

# PAYMENT OPTIONS

## Introduction

This section of the document will show how an authorized user can make payments from their TPA account on behalf of their assigned employer accounts. There are several methods to make the payments and they will be explained in the step by step instructions.

1. View the list of all employers assigned to you and edit some or all payment amounts manually, verify payment amount for the count of employers at the bottom of the screen before making a payment,
2. Using the file downloaded in the previous section, upload the edited data to make a payment,
3. Make a full payment for all debt for all employers without downloading/uploading a file or editing any payment amounts,
4. Make a payment for a single employer.

## Step-by-Step Instructions:

### Payment Option Home Page:

1. Navigate to the payment home page using the instructions provided in the section – ‘Navigating to payments’.
2. Click on the link ‘Payment Options’. The following page will appear. This page will provide all the available methods to make payments. It will also provide links to edit/delete any previously entered payment details that are in progress (not shown in the screenshot).

The screenshot shows the user interface for a Third Party Administrator (TPA) in the Massachusetts Department of Workforce Development system. The page is titled "Third Party Administrator" and displays the TPA ID as "100" and the TPA Name as "XXXX". The "Payment Options" section is highlighted and contains the following items:

- [Make full payment for all assigned employers](#) \$1,391.64
- [View all employers and enter payment information online per employer](#) (including current quarter)
- [Download payment due file](#)
- Upload payment application file (.txt)

At the bottom of the page, there is a link for [Download/Upload file instructions](#) and a "Home" button.

Page header: Massachusetts Department of Workforce Development, Thursday, November 19, 2009, [Print](#)

Page footer: [Change Password](#) | [Logoff](#)

Left sidebar menu:

- TPA Home
- Account Maintenance
- Employment and Wage Detail Reporting
- Payment Information
  - Download Payment Due File
  - Cancel Payments
  - Review Employer Accounts
  - Search Payments
  - **Payment Options**
- Searches
- User Maintenance

**Method 1:**

1. Click on the link 'View all employers and enter payment information online per employer'. The following page will appear, listing all the employer accounts (up to 100) associated to your TPA account, with payments due. On this screen you also have the option to search for specific employer(s) using search criteria, if you wish to locate specific employer(s).

Note: Only 100 employers are displayed on the screen with paging to move through them. To view additional employers use the search options at the top of the screen. Be sure to 'Save' after each payment entry to update the payment amounts.

2. Enter all the information required to complete the payment. Please refer to the screenshot below for additional information on entering payment details.

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**Third Party Administrator**

TPA ID: 100 TPA Name: XXXX

**Search Employers**

Employer Name:

Employer Account Number:

Employer Account Status:

Display Accounts With Amount Due Only:

Display Accounts With Payment Amount Errors (overpaid):

**Edit Assigned Employer Accounts**

First 100 records are shown. To edit specific employers, search above.

<a href="#">Employer Name</a>	<a href="#">Employer Account Number</a>	<a href="#">Employer Current Quarter/Month Amount Due</a>	<a href="#">Employer Total Amount Due</a>	<a href="#">Payment Amount</a>
<a href="#">Employer</a>	1000	\$1,399.68	\$1,391.64	<input type="text" value="\$1,391.64"/>

Out of 1 Employers assigned to you a payment submitted now would total \$0.00 for 0 employers.

[Enter Current Quarter/Month Amount Due for all Employers](#)

[Enter Total Amount Due for all Employers](#)

[Clear All Employer Payment Amounts](#)

Select "Previous" to return to payment options.  
Select "Save" to update the total payment amount above and per Employer.  
Select "Submit" to continue with payment submission.  
Select "Home" to exit this process.

**Callout 1:** Please do not round off Payment Amounts.

**Callout 2:** Click here to view this employer's payment account summary which displays Amount Due for UI and UHI.

**Callout 3:** The links here will help you enter frequently used values for payment amounts.

**Callout 4:** Click here to save and return later.

3. Click on 'Submit' to proceed to the next step.
4. The following page will appear, displaying the payment you are about to make. Click 'Next' to proceed.

