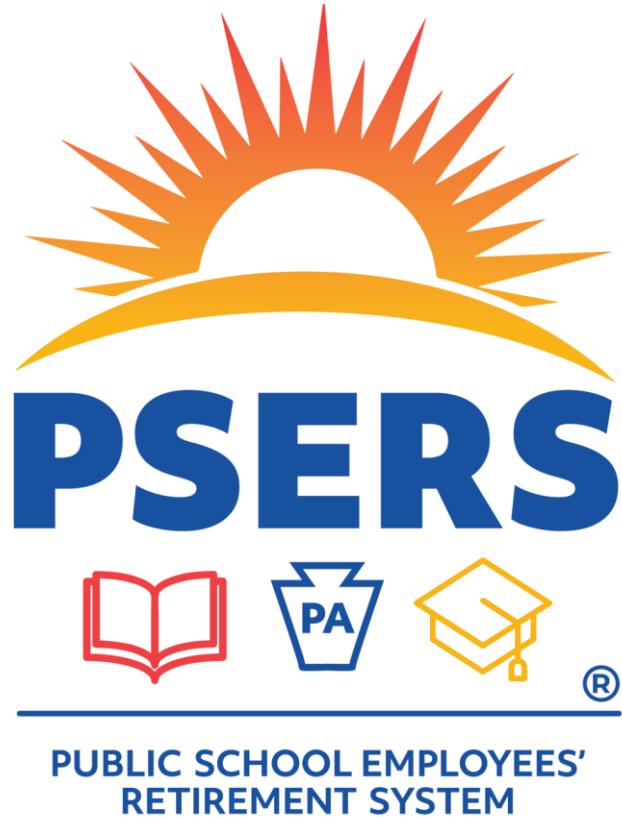


PAYER EXPRESS TRAINING FOR ADDITIONAL USER SET UP AND DELETION

HOW TO MAINTAIN YOUR USERS – ADDING
AND DELETING USERS

EACH EMPLOYER IS REQUIRED TO
MAINTAIN THEIR USERS





PAYER EXPRESS TRAINING FOR ADDITIONAL USER SET UP AND DELETION CONT'D

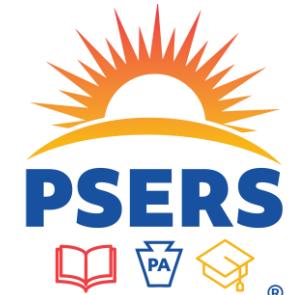
THE PRINCIPAL USER FOR EACH EMPLOYER CAN ADD ONE ADDITIONAL USER TO THEIR PAYER EXPRESS ACCOUNT

PSERS RECOMMENDS AS BEST PRACTICE TO HAVE NO MORE THAN TWO USERS PER EMPLOYER

PSERS will monitor the number of users in Payer Express for each employer and will send notification if more than two users are identified to verify the need



Click the gear icon next to your school's name and select Account Linking.



* Required Fields

Pay My Bills

Due Date ▾



[Advanced Search](#)

Home

Pay My Bills

[ALL](#) ▾ [HISTORY](#)

[Hide Account Groupings](#) [Export](#)

Payment Type Name

Payment Amount [Payments & Deposits](#)

▼ 0016 Test School, 123 Test Lane
Org Unit 0016000

Member Contributions

0.00

0016 Test School

[Profile Settings](#)

[Payment Accounts](#)

Account Linking

[Change Password](#)

MESSAGES

Our mission is to be a p...
members to fulfill the promise of a secure
retirement.

PAYMENT SUMMARY

0 Payment Types



\$0.00

[Remove All](#)



Account Linking

* Required Fields

Sharing Access to Accounts

Allow others to make their own payments on your accounts, such as roommates, tenants and employees, among others.

▼ ORG UNIT 2063000 - PRINCIPAL

People with Access

There are no other customers who can make a payment on this account.

0016000

Invite others to Org Unit

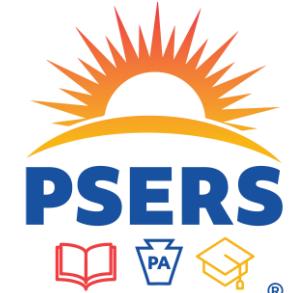
Email

Send Invitation

[More Information](#)

Enter the email address of the additional user for your Employer and click [Send Invitation](#).

