



HELPING YOU BUILD A SECURE RETIREMENT

Easy Pay - WEB Access

PERSI is pleased to present TreasuryEdge, an enhancement to our Easy Pay electronic payment system for all PERSI contributions. This web-based interface allows you to enter and transmit payment transactions online, and it is the preferred access method for the Easy Pay system. There is no charge for you to use this service.

One advantage of the web-based payment interface is the import function. With this option you can set up the location numbers and PINs for both the Base and Choice plans and save your setup in Excel as a CSV file. Then, on each pay period reporting cycle, all you need to do is enter the new dollar amounts, effective date, and pay period end date. After logging into TreasuryEdge, select the **Import** button and then select your CSV file. This option is also useful if you pay PERSI from several sub-accounts but the funds come from the same bank account. You can break down your payments into multiple lines for your record-keeping purposes, save the setup, and reuse it for each pay period.

If you currently use Easy Pay (or if you have completed the application process, but have not yet used Easy Pay) you can begin using TreasuryEdge immediately with your current location and PIN numbers. The web address is <https://connect.bnymellon.com>. You will be prompted to enter your user ID and password (screen prints that take you through the entire process can be found on our website). You must also use company number **2238** to identify PERSI. If you do not already have a location number and PIN, you will be assigned them during the application process (see below). After receiving these credentials, you will have the ability to use either the web-based or telephone payment methods.

If you have not yet signed up for Easy Pay but wish to, you will need to complete the sign-up form (available on our website) and return it to PERSI. A separate sign-up sheet must be completed for each PERSI employer number. (For example, if a city also reports its fire department under a separate PERSI employer number, you will need separate sign up forms and location numbers for the city and fire department.)

Easy Pay, whether via the phone or TreasuryEdge, only concerns the method for transmitting *funds* to PERSI; it can be used with any method for transmitting *payroll data* to PERSI.

Additional information is available through the PERSI website, including informational screen prints for the TreasuryEdge system, the touch-tone phone system, and the sign-up form.

If you have any questions, contact ESC by phone at 208-287-9525 (or 1-866-887-9525) or Tess Myers by email at tess.myers@persi.idaho.gov or by phone at 208-287-9235.

Send your completed application forms along with a voided check to the attention of Tess Myers, PERSI, 607 North 8th Street, Boise, Idaho 83702.