NOTE: The only payment method available on this screen is ACH Debit. Click on the link on this page for additional information on getting set up for making payments via ACH Credit. **Paper checks will not be accepted by DUA from TPAs.**

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**Third Party Administrator**  
 TPA ID: 100 TPA Name: XXXX

**Payment Method**

Contributory Employer Due Dates: **Quarter 1 - April 30**  
**Quarter 2 - July 31**  
**Quarter 3 - October 31**  
**Quarter 4 - January 31**

Reimbursable Employer Due Dates: **30 calendar days from the mailing of the bill**  
 If payment is not submitted by the date indicated, you may be subject to interest or penalties.

Amount Due: **\$100.00**  
 Payment Amount: **\$100.00**  
 Payment Method: ACH Debit \*

If you intend to submit payment by the ACH Credit method of payment, please [select here](#) before you proceed.

5. The following page will appear where you will be able to enter the bank information. After entering, click 'Next' to continue.

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**Third Party Administrator**  
 TPA ID: 100 TPA Name: XXXX

**ACH Payment**

Contributory Employer Due Dates: **Quarter 1 - April 30**  
**Quarter 2 - July 31**  
**Quarter 3 - October 31**  
**Quarter 4 - January 31**

Reimbursable Employer Due Dates: **30 calendar days from the mailing of the bill**  
 If payment is not submitted by the date indicated, you may be subject to interest or penalties.

Amount Due: **\$100.00**  
 Payment Amount: **\$100.00**  
 Routing Transit Number:  \*  
 Bank Account Number:  \*  
 Account Type: Checking \*

Payment Effective Date: **11/19/2009**

Your [Routing Transit Number](#) and [Bank Account Number](#) are located on the paper checks provided by your bank.

- On the next page, the payment verification will be displayed. Click 'Submit' to confirm the payment. Click on 'Previous' to make changes.

NOTE: Credits that reduce the total payment amount, whether UI or UHI, will not automatically be applied to any outstanding debt. These credits must be applied manually to calculate interest due.

- The following confirmation will appear, indicating that your payment is complete. This screen will also present you the option of saving your bank information for future payments. Follow the prompts to save your bank information.

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**Third Party Administrator**

TPA ID: 100 TPA Name: XXXX

1 → 2 → 3 → COMPLETE

Review Balance Select Payment Method Submit Payment Details

**Payment Confirmation**

Agent Name: XXXX	Agent Account Number: 100
Effective Date: 11/19/2009	Payment Confirmation #: 500174428
Transaction Date: 11/19/2009	Payment Method: ACH Debit
Transaction Time: 6:23 PM	
Remaining Balance: \$0.00	Total Payment Amount: \$100.00

Would you like to save this bank information for future payments?

If you have a remaining balance you may make another payment by selecting "Make Payment"

## Method 2:

Under this method the user uploads a file with the employer account number and the payment amounts. This allows the user to work offline for entering the payment amounts, for multiple payments. In order to make payments using the file upload method, you must download the payments due file first. Please refer to the section 'Download Payments Due File' above for instructions on downloading this file. After downloading the file, you will be able to review the payments due and edit the 'payment due' values on the downloaded file which will be treated as 'payment amount' when the file is uploaded to make payments.

- Navigate to the payment options home page using the instructions provided in the beginning of this section.
- Locate the file on your local folder using the 'Browse' button. Click on 'Submit' to upload the file.

The file will be processed with errors being displayed on the same screen or on a separate page. Errors on the same screen prevent the file from being processed. Errors on the Rejected File Transactions page can be ignored and the remaining records can be processed, or the file can be fixed for the errors listed and reloaded to the system. Printing the page(s) of errors is recommended.

The upload file will not be saved by the system. Data will be uploaded, and it can be reviewed online after successful upload. If there are over 1000 Employers, you may enter additional payments for individual Employers via Method 1. You may separate the downloaded file into multiple files of 1000 Employers or less and upload multiple files, or you may submit payment with Employer payment amount details to your bank via ACH Credit (contact DUA for further information).

NOTE: If you select to upload multiple files, it is recommended to upload each file and pay for that file, then proceed to upload the next file and pay for that file.

3. The following page will appear with the upload status. Click on the link 'Confirm Payment' to continue with the payment.

