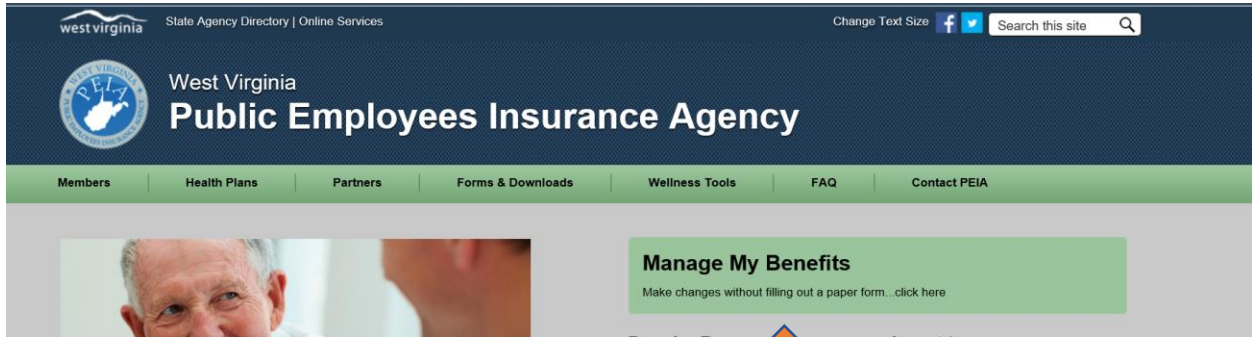
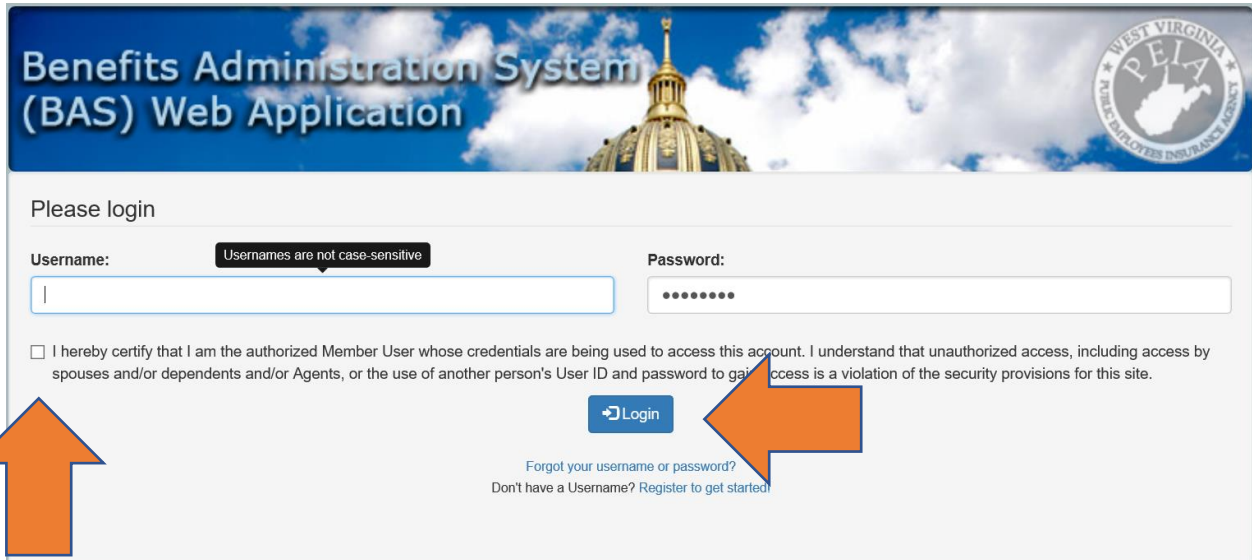


# ACH Payment Method

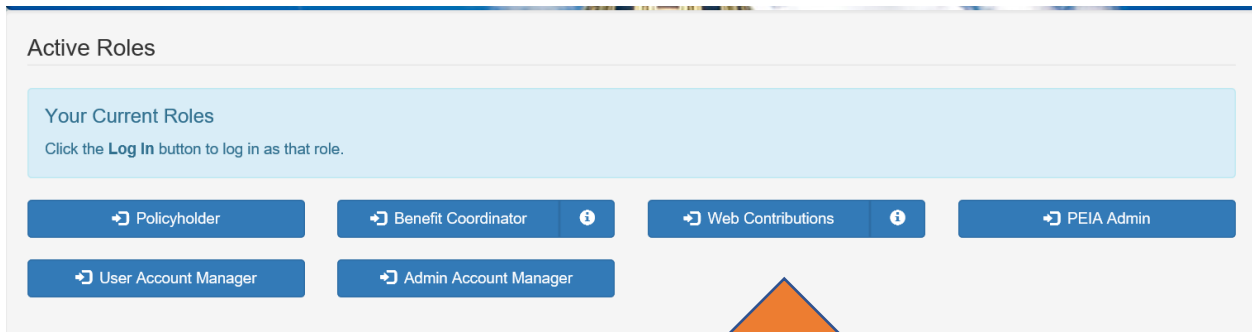
Go to PEIA.wv.gov on your internet browser.



