MSRB's Online Payment Portal User Guide

Version 1.1, July 2018

MSRB
Municipal Securities Rulemaking Board

Revision History

Version	Date	Description of Changes
1.0	June 2018	Developed instructions for the electronic payment portal for MSRB registrants and data subscribers.
1.1	July 2018	Updated “Complete a Payment” section to remove the credit card service fee.

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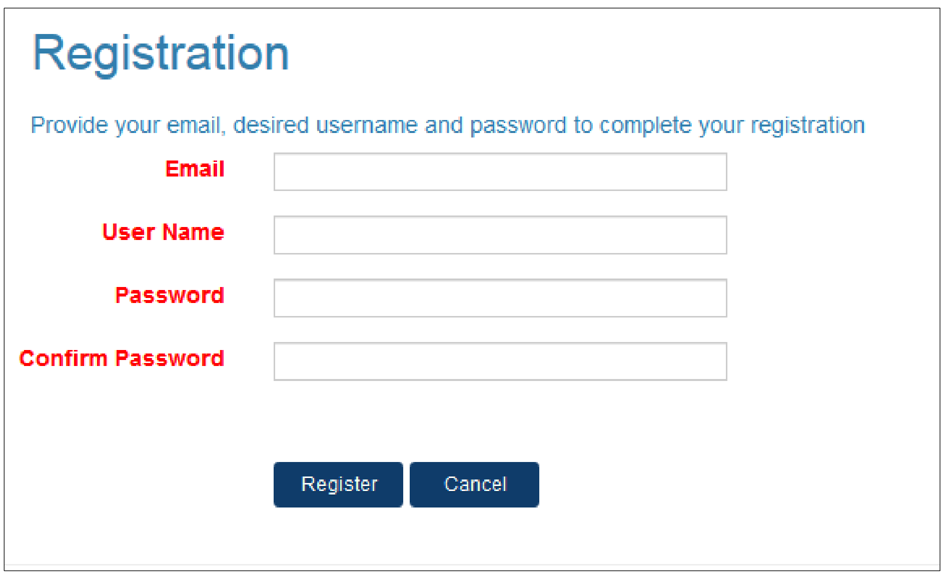
Registration

The MSRB's online payment portal, ePay, provides access to invoice retrieval, making online payments, viewing account history and more. MSRB registrants and data subscribers will receive an email with a link to the ePay portal's registration page.

Select the link provided in the email and enter the following information:

1. **Email** – Enter the email address used for registration with the MSRB. This should be the same email address at which the MSRB ePay registration invitation was received.
2. **User Name** – Create a user name that will be used to sign in to the ePay portal.
3. **Password** – Create a password that will be used to sign in to the ePay portal.



Click the **Register** button to complete the registration process.

If you did not receive a registration email, contact the MSRB Accounting Department at 202-838-1500 or accounting@msrb.org.

Main Navigation

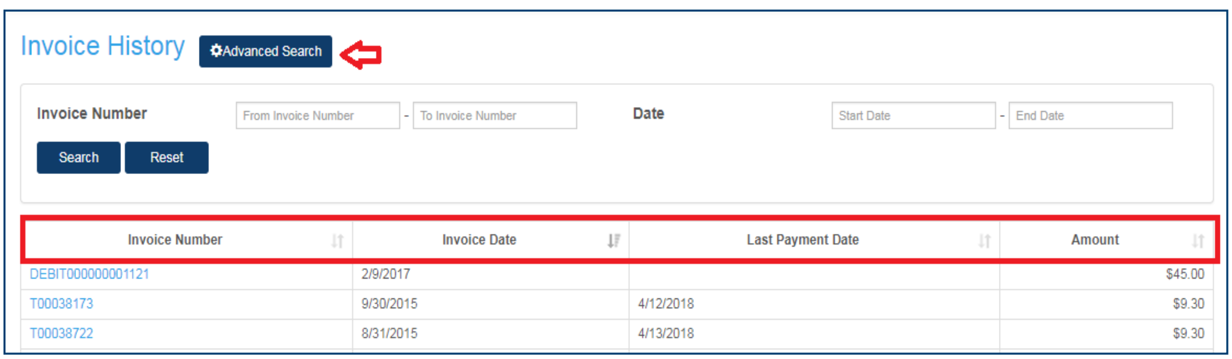
The navigation bar offers a series of links to assist with managing your account, including:

- The **Make Payment** tab, which allows you to make a payment on an outstanding invoice;
- The **AutoPay** drop-down menu allows you to create or manage automatic payments;
- The **Invoice History** tab provides an overview of your invoices, which can be exported or printed for your records;
- The **Payment History** tab, which allows you to view your payment history; and
- The **Wallet** tab, which allows you to add or manage your payment methods.

