NEXEN Instructions

When you enter a payment through NEXEN, the earliest your payment can be received by PERSI is the next day. You must schedule a payment by 7:30 p.m. mountain standard time (MST) for it to be received the next day. You may also enter a payment two or more days in advance and schedule it to be received on the due date.

To access and use NEXEN, perform the following step-by-step instructions.

If you have difficulty using any feature of NEXEN, you can get help by calling Employer Service Center at 1-866-887-9525.
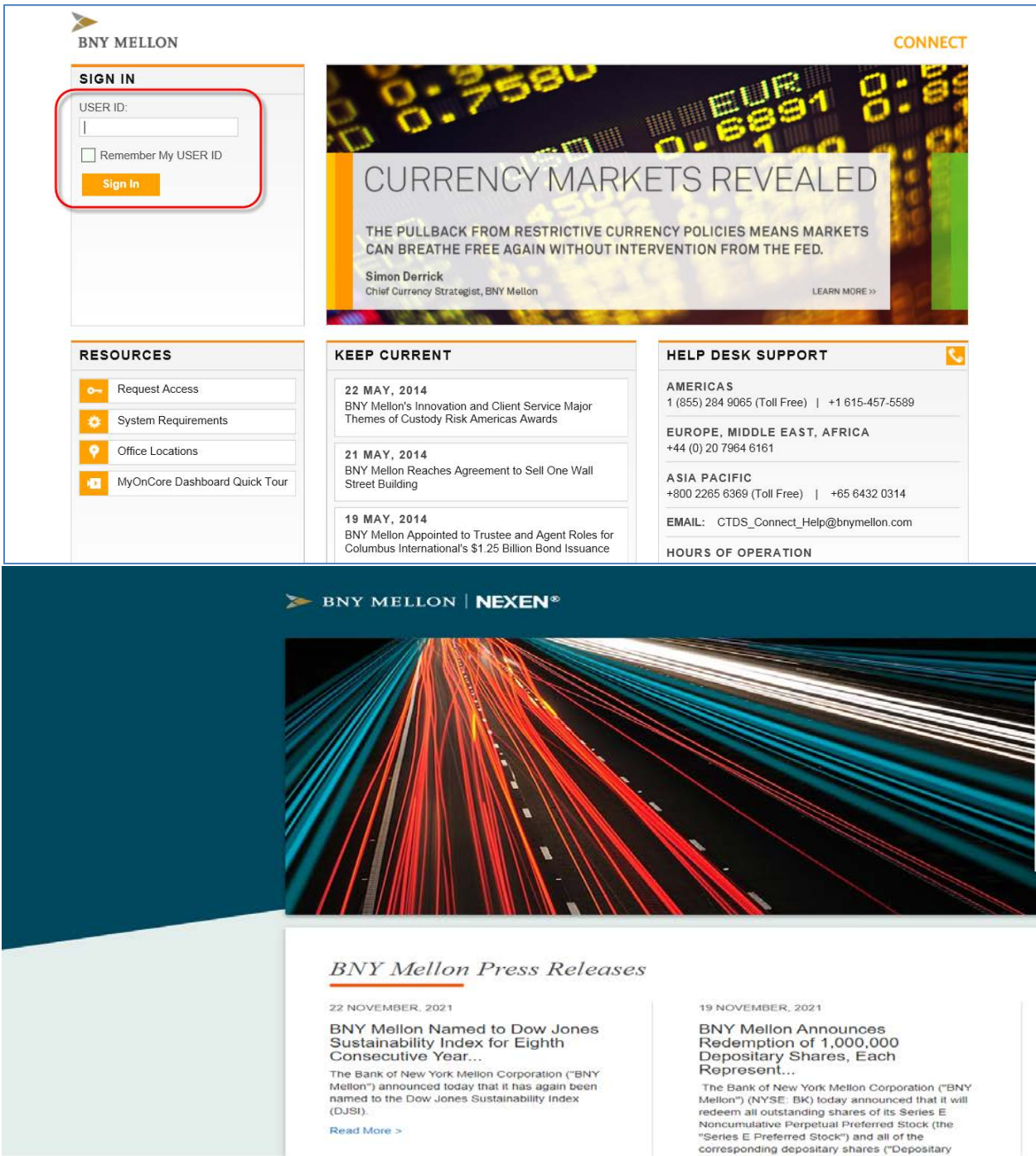
Logging onto NEXEN

