

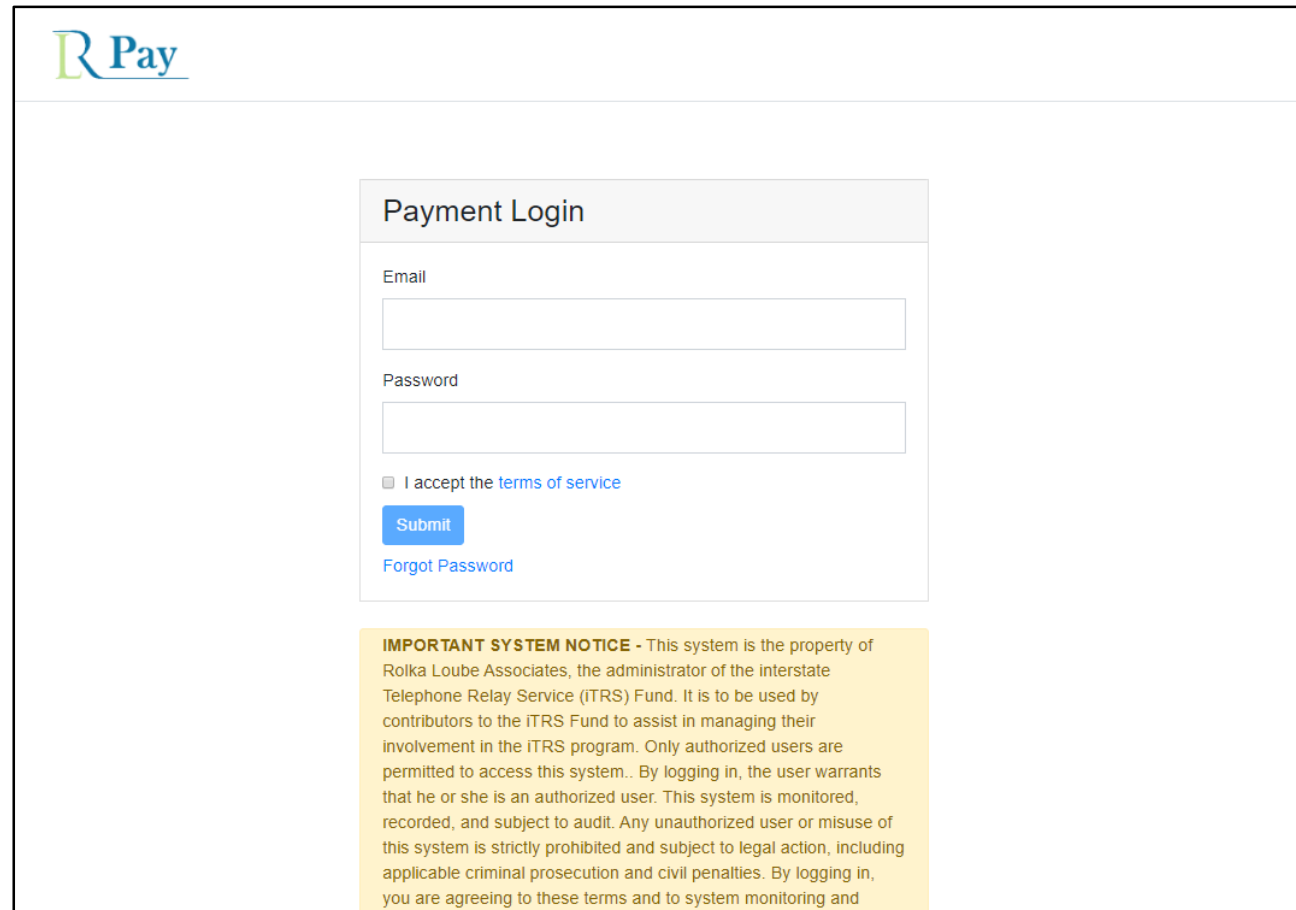
Making a Payment in RL Pay



Introduction

The following tutorial will walk you through initiating a payment in **RL Pay** and finalizing the payment on the **Pay.gov** website.

