

Payment Express



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Payment Express is an online service from Irish Life Corporate Business. It allows those responsible for submitting contribution breakdowns to Irish Life Corporate Business to key their breakdowns in online in a secure manner. Payment Express is available to Employers, Consultants and Trustees. To use Payment Express, you must be a registered user of Pension Planet Interactive.

> *Quick*

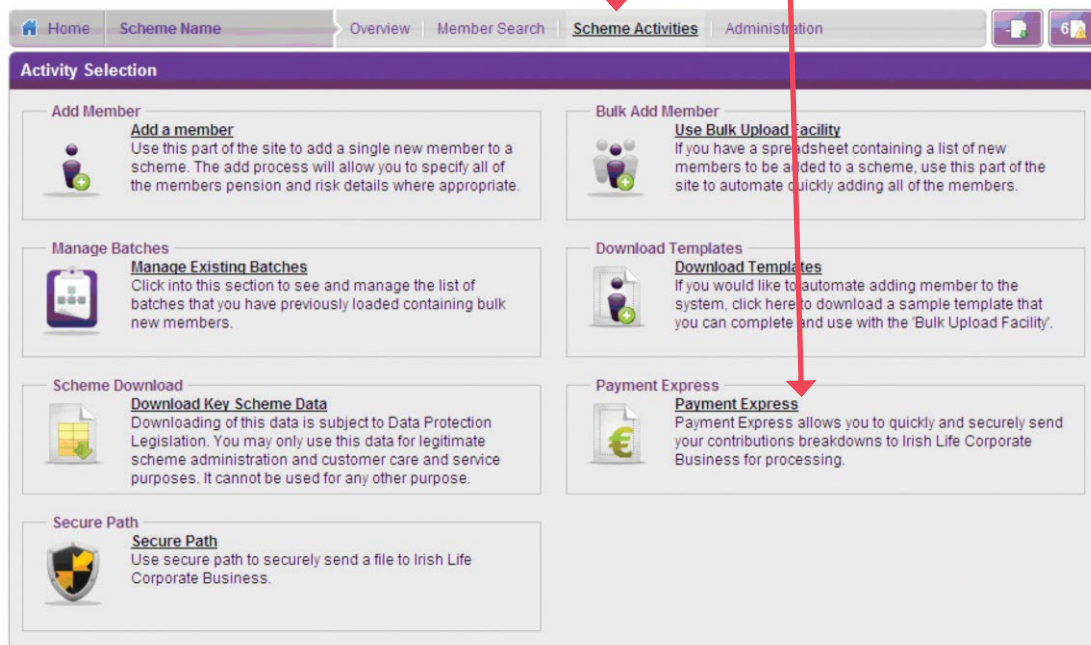
> *Easy*

> *Paperless*

> *Secure*

Step 1 - Accessing the Payment Express function

Payment Express facility can be found in the 'Scheme Activities' section.



The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Scheme Name', 'Overview', 'Member Search', 'Scheme Activities', and 'Administration'. Below the navigation bar is a section titled 'Activity Selection' with a purple header. This section contains several activity cards:

- Add Member**: Add a member. Use this part of the site to add a single new member to a scheme. The add process will allow you to specify all of the members pension and risk details where appropriate.
- Bulk Add Member**: Use Bulk Upload Facility. If you have a spreadsheet containing a list of new members to be added to a scheme, use this part of the site to automate quickly adding all of the members.
- Manage Batches**: Manage Existing Batches. Click into this section to see and manage the list of batches that you have previously loaded containing bulk new members.
- Download Templates**: Download Templates. If you would like to automate adding member to the system, click here to download a sample template that you can complete and use with the 'Bulk Upload Facility'.
- Scheme Download**: Download Key Scheme Data. Downloading of this data is subject to Data Protection Legislation. You may only use this data for legitimate scheme administration and customer care and service purposes. It cannot be used for any other purpose.
- Secure Path**: Secure Path. Use secure path to securely send a file to Irish Life Corporate Business.
- Payment Express**: Payment Express. Payment Express allows you to quickly and securely send your contributions breakdowns to Irish Life Corporate Business for processing.

Step 2 - Updating the Contribution Schedule

When you click on the Payment Expressing option, the next screen will confirm whether your scheme qualifies to use the facility. If so, the system will show you the current payment method and you will have to update the following details:

- > Payroll date
- > Contribution type
- > Description
- > Anticipated total

You will be brought into the next screen where you can key in the contributions' amounts for each member. Then click 'Continue'.

Step 3 - Confirmation

The next screen will display confirmed values. You have the option to amend the changes now. If you are happy that the amounts inserted are correct, choose 'Confirm and submit'. The system will generate a message that the pension schedule has been submitted successfully.

Please quote the reference number of your contribution breakdown when making the payment.

Payment Express

Create Breakdown > Enter Values > Confirm Values > Send to Irish Life

Current Payment Method: Cheque

Success

✔ You have successfully submitted a breakdown to Irish Life Corporate Business for an amount of € 4,016.77 on the 2nd of November 2011. Your unique reference number for this contribution breakdown is: **000000A**. Please ensure that you quote this reference number and your scheme number on all correspondence in relation to this payment.

Information

⚠ Our scheme records indicate that the payment will be made by Cheque. Once the sum of € 4,016.77 has been remitted and cleared into Irish Life Corporate Business's account we will automatically commence processing of your breakdown. Please ensure that you quote the reference **000000A** on your payment.

Return to the payment process

Queries

If you have queries on any of this please contact your Corporate Business Account Manager.

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