In your web browser go to the following URL:

► https://nexen.bnymellon.com

The NEXEN Sign-In page displays. (See *Figure 1.*)
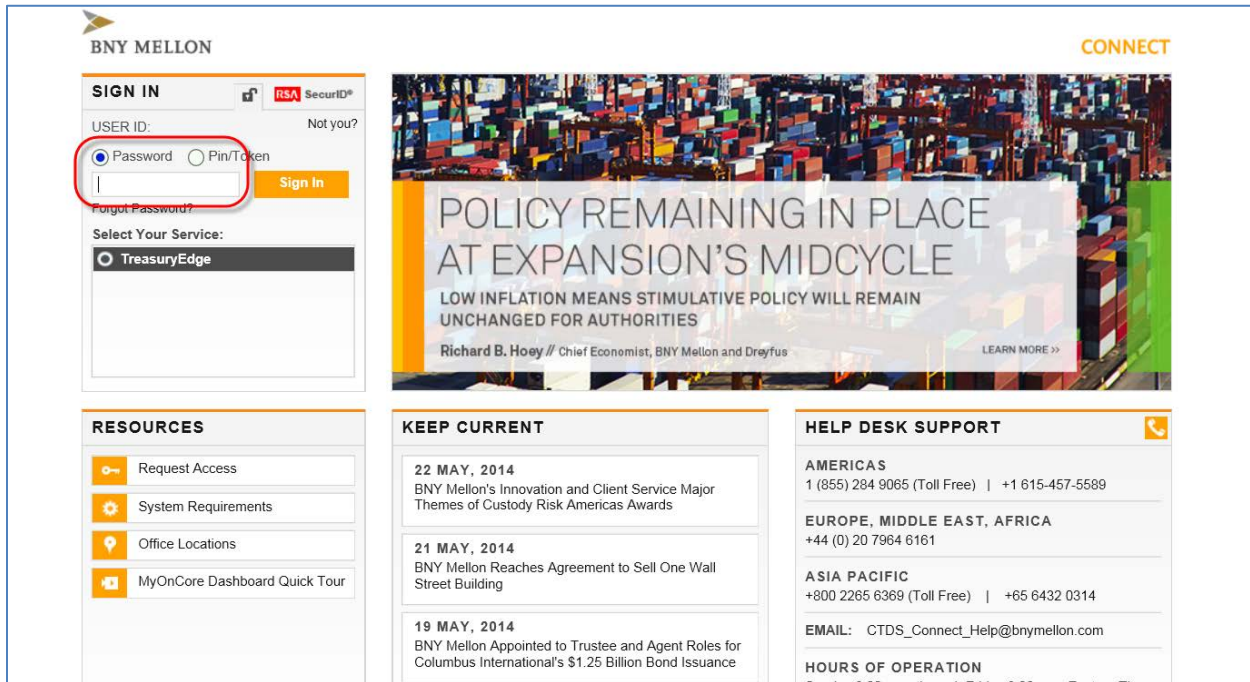
Figure 1

Enter your sign-in credentials:

- ► Enter your user ID in the **User ID** field. (See *Figure 2*.)

- ► Enter your password in the **Password** field. (The password is case-sensitive.)

- ► Click [Sign In].

Figure 2

After a successful sign-in, the NEXEN Home screen displays as shown in *Figure 3*.

▶ Click **Transactions** to reveal the Masterfile Payment System options.

Figure 3

Entering Payments

Open the Transaction Initiation screen:

► Click **MPS** to reveal the transactions options.