Invoice History

Click **Invoice History** from the main navigation bar to see a complete list of your account's paid invoice history. From this page, you can:

- Sort your invoice by number, date, last payment date or amount
- Click **Advanced Search**, enter a number or date range and click the **Search** button
- Click the invoice number to view complete invoice details

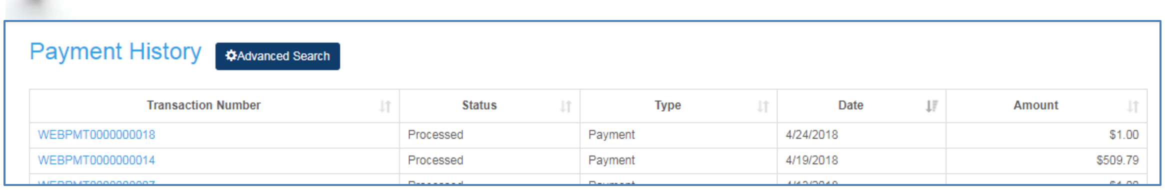


Invoice Number	Invoice Date	Last Payment Date	Amount
DEBIT000000001121	2/9/2017		$45.00
T00038173	9/30/2015	4/12/2018	$9.30
T00038722	8/31/2015	4/13/2018	$9.30

Payment History

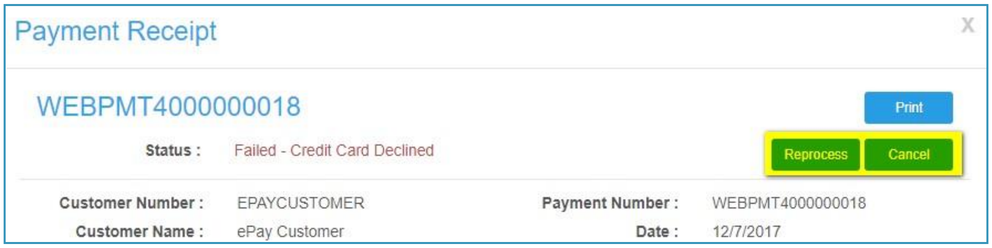
View a list of all payments and credits on the "Payment History" page.

Click **Advanced Search** to sort the list and click a number to view details.



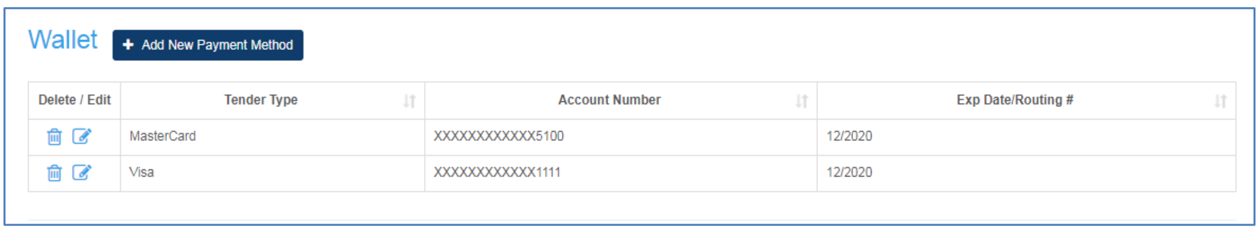
Transaction Number	Status	Type	Date	Amount
WEBPMT0000000018	Processed	Payment	4/24/2018	$1.00
WEBPMT0000000014	Processed	Payment	4/19/2018	$509.79

If viewing the details of a payment in a “Scheduled” or “Failed” status, options to reprocess or cancel the payment will be displayed.



Wallet

Streamline your online payment activity by saving your credit card information in the **Wallet**.



Click the **Add New Payment Method** button to add a new form of payment to the Wallet.

To edit an existing Wallet entry, click the pencil icon. Click the trash can icon to delete an entry.

Other Features

See additional features by hovering your mouse pointer over your organization’s name in the top right of the navigation bar. Here you can:

- View your account summary;
- Apply existing credits;
- Process a prepayment to add a credit to your account;
- View scheduled payments;
- Manage additional logins;
- View your profile details; or
- Log out of your account.

Manage Additional Logins

You can create additional login credentials for additional employees who may need to access your ePay account. To do this:

- Click “Manage Additional Logins” from the drop-down menu;
- Click “Create Login” on the lower right corner of the screen;
- Enter a user name and email address for the associated user;
- Create a password and enter their first name and last name; and
- Click **Save**

Profile

You can update your profile information at any time. Hover your mouse pointer over your organization’s name in the right corner of the navigation bar and click **Profile**. Here you can:

- View the primary address registered with the MSRB;
- Update the email address associated with your ePay account; or
- Reset your password.

Changing your email address through ePay will not update your registration with the MSRB. Updating your MSRB registration must be done through Form A-12.

Forgot User Name

Click the “Forgot user name?” link on the ePay portal login screen to request an email with your user name. You must provide the customer number and email address to receive the email.

