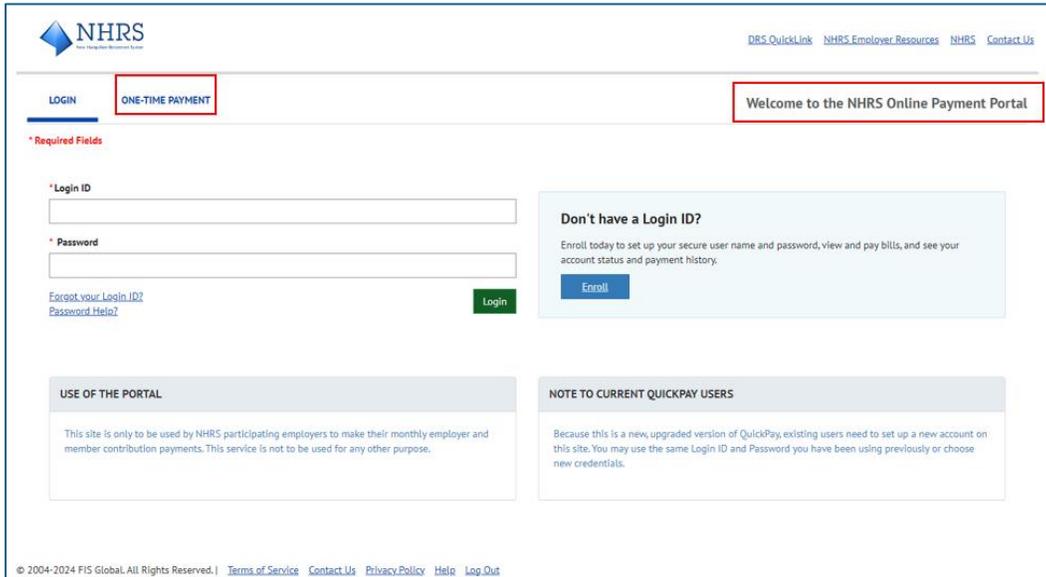- [Pay an Invoice / Make a Future Payment](#)
- [View Payment History](#)
- [Search Payment History](#)
- [Set Up Recurring Payments](#)
- [Link Accounts](#)
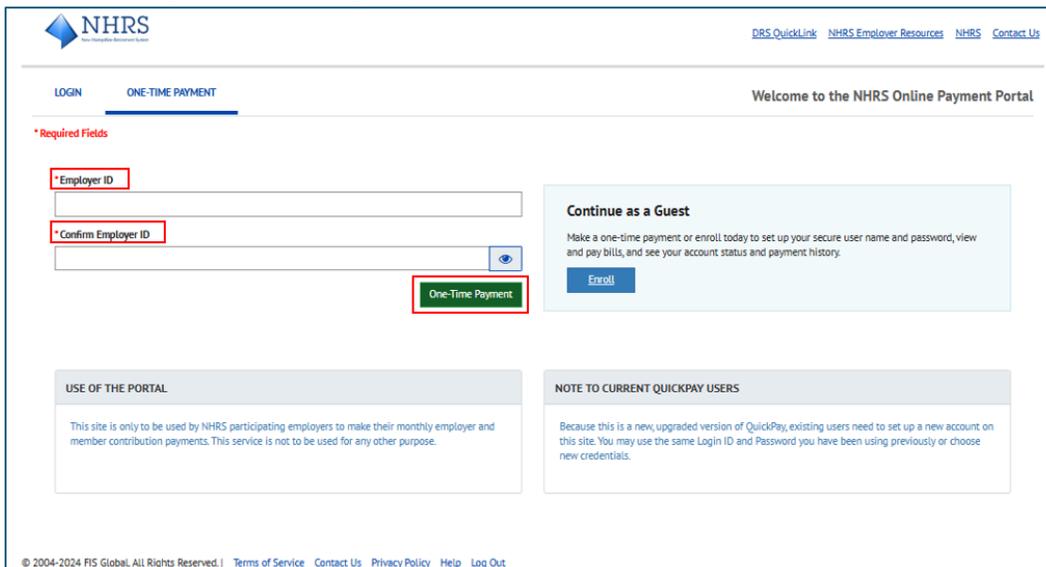- [Share Access to Accounts](#)

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.

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.

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.

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.

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.

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

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**:

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.

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.

6. 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.

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

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.

9. 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.

10. 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
    — 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.

11. Open the email from 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**.

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.

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

- [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.

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.

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.

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.

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.

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

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.

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

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

PO BOX ▓▓▓▓▓

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.

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

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

What is your grandmother's maiden name on your father's side?

What is your grandmother's maiden name on your mother's side?

How many brothers and sisters did your mother have?

What city was your first job in?

What was your boss's first name at your first job?

What city did you visit on your honeymoon?

What make was your first automobile?

What the name f you pet?

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.

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Account Setup

✔ PROFILE   ✔ LOGIN & PASSWORD   TERMS OF SERVICE   PAYMENT ACCOUNTS

* Required Fields

Terms of Service *

☐ * By clicking this box, you are enrolling in this service and have read and agree to the Terms of Service for this site.

Go Back   Continue To Payment Accounts

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9. 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.

10. 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
    — 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.

11. Check your email for a message from 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**.

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.

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

- **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:

 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:

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.

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.