Click on the green Manage My Benefits button.



Enter your Username and password and click on the box to certify that you are the authorized user. Then click on the Login button.



Click on your Web Contributions Coordinator role.



# ACH Payment Method

Click continue to Web Contributions Site.

Continue to the **Web Contributions Site**



On the next page click Reports.

Logged In As: **Web Contributions Coordinator** Welcome, SUSAN (**Logout**)

**Web Contributions System**

HOME EMPLOYEE DEDUCTIONS MONTHLY CONTRIBUTIONS MC ITEMIZED ENTER IGT **REPORTS**

PEIA RHBT ARC

The next Webpage that loads has a list of links (in green). Click on ACH Pre-Authorization Form.

## Web Contribution Reports

### BILLING

[Early Warning Report](#)

[Billing Adjustments Report](#)

[Billing Attributes Report](#)

[Billing Attributes \(Legends\)](#)

[Agency OPEB Contributions](#)

[Optional Life Cheat Sheet - FY2014](#)

[Optional Life Cheat Sheet - FY2017 <sup>New</sup>](#)

[Past Due Report \(PEIA only\)](#)

[Retiree Affiliation Report](#)

### GENERATED PAYMENT COUPONS

[Payment Coupon Report by Payment Sheet Number](#)

[All Payment Coupons By Agency](#)

[Used Unapplied Payments List](#)

[ACH Pre-Authorization Form <sup>New</sup>](#)

### APPLIED PAYMENTS

[Applied Payments & Adjustments](#)

[Check Number Look-up](#)



# ACH Payment Method

An Adobe PDF document should then open. You will see your Agency account number represented near the top left of the document, too. Print that document.

## PEIA/RHBT ACH Pre-Authorization



### Agency Account Information

Participant ID#: [REDACTED]

Fill in the required information. You must also include an associated blank voided check. You may scan both the completed document and blank voided check and attach the digital documentation to an Email to [Shannan.E.Blood@wv.gov](mailto:Shannan.E.Blood@wv.gov) or you may mail the documents.

When the documents are received, PEIA will begin the processes to have the ACH Mode set up for you.

In the meantime, for manual ACH processes the steps necessary to complete both the coupon and ACH confirmation must be completed for both the PEIA and RHBT companies.

NOTE: Be sure to enter clerical data accurately. Errors will result with your bank rejecting the transaction attempt.

1. Build your coupon, as you normally would.
2. At the bottom of the Monthly Contributions Website page, the "Processing Type" drop-down selection box, when clicked, reveals a choice between Lockbox and ACH Mode. Select ACH Mode.
3. When ready to continue, complete the coupon and verify the coupon is correct on the coupon verification page. If all looks correct, on that page, click the gold "Make Coupon" button, as you normally would.
4. The next page will be the ACH data entry and confirmation page.

**IMPORTANT:** For manual ACH processes, you must fill in the banking data fields and be sure to enter the correct account and routing numbers accurately.

5. After entering and verifying both the banking information and the ACH remittance amount, if correct, scroll to the bottom of the page. There, you will see a "Submit" button.
6. Click the "Submit" button.

Then, do the same for your next coupon build.

The processes will produce a coupon you can view, under "Reports," and clicking "All Payment

# ACH Payment Method

Coupons by Agency" in the Generated Coupons section. It also sends a separate communication with the ACH information to WVSTO/EFT E-Gov as a Pre-Authorization.

Your remittance will post as a payment within 1 to 2 business days to the PEIA and/or RHBT, Agency accounts, respectively. The bank swipe/deduction itself, takes 3 to 4 business days; and depending on the specific policy types within your invoices, you will notice between 1 to 4 smaller withdraws, totaling the authorized amount and relative coupon total. This is done automatically by WVSTO as they distribute the remittance into funding accounts for PEIA.

After you have submitted the application documents and the ACH Mode is setup the process is easier.