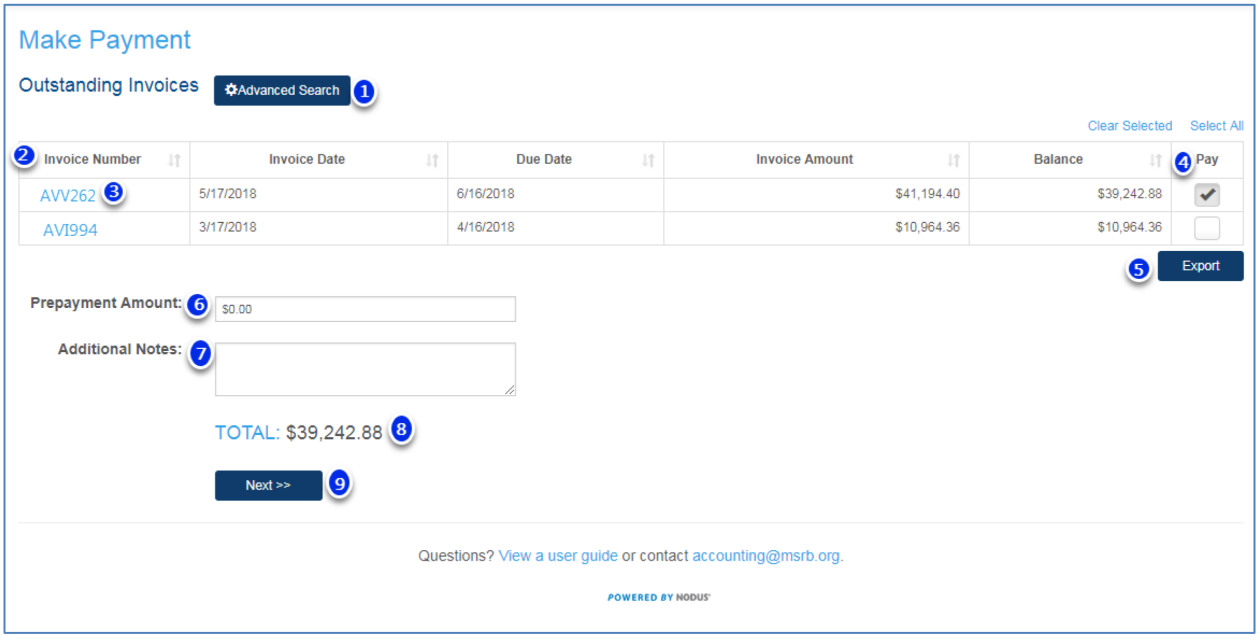
Forgot Password

Click the “Forgot password?” link on the ePay portal login screen to request to reset your password. You must provide your user name to receive an email with a link to reset the password.

Online Payments

Make a Payment

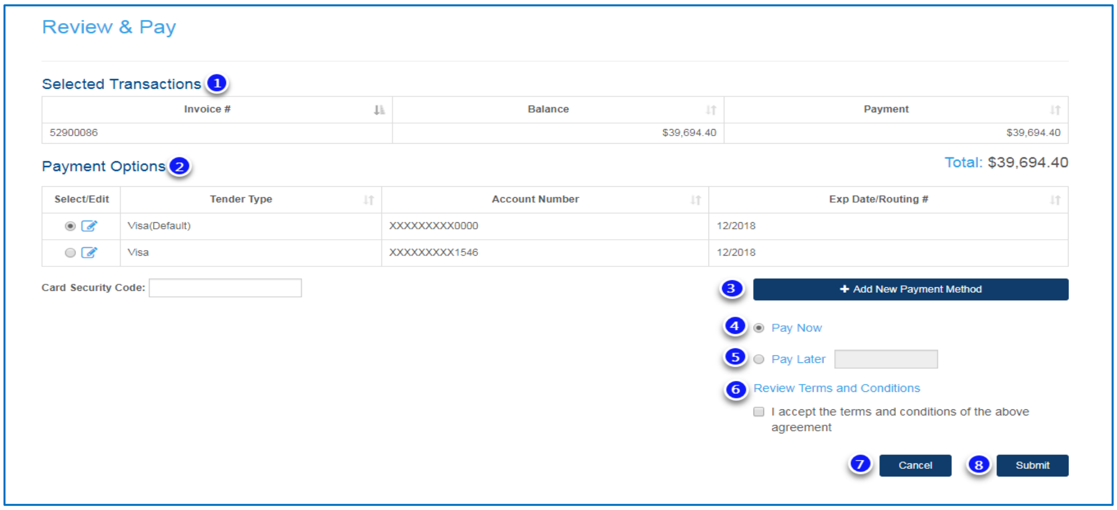
To make an immediate payment, navigate to the "Make Payment" page and complete the fields described below.



1. **Advanced Search** – Filter the list of invoices by invoice number or invoice date.
2. **Outstanding Invoices** – Shows currently outstanding invoices for the account. Click on a column header to sort the list.
3. **Invoice Number** – Click on any number displayed in this column to see a detailed view of the invoice, which can be printed or downloaded as a PDF.
4. **Pay** – Check this box to select an invoice to pay. Use the "Select All" or "Clear Selected" links for quick selection.
5. **Export** – Click this button to download a list of outstanding invoices as a CSV file.
6. **Prepayment Amount** – Enter an amount for prepayment.
7. **Additional Notes** – Use this field to add any desired notes to the payment.
8. **Total** – Displays the total payment amount.
9. **Next** – Click this button to advance to the "Review & Pay" page, where users can select a payment method and complete the payment.

