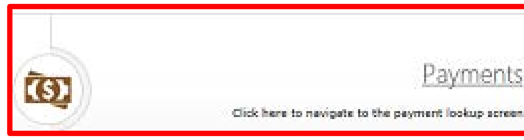
Create and Maintain Payments

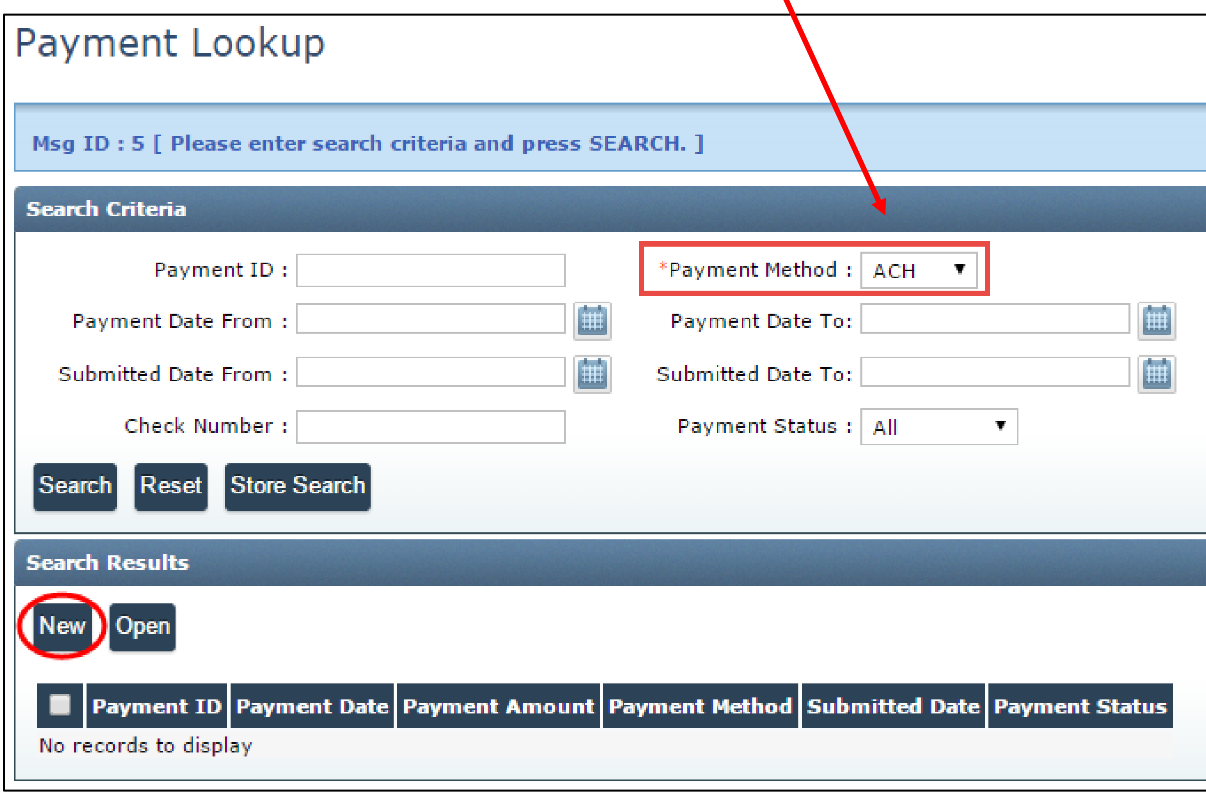
Once you have submitted an invoice, the next step is PAYMENT. The steps below will guide you on this process.