The screenshot displays the user interface for a Third Party Administrator (TPA) within the Massachusetts Department of Workforce Development system. The page is titled 'Third Party Administrator' and shows the following details:

- TPA ID:** 100L
- TPA Name:** XXXX
- Upload Complete** status with the following summary:
  - Successful Records: 1
  - Rejected Records: 0
  - Upload Date: 11/19/2009
  - Payment Amount: \$100.00
  - File Size: 46 bytes
  - Upload Time: 7:03:35 PM EST

A 'Confirm Payment' button is visible at the bottom of the main content area. The left sidebar contains navigation links such as 'TPA Home', 'Account Maintenance', 'Employment and Wage Detail Reporting', and 'Payment Information'. The top right corner shows the date 'Thursday, November 19, 2009' and a 'Print' link.

4. The Confirm Payment will navigate to the payment options page.
5. The following page will appear with additional options for making payment.

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**Third Party Administrator**

TPA ID: 100L... TPA Name: XXXX

**Payment Options - Saved Data**

- [Make full payment for all assigned employers](#) \$650.00
- [Make payment based on previously saved information](#) \$300.00, 2 employers
- [Edit previously saved information](#)
- [Delete previously saved information](#)
- [Download payment due file](#)
- Upload payment application file ( .bt)

[Download/Upload file instructions.](#)

If the same Employer is uploaded again, previous data will be overwritten.

**Recent Payment Application File Submission History**

Date	Submission Type	Status
<a href="#">10/06/2007</a>	File Upload	New
<a href="#">10/06/2007</a>	File Upload	Edited

[Accessibility](#) | [Privacy Statement](#) | [Viewing Tips](#) | [Questions or Feedback](#)

6. Verify the payment amount and employer count for bullet 2, 'Make payment based on previously saved information'.
7. Select link for 'Make payment based on previously saved information'. If the user selects to Edit Previously saved information, the page from Method 1 will appear and the user can update the amounts just uploaded or edit additional employers not on the upload file.

NOTE: If the employer is not on the upload file and the user proceeds to Edit previously saved information, the employers not on the upload file will be paid in full.

8. Continue to step 3 of Method 1 for instructions to complete the payment.

### Method 3:

Under this method, you will be able to make only the full payment due on all your assigned employer accounts. You will not be able to make any changes to the payment amounts or remove some of the employer accounts.

1. Navigate to the payment options home page using the instructions provided in the beginning of this section.
2. Click on the link 'Make Full Payment for all assigned employers'

- The following page will appear, showing the full amounts due. From here on, the process is same as Method 1. Continue to step 3 above of Method 1 for instructions to complete the payment.

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\* Indicates Required Field

TPA Home

Account Maintenance

Employment and Wage Detail Reporting

Payment Information

- Download Payment Due File
- Cancel Payments
- Review Employer Accounts
- Search Payments
- Payment Options

Searches

User Maintenance

Last Searches:

- Employer: 10004344

**Third Party Administrator**

TPA ID: **100049**      TPA Name: XXXX

**Payment Method**

	<b>Quarter 1 - April 30</b>
	<b>Quarter 2 - July 31</b>
Contributory Employer Due Dates:	<b>Quarter 3 - October 31</b>
	<b>Quarter 4 - January 31</b>
Reimbursable Employer Due Dates:	<b>30 calendar days from the mailing of the bill</b>
If payment is not submitted by the date indicated, you may be subject to interest or penalties.	
Amount Due:	<b>\$1,191.92</b>
Payment Amount:	<b>\$1,191.92</b>
Payment Method:	ACH Debit <input type="button" value="v"/>

If you intend to submit payment by the ACH Credit method of payment, please [select here](#) before you proceed.

#### Method 4:

Under this method, you will be able to make the payment due on one of your assigned employer accounts. You will be able to make any changes to the payment amount on the employer account.

- Navigate to Step 1 of Method 1 above using the instructions provided in the beginning of this section.
- Search for the Employer Account Number you want to pay and select the Employer Account Number hyperlink. This will navigate you into the employer's account.

Select Payment Information then Payment Account Summary to view the amount due and select 'Make Payment' to pay for only this employer.