Complete a Payment

Select a payment method and complete the payment from the “Review & Pay” page.



1. **Selected Transactions** – Provides a review of the items that will be paid in a transaction, including any additional prepayment.
2. **Payment Options** – Displays Wallet entries to be selected for payment.
3. **Add New Payment** – Click this button to add a new wallet entry.
4. **Pay Now** – Select this and click the **Submit** button to make a payment.
5. **Pay Later** – Select this and enter a date to schedule a future payment.
6. **Terms and Conditions** – Click to review, then select the checkbox to continue.
7. **Cancel** – Click this button to cancel and return to the previous page.
8. **Submit** – Click this button to confirm the transaction.
    a. If “Pay Now**”** was selected, the transaction will be processed immediately.
        i. If the transaction is approved, you will see a confirmation page.
        ii. If the transaction was denied, you will be directed back to the “Review & Pay” page. An error message will show the reason for the failed transaction.
    b. If “Pay Later**”** was selected, you will be directed to a confirmation page and the payment will be processed on the selected date.

Add New Credit

ePay allows users to add credit to their account for later use. To do this, hover your mouse pointer over your organization’s name and click **Process Prepayment**.

Payment Amount – Enter the desired amount to be added as credit.

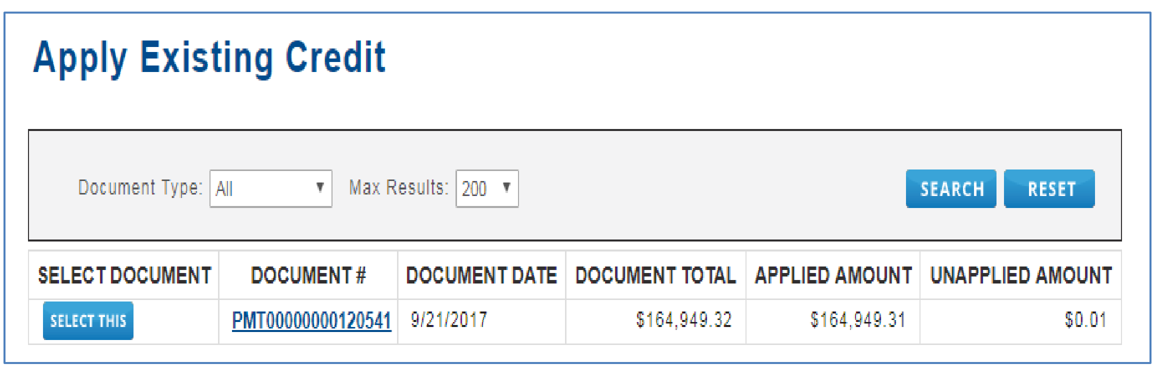
The amount entered will be available as a credit on the account and can later be used to apply against an outstanding invoice.

Comment – Enter a comment to be added with the payment.
Pay – Click this button to advance to the "Review & Pay" page, where users can select a payment method and complete the payment.