1. Navigate to the Payments link



2. ERIC Displays the Payment Lookup screen.

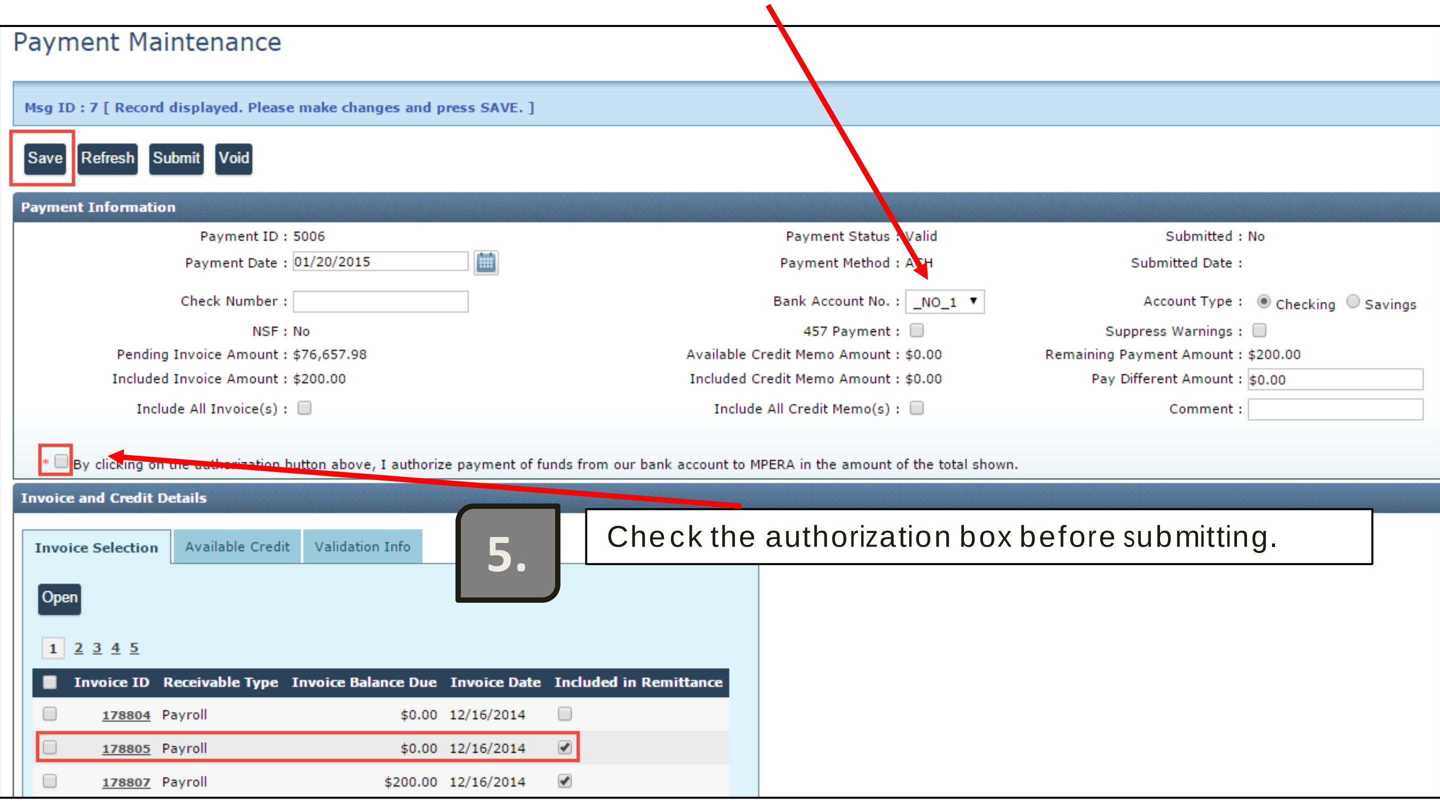
3. Since this is a ***new*** invoice, select the Payment Method and click **NEW**.



[Video- Payment and Employer Summary.mp4]

Create and Maintain Payments, cont.

