

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.

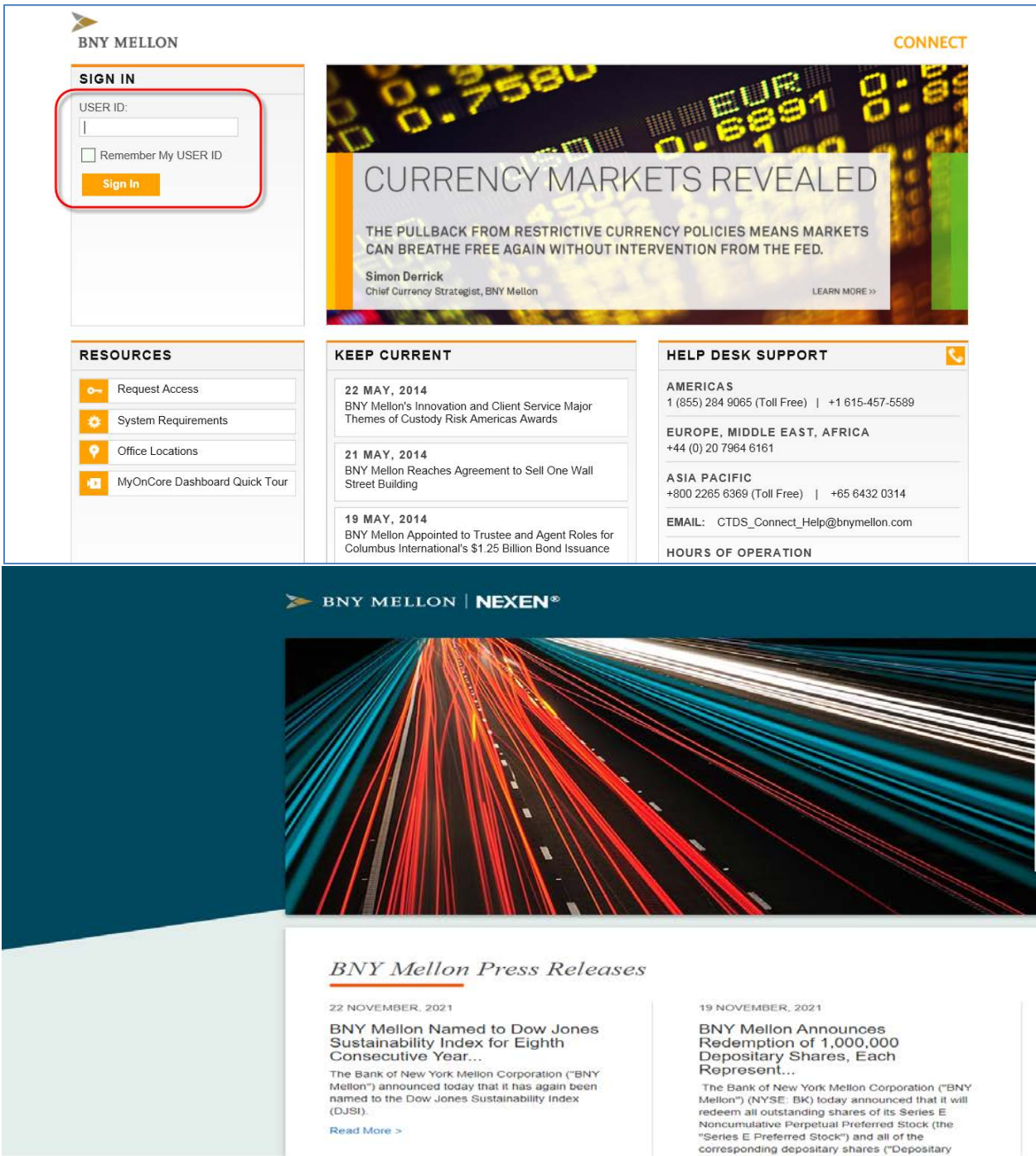
Logging onto NEXEN

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:


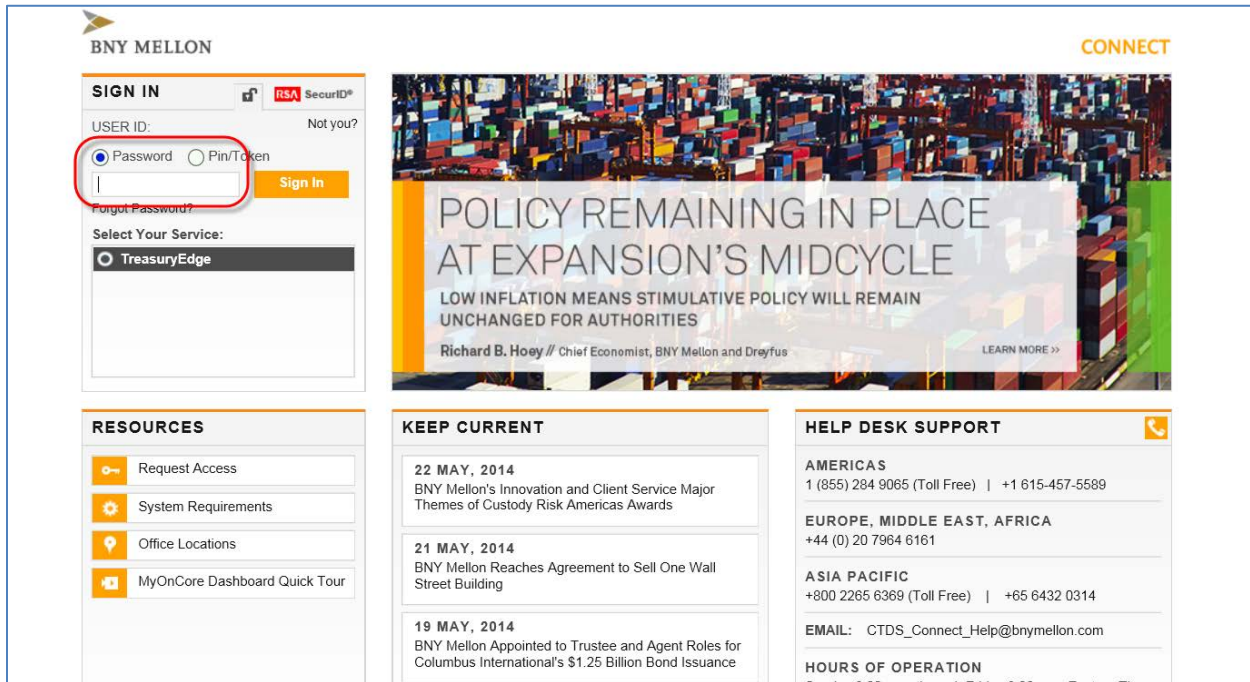
- ▶ Enter your user ID in the **User ID** field. (See *Figure 2*.)
- ▶ Enter your password in the **Password** field. (The password is case-sensitive.)
- ▶ Click .

Figure 2



The image shows the BNY Mellon Connect Sign In page. The page has a header with the BNY Mellon logo on the left and the word "CONNECT" in orange on the right. The main content area is divided into three columns. The left column contains the "SIGN IN" section, which includes a "USER ID:" field, a "Password" field (highlighted with a red circle), a "Pin/Token" field, a "Sign In" button, a "Forgot Password?" link, and a "Select Your Service:" section with a "TreasuryEdge" button. The middle column features a large banner with the headline "POLICY REMAINING IN PLACE AT EXPANSION'S MIDCYCLE" and subtext "LOW INFLATION MEANS STIMULATIVE POLICY WILL REMAIN UNCHANGED FOR AUTHORITIES" by Richard B. Hoey. The right column contains three sections: "RESOURCES" with links for "Request Access", "System Requirements", "Office Locations", and "MyOnCore Dashboard Quick Tour"; "KEEP CURRENT" with a list of recent news items dated May 2014; and "HELP DESK SUPPORT" with contact information for Americas, Europe, Middle East, Africa, and Asia Pacific, including phone numbers and an email address.

BNY MELLON

CONNECT

SIGN IN

USER ID: _____

Not you?

☒ Password ☐ Pin/Token

Sign In

Forgot Password?

Select Your Service:

☒ TreasuryEdge

RESOURCES

- Request Access
- System Requirements
- Office Locations
- MyOnCore Dashboard Quick Tour

KEEP CURRENT

22 MAY, 2014
BNY Mellon's Innovation and Client Service Major Themes of Custody Risk Americas Awards

21 MAY, 2014
BNY Mellon Reaches Agreement to Sell One Wall Street Building

19 MAY, 2014
BNY Mellon Appointed to Trustee and Agent Roles for Columbus International's \$1.25 Billion Bond Issuance

HELP DESK SUPPORT

AMERICAS
1 (855) 284 9065 (Toll Free) | +1 615-457-5589

EUROPE, MIDDLE EAST, AFRICA
+44 (0) 20 7964 6161

ASIA PACIFIC
+800 2265 6369 (Toll Free) | +65 6432 0314

EMAIL: CTDS_Connect_Help@bnymellon.com

HOURS OF OPERATION
Sunday 9:00 a.m. through Friday 9:00 a.m. Eastern Time

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

BNY MELLON

6/10/2014 7:33:26 AM ET ALERTS CONTACT US HELP FEEDBACK SIGN OUT

TreasuryEdge WELCOME

HOME TRANSACTIONS TOOLS ADMINISTRATION MY ACTIVITY

Home

TASK CENTRAL

No Entitled Items

SCHEDULED EVENTS

No Events

TREASURYEDGE PRODUCTS & SERVICES

Product Services

INTRODUCING INTRADAY LIQUIDITY ANALYTICS Today, companies have many reasons to focus on global liquidity, including regulatory changes and expense reduction. Using TreasuryEdgeSM, you can view a graph of your balances, as well as trends and transaction information that may impact your access to, and decisions about, working capital. To learn about Liquidity Analytics, please contact your BNY Mellon Relationship Manager or Client Service Officer.

☐
☐
☐

TREASURY SERVICES NEWS AND UPDATES

Account Recon Enhancements on 4-14-2014

Security Token Return Notice

Currency Payments Formatting Guide

Global Mass Payment Changes on 1-24-2014

More

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[Dashboards](#) [Transactions](#) [Resources](#) [Admin](#)

Welcome to NEXEN ★ ↻

No widgets added to this Dashboard yet!