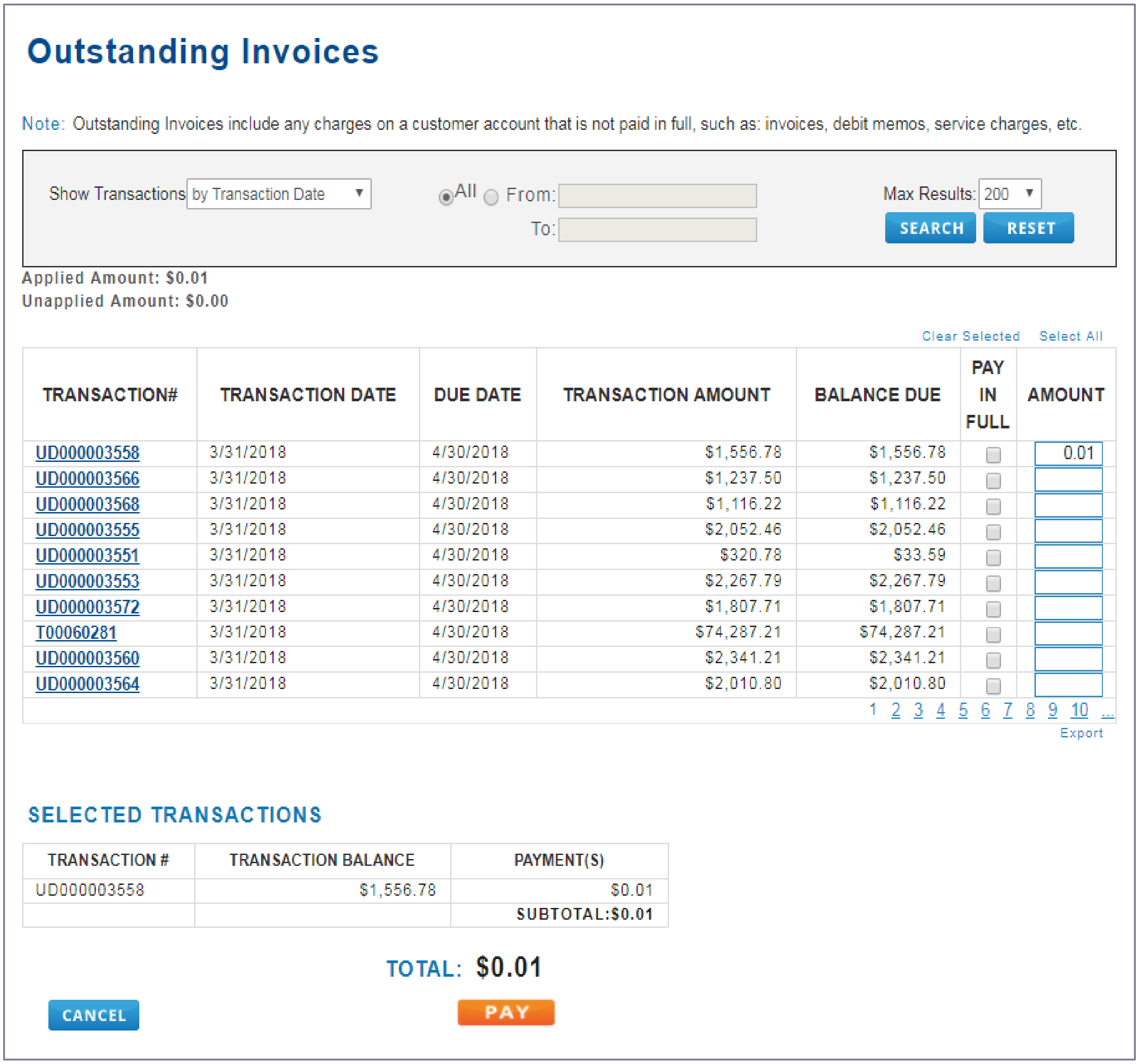
Apply Credits

On the "Apply Existing Credit**"** page, users can view a list of documents where an existing credit exists and apply the existing credit to an open balance. To apply an existing credit, follow these steps:

1. Click the **Select This** button to choose a credit document toward which you wish to apply an existing credit.



2. The “Outstanding Invoices” page will open and display a list of all outstanding invoices.
3. If the existing credit balance is equal to or larger than the available outstanding invoices



Outstanding Invoices

Note: Outstanding Invoices include any charges on a customer account that is not paid in full, such as: invoices, debit memos, service charges, etc.

Show Transactions by Transaction Date — All — From: — To: — Max Results: 200 — SEARCH — RESET

Applied Amount: $0.01
Unapplied Amount: $0.00

Clear Selected Select All

TRANSACTION#	TRANSACTION DATE	DUE DATE	TRANSACTION AMOUNT	BALANCE DUE	PAY IN FULL	AMOUNT
UD000003558	3/31/2018	4/30/2018	$1,556.78	$1,556.78		0.01
UD000003566	3/31/2018	4/30/2018	$1,237.50	$1,237.50		
UD000003568	3/31/2018	4/30/2018	$1,116.22	$1,116.22		
UD000003555	3/31/2018	4/30/2018	$2,052.46	$2,052.46		
UD000003551	3/31/2018	4/30/2018	$320.78	$33.59		
UD000003553	3/31/2018	4/30/2018	$2,267.79	$2,267.79		
UD000003572	3/31/2018	4/30/2018	$1,807.71	$1,807.71		
T00060281	3/31/2018	4/30/2018	$74,287.21	$74,287.21		
UD000003560	3/31/2018	4/30/2018	$2,341.21	$2,341.21		
UD000003564	3/31/2018	4/30/2018	$2,010.80	$2,010.80		

1 2 3 4 5 6 7 8 9 10 ...
Export

SELECTED TRANSACTIONS

TRANSACTION #	TRANSACTION BALANCE	PAYMENT(S)
UD000003558	$1,556.78	$0.01
		SUBTOTAL:$0.01

TOTAL: $0.01

CANCEL PAY

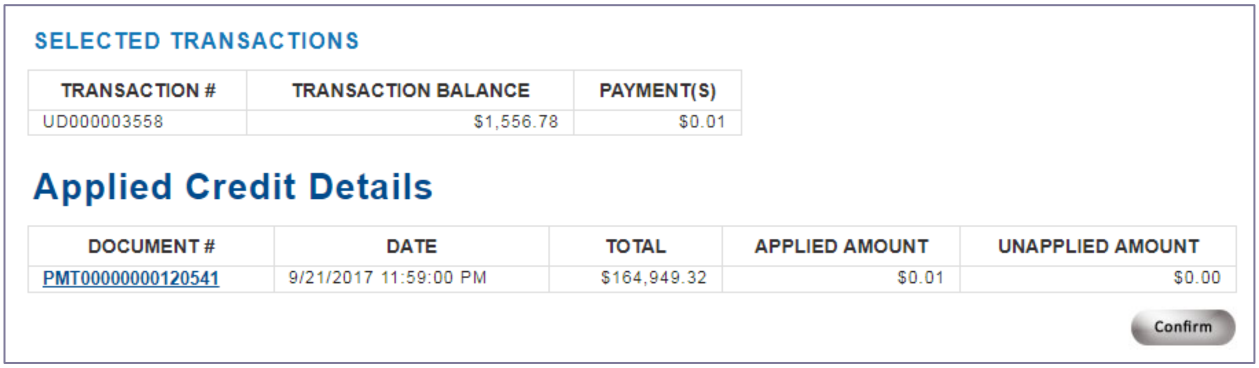
to choose from, the “Pay in Full” checkbox can be selected, or users can enter an amount to apply in the “Amount” field.

