

# TreasuryEdge Instructions

When you enter a payment through TreasuryEdge, 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 TreasuryEdge, perform the following step-by-step instructions.



**If you have difficulty using any feature of TreasuryEdge, you can get help by calling Mellon's Connect Help line at 1-800-468-5047 and selecting option 2 (TreasuryEdge). You can also contact PERSI for help.**

## Logging onto TreasuryEdge

In your web browser go to the following URL:

► <https://connect.bnymellon.com/>.

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

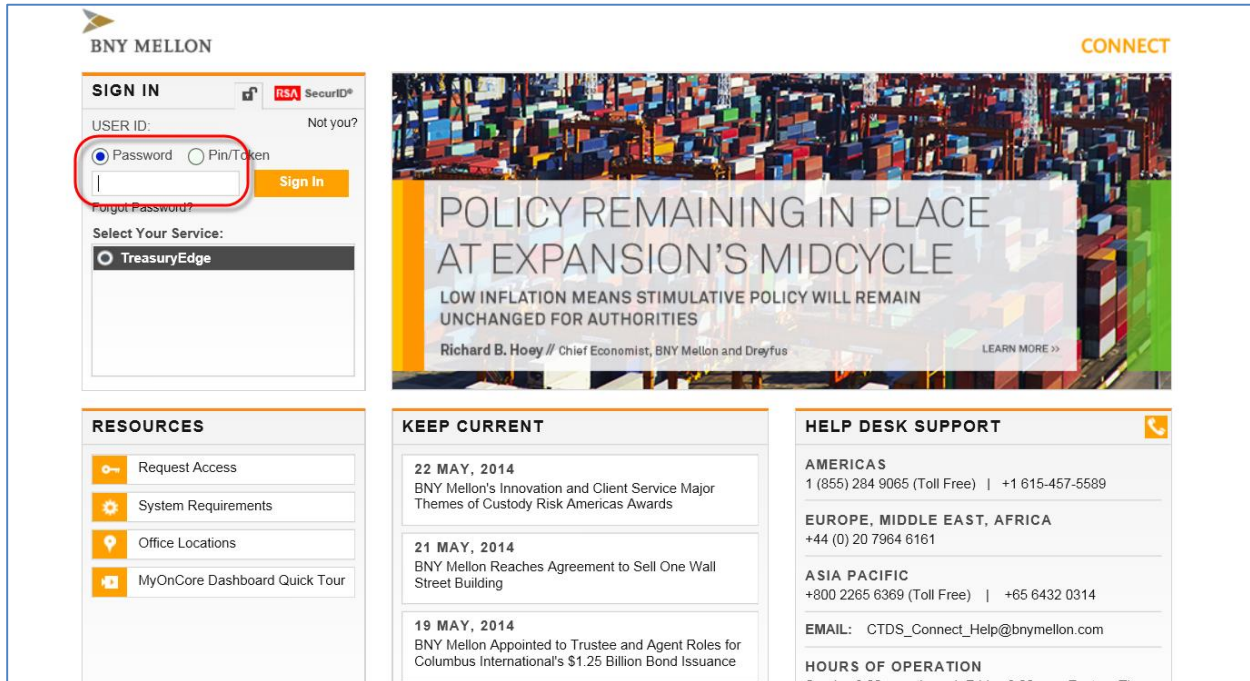
**Figure 1**

The screenshot shows the BNY Mellon TreasuryEdge Sign-In page. The top left features the BNY Mellon logo. The main sign-in area is titled "SIGN IN" and contains a "USER ID:" label, a text input field, a "Remember My USER ID" checkbox, and a "Sign In" button. A red rectangle highlights the input field and checkbox. To the right is a large banner for "CURRENCY MARKETS REVEALED" with a quote from Simon Derrick, Chief Currency Strategist at BNY Mellon. Below the banner are three columns: "RESOURCES" with links like "Request Access" and "System Requirements"; "KEEP CURRENT" with news items dated May 2014; and "HELP DESK SUPPORT" with contact information for Americas, Europe, Middle East, Africa, and Asia Pacific, including a toll-free number and email address.