Section 4 Enrolled Employer Options

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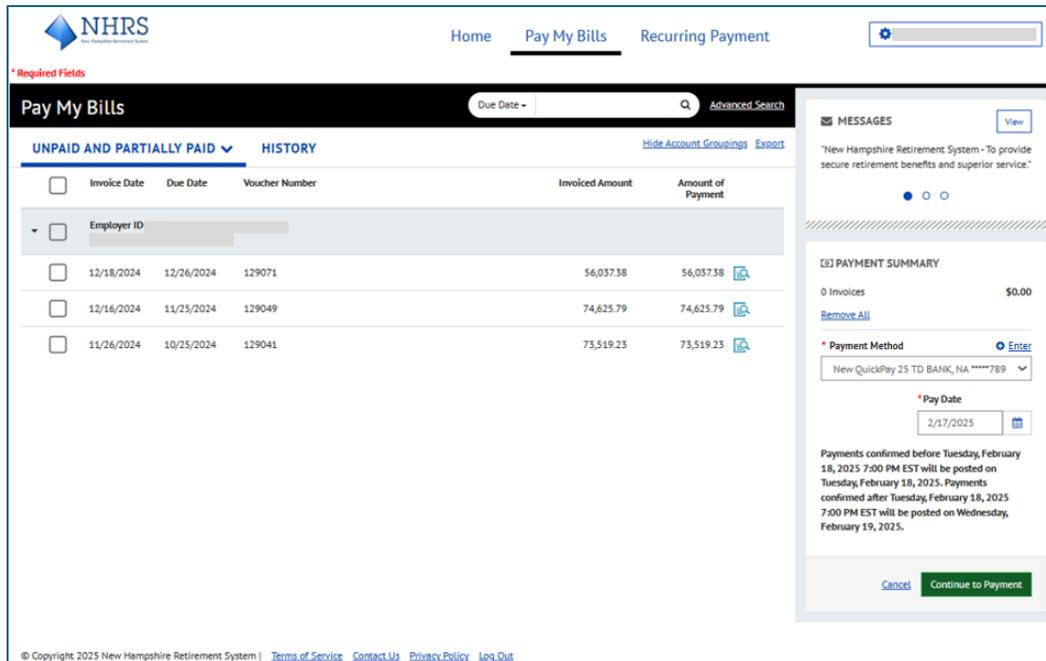
2. From the **Pay My Bills Screen**, there are many options. Click a link below to jump to the action you want to perform:

- 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.
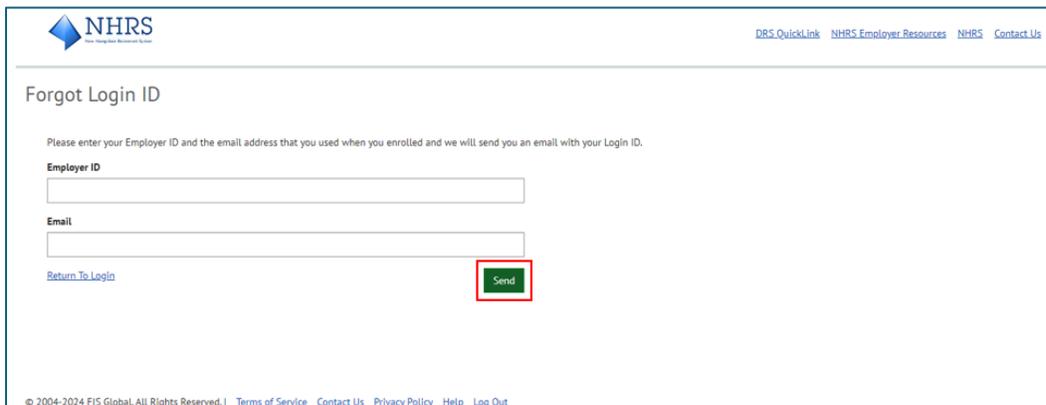
Forgot your Password?

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.
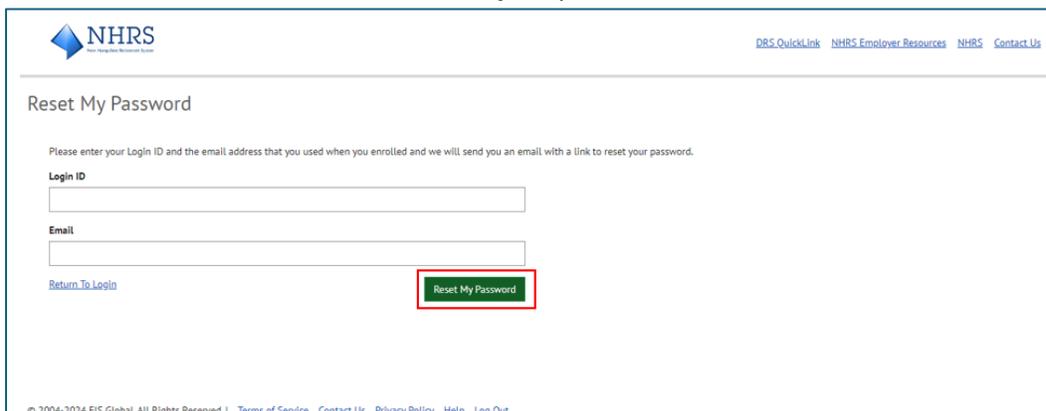
Pay an Invoice / Make a Future Payment

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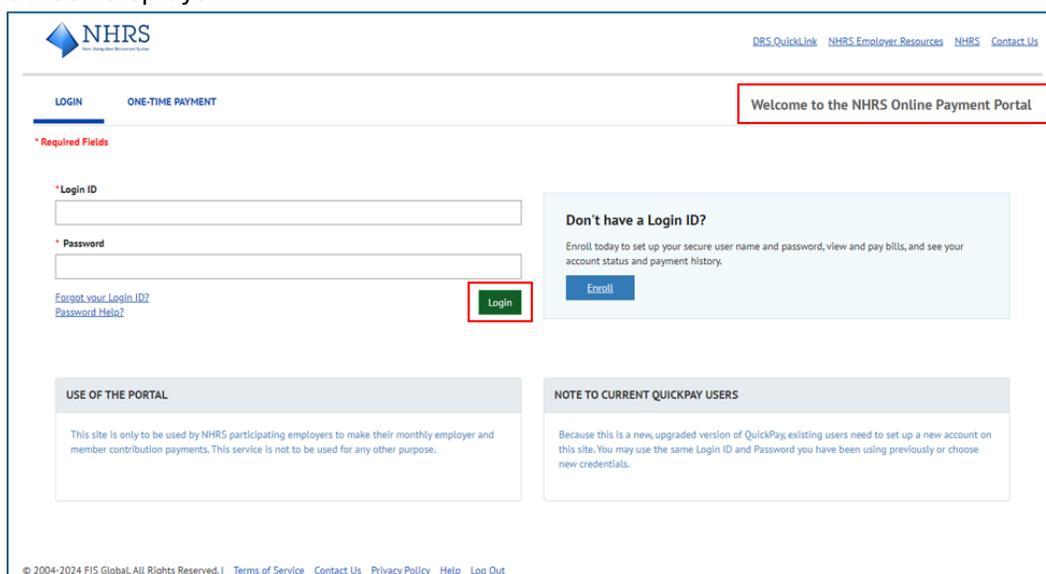
2. The **Pay My Bills Screen** defaults to the **UNPAID AND PARTIALLY PAID** tab. You can click the down arrow next to **UNPAID AND PARTIALLY PAID** and select **UNPAID** or **PARTIALLY PAID** to see invoices listed separately on the screen.