4. Click the **Pay** button to continue.

5. A confirmation page will open, showing:

   a. The selected invoice(s), including the original balance and the amount to be applied toward the balance; and

b. The original existing credit, the amount to be applied toward the invoice and the remaining credit balance from the credit document.



SELECTED TRANSACTIONS

TRANSACTION #	TRANSACTION BALANCE	PAYMENT(S)
UD000003558	$1,556.78	$0.01

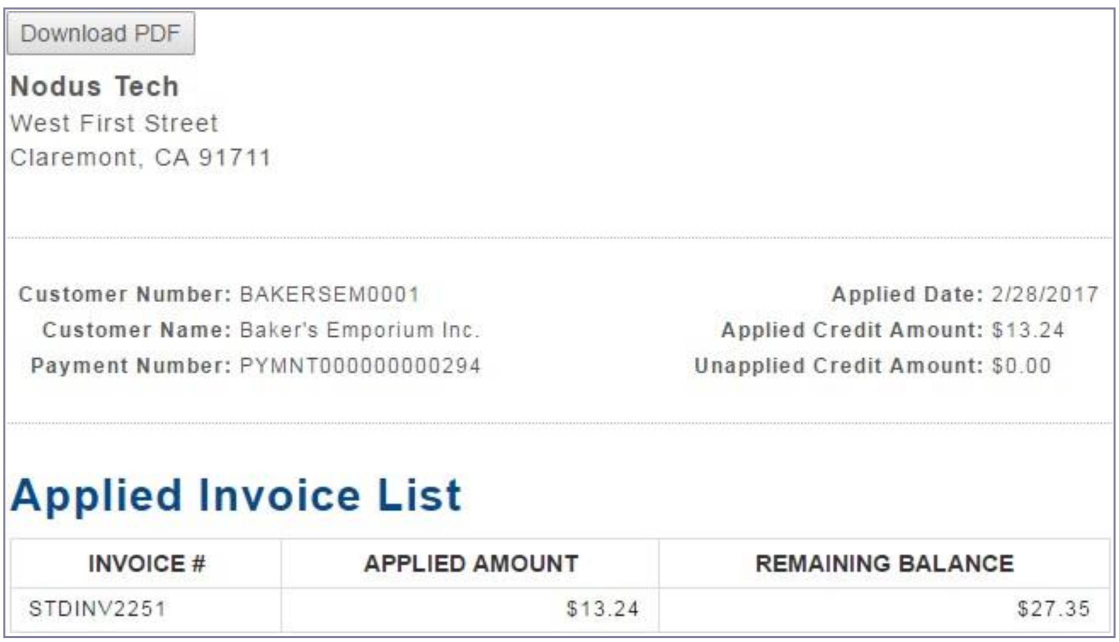
Applied Credit Details

DOCUMENT #	DATE	TOTAL	APPLIED AMOUNT	UNAPPLIED AMOUNT
PMT00000000120541	9/21/2017 11:59:00 PM	$164,949.32	$0.01	$0.00

Confirm

6. Click the **Confirm** button to continue.

7. An “Applied Credit Receipt” window will appear. You will be directed back to the “Existing Credit” page to process additional transactions if needed.



Download PDF

Nodus Tech
West First Street
Claremont, CA 91711

Customer Number: BAKERSEM0001
Customer Name: Baker's Emporium Inc.
Payment Number: PYMNT000000000294

Applied Date: 2/28/2017
Applied Credit Amount: $13.24
Unapplied Credit Amount: $0.00