Log into RL Pay



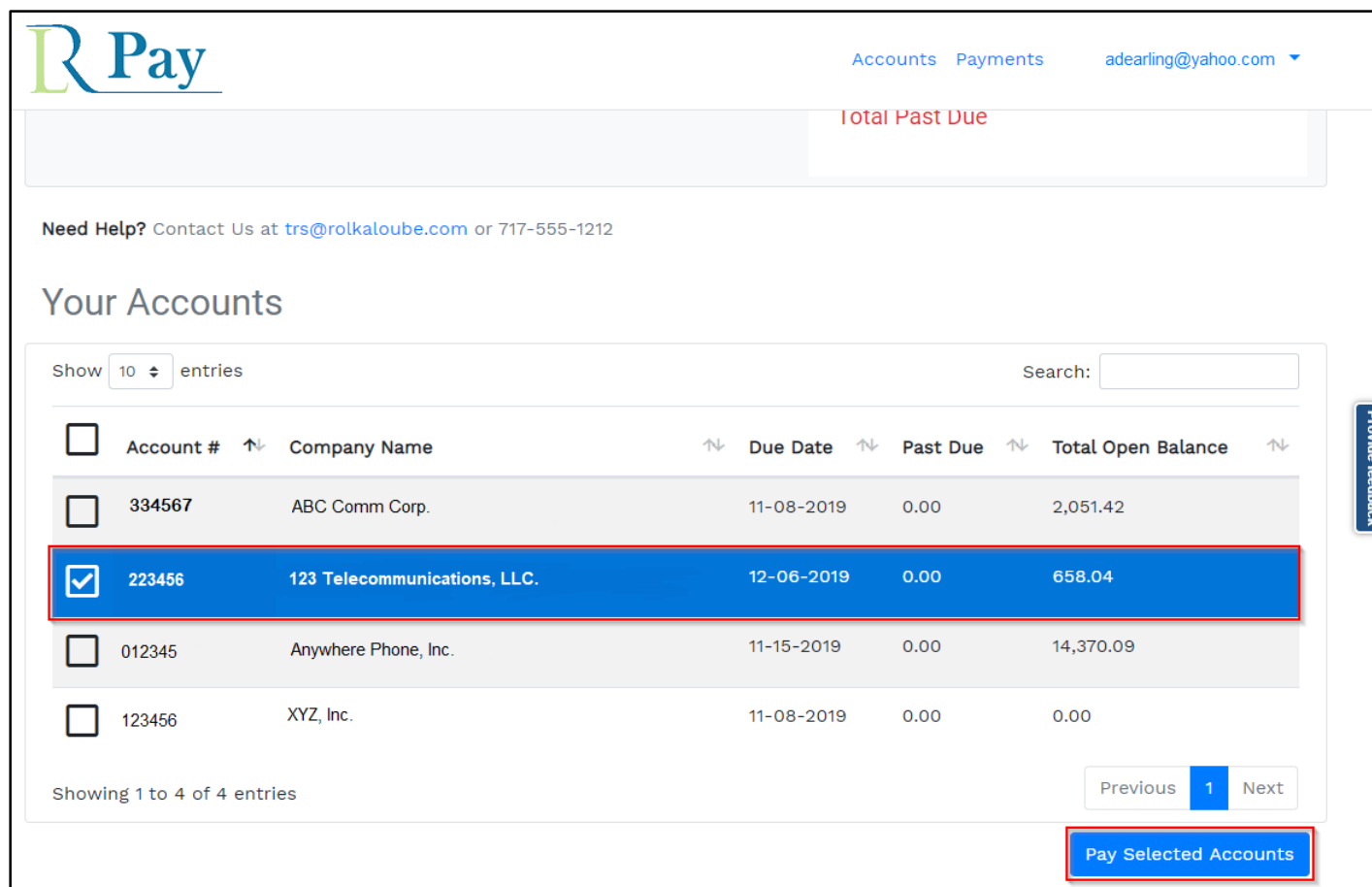
The screenshot shows the RL Pay login interface. At the top left is the RL Pay logo. The main content area is titled "Payment Login" and contains the following elements:

- An "Email" label above a text input field.
- A "Password" label above a text input field.
- A checkbox labeled "I accept the [terms of service](#)".
- A blue "Submit" button.
- A blue link for "Forgot Password".