Check an invoice or multiple invoices to pay.

3. After checking invoice(s), the **PAYMENT SUMMARY** on the right lists the number of invoices checked and the total of the amount due.
Next, enter your desired payment date. This can be the default date shown, or a valid Pay Date within 60 days from the current date.
Finally, when done, click **Continue to Payment**. The **Verify Payment Screen** displays.

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.

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.

- 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**).

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**:

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:

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.

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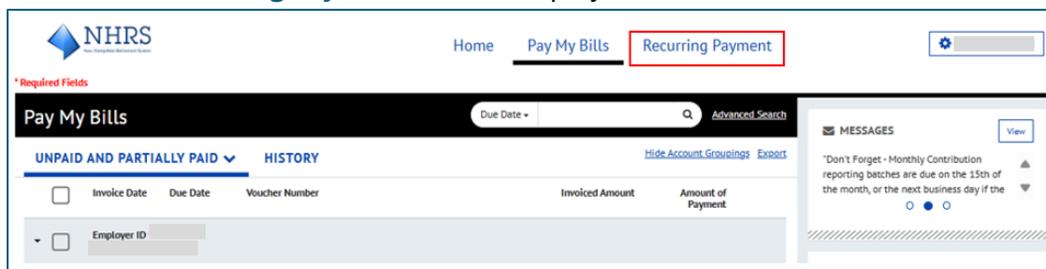
2. The **Recurring Payment Screen** displays the message, *"Thank you for setting up a Recurring Payment. Schedules may be set to being one business day ahead of the bill due date."* To begin, click **Create New Recurring Payment**. The **Recurring Payment Setup**

PAYMENT INFO Tab displays.

3. On the **Recurring Payment Setup PAYMENT INFO Tab**, complete the required (*) fields:
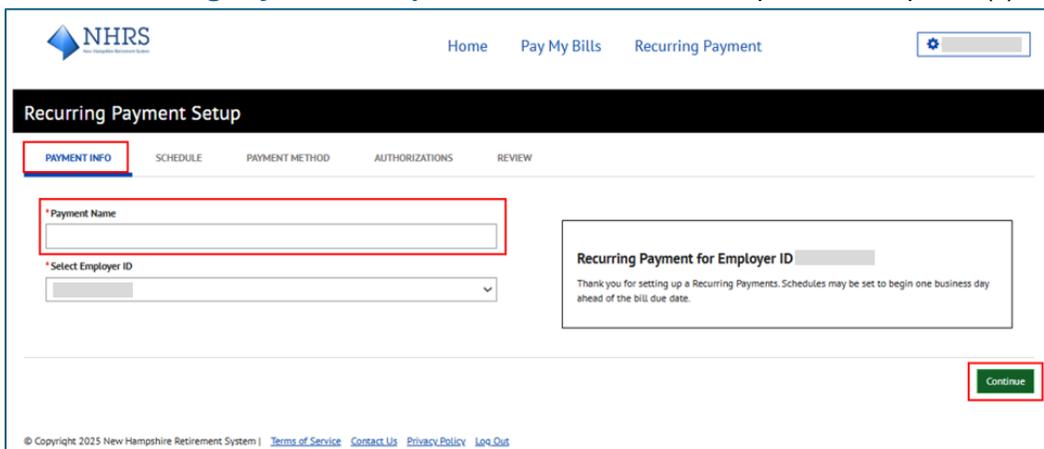
a. Enter a **Payment Name** to distinguish this recurring payment from others that you may set up, for example, the name of your city, town, school district, or other identifying name.

b. 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.

c. 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.
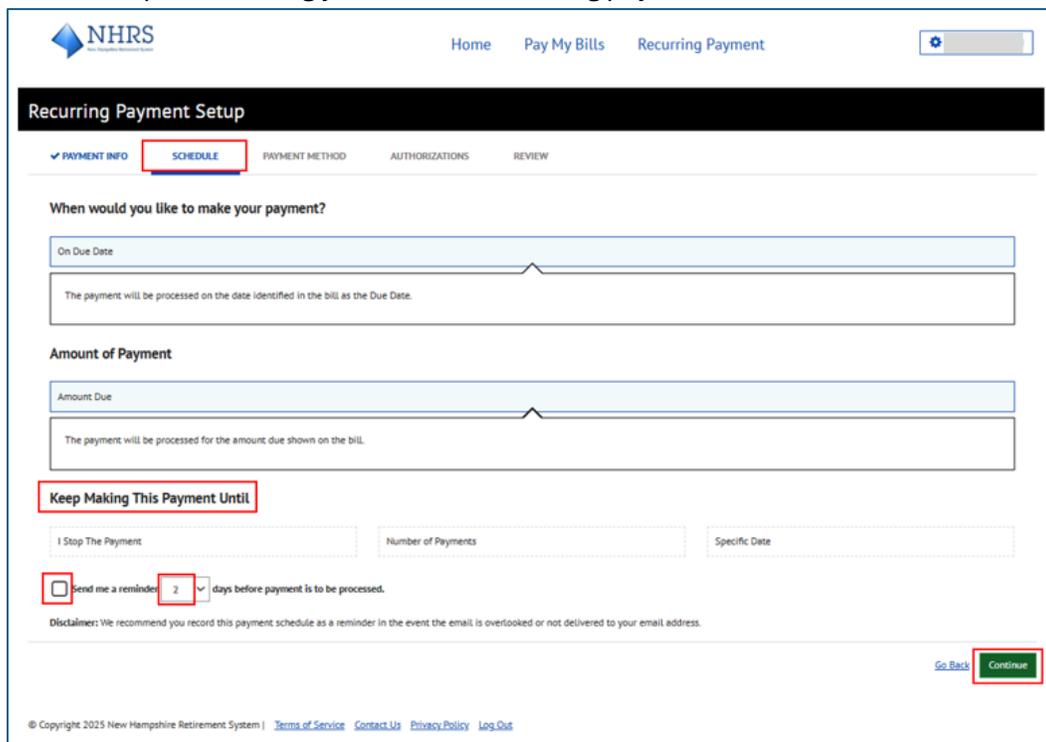
a. **When would you like to make your payment?:** The payment is processed on the date identified on the bill as the **Due Date**.