► Click **Transaction Initiation**. (See *Figure 4.*)

Figure 4
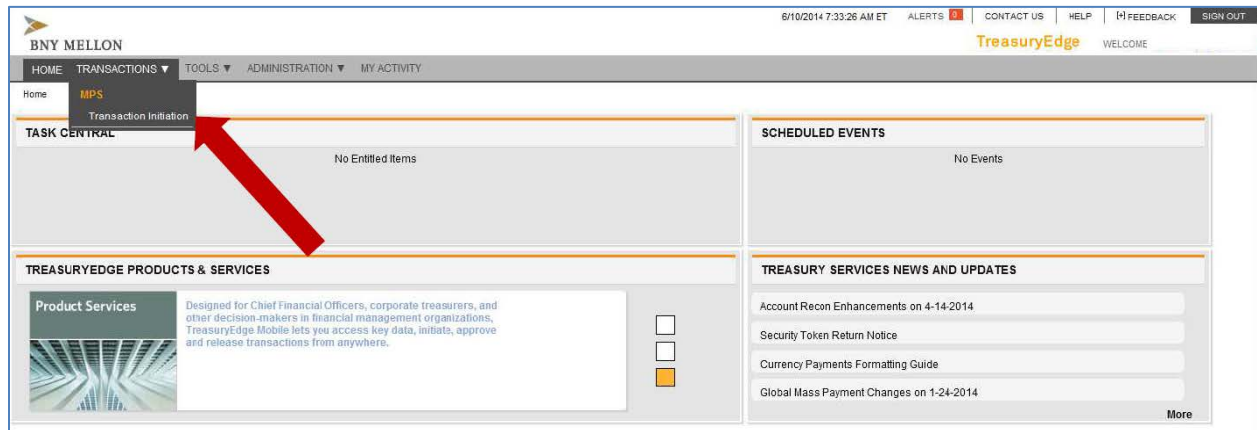
The Transaction Initiation screen displays with program options on the left sidebar.

► Under **Transaction Initiation**, click **Create**. (See *Figure 5.*)

Figure 5

The first MPS Create screen displays as shown in *Figure 6*.
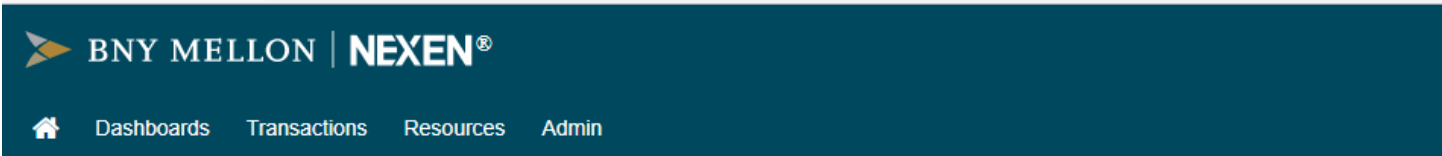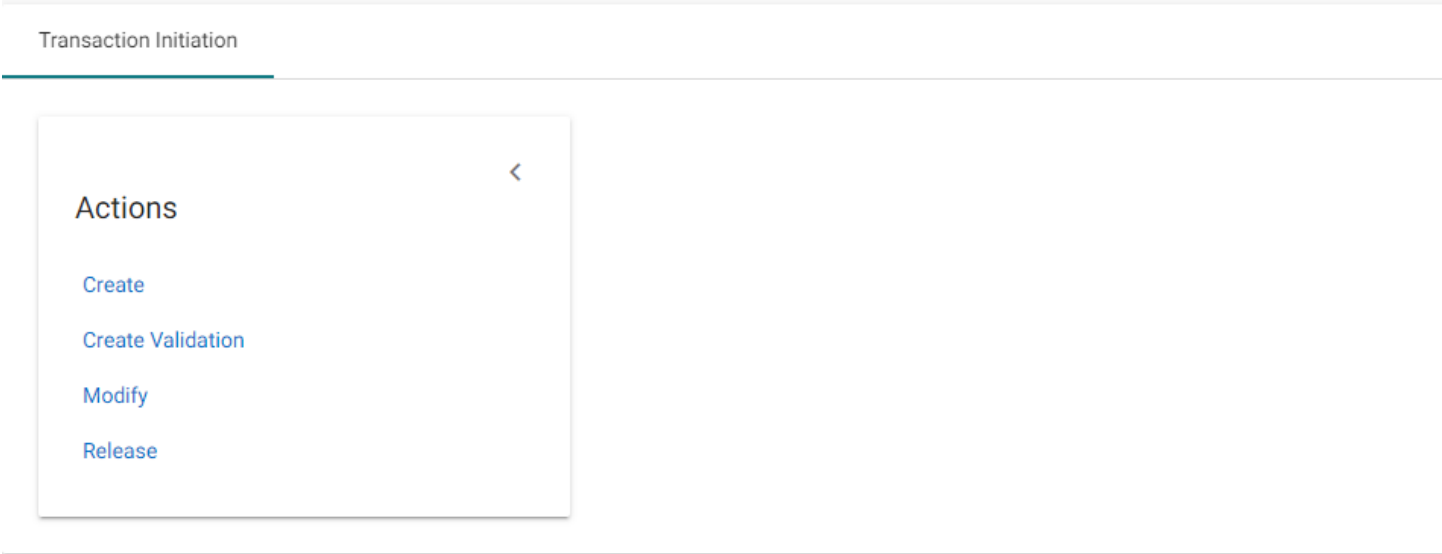
▶ It should already display **2238-PERSI** in the **Company** field. If not, click the drop-down arrow and select **2238-PERSI**.