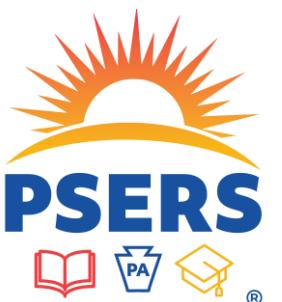
By doing this, you are giving this individual access to your Employer's account in Payer Express.



Home Pay My Bills

English (US) 0016 Test School

PSERS



A screenshot of a web application interface. At the top, there are three horizontal bars: blue on the left, yellow in the middle, and grey on the right. Below the bars, the 'Home' and 'Pay My Bills' links are visible. To the right of these links is a blue gear icon followed by a grey rectangular input field. Further right is a language dropdown set to 'English (US)' and a location '0016 Test School'. A green banner at the bottom left contains the text 'An invitation has been sent to the provided email address' and a green 'X' icon. The main content area shows a list of accounts with a red box highlighting the 'Status' column for the first entry, which shows 'Invitation Pending'. Arrows point from the text 'Under Actions, you can Resend the Invitation or Cancel it' to the 'Actions' column and the 'Resend Invitation' and 'Cancel' buttons.

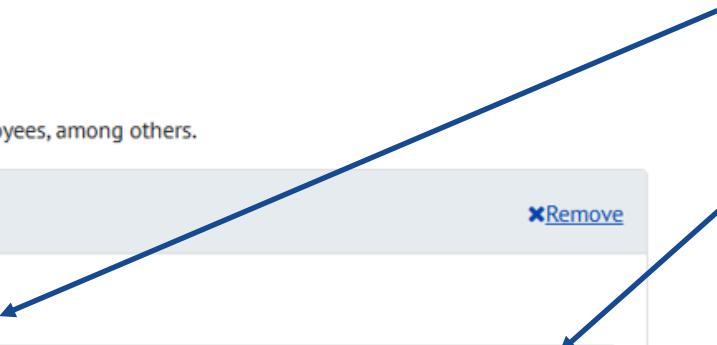
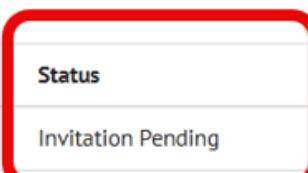
Status of the Account Sharing / Linking

is on your accounts, such as roommates, tenants and employees, among others.

L

Status	Actions
Invitation Pending	Resend Invitation Cancel

[Send Invitation](#) [More Information](#)



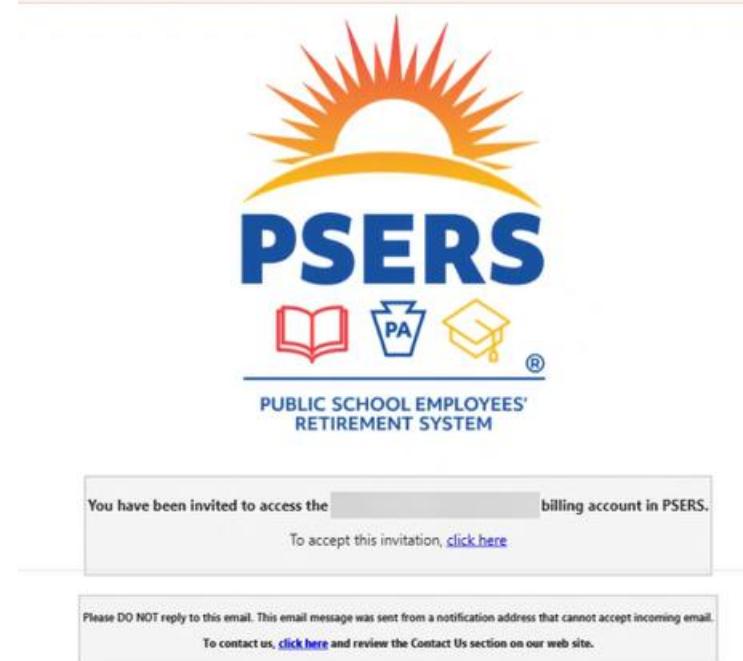
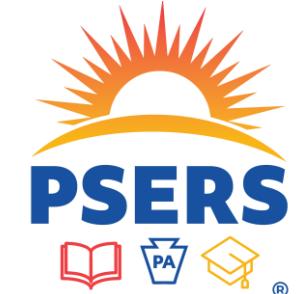
A screenshot of a web application interface showing a list of accounts. The first account in the list has its 'Status' column highlighted with a red box. Arrows point from the text 'Under Actions, you can Resend the Invitation or Cancel it' to the 'Actions' column and the 'Resend Invitation' and 'Cancel' buttons. At the bottom left, there are 'Send Invitation' and 'More Information' buttons. A speaker icon in the bottom right corner indicates that there is audio content associated with this section.