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.

5. 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.
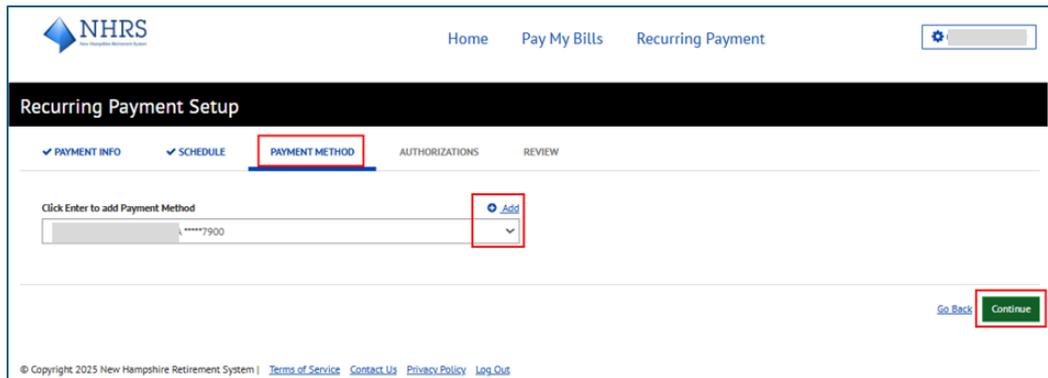
6. On the **Recurring Payment Setup AUTHORIZATIONS Tab** , read the terms and conditions, then click the **By checking this box you agree to the terms and conditions stated above** box. When done, click **Continue**. The **Recurring Payment Setup REVIEW Tab** displays.
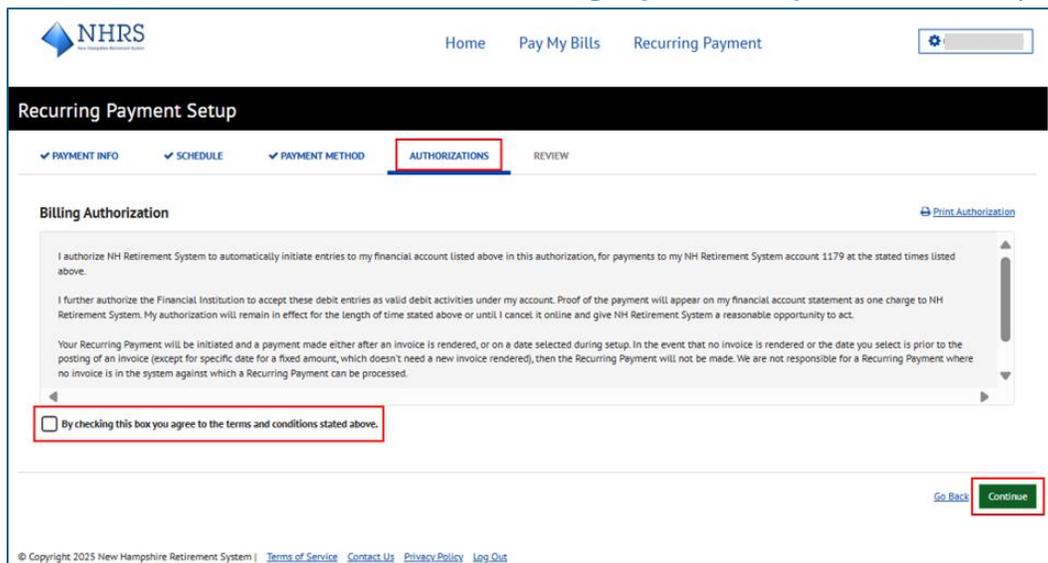
7. The **Recurring Payment Setup REVIEW Tab** provides an opportunity to verify the **Payment Amount**, **Payment Date**, **Payment Schedule**, **Pay Until**, and **Payment Method** prior to completing a recurring payment setup:
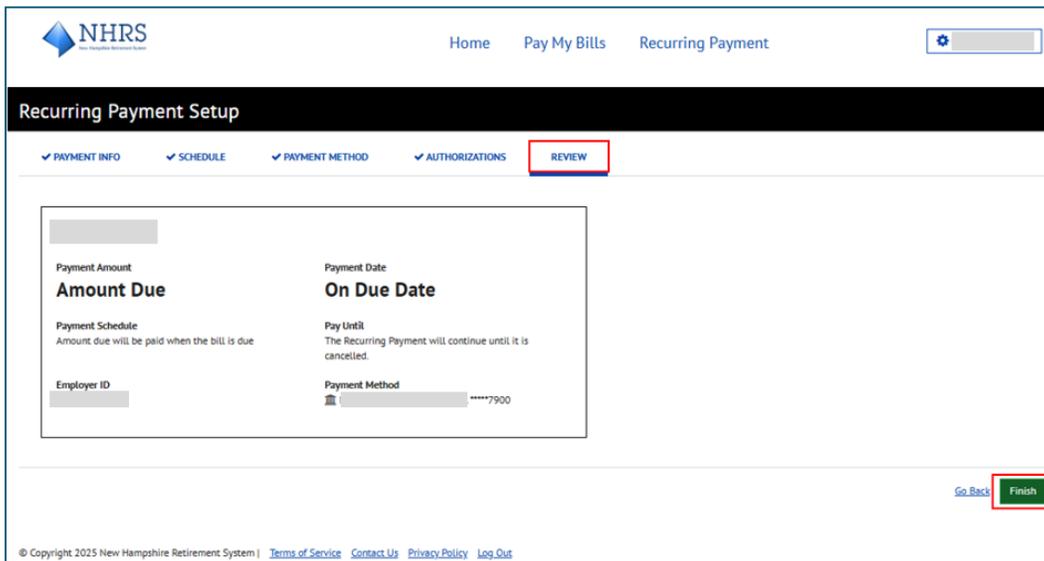
If you are not pleased with any information on the screen, click **Go Back** to modify any of the tabs.