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**

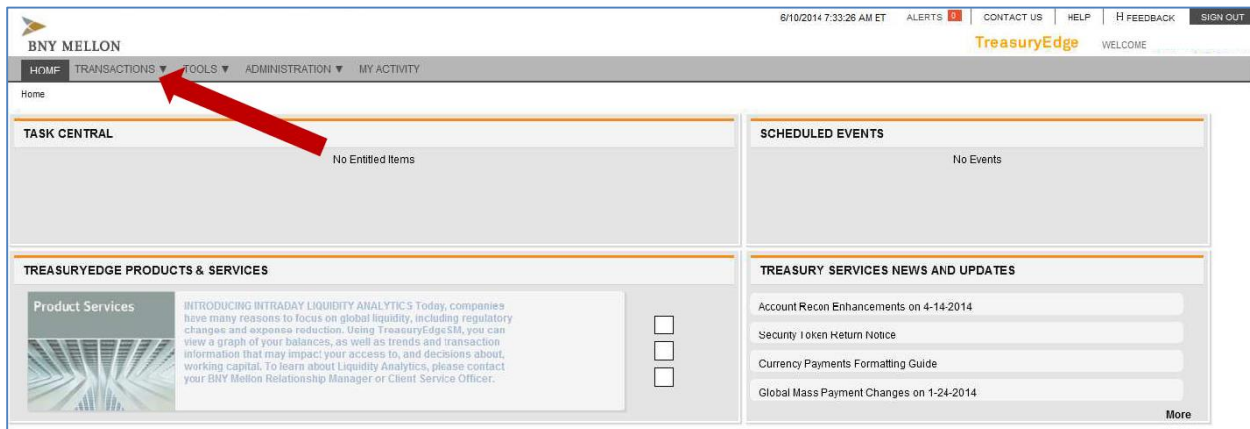


The image shows the BNY Mellon TreasuryEdge Sign In page. The page has a header with the BNY Mellon logo and a 'CONNECT' button. The main content area is divided into two columns. The left column contains the 'SIGN IN' section with a 'USER ID' field, a 'Password' field (highlighted with a red circle), a 'Pin/Token' field, a 'Sign In' button, a 'Forgot Password?' link, and a 'Select Your Service' dropdown menu with 'TreasuryEdge' selected. The right column features a large banner with the headline 'POLICY REMAINING IN PLACE AT EXPANSION'S MIDCYCLE' and sub-headline 'LOW INFLATION MEANS STIMULATIVE POLICY WILL REMAIN UNCHANGED FOR AUTHORITIES' by Richard B. Hoey, Chief Economist. Below the banner are three sections: 'RESOURCES' with links for Request Access, System Requirements, Office Locations, and MyOnCore Dashboard Quick Tour; 'KEEP CURRENT' with three news items dated May 22, 21, and 19, 2014; and 'HELP DESK SUPPORT' with contact information for AMERICAS, EUROPE, MIDDLE EAST, AFRICA, ASIA PACIFIC, and EMAIL, along with 'HOURS OF OPERATION'.

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

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

**Figure 3**



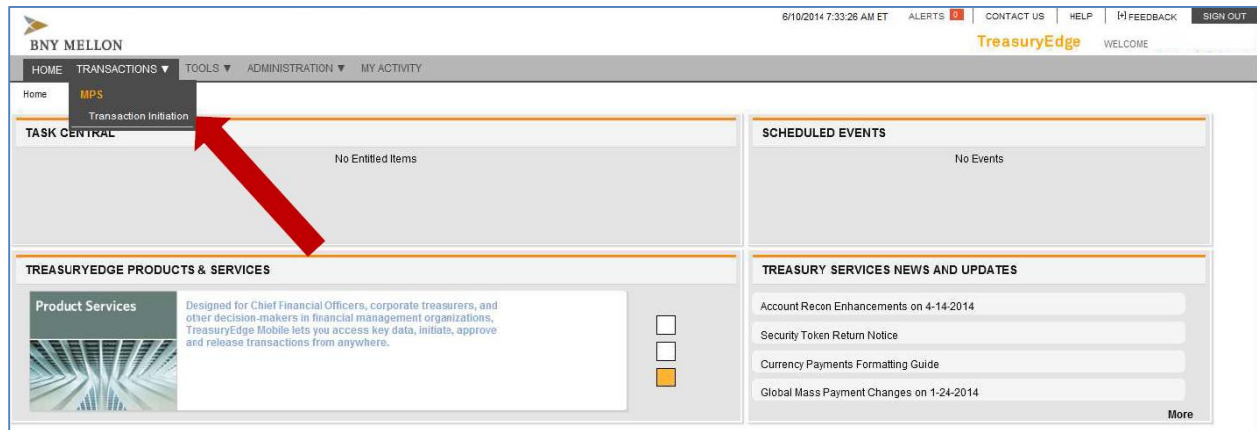
The image shows the BNY Mellon TreasuryEdge Home screen. The page has a header with the BNY Mellon logo, a date/time stamp (6/10/2014 7:33:26 AM ET), and links for ALERTS, CONTACT US, HELP, FEEDBACK, and SIGN OUT. Below the header is a navigation bar with links for HOME, TRANSACTIONS (highlighted with a red arrow), TOOLS, ADMINISTRATION, and MY ACTIVITY. The main content area is divided into several sections: 'TASK CENTRAL' with a 'No Entitled Items' message; 'SCHEDULED EVENTS' with a 'No Events' message; 'TREASURYEDGE PRODUCTS & SERVICES' with a 'Product Services' section and a list of services; and 'TREASURY SERVICES NEWS AND UPDATES' with a list of news items. The page also includes a 'WELCOME' message and a 'More' link at the bottom right.