▶ Click **SUBMIT**. (To open the next screen; nothing is transmitted yet.)

Figure 6

The second MPS Create screen displays as shown in *Figure 7.* This screen is where you enter payment information (one payment per row).

The **Default PIN** field is not used. If you have multiple payments to enter, you can enter a **Default Date** so you do not need to enter the date on each payment line. Otherwise, you can leave the field blank.

Figure 7

Use the **TAB** key or your mouse to move from field to field in the grid. Normally the entry grid has 5 rows, so you can enter up to 5 payments.

If you need to enter more than 5 rows, you can increase the number in MPS View: 5 ▾ at the bottom of the screen.

If you submit payrolls for multiple PERSI employers and have several lines of payments to enter, you can put the information in a CSV file and import it by clicking [IMPORT] and following the instructions. Microsoft Excel is one of many programs that can make a CSV file. Contact PERSI if you need more information on setting up an import file.
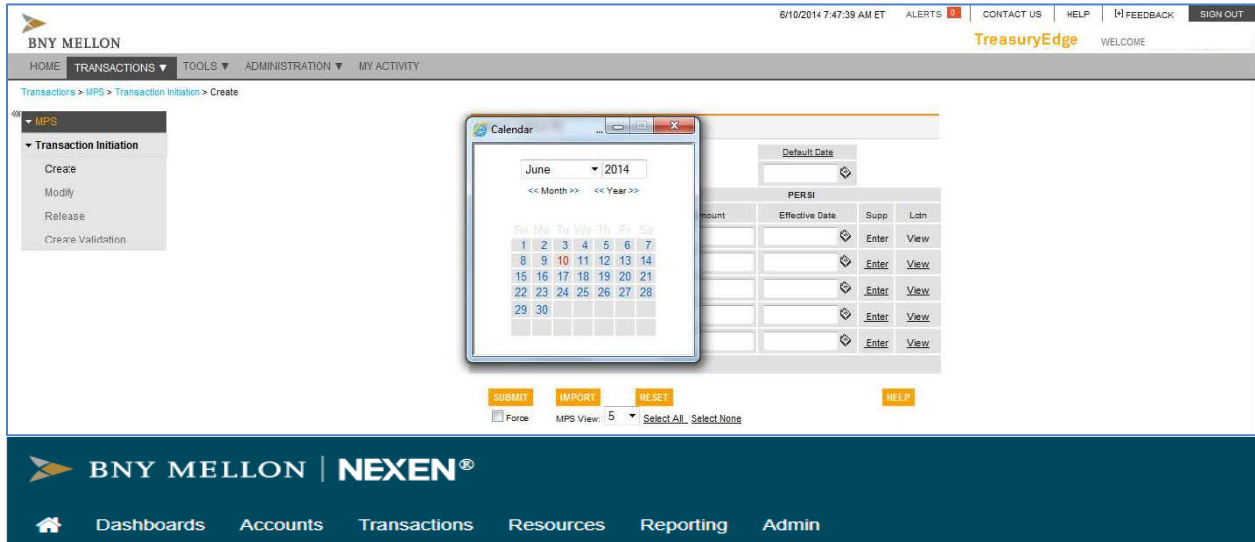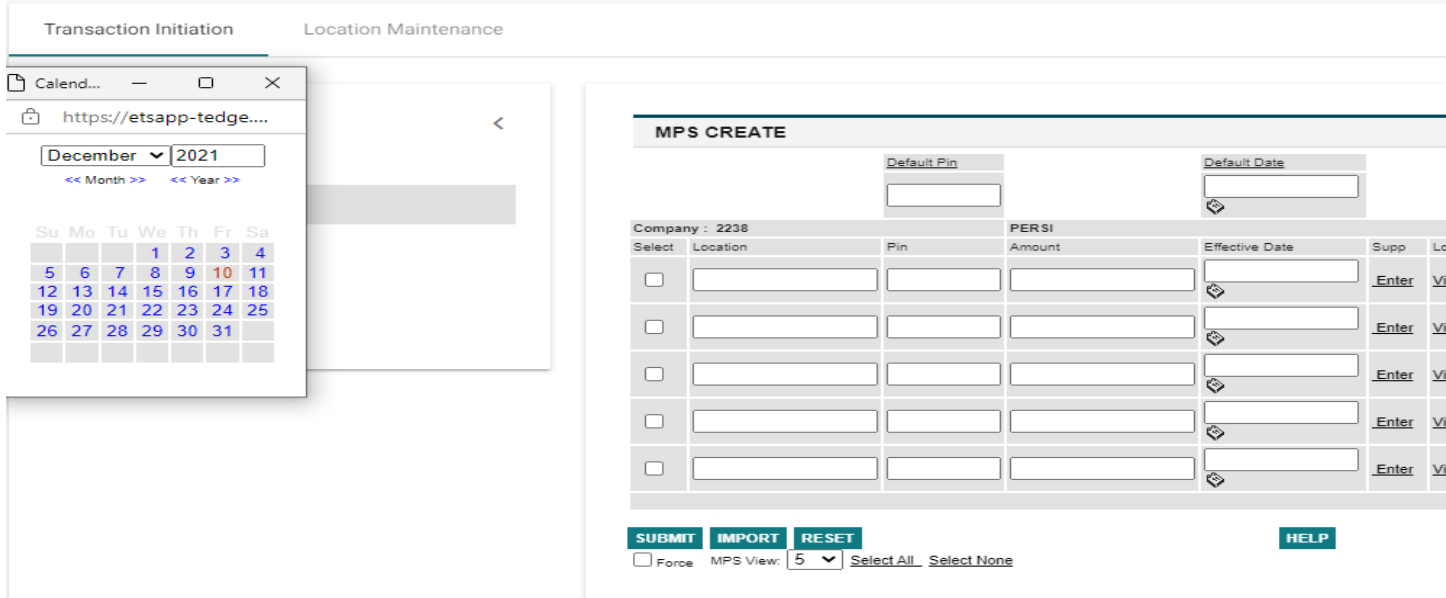
- ▶ Fill out one row for your Base Plan payment and another row if you have a Choice 401(k) Plan payment.

- ▶ Enter dates in *MMDDYY* format or click ◈ to open a pop-up calendar and select the date.

Figure 8

NOTE

○ **Your Base Plan location number begins with 1 and your Choice 401(k) Plan location number begins with 2.**

The **Effective Date** is the date the funds will be transmitted to PERSI. The earliest date you can use is the next day, so you must set up payments at least one day ahead of the due date.