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

a. 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.

b. 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:
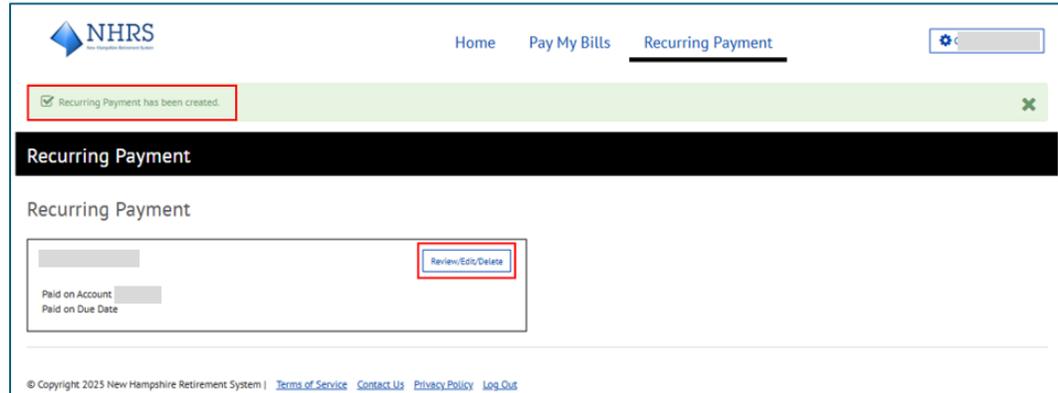
Manage Recurring Payments

a. Clicking **Review/Edit/Delete** displays the **Manage Recurring Payment Screen**.
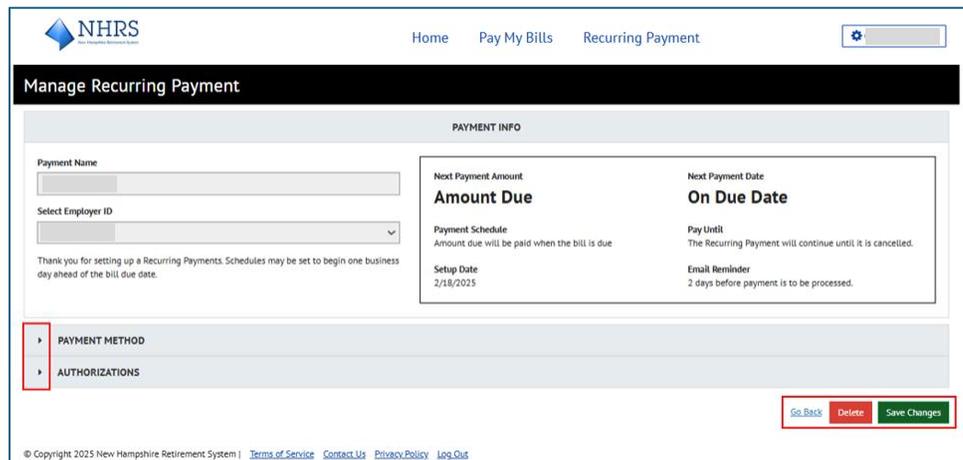
To modify the **PAYMENT METHOD**, click the arrow to expand. If you modify the payment method, you must also expand **AUTHORIZATIONS** and check the **terms and conditions** box.

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.

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**.

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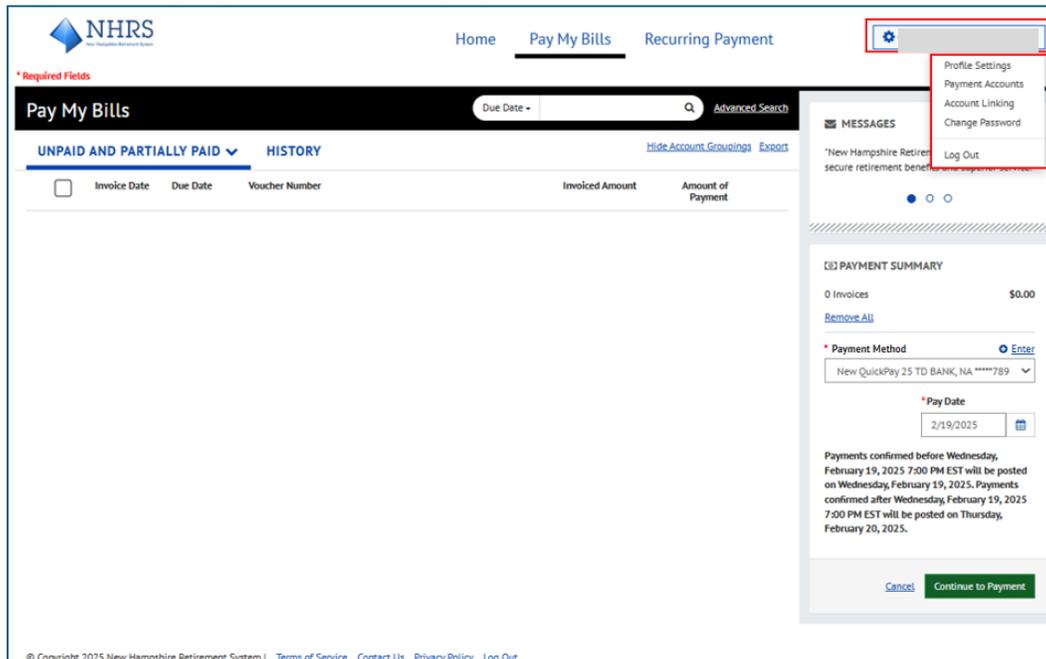
   a. In the upper right corner of the screen, click on your **Employer Name** button. A drop down list of Administrative options displays. Click **Profile Settings**. The **Profile Settings PROFILE Tab** displays.