## Entering Payments

Open the Transaction Initiation screen:

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

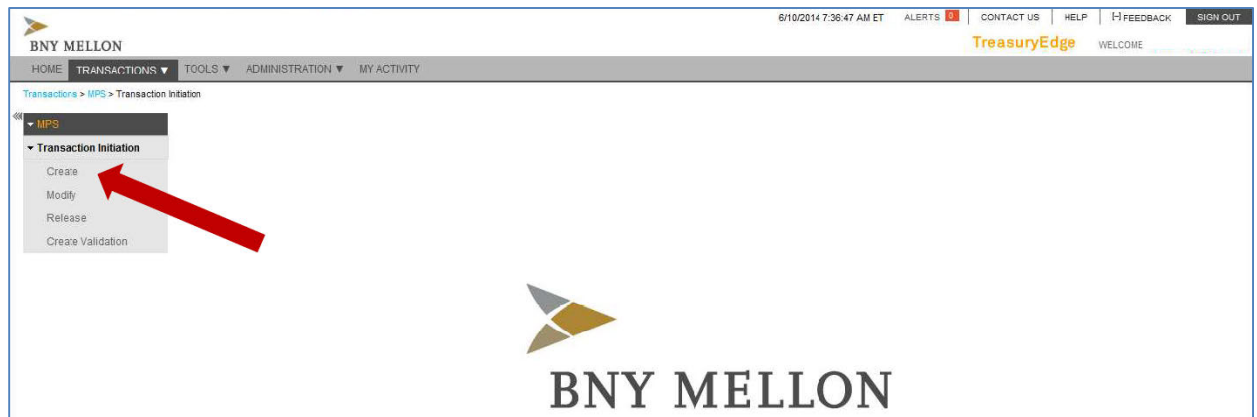
**Figure 4**



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 screenshot shows the BNY Mellon TreasuryEdge interface. The top navigation bar includes 'HOME', 'TRANSACTIONS', 'TOOLS', 'ADMINISTRATION', and 'MY ACTIVITY'. The left sidebar shows 'MPS' with a sub-menu 'Transaction Initiation' containing 'Create', 'Modify', 'Release', and 'Create Validation'. The main content area is titled 'MPS CREATE' and features a 'Company' dropdown menu set to '2238 - PERSI'. Below this are 'SUBMIT' and 'HELP' buttons. A red arrow points to the 'SUBMIT' button.

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**

The screenshot shows the BNY Mellon TreasuryEdge interface. The top navigation bar includes 'HOME', 'TRANSACTIONS', 'TOOLS', 'ADMINISTRATION', and 'MY ACTIVITY'. The left sidebar shows 'MPS' with a sub-menu 'Transaction Initiation' containing 'Create', 'Modify', 'Release', and 'Create Validation'. The main content area is titled 'MPS CREATE' and features a 'Company' dropdown menu set to '2238 - PERSI'. Below this are 'SUBMIT', 'IMPORT', 'RESET', and 'HELP' buttons. A red box highlights the 'Default Date' field. The 'MPS View' is set to 5.


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

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.