Below the login form is a yellow box containing an "IMPORTANT SYSTEM NOTICE":

IMPORTANT SYSTEM NOTICE - This system is the property of Rolka Loube Associates, the administrator of the interstate Telephone Relay Service (ITRS) Fund. It is to be used by contributors to the ITRS Fund to assist in managing their involvement in the ITRS program. Only authorized users are permitted to access this system.. By logging in, the user warrants that he or she is an authorized user. This system is monitored, recorded, and subject to audit. Any unauthorized user or misuse of this system is strictly prohibited and subject to legal action, including applicable criminal prosecution and civil penalties. By logging in, you are agreeing to these terms and to system monitoring and

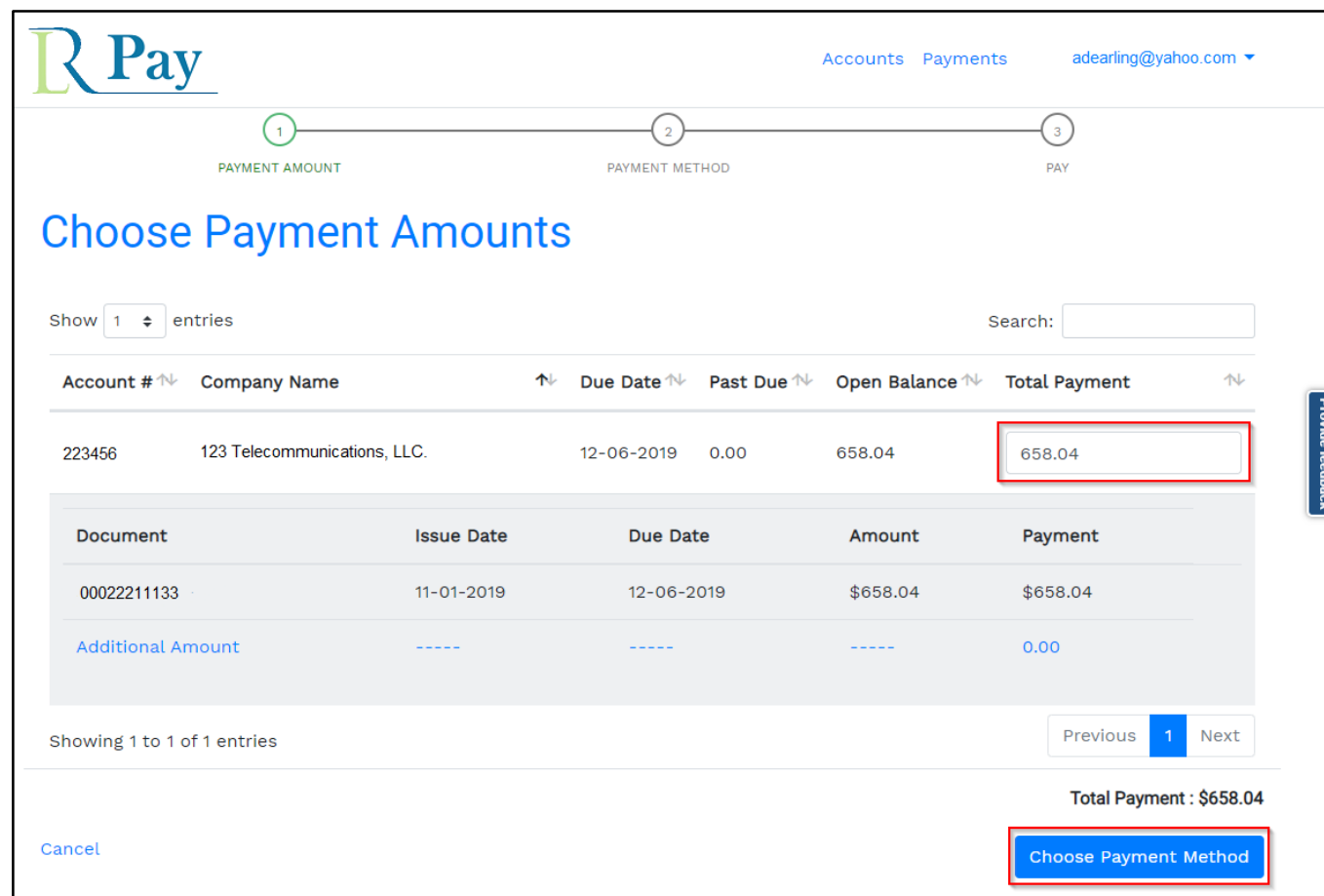
Select the account which you want to pay and click the Pay Selected Accounts button.