   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.

c. **Profile Settings SECURITY Tab:**

- 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

- Under **Choose Your Security Questions:** You can change your answers to the current security questions, or select new questions using the down-arrow:
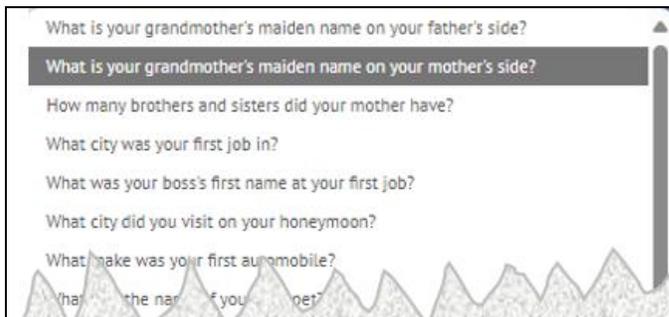
When done, you must check **Terms of Service** then click **Apply Changes** to save your edits. The message *"Your account settings were successfully updated"* briefly displays at the top of the screen to confirm your changes have been saved.

d. **Profile Settings NOTIFICATIONS Tab:**
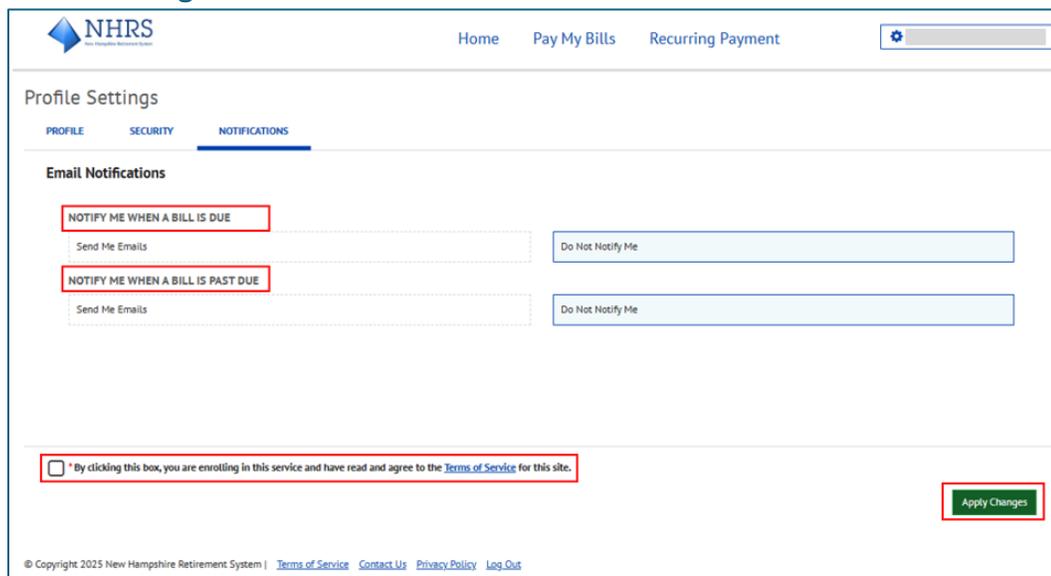
- **NOTIFY ME WHEN A BILL IS DUE:** To receive **reminder notices** for bills that are due, click **Send Me Emails**. You are prompted to indicate how many days before a bill is due, that you want to receive an email reminder.

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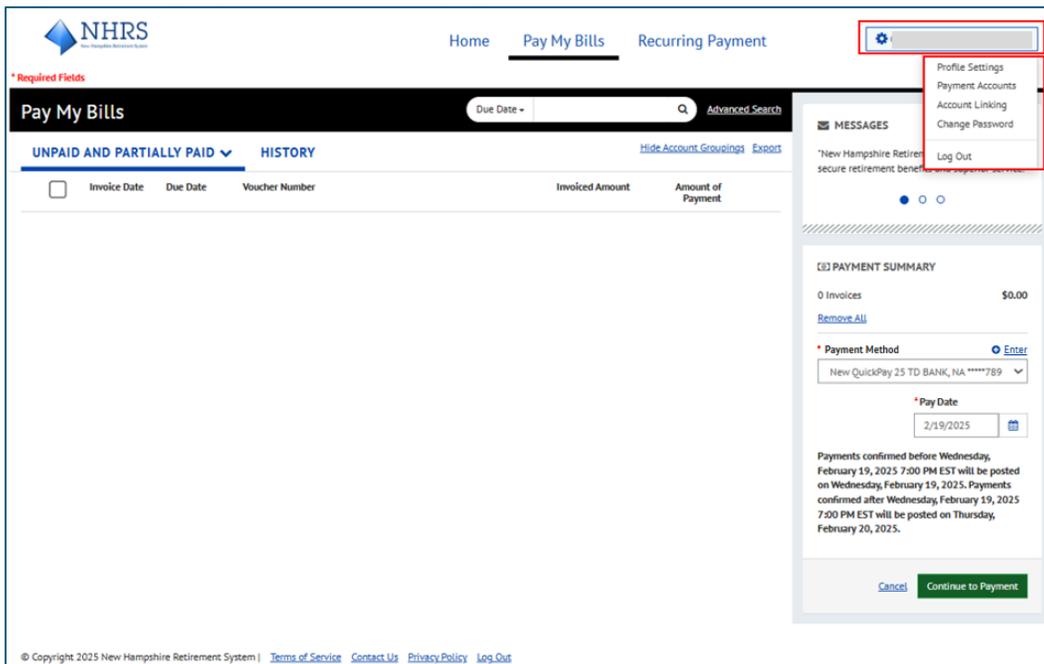
   a. In the upper right corner of the screen, click on your **Employer Name** button. A drop down list of Administrative options displays. Click **Payment Accounts**. The **Payment Accounts Screen** displays.