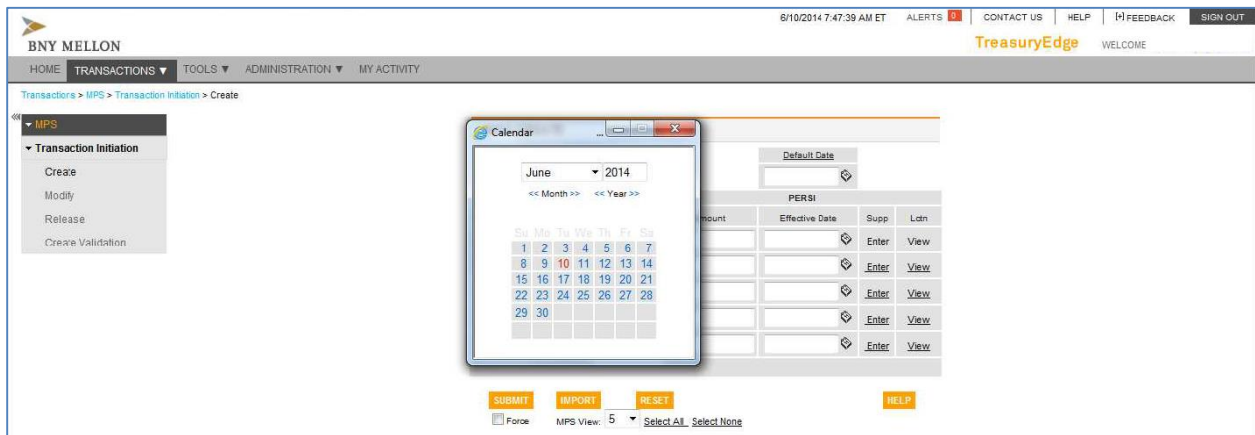
If you need to enter more than 5 rows, you can increase the number in **MPS View: 5** at the bottom of the screen.



**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 TreasuryEdge web application interface. At the top, there is a navigation bar with the BNY MELLON logo, a timestamp (6/10/2014 7:47:39 AM ET), and links for ALERTS, CONTACT US, HELP, FEEDBACK, and SIGN OUT. Below this is a secondary navigation bar with tabs for HOME, TRANSACTIONS, TOOLS, ADMINISTRATION, and MY ACTIVITY. The main content area is titled "Transactions > MPS > Transaction Initiation > Create". On the left, there is a sidebar with a "MPS" section and a "Transaction Initiation" dropdown menu containing options: Create, Modify, Release, and Create Validation. The main area displays a "Calendar" pop-up window for June 2014, with a date selection interface. Below the calendar, there is a table with columns for "PERSI", "Effective Date", "Supp", and "Ldn". The table contains several rows, each with an "Enter" button and a "View" button. At the bottom of the screen, there are buttons for "SUBMIT", "IMPORT", "RESET", and "HELP", along with a "Force" checkbox and an "MPS View: 5" dropdown menu.



**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 'MPS CREATE' screen. At the top, there's a navigation bar with 'HOME', 'TRANSACTIONS', 'TOOLS', 'ADMINISTRATION', and 'MY ACTIVITY'. Below this is a sidebar with 'MPS' and 'Transaction Initiation' options. The main area contains a table with the following data:

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

At the bottom, there are buttons for 'SUBMIT', 'IMPORT', 'RESET', and 'HELP'. A red arrow points to the 'Enter' button in the first row of the table.

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**



The screenshot shows the 'MPS ENTRY SUPPLEMENTAL' screen. It contains the following fields:

- Company Number: 2238
- Location: 100
- Name: Value
- REP PERIOD DATE: MMDDYY

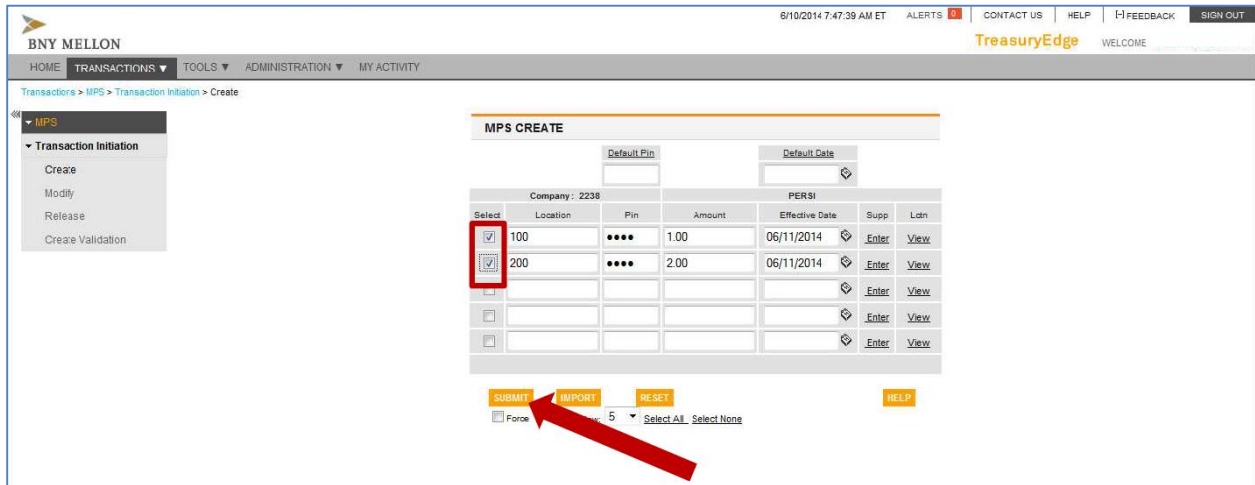
At the bottom, there are buttons for 'DONE', 'RESET', and 'CANCEL'. A red arrow points to the 'REP PERIOD DATE' field.