To start adding widgets, click [here](#) or click the Widget Catalog button in the top right corner.

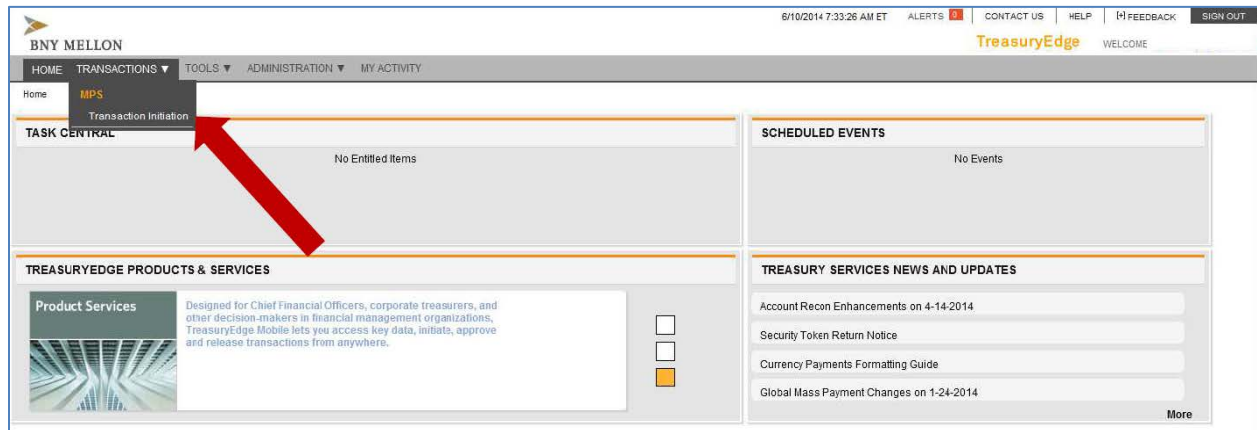
Privacy | System Requirements | Terms of Use | Cookie Policies | Manage Cookies

Entering Payments

Open the Transaction Initiation screen:

- ▶ Click **MPS** to reveal the transactions options.
- ▶ Click **Transaction Initiation**. (See *Figure 4*.)

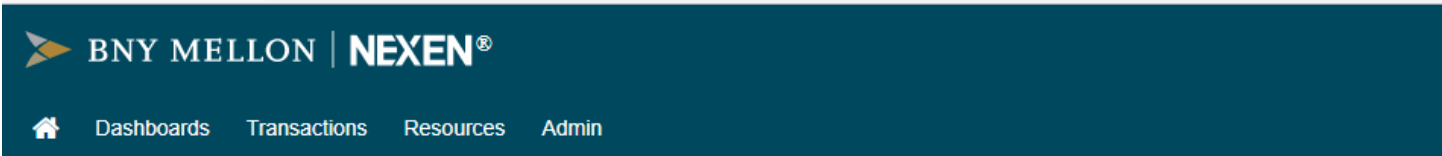
Figure 4



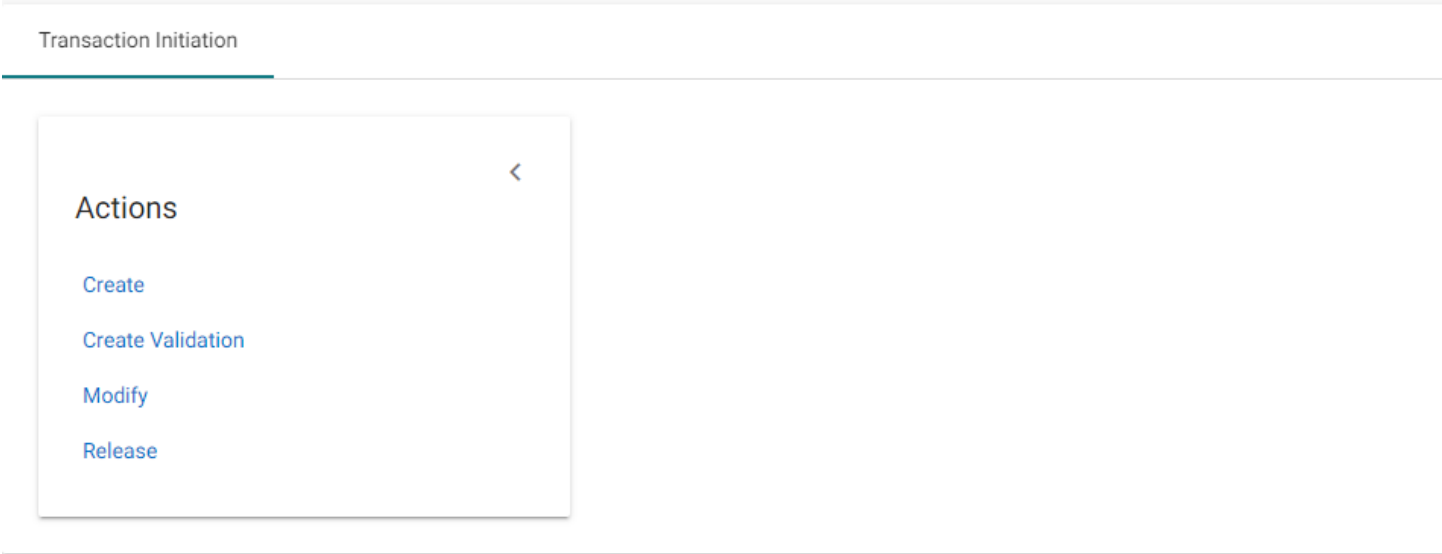
The Transaction Initiation screen displays with program options on the left sidebar.

