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Special:

Circular Letter

TO: All Contracting Employers

SUBJECT: NEW ONLINE ELECTRONIC PAYMENT SERVICE FOR EMPLOYERS

Making your CalPERS retirement contribution and health plan premium payments just got easier! CalPERS now offers two Electronic Payment Service options – online (by secure web site) and by phone with the Interactive Voice Response System (IVR). The Electronic Payment Service, which is available at no cost, lets you make real time payment transfers directly from your agency's bank account to the CalPERS' bank account.

You can review more details on this new service, download a registration form to sign up for electronic payments, and log in to the service through our CalPERS' On-Line Employer Information area. These services are available at no cost.

The Online Payment Service is a secure web solution that offers real time access and tracking of payment transactions, and provides security, accuracy, and convenience. All payment information is encrypted and can be reviewed, changed, or even cancelled any time before settlement. It can be accessed at any time and from any location, offering more flexibility and control, and the exact payment date and time can be scheduled in advance. The IVR can be accessed through any touch tone phone and is easy to navigate with voice prompts to move you through the service.

Other advantages include a simple registration process (only one form to complete and send in), time and cost savings (no postage costs for mailing in checks and no more worries about lost or stolen checks), and productivity improvement (a payment history is available that can also be printed and used for reconciliation and accounting reports).

If you are using Automated Communications Exchange System (ACES) to transmit your payroll file and then use our Electronic Payment Service, you'll still need to FAX or mail us your summary report. If you are not using ACES, you can still use the online or IVR services; just remember, you'll still need to mail us your payroll file on tape or diskette and your summary report to meet all the requirements for complete reporting.

If you'd like to know more about CalPERS' Electronic Payment Services and the new online payment service, check out the CalPERS' On-Line web site, or call **888 CalPERS** (or **888-225-7377**).

If you are ready to sign up for these services, please complete the enclosed registration form and return it to CalPERS with a voided account check. CalPERS will test your bank routing numbers with a zero dollar transaction. Once that test is complete, your registration is complete and you're ready to make electronic payments. We'll send you a confirmation letter along with detailed instructions for using both the online and IVR systems. The first time you access the service, you'll be asked to change the generic four-digit security code (PIN) to a numeric code of your choice. The same PIN can be used for both the phone and web payment options.

Kenneth W. Marzion, Chief
Actuarial and Employer Services Division

Attachment