TreasuryEdge 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**



**MPS CREATE**



Company: 2238      PERSI

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

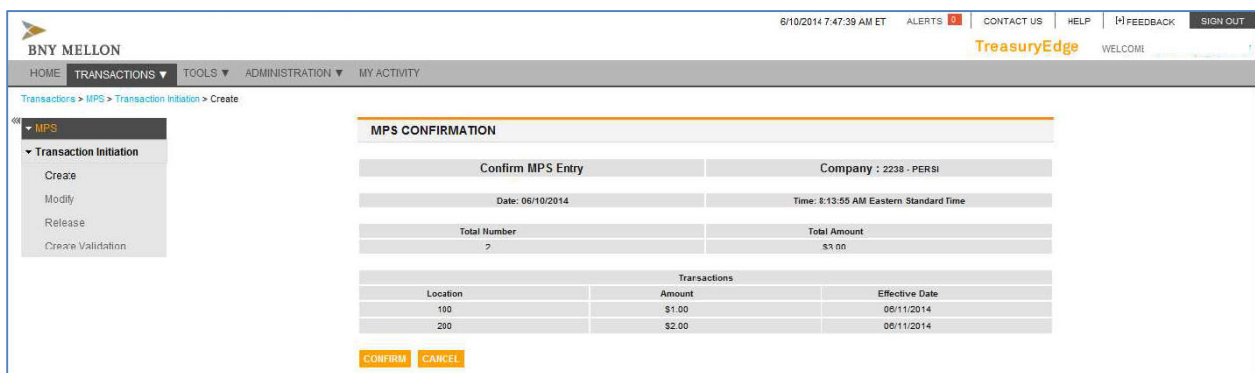
**SUBMIT** **IMPORT** **RE-SET** **HELP**

☐ Force      5      Select All    Select None

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  to go back and correct it.
- ▶ When all is correct, click .

**Figure 12**



**MPS CONFIRMATION**

**Confirm MPS Entry**      **Company : 2238 - PERSI**

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

**Total Number**      **Total Amount**

2      \$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**

The screenshot displays the BNY Mellon TreasuryEdge web application. The top navigation bar includes links for ALERTS, CHANGE PASSWORD, CONTACT US, HELP, and SIGN OUT. The main navigation menu shows options like HOME, REPORTING, TRANSACTIONS, RECEIVABLES, DISBURSEMENTS, TOOLS, ADMINISTRATION, and MY ACTIVITY. The left sidebar contains a menu for MPS, with options for Transaction Initiation, Create, Modify, Release, and Create Validation. The main content area shows the 'MPS CREATE' confirmation screen. It includes a table with the following data:

Confirm MPS Create		Company :	
Date: Jul 26, 20XX	Time: 2:08:55 AM Eastern Standard Time		
Status	Total Number	Total Amount	
Successful	1	\$ 78.00	

Below this, a 'Successful Transactions' table is shown:

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

A note states: 'NOTE : Transaction will need to be released before it can be processed.' At the bottom, there are buttons for 'CREATE', 'MODIFY', and 'RELEASE', along with a 'PREVIOUS' button. Instructions at the bottom suggest resubmitting failed items or starting processing for another company.

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**.