The screenshot shows the 'R Pay' web interface. At the top, there are navigation links for 'Accounts' and 'Payments', and a user profile for 'adearing@yahoo.com'. A 'Total Past Due' section is visible but empty. Below this is a help link: 'Need Help? Contact Us at trs@rolkaloube.com or 717-555-1212'. The main section is titled 'Your Accounts' and features a table of accounts. The table has columns for 'Account #', 'Company Name', 'Due Date', 'Past Due', and 'Total Open Balance'. The second row, representing '123 Telecommunications, LLC.', is highlighted in blue and has a checked checkbox. At the bottom right, there is a 'Pay Selected Accounts' button.

<input type="checkbox"/>	Account #	Company Name	Due Date	Past Due	Total Open Balance
<input type="checkbox"/>	334567	ABC Comm Corp.	11-08-2019	0.00	2,051.42
<input checked="" type="checkbox"/>	223456	123 Telecommunications, LLC.	12-06-2019	0.00	658.04
<input type="checkbox"/>	012345	Anywhere Phone, Inc.	11-15-2019	0.00	14,370.09
<input type="checkbox"/>	123456	XYZ, Inc.	11-08-2019	0.00	0.00

Enter the amount you want to pay and click the Choose Payment Method button.



R Pay Accounts Payments adearing@yahoo.com

1 PAYMENT AMOUNT 2 PAYMENT METHOD 3 PAY

Choose Payment Amounts

Show 1 entries Search:

Account #	Company Name	Due Date	Past Due	Open Balance	Total Payment
223456	123 Telecommunications, LLC.	12-06-2019	0.00	658.04	658.04

Document	Issue Date	Due Date	Amount	Payment
00022211133	11-01-2019	12-06-2019	\$658.04	\$658.04
Additional Amount	----	----	----	0.00

Showing 1 to 1 of 1 entries

Previous 1 Next

Total Payment : \$658.04

Cancel [Choose Payment Method](#)

Select a payment option and click the Pay button.

The screenshot shows the 'R Pay' interface. At the top, there is a navigation bar with 'Accounts', 'Payments', and a user dropdown 'adearing@yahoo.com'. Below this is a progress indicator with three steps: '1 PAYMENT AMOUNT', '2 PAYMENT METHOD', and '3 PAY'. The '2 PAYMENT METHOD' step is currently active. The main heading is 'Choose a Payment Method'. Below the heading, it states 'You're making a payment of \$658.04'. A yellow warning box contains the text: 'Note: We no longer accept checks.' There are two radio button options: 'Pay online now' (which is selected) and 'Get instructions to send an ACH from your bank'. The 'Pay online now' option includes the text: 'You can pay with your bank account, debit card, or credit card'. The 'Get instructions to send an ACH from your bank' option includes the text: 'Follow the instructions on the next page, using the account, routing and unique transaction number. The processing time for this payment depends on when you initiate the payment from your bank and your bank's own processes'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Pay'. The 'Pay' button is highlighted with a red border.