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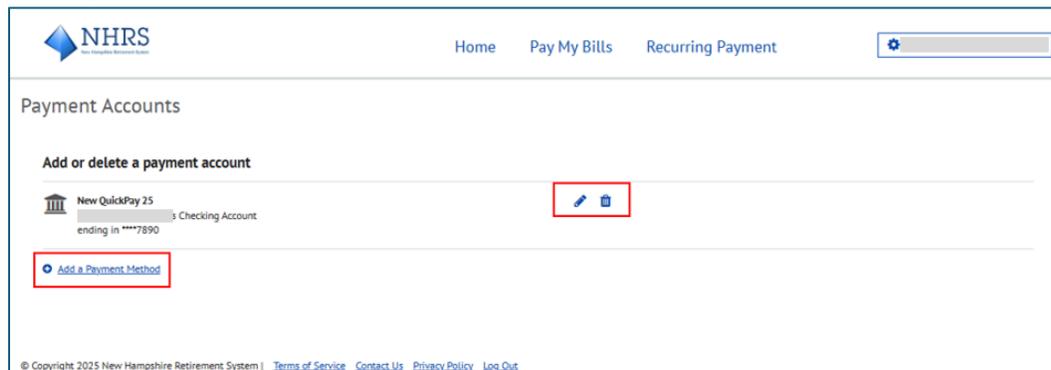
   c. **EDITING:** If you click the edit pencil, the **Update Payment Method Screen** displays. If you **edit** a payment method, you must check **Agree and Update Account** then

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

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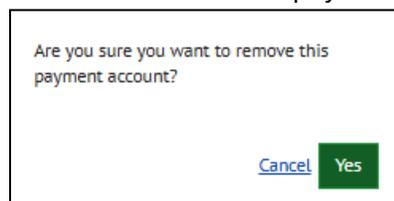
e. **ADDING:** If you click **Add a Payment Method**, the **Enter a Payment Method Screen** displays. Complete all required fields. When you enter a valid **Routing Number**, the associated bank's name displays below the field. Click **Agree and Enter Account**,

then click **Enter Account**.

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.

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.
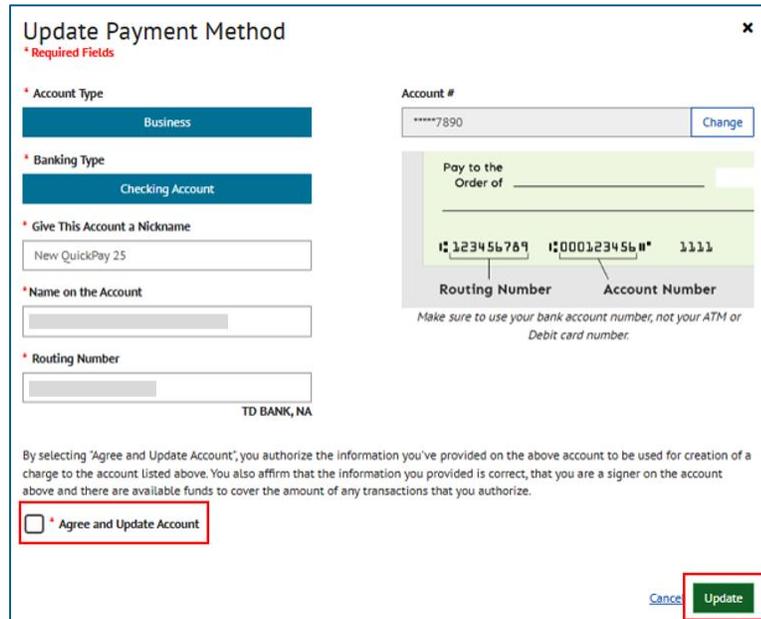

This screen allows you to take three separate actions.

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   **Submit**

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

Email   **Send Invitation**   More Information

▶ EMPLOYER ID   - ACCOUNTPRINCIPALDESC   **✕Remove**

▶ EMPLOYER ID   - ACCOUNTPRINCIPALDESC   **✕Remove**

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

NHRS
New Hampshire Retirement System   Home   Pay My Bills   Recurring Payment   ⚙

* Required Fields

Pay My Bills   Due Date ▾   🔍 Advanced Search   ✉ MESSAGES   View

ALL ▾   HISTORY   Hide Account Groupings Export   "For assistance, reach out to your NHRS relationship manager, email info@nhrs.org, or call (603) 410-3500."

	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
☐	9/10/2024	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
▾ ☐	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

🔲 PAYMENT SUMMARY

0 Invoices $0.00

Remove All

*Payment Method   ⊕ Enter

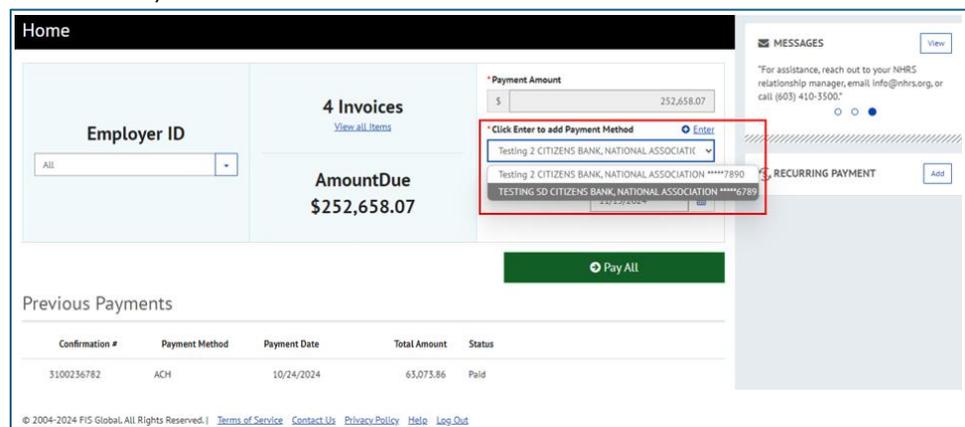New QuickPay 2525 TD BANK, NA *****7 ▾

*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.

Cancel   **Continue to Payment**

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).


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.
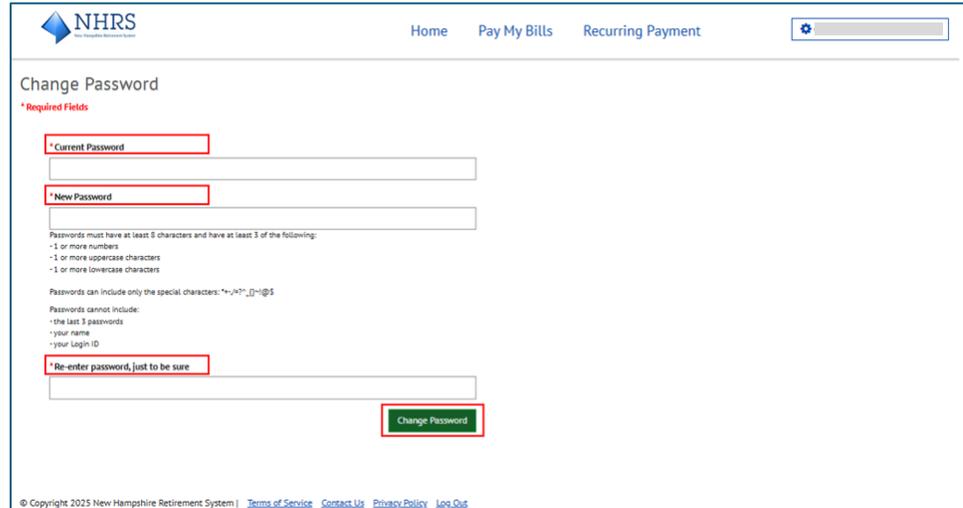
Changing Password