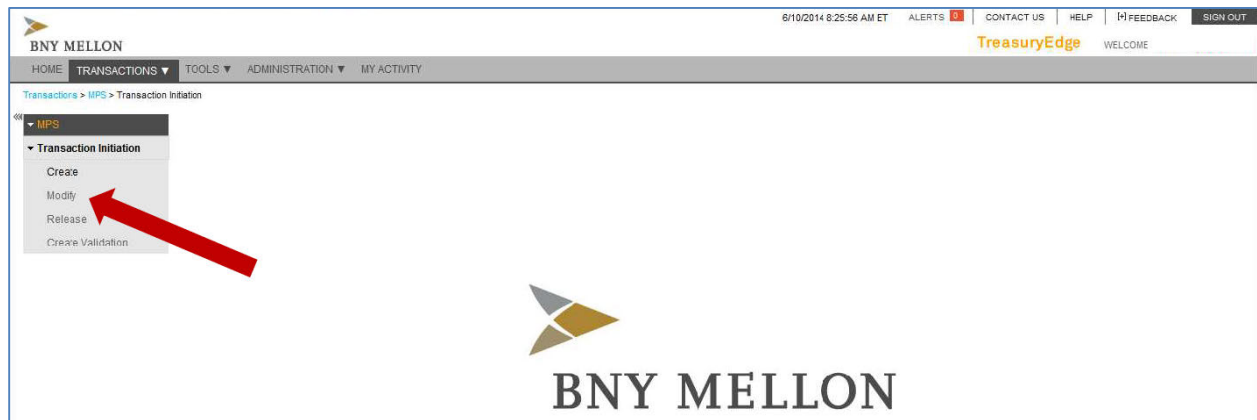


## Modifying Payments

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**

BNY MELLON

6/10/2014 8:28:13 AM ET ALERTS 0 CONTACT US HELP FEEDBACK SIGN OUT

TreasuryEdge WELCOME

HOME TRANSACTIONS TOOLS ADMINISTRATION MY ACTIVITY

Transactions > MPS > Transaction Initiation > Modify

MPS

Transaction Initiation

Create

Modify

Release

Create Validation

MPS MODIFY

Company: 2238 PERSI

Location Number \*

PIN \*

Dollar Amount

\* Required

SUBMIT RESET HELP

- ▶ 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**

BNY MELLON

6/10/2014 8:28:13 AM ET ALERTS 0 CONTACT US HELP FEEDBACK SIGN OUT

TreasuryEdge WELCOME

HOME TRANSACTIONS TOOLS ADMINISTRATION MY ACTIVITY

Transactions > MPS > Transaction Initiation > Modify

MPS

Transaction Initiation

Create

Modify

Release

Create Validation

MPS MODIFY

Company: 2238 PERSI

Location Number \* 100

PIN \* ••••

Dollar Amount 1.00

\* Required

SUBMIT RESET HELP

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 checked="" type="checkbox"/>	1111	\$0.00	07/17/2010	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**

The screenshot shows the 'MPS CONFIRMATION' screen. The header includes the BNY Mellon logo and navigation links like 'HOME', 'REPORTING', 'TRANSACTIONS', 'RECEIVABLES', 'DISBURSEMENTS', 'TOOLS', 'ADMINISTRATION', and 'MY ACTIVITY'. The left sidebar has a menu with 'MPS' expanded, showing 'Transaction Initiation' with sub-options: 'Create', 'Modify', 'Release', and 'Create Validation'. The main content area is titled 'MPS CONFIRMATION' and contains a 'Confirm MPS Modification' section. This section includes fields for 'Company', 'Date: Jul 28, 20XX', 'Time: 1:48:02 AM Eastern Standard Time', 'Total Number: 1', and 'Total Amount: \$990.00'. Below this is a table of transactions with columns 'Location', 'Amount', and 'Effective Date'. The table shows one transaction with Location '1111', Amount '\$990.00', and Effective Date '07/27/20XX'. At the bottom of the confirmation section are 'CONFIRM' and 'CANCEL' buttons.

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

**Figure 21**

The screenshot shows the 'MPS MODIFY' screen. The header and left sidebar are identical to Figure 20. The main content area is titled 'MPS MODIFY' and contains a 'Confirm MPS Modification' section. This section includes fields for 'Company', 'Date: Jul 28, 20XX', 'Time: 1:51:30 AM Eastern Standard Time', 'Status: Successful', 'Total Number: 1', and 'Total Amount: \$ 990.00'. Below this is a table of successful transactions with columns 'Location', 'Amount', 'Effective Date', and 'Verification Number'. The table shows one transaction with Location '1111', Amount '\$ 990.00', Effective Date '07/27/20XX', and Verification Number '2330'. At the bottom of the screen, there is a message: 'To continue processing for Company, click CREATE MODIFY RELEASE' and 'OR to start processing for another company, select an option off the MPS Menu'. There is also a 'PREVIOUS' button.

# Logging off from TreasuryEdge

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

Figure 22