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

Figure 5



Masterfile Payment System (MPS)



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

BNY MELLON

6/10/2014 7:47:38 AM ET ALERTS 0 CONTACT US HELP FEEDBACK SIGN OUT

TreasuryEdge WELCOME

HOME TRANSACTIONS TOOLS ADMINISTRATION MY ACTIVITY

Transactions > MPS > Transaction Initiation > Create

MPS

Transaction Initiation

Create

Modify

Release

Create Validation

MPS CREATE

Company : 2238 - PERSI

SUBMIT HELP



Masterfile Payment System (MPS)

Transaction Initiation

Actions

Create

Create Validation

Modify

Release

MPS CREATE VALIDATION

Company : 2238 - PERSI

SUBMIT

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

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Transaction Initiation

MPS CREATE

Default Pin: [X] Default Date: []

Select	Location	Pin	Amount	Effective Date	Supp	Lotn
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View

SUBMIT IMPORT RESET HELP

Force MPS View: 5 Select All Select None

Masterfile Payment System (MPS)

Transaction Initiation

Actions

- Create
- Create Validation
- Modify
- Release

MPS CREATE

Default Pin: [] Default Date: []

Select	Location	Pin	Amount	Effective Date	Supp	Lotn
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View

SUBMIT IMPORT RESET HELP

Force MPS View: 5 Select All Select None

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.**


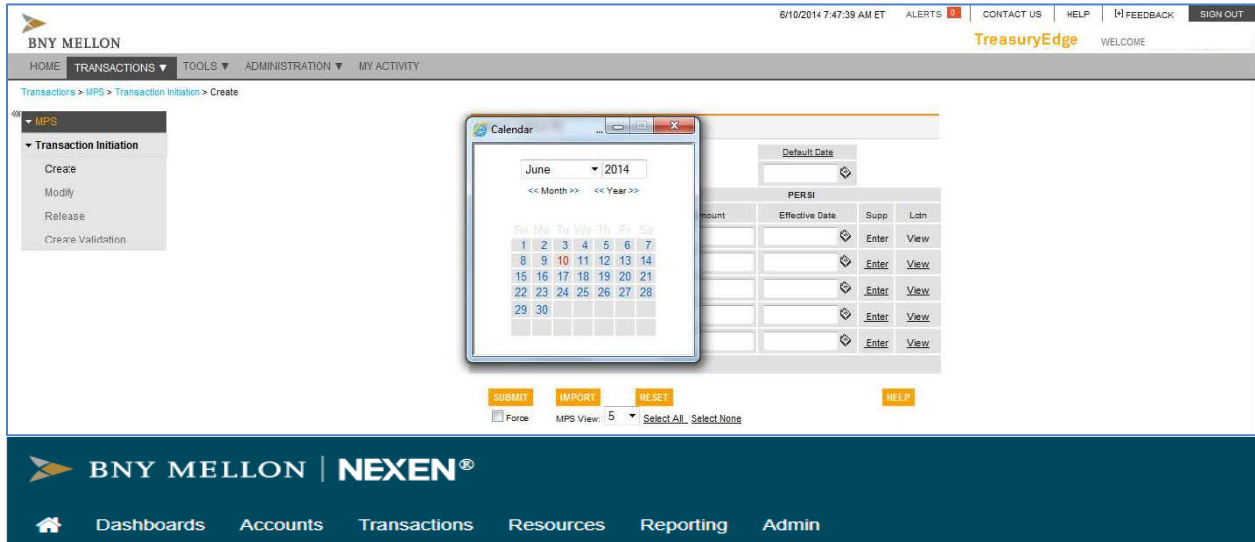
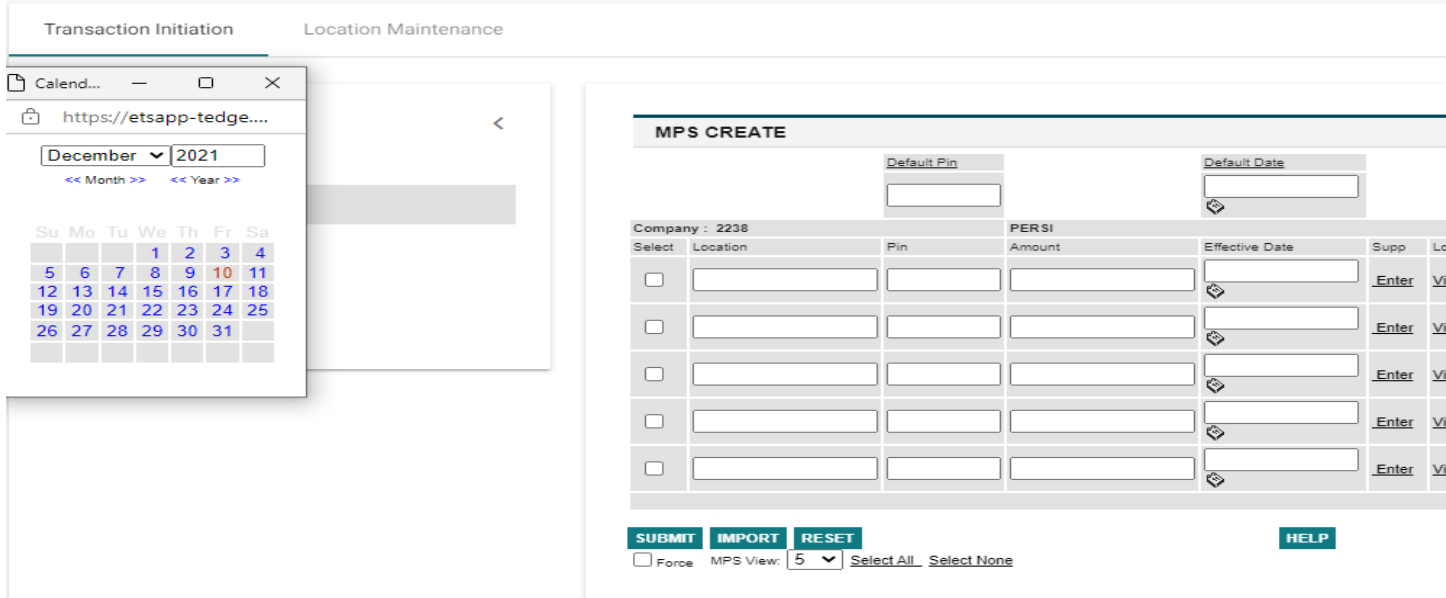
- ▶ Fill out one row for your Base Plan payment and another row if you have a Choice 401(k) Plan payment.
- ▶ Enter dates in *MMDDYY* format or click  to open a pop-up calendar and select the date.