R Pay Accounts Payments adearing@yahoo.com

1 PAYMENT AMOUNT 2 PAYMENT METHOD 3 PAY

Choose a Payment Method

You're making a payment of \$658.04

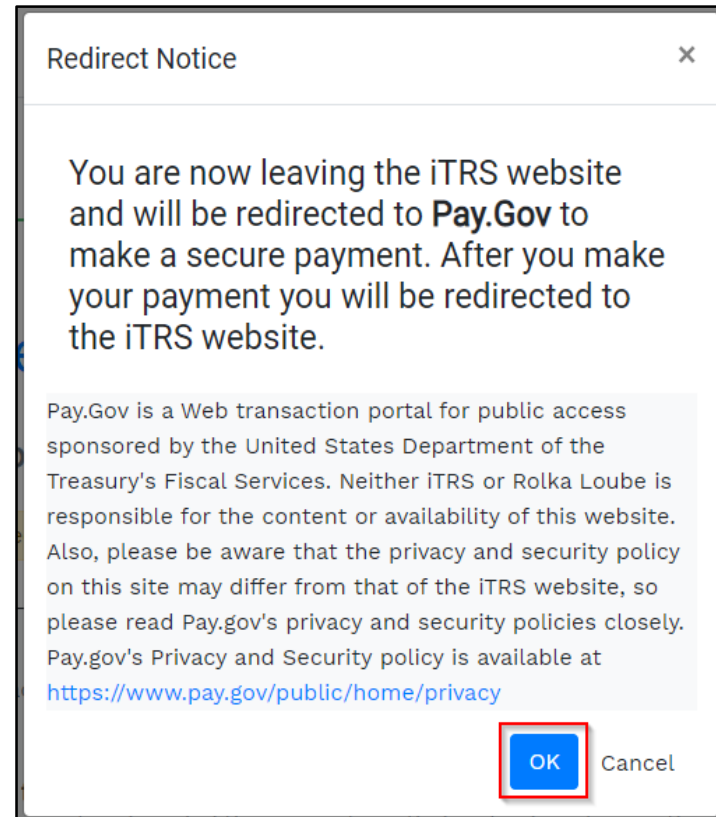
Note: We no longer accept checks.

- Pay online now**
You can pay with your bank account, debit card, or credit card
- Get instructions to send an ACH from your bank**
Follow the instructions on the next page, using the account, routing and unique transaction number.
The processing time for this payment depends on when you initiate the payment from your bank and your bank's own processes



Cancel Previous **Pay**

Provide feedback

Read the Redirect Notice and click OK to be redirected to the Pay.gov website.





Select a payment method and click the Continue button.