▶ When you finish filling out a row, click ⬚Enter⬚ at the end of the row. (See *Figure 9.*)

Figure 9

The MPS Entry Supplemental screen displays as shown in *Figure 10*.

▶ Enter the pay period end date in the **REP PERIOD DATE** field in *MMDDYY* format.

▶ Click [DONE].

Figure 10

NEXEN will return to the MPS Create screen. Enter another payment if you need to.
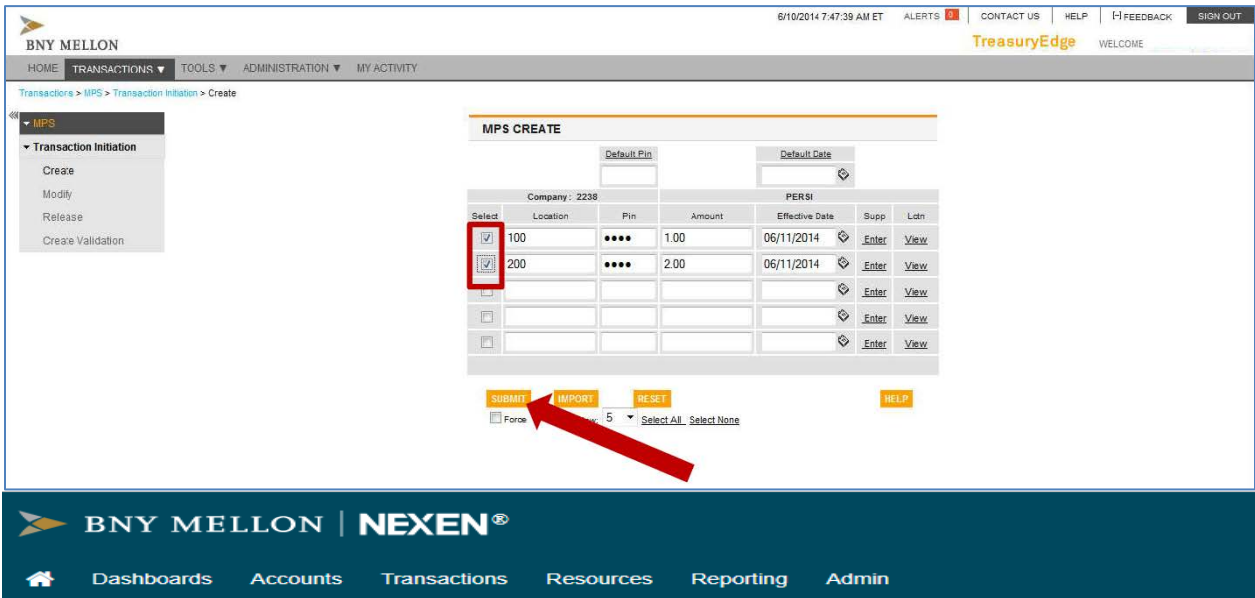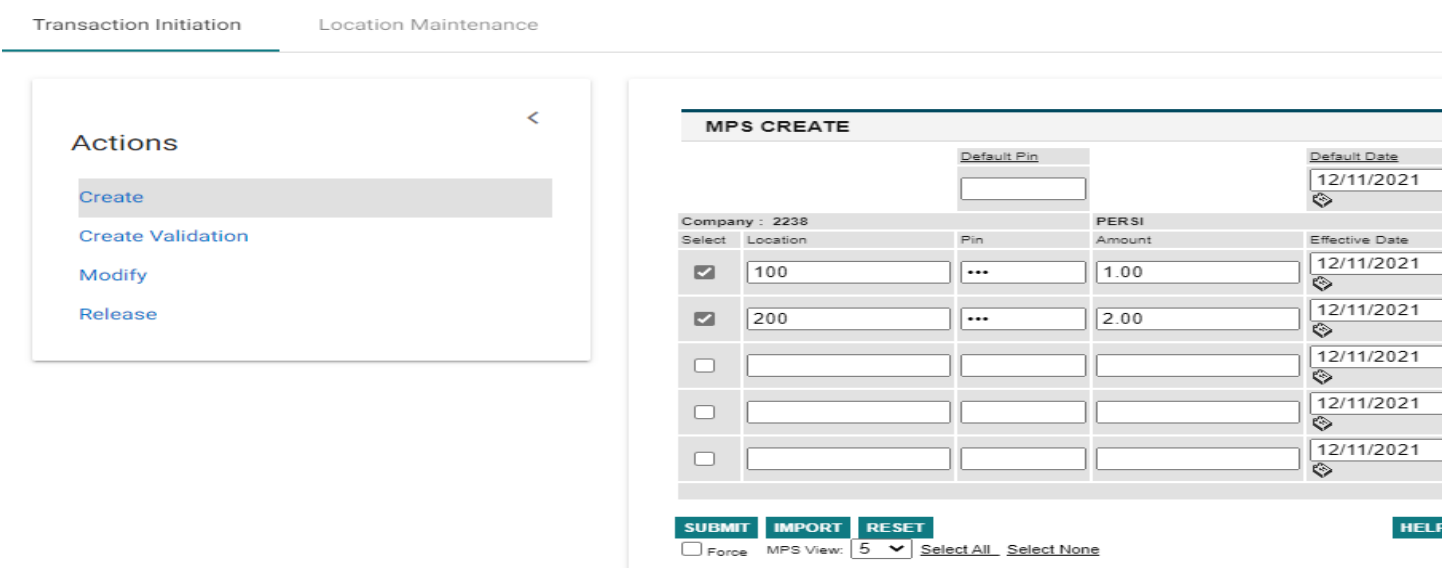
► When you have finished entering payments, click [Select ☑] to check the box for all payments. (See *Figure 11*.)