Figure 8



The screenshot shows the BNY Mellon NEXEN TreasuryEdge interface. The top navigation bar includes links for HOME, TRANSACTIONS, TOOLS, ADMINISTRATION, and MY ACTIVITY. The main content area displays the Transaction Initiation screen with a sidebar menu on the left containing options like Create, Modify, Release, and Create Validation. A calendar pop-up is open, showing the month of June 2014. The main form area includes fields for Default Date, PERSI, Amount, Effective Date, Supp, and Ldn, with buttons for Enter and View. At the bottom, there are buttons for SUBMIT, IMPORT, RESET, and HELP, along with a checkbox for Force and a dropdown for MPS View.

Masterfile Payment System (MPS)



The screenshot shows the Masterfile Payment System (MPS) interface. The top navigation bar includes links for Transaction Initiation and Location Maintenance. The main content area displays the MPS CREATE screen with a sidebar menu on the left containing options like Calend... and a URL. A calendar pop-up is open, showing the month of December 2021. The main form area includes fields for Default Pin, Default Date, Company, Select, Location, Pin, PERSI, Amount, Effective Date, Supp, and Ldn, with buttons for Enter and View. At the bottom, there are buttons for SUBMIT, IMPORT, RESET, and HELP, along with a checkbox for Force and a dropdown for MPS View.



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 screenshot shows the BNY Mellon TreasuryEdge interface. The top navigation bar includes links for HOME, TRANSACTIONS, TOOLS, ADMINISTRATION, and MY ACTIVITY. The main content area is titled 'MPS CREATE' and features a table for entering payment data. A red arrow points to the 'Enter' button at the end of the first row in the table.

Select	Location	Pin	Amount	Effective Date	Supp	Ln
<input type="checkbox"/>	100	1.00	06/11/2014	Enter	Enter
<input type="checkbox"/>	200	2.00	06/11/2014	Enter	View
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View
<input type="checkbox"/>					Enter	View

Buttons at the bottom: SUBMIT, IMPORT, RESET, HELP. A 'Force' checkbox and 'MPS View: 5' dropdown are also present.

Masterfile Payment System (MPS)

Transaction Initiation

Location Maintenance

Actions

Create

Create Validation

Modify

Release

MPS CREATE

Default Pin:

Default Date:

Company: 2238

Select	Location	Pin	Amount	Effective Date
<input type="checkbox"/>	100	...	1.00	12/11/2021
<input type="checkbox"/>	200	...	2.00	12/11/2021
<input type="checkbox"/>				12/11/2021
<input type="checkbox"/>				12/11/2021
<input type="checkbox"/>				12/11/2021

Buttons: SUBMIT, IMPORT, RESET, HELP

Force: ☐ MPS View: 5 Select All Select None

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

BNY MELLON

8/10/2014 7:47:38 AM ET ALERTS 2 CONTACT US HELP FEEDBACK SIGN OUT

TreasuryEdge WELCOME

HOME TRANSACTIONS TOOLS ADMINISTRATION MY ACTIVITY

Transactions > MPS > Transaction Initiation > Create

« MPS

Transaction Initiation

Create

Modify

Release

Create Validation

MPS ENTRY SUPPLEMENTAL

Company Number: 2238 Location: 100

Name Value

REP PERIOD DATE * MMDDYY

* Required Fields ** System Generated Fields

DONE RESET CANCEL

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Dashboards Accounts Transactions Resources Reporting Admin