Interstate TRSFund

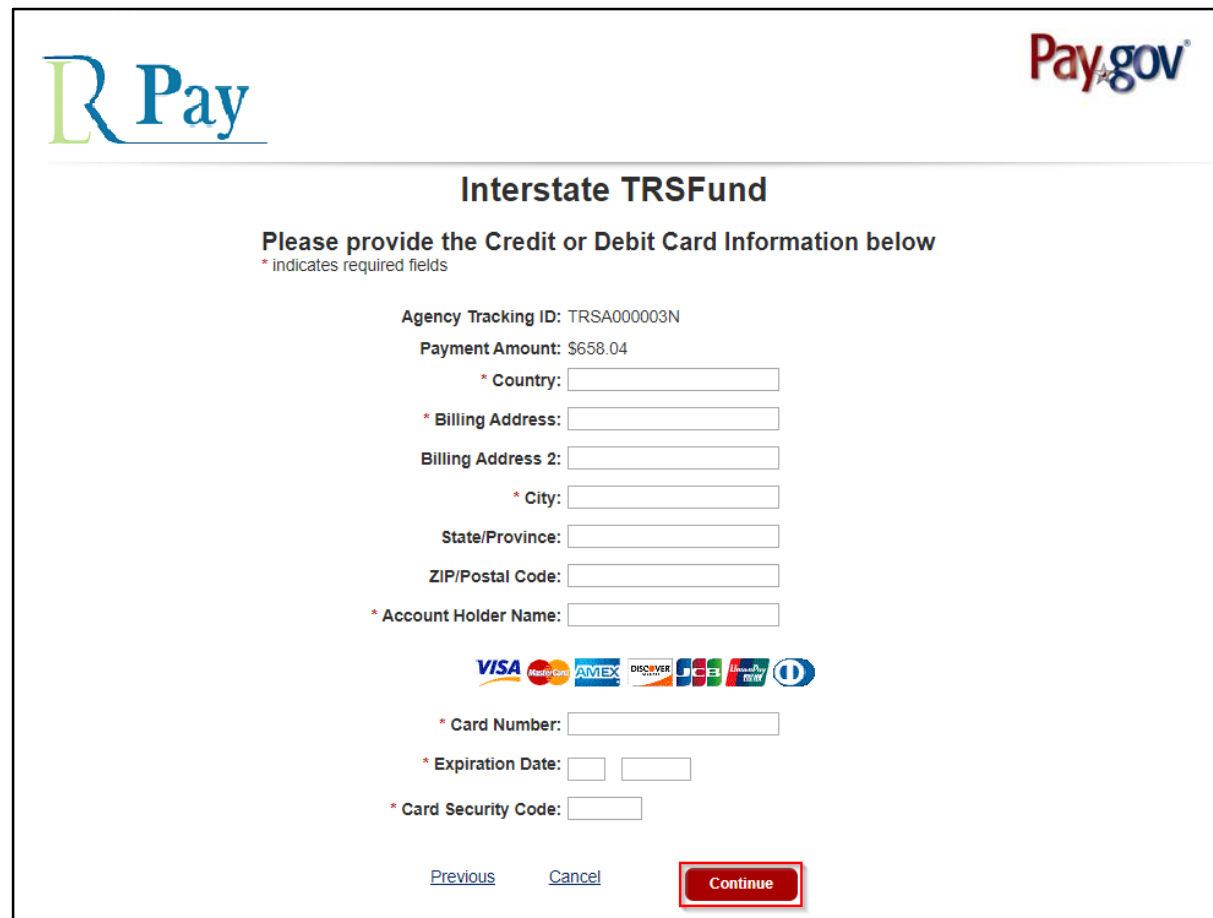
Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH) 

I want to pay with a debit or credit card 

[Cancel](#)

For Credit/Debit card payments, enter the following information and click the Continue button.



The screenshot shows a web form for making a payment. At the top left is the 'R Pay' logo and at the top right is the 'Pay.gov' logo. The title of the form is 'Interstate TRSFund'. Below the title, it asks the user to provide credit or debit card information. A note indicates that asterisks mark required fields. The form contains several input fields: Agency Tracking ID (TRSA000003N), Payment Amount (\$658.04), Country, Billing Address, Billing Address 2, City, State/Province, ZIP/Postal Code, and Account Holder Name. Below these fields are logos for various credit cards: VISA, MasterCard, AMEX, DISCOVER, JCB, and UnionPay. Further down are fields for Card Number, Expiration Date (with two separate boxes for month and year), and Card Security Code. At the bottom, there are three buttons: 'Previous' (a link), 'Cancel' (a link), and 'Continue' (a red button with a white border).

R Pay **Pay.gov**

Interstate TRSFund

Please provide the Credit or Debit Card Information below
* indicates required fields

Agency Tracking ID: TRSA000003N
Payment Amount: \$658.04

* Country:

* Billing Address:


Billing Address 2:

* City:

State/Province:

ZIP/Postal Code:

* Account Holder Name:



* Card Number:

* Expiration Date:

* Card Security Code:

[Previous](#) [Cancel](#) **Continue**

To finalize the payment, review the information, select the authorization option, and click the Continue button.