► Click [SUBMIT].

Figure 11

The MPS Confirmation screen displays as shown in *Figure 12*. Check the payment information for accuracy by verifying the locations, amounts, and effective dates.

- ► If you find a mistake, click **CANCEL** to go back and correct it.
- ► When all is correct, click **CONFIRM**.

Figure 12

Next, you will see a status page that notifies you if the payment was successful. (See *Figure 13*.)

- ► If the payment was not successful, the **Status** field reads "Failed" and an error displays in the lower-right area of the page.
- ► If the payment succeeds, the **Status** field reads "Successful" and a verification number displays in the lower-right area of the page.

Figure 13

If the status of the payment is successful, print the page to make a copy for your records. There are a number of ways to print the page in most internet browsers. The following methods work in the latest version of Microsoft Internet Explorer. If you have a different browser, at least one of these methods should work:

- ▶ Click the **File** menu on your browser menu bar and select **Print.**
- ▶ Click the printer icon on the toolbar of your browser.
- ▶ Right-click in the middle of the screen and select **Print** from the pop-up menu.
- ▶ Press **Ctrl**+**P**.

Modifying Payments

If you need to modify a payment after it has been transmitted, perform the following:

- ▶ Under **Transaction Initiation**, click **Modify**. (See *Figure 14.*)