Masterfile Payment System (MPS)

Transaction Initiation Location Maintenance

Actions

Create

Create Validation

Modify

Release

MPS ENTRY SUPPLEMENTAL

Company Number: 2238 Location: 100

Name Value

REP PERIOD DATE * 121121

* Required Fields ** System Generated Fields

DONE RESET CANCEL

NEXEN will return to the MPS Create screen. Enter another payment if you need to.



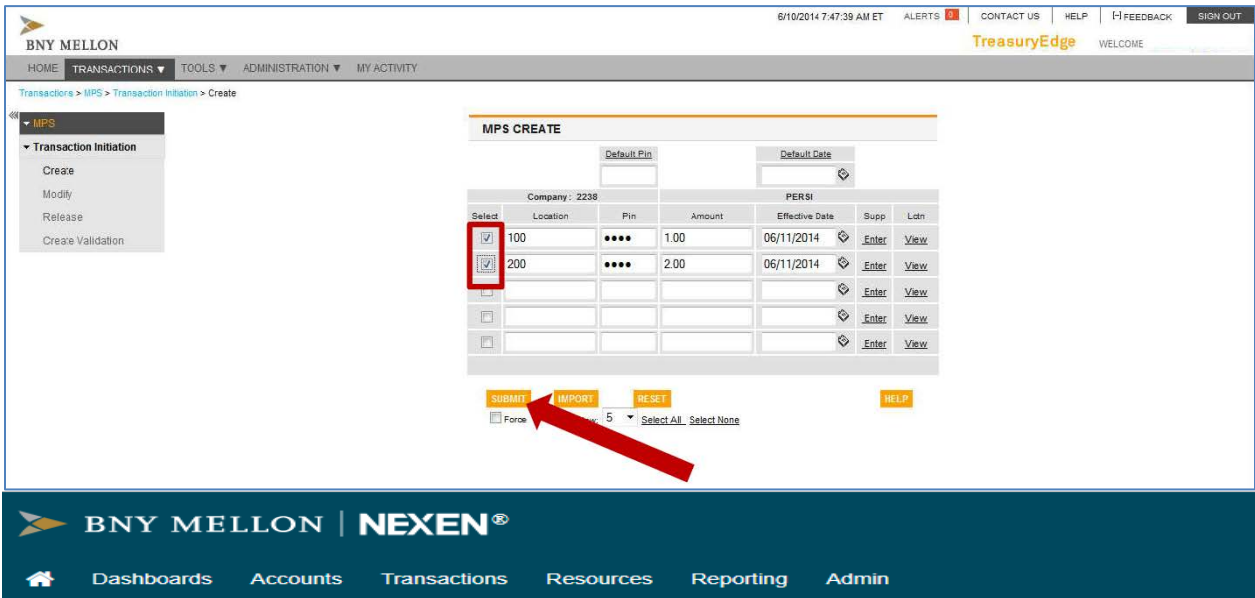
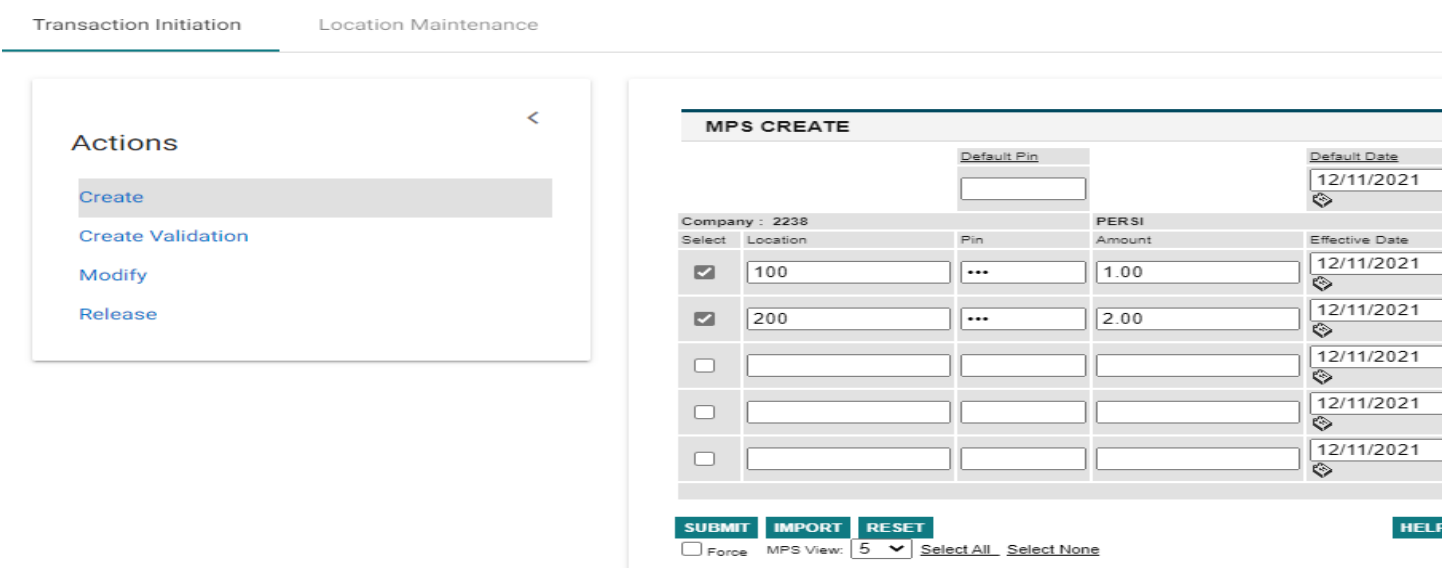
- ▶ When you have finished entering payments, click  to check the box for all payments. (See *Figure 11*.)
- ▶ Click .