Applied Invoice List

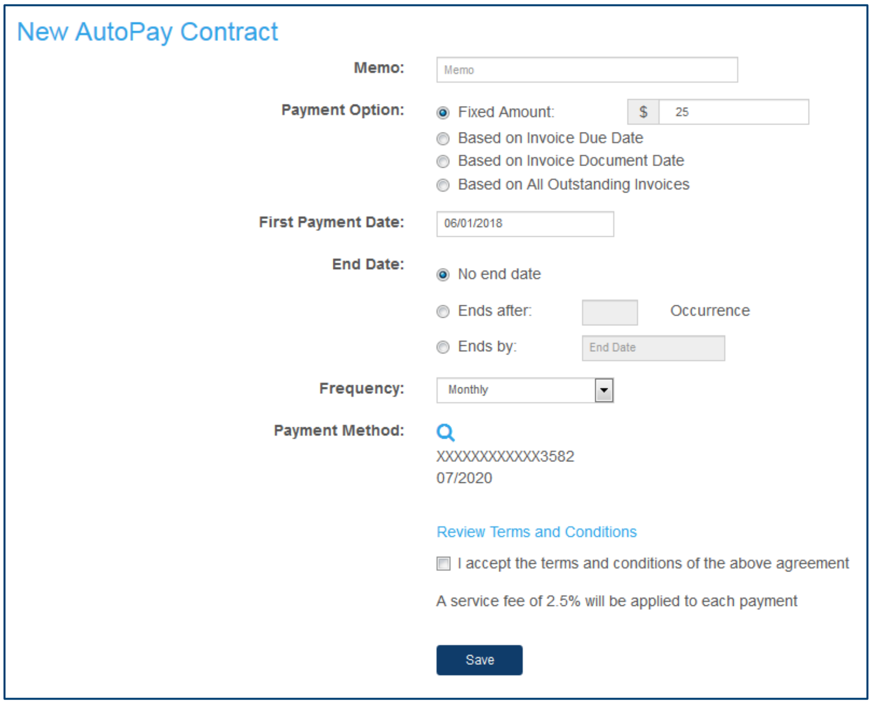
INVOICE #	APPLIED AMOUNT	REMAINING BALANCE
STDINV2251	$13.24	$27.35

AutoPay Contract

The AutoPay feature allows users to set up an automatic payment to occur on a repeated basis.

Create New AutoPay

Click “New AutoPay Contract” under the **AutoPay** tab to get started. The features of this page are shown and described below.

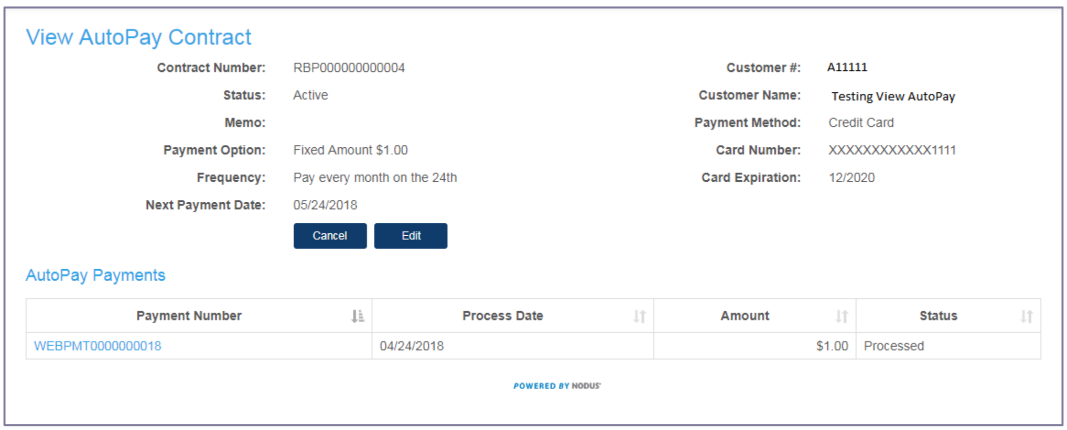


1. **Memo** – Add a note to the invoice.
2. **Currency** – AutoPay only works with U.S. dollars.
3. **Payment Option** – Select a preferred option for generating automatic payment to be made during each contract cycle.
    a. **Fixed Amount** – Generate a payment for the specific amount entered.
    b. **Based on Invoice Due Date** – Generate a payment for the total balance of outstanding invoices with a due date of less than or equal to the current date.
    c. **Based on Invoice Document Date** – Generate a payment for the total balance of the outstanding invoices with a document created date that is less than or equal to the current date.
    d. **Based on All Outstanding Invoices** – Generate a payment for the total balance of all outstanding invoices.
4. **First Payment Date** – Establish the first date for the AutoPay contract to run. This date will be used to determine future payment dates.
5. **End Date Options** – The End Date options are available if there is a desired time for the AutoPay contract to end automatically.
6. **No End Date** – The contract will not end automatically.
7. **Ends After** – Specify the number of cycles for the contract to run before it ends.
8. **Ends By** – Specify a date for the contract to end.

9. **Frequency** – The frequency for each AutoPay cycle.
10. **Payment Method** – Select a saved method of payment from the account Wallet to use for AutoPay payment.
11. **Terms and Conditions** – Review the Terms and Conditions and select the box to confirm.
12. **Save** – Click this button to save the AutoPay contract**.**

View or Edit Existing AutoPay

View available AutoPay contracts on an account by clicking "Existing AutoPay Contracts" under the **AutoPay** tab. Click on any value in the "Contract" column to view more details.