Figure 14
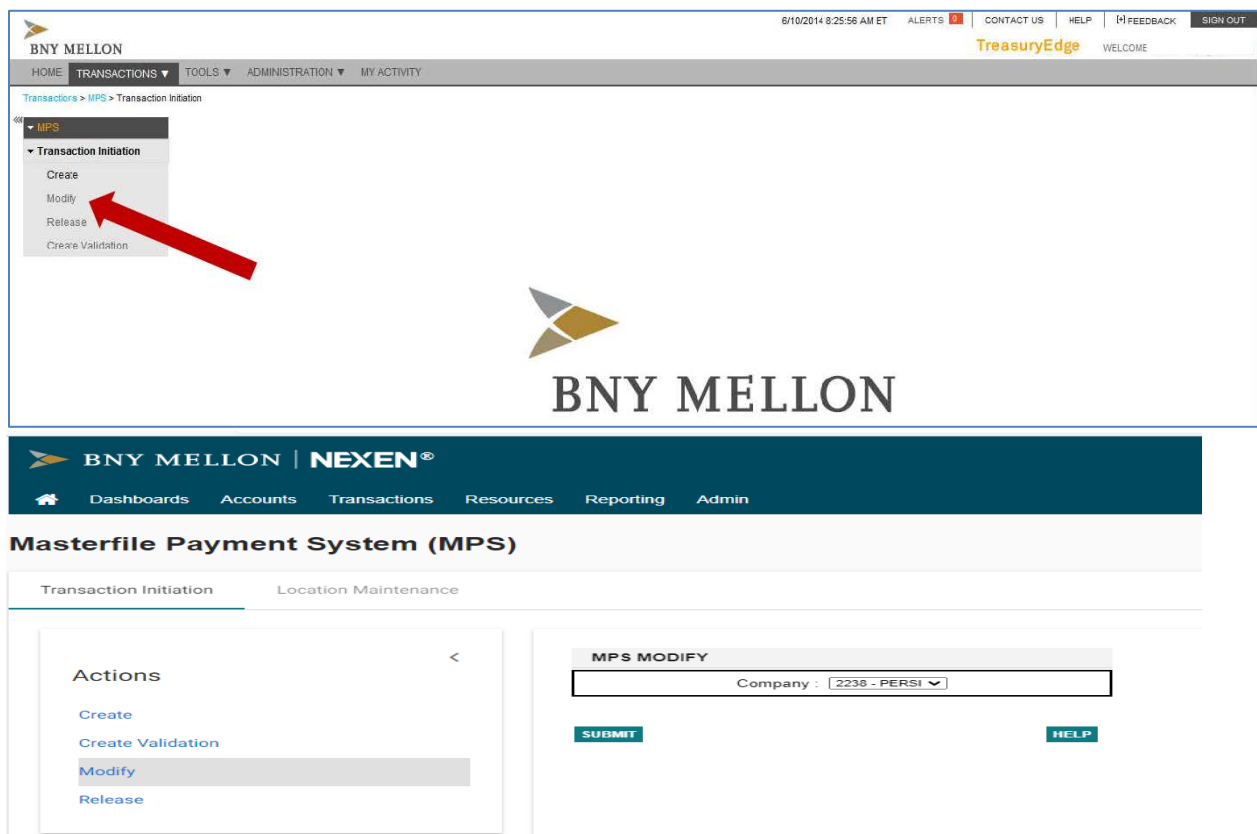
The first MPS Modify screen displays as shown in *Figure 15*.

- ▶ It should already display **2238-PERSI** in the **Company** field. If not, click on the drop-down arrow and select **2238-PERSI**.

- ▶ Click **SUBMIT**. (To open the next screen; nothing is transmitted yet.)

Figure 15

The second MPS Modify screen displays as shown in *Figure 16*.

Figure 16

- Enter the **Location Number** and **PIN** for the payment you are modifying. (See *Figure 17.*)

- You can also enter the **Dollar Amount** for the item you are modifying to go directly to that item or leave the amount blank to select the item from a list of available items.

- Click SUBMIT.

Figure 17

If you did not enter the dollar amount on the second MPS Modify page, a list displays with the items available for correction for the location you selected. The list in *Figure 18* shows that only one item is available for modification.

▶ Select the item to be modified by clicking the checkbox in the **Select** column.

▶ When the box is checked, click [MODIFY] to change the item or click [DELETE] to completely remove the item.

Figure 18

The third MPS Modify screen displays as shown in *Figure 19*.

▶ Modify the item(s) on the screen as needed.

▶ When you are done changing items, click [SUBMIT].

Figure 19

The MPS Confirmation screen displays as shown in *Figure 20*. Check the payment information for accuracy by verifying the locations, amounts, and effective dates.

► If you find a mistake, click CANCEL to go back and correct it.

► When all is correct, click CONFIRM .

Figure 20

If the modification transmittal succeeds, the **Status** field reads "Successful" (See *Figure 21*.)

Figure 21

Logging off from NEXEN

When you are done, click **SIGN OUT** to exit NEXEN.

Figure 22