Figure 11



Masterfile Payment System (MPS)



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

BNY MELLON
HOME TRANSACTIONS TOOLS ADMINISTRATION MY ACTIVITY
TreasuryEdge WELCOME

Transactions > MPS > Transaction Initiation > Create

MPS CONFIRMATION

Confirm MPS Entry Company : 2238 - PERSI

Date: 06/10/2014 Time: 8:13:55 AM Eastern Standard Time

Total Number 2 Total Amount \$3.00

Location	Amount	Effective Date
100	\$1.00	06/11/2014
200	\$2.00	06/11/2014

CONFIRM CANCEL

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

BNY MELLON
HOME REPORTING TRANSACTIONS RECEIVABLES DISBURSEMENTS TOOLS ADMINISTRATION MY ACTIVITY
TreasuryEdge WELCOME

Transactions > MPS > Transaction Initiation > Create

MPS CREATE

Confirm MPS Create Company :

Date: Jul 26, 20XX Time: 2:08:55 AM Eastern Standard Time

Status Successful Total Number 1 Total Amount \$78.00

Location	Amount	Effective Date	Verification Number
1111	\$78.00	07/27/20XX	1926

NOTE : Transaction will need to be released before it can be processed.

To resubmit failed items for Company click PREVIOUS
To continue processing for Company click CREATE MODIFY RELEASE
OR to start processing for another company, select an option off the MPS Menu

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:

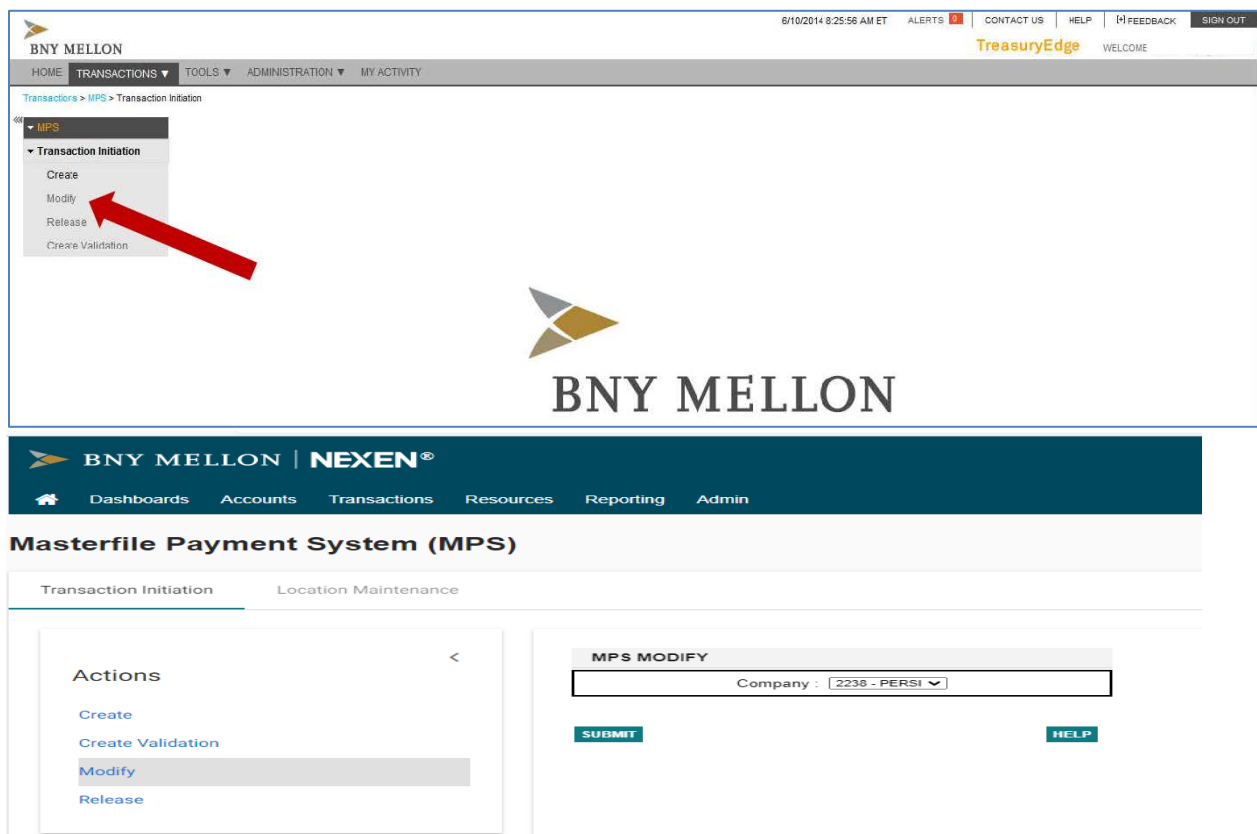
- ▶ Click the **File** menu on your browser menu bar and select **Print**.
- ▶ Click the printer icon on the toolbar of your browser.
- ▶ Right-click in the middle of the screen and select **Print** from the pop-up menu.
- ▶ Press **Ctrl+P**.

