

Online Fee Payment

For plan sponsors



Paperless invoices!

Ameritas plan sponsors enjoy the convenience of online fee payment while also eliminating paper waste, postage and mailing time.

Simply look for emails from Ameritas Retirement Plans letting you know whenever a new or past due invoice is ready for your review and payment.

The choice is yours

As a plan sponsor, you'll view your plan fee invoices online and choose from the following methods of payment for each invoice:

- Plan Accounts
- Participant Accounts
- Electronic transfer of funds from a bank account (Automated Clearing House – ACH)

Follow the easy step-by-step instructions on the back of this flyer to pay your invoice.

To set up an ACH payment option, contact your client service consultant for the appropriate form.

View your invoices

To sign in to the secure site and view your invoices, go to ameritas.com and click on Sign In in the upper right hand corner of the screen. From the Business Accounts tab, select Plan Sponsor/Employer Sign In. Enter your user ID and password. Click on your Contract Number to access your account.

To view your invoices, click on "Activity," then "Plan Billing." Select the invoice you want to view and pay.

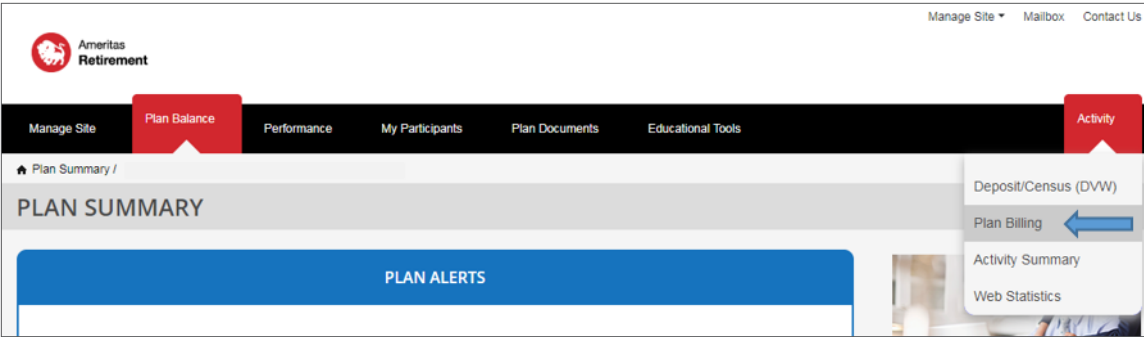
Questions?

Your client service consultant is happy to help you with setting up an ACH account, walking you through the online payment process, or navigating the website.

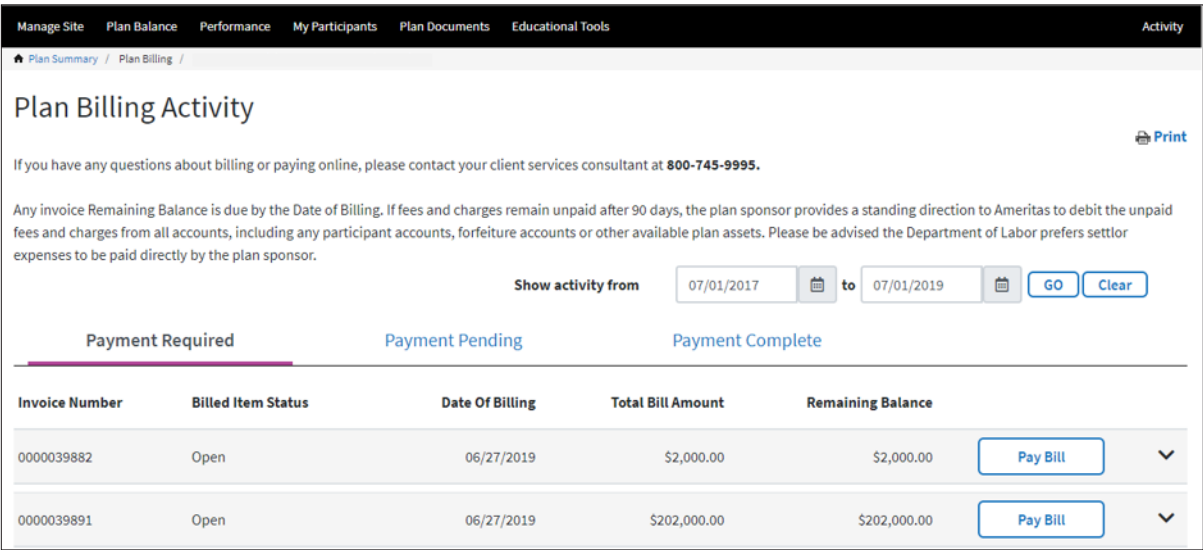
Please call 800-745-9995 with any questions you have.

How to pay invoices online

Paying invoices online is fast and easy. Follow the steps below to view and pay your plan invoices. After logging into the website, click on “Activity” in the main navigation, then “Plan Billing” in the dropdown.



From the list of invoices, select the one you want to view. To see details related to the invoice, click on the **V**. To pay your bill, click “Pay Bill.”



Total Amount: \$2,000.00

Pay total amount with

Choose Payment Option

Choose Payment Option

Plan Assets - \$202,416.71 available

Participant Accounts

ACH-*****4321

Portion of total amount

\$0.00

Cancel

Next Step

Choose your payment option by clicking on your preferred method, then follow the prompts to complete the payment process. You'll receive an email notification when an invoice is paid in full.



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