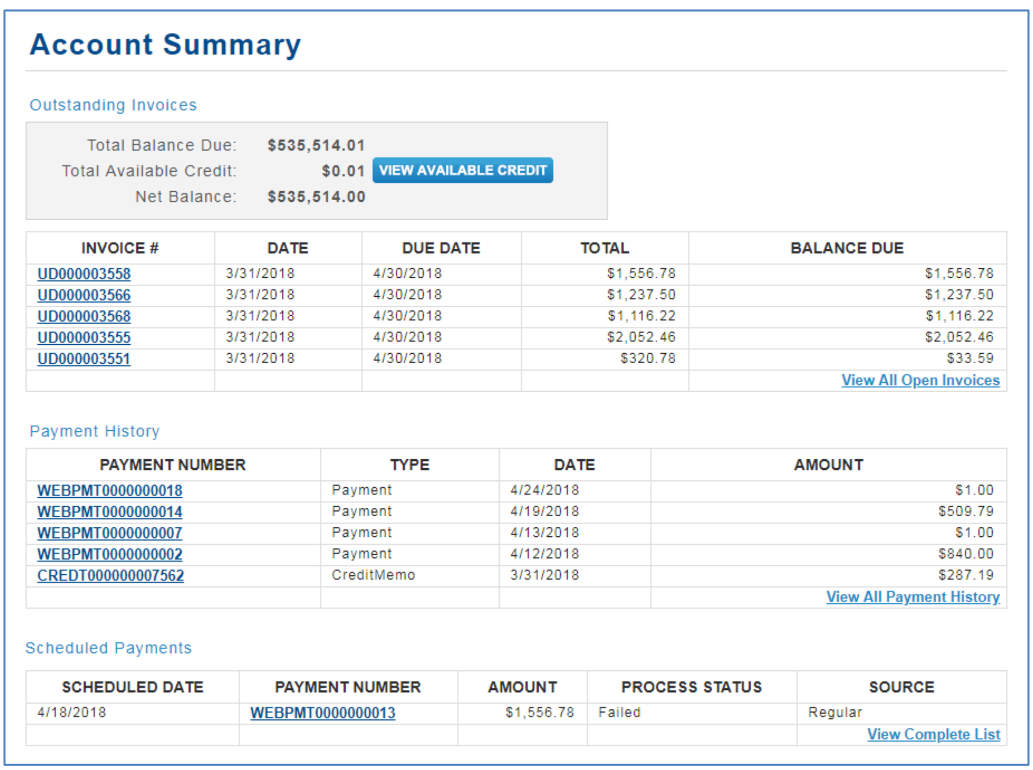


1. To edit an AutoPay contract, click the **Edit** button while viewing the details page.
   a. All fields presented when creating the AutoPay contract can be edited, except the "Currency" field, which is fixed to U.S. dollars.
2. Change the state of the contract by selecting from the "Status" dropdown menu. The available states to select are:
   a. Active – The contract will continue to run its cycle as normal.
   b. On-Hold – The contract is paused momentarily with the intention of being active again in the future.
   c. Closed – The contract has ended and will not be set to active again. Setting the contract status to 'Closed' cannot be reversed after saving.
3. Click the **Save** button to save the edits and close.

Account Summary

View and overview of the account, including outstanding invoices, payment history and scheduled payments from the "Account Summary" page.

1. **Outstanding Invoices** – Displays a quick summary of the account.
    a. If the account has an outstanding credit balance, click the **View Available Credit** button to visit the "Apply Existing Credit" page.
    b. The table displays the five most recent outstanding invoices. Click any invoice number to see more details. Click "View All Open Invoices" to see a full list of outstanding invoices and navigate to the "Make Payment" page.
2. **Payment History** – Shows the five most recent payments.
    a. Click on a payment number to see a detailed view of the payment. Click the "View All Payment History" link to see a complete list of the account's payment history.
3. **Scheduled Payments** – Shows the five most recent scheduled payments.
    a. Click any number to see a detailed view of the scheduled payment. Click the "View Complete List" to manage scheduled payments further.



Account Summary

Outstanding Invoices

Total Balance Due: $535,514.01
Total Available Credit: $0.01 VIEW AVAILABLE CREDIT
Net Balance: $535,514.00

INVOICE #	DATE	DUE DATE	TOTAL	BALANCE DUE
UD000003558	3/31/2018	4/30/2018	$1,556.78	$1,556.78
UD000003566	3/31/2018	4/30/2018	$1,237.50	$1,237.50
UD000003568	3/31/2018	4/30/2018	$1,116.22	$1,116.22
UD000003555	3/31/2018	4/30/2018	$2,052.46	$2,052.46
UD000003551	3/31/2018	4/30/2018	$320.78	$33.59
				View All Open Invoices

Payment History

PAYMENT NUMBER	TYPE	DATE	AMOUNT
WEBPMT0000000018	Payment	4/24/2018	$1.00
WEBPMT0000000014	Payment	4/19/2018	$509.79
WEBPMT0000000007	Payment	4/13/2018	$1.00
WEBPMT0000000002	Payment	4/12/2018	$840.00
CREDT000000007562	CreditMemo	3/31/2018	$287.19
			View All Payment History

Scheduled Payments

SCHEDULED DATE	PAYMENT NUMBER	AMOUNT	PROCESS STATUS	SOURCE
4/18/2018	WEBPMT0000000013	$1,556.78	Failed	Regular
				View Complete List