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.
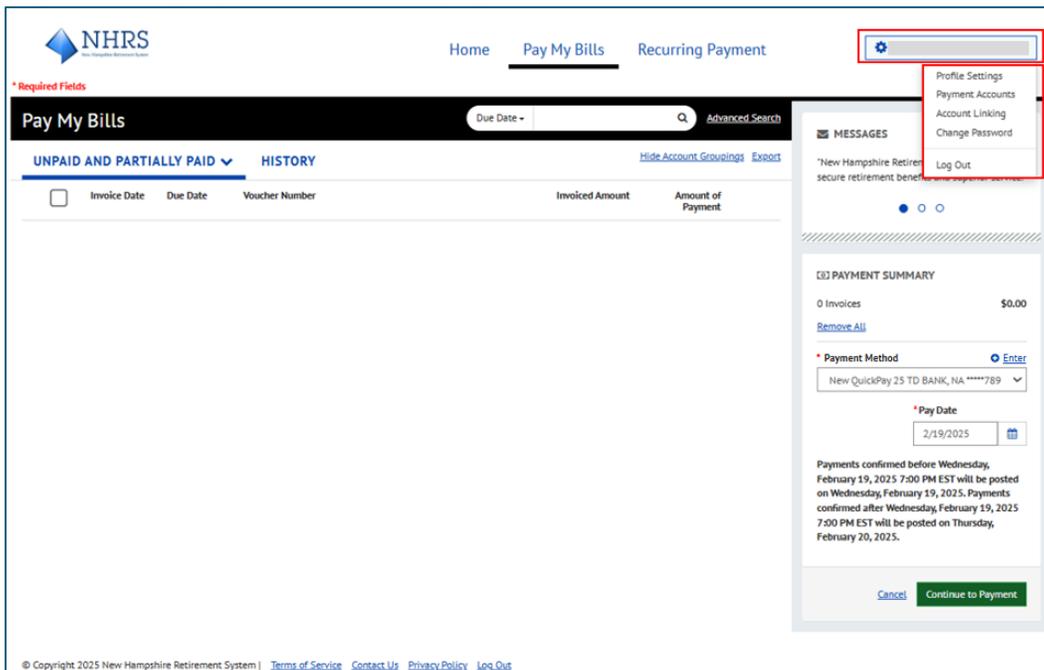
   a. In the upper right corner of the screen, click on your **Employer Name** button. A drop down list of Administrative options displays. Click **Changing Password**. The **Change Password Screen** displays. Answer the two security questions and click **Verify**.
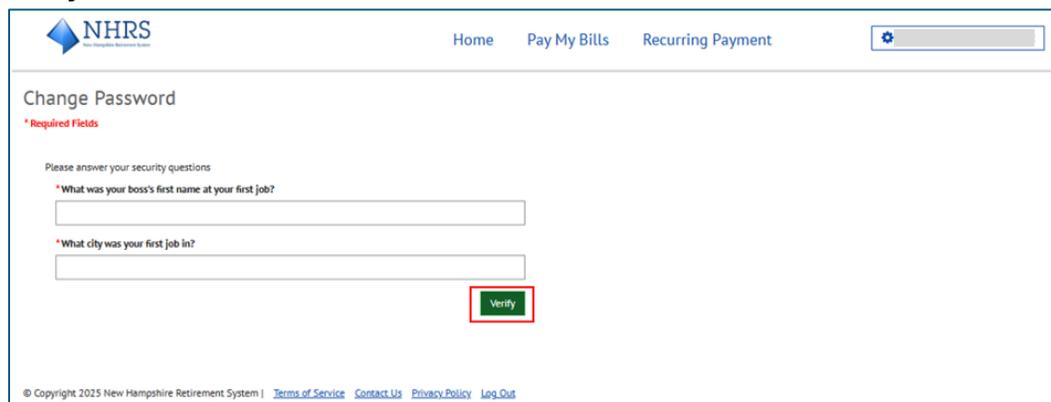
   - **Correct Security Answers:** If the questions are answered correctly, the **Change Password Screen** displays. Enter your **Current Password**, **New Password** following the guidelines, and **Re-enter** your new password. When done, click **Change Password**. You are returned to the **Pay My Bills Screen**.
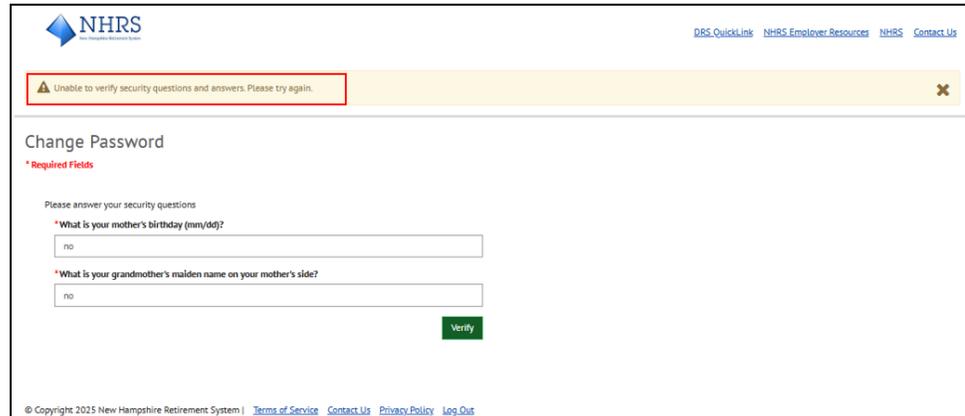
You also receive a confirmation email with the subject line *"Your NH Retirement System Account Password has been changed"*:

- **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.