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

Masterfile Payment System (MPS)

- ▶ 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

The screenshot shows the BNY Mellon TreasuryEdge web application. The top navigation bar includes links for HOME, TRANSACTIONS, TOOLS, ADMINISTRATION, and MY ACTIVITY. The breadcrumb trail indicates the path: Transactions > MPS > Transaction Initiation > Modify. On the left, a sidebar menu shows options: Create, Modify, Release, and Create Validation. The main content area displays the 'MPS MODIFY' form for Company: 2238. The form includes fields for Location Number (100), PIN (masked with four dots), and Dollar Amount (1.00). A 'Required' asterisk is shown below the fields. At the bottom of the form are buttons for SUBMIT, RESET, and HELP.



Masterfile Payment System (MPS)

The screenshot shows the Masterfile Payment System (MPS) interface. The top navigation bar has two tabs: Transaction Initiation and Location Maintenance. The main content area is divided into two sections. On the left, under 'Actions', there are links: Create, Create Validation, Modify (highlighted), and Release. On the right, the 'MPS MODIFY' form is displayed for Company: 2238. The form includes fields for Location Number (100), PIN (masked with three dots), and Dollar Amount (1.00). A 'Required' asterisk is shown below the fields. At the bottom of the form are buttons for SUBMIT and RESET.

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

BNY MELLON

ALERTS CHANGE PASSWORD CONTACT US HELP SIGN OUT

TreasuryEdge WELCOME

HOME REPORTING TRANSACTIONS RECEIVABLES DISBURSEMENTS TOOLS ADMINISTRATION MY ACTIVITY

Transactions > MPS > Transaction Initiation > Modify

MPS MODIFY

Select	Location	Amount	Effective Date	Status	User ID	Entry Type	Ldn
<input type="checkbox"/>	1111	\$0.00	07/17/20XX	Pending Release	55555	TreasuryEdge	View

MODIFY DELETE Select All Select None HELP

MPS

Transaction Initiation

Create

Modify

Release

Create Validation

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

BNY MELLON

ALERTS CHANGE PASSWORD CONTACT US HELP SIGN OUT

TreasuryEdge WELCOME

HOME REPORTING TRANSACTIONS RECEIVABLES DISBURSEMENTS TOOLS ADMINISTRATION MY ACTIVITY

Transactions > MPS > Transaction Initiation > Modify

MPS MODIFY

Location	Amount	Effective Date	Status	User ID	Create Type	Ldn
111	1.00	03/01/2011	Pending Release	DEMOUSER	TreasuryEdge	View

SUBMIT RESET CANCEL Force

MPS

Transaction Initiation

Create

Modify

Release

Create Validation

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

BNY MELLON ALERTS CHANGE PASSWORD CONTACT US HELP SIGN OUT
TreasuryEdge WELCOME

HOME REPORTING TRANSACTIONS RECEIVABLES DISBURSEMENTS TOOLS ADMINISTRATION MY ACTIVITY

Transactions > MPS > Transaction Initiation > Modify

MPS CONFIRMATION

Confirm MPS Modification Company :

Date: Jul 28, 20XX Time: 1:48:02 AM Eastern Standard Time

Total Number 1 Total Amount \$990.00

Location	Amount	Effective Date
1111	\$990.00	07/27/20XX

CONFIRM CANCEL

MPS

Transaction Initiation

Create

Modify

Release

Create Validation

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

Figure 21

BNY MELLON ALERTS CHANGE PASSWORD CONTACT US HELP SIGN OUT
TreasuryEdge WELCOME

HOME REPORTING TRANSACTIONS RECEIVABLES DISBURSEMENTS TOOLS ADMINISTRATION MY ACTIVITY

Transactions > MPS > Transaction Initiation > Modify

MPS MODIFY

Confirm MPS Modification Company :

Date: Jul 28, 20XX Time: 1:51:30 AM Eastern Standard Time

Status Successful Total Number 1 Total Amount \$990.00

Location	Amount	Effective Date	Verification Number
1111	\$990.00	07/27/20XX	2330

To Delete remaining items, click **PREVIOUS**

To continue processing for Company, click **CREATE MODIFY RELEASE**

OR to start processing for another company, select an option off the MPS Menu

MPS

Transaction Initiation

Create

Modify

Release

Create Validation

Logging off from NEXEN

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

Figure 22