R Pay **Pay.gov**

Interstate TRSFund

Review and submit payment
* indicates required fields

Agency Tracking ID: TRSA0000047
Payment Amount: \$658.04
Payment Method: Plastic Card
Account Holder Name:
Card Type: MASTERCARD
Card Number: *****5100
Billing Address: 4423 Front St.
Billing Address 2:
City: Harrisburg
Country: United States
State/Province: PA
ZIP/Postal Code: 17110

* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#) [Cancel](#) [Continue](#)

For bank account payments, enter the following information and click the Continue button.

Pay.gov

Interstate TRSFund

Please enter checking or savings account information below.
* indicates required fields

Agency Tracking ID: TRSA000004N
Payment Amount: \$2,051.42

* Account Holder Name:

* Account Type:

Routing Number	Account Number	Check Number
026946783	9243767390	1234

* Routing Number:

* Account Number:

* Confirm Account Number:

[Previous](#) [Cancel](#) **Continue**


To finalize the payment, review the information, select the authorization option, and click the Continue button.

R Pay **Pay.gov**

Interstate TRSFund

Review and submit payment
* indicates required fields

Agency Tracking ID: TRSA000004N
Payment Amount: \$2,051.42
Payment Method: ACH Debit
Account Holder Name:
Account Type: Business Checking
Routing Number: 231381116
Account Number: *****7890

Authorization and Disclosure Statement: 

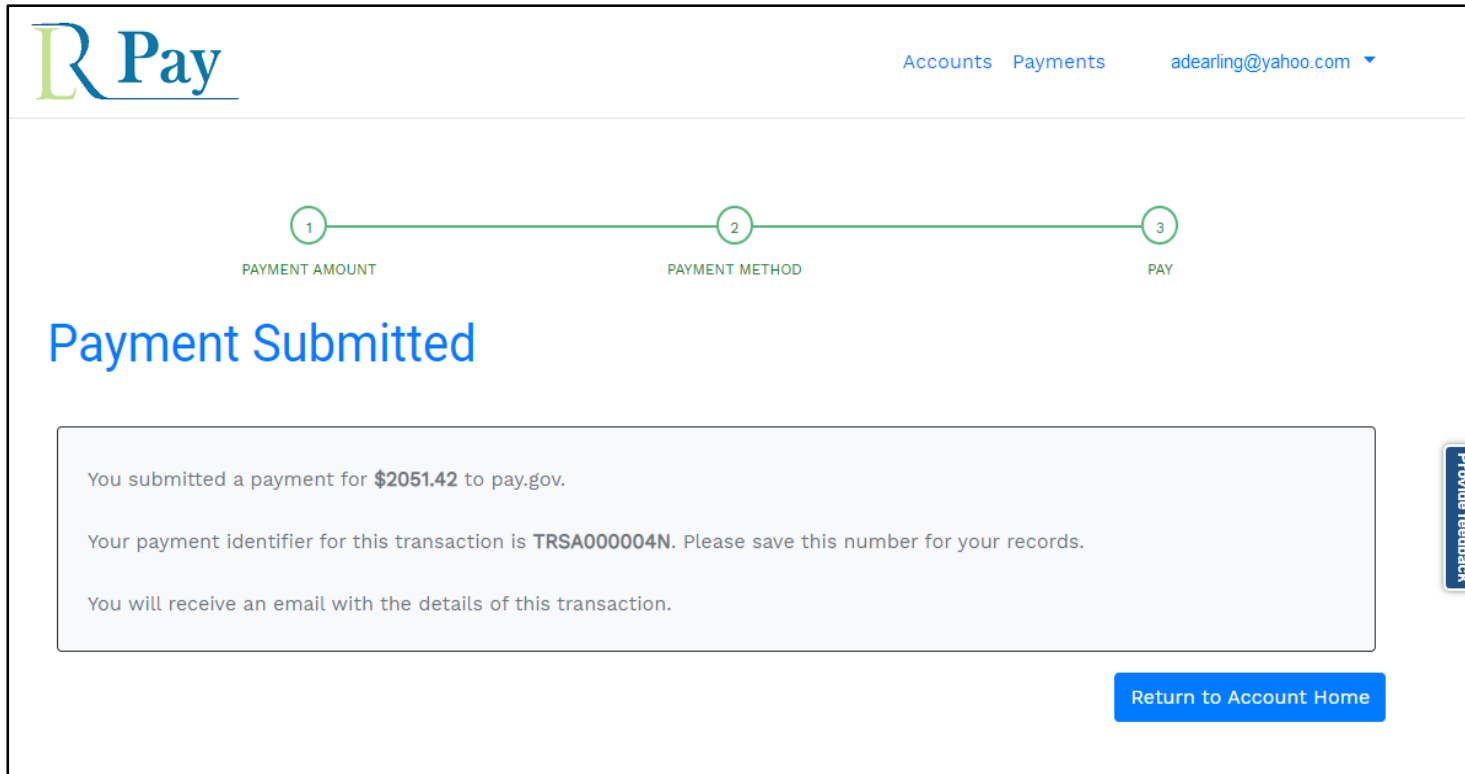
Authorization and Disclosure--Consumers and Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers
Δ Authorization