4. ERIC displays the Payment Maintenance screen, click **SAVE** first to display invoice options. Select bank account.



5. Check the authorization box before submitting.

6. Select the invoice to be included in the remittance and enter/update the payment information.

7 Click **SAVE** then click **SUBMIT**.

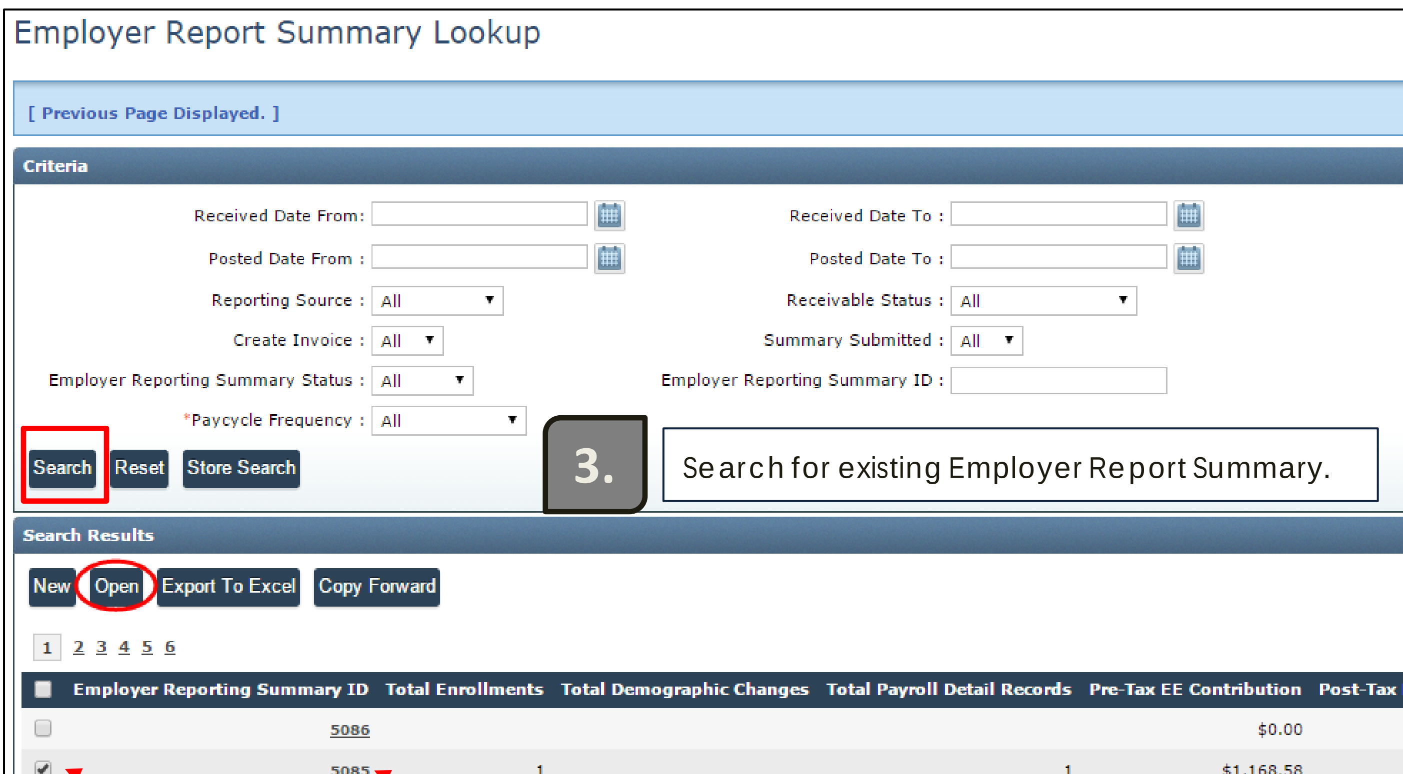
8. Go back to the Home page and click on the Employer Reporting link to ***submit the summary***.

Submitting the summary

Once the invoice has been submitted, the employer report summary must be sent to MPERA. This will provide you with an opportunity to download or save the information submitted for payroll processing.

1. Navigate to the Employer Reporting link.

2. ERIC displays the Employer Report Summary Lookup screen.

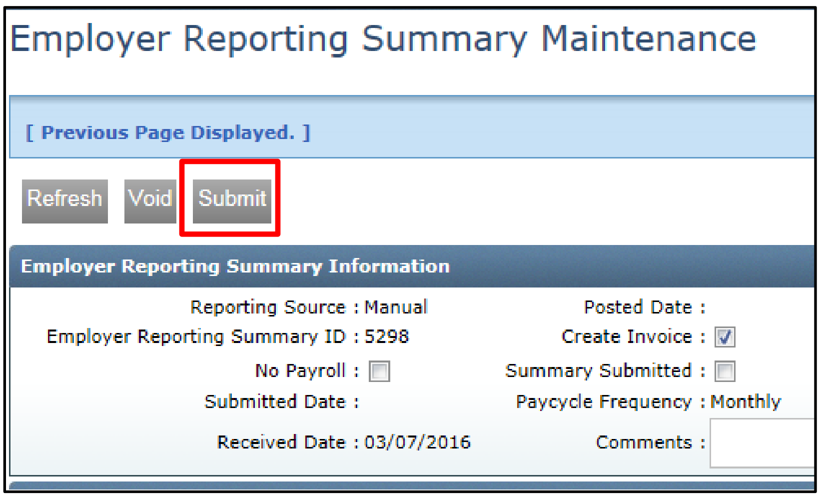


3. Search for existing Employer Report Summary.

4. ERIC displays the search results, select the desired record and click the Open button or click on the Employer Reporting Summary ID (link).

Submitting the summary cont.

5. Navigate to the Employer Reporting Summary ID screen and click **SUBMIT.**



6. The Create Invoice and Summary Submitted boxes will be checked automatically. Click on the Generate ER Summary button to save the submitted record.