* I agree to the Pay.gov authorization and disclosure statement.


[Previous](#) [Cancel](#) **Continue**

When you have successfully submitted your payment, the following screen is displayed. Click the Return to Account Home button to return to RL Pay.



The screenshot shows the RL Pay interface. At the top left is the RL Pay logo. On the top right, there are links for 'Accounts' and 'Payments', and a user email 'adearing@yahoo.com' with a dropdown arrow. Below the navigation is a progress bar with three steps: 1. PAYMENT AMOUNT, 2. PAYMENT METHOD, and 3. PAY. The third step is highlighted, indicating the current status. The main heading is 'Payment Submitted' in blue. Below this is a light gray box containing three lines of text: 'You submitted a payment for \$2051.42 to pay.gov.', 'Your payment identifier for this transaction is TRSA000004N. Please save this number for your records.', and 'You will receive an email with the details of this transaction.' At the bottom right of the screen is a blue button labeled 'Return to Account Home'. On the right edge of the screenshot, there is a vertical blue button labeled 'Provide feedback'.

If you opted to get instructions to send an ACH from your bank, the following screen is displayed. Take this information to your bank to initiate the payment.


Accounts Payments [adearling@yahoo.com](#) ▼

Instructions to Send ACH

ACH File Format: U.S. Treasury NACHA

You must complete this transaction within 60 days.

In order to complete this transaction for Interstate TRS Fund, provide the following ACH Credit Instructions to your bank. Please confirm the provided Tracking ID is present in NACHA Record 6 Field 7. If it is missing, it will cause the automatic return of your transaction. ACH Debits are not permitted to this ABA routing number. All debits received will be automatically returned. In order to accept your payment, the information your Financial Institution provides must match the information above. Unmatched transactions will be returned to your Financial Institution.

Record Type	Field	Data Element Name	Required Information
5	3	Company Name	Your bank must include the Payor Company Name
5	6	Standard Entry Class Code	CCD
5	9	Effective Entry Date	Your bank must include the intended Settlement Date
6	2	Transaction Code	22 - Demand Credit
6	3,4	Receiving DFI Identification (ABA routing #)	041736702
6	5	DFI Account Number	802700520000
6	6	Amount	7185.04
6	7	Identification Number	3FPGL7K3
6	8	Receiving Company Name	FCC - TRS

Disclaimer

This information is confidential and should only be distributed on a need to know basis. It is intended solely for the user of the individual or entities involved in processing an ACH Credit transaction.