Under Actions, you can Resend the Invitation or Cancel it



INSTRUCTIONS FOR THE PRINCIPAL USER (BUSINESS MANAGER) TO ADD AN ADDITIONAL USER (LINKED) IN PAYER EXPRESS CONT'D

THE LINKED USER WILL RECEIVE AN EMAIL WITH INVITATION TO ACCESS THE EMPLOYER'S ACCOUNT





THE LINKED USER WILL BE PROMPTED TO SET UP THEIR ACCOUNT

* Required Fields

Create an Account

* Login ID

* Password

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more uppercase characters
- 1 or more lowercase characters

Passwords can include only the special characters: *+-/=?^_{}~!@#\$

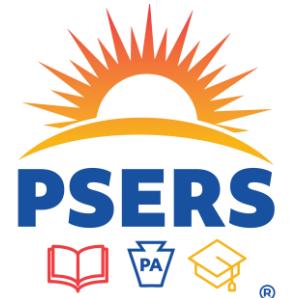
Passwords cannot include:

- the last 3 passwords
- your name
- your Login ID

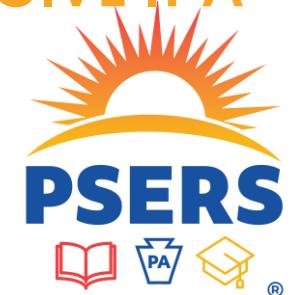
The user ID for the Additional User (Linked) is PSERS####-LINKED (the ##### represents your 4-digit employer number)

For example, the linked User ID for 0016 is PSERS0016-LINKED

Create a password using the password guidelines listed



THE LINKED USER WILL BE REQUIRED TO CHOOSE A SECURITY IMAGE AND GIVE IT A LABEL

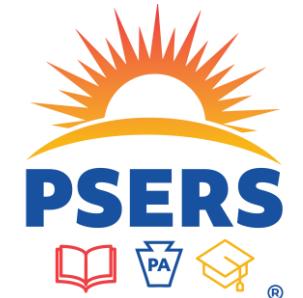


Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.

* Give your image a label





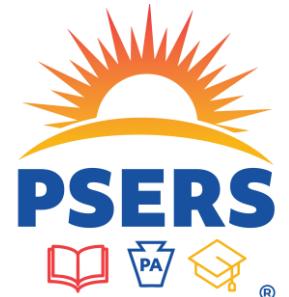
THE ADDITIONAL USER (LINKED) WILL BE REQUIRED TO CHOOSE 3 SECURITY QUESTIONS

Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember. Responses are case-sensitive.

Question 1	* Answer 1
What is your grandmother's maiden name on your father's side?	<input type="text"/>
Question 2	* Answer 2
What is your grandmother's maiden name on your mother's side?	<input type="text"/>
Question 3	* Answer 3
How many brothers and sisters did your mother have?	<input type="text"/>





Check the Terms of Service box and
Click Continue to Payment
Accounts.



[PSERS Home Page](#) [Employer Resources](#) [English \(US\) ▾](#)

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD

TERMS OF SERVICE

PAYMENT ACCOUNTS

* Required Fields

Terms of Service *

* By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.



[Go Back](#)

Continue To Payment Accounts

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD ✓ TERMS OF SERVICE **PAYMENT ACCOUNTS**

* Required Fields

Add A Payment Method

You may select a default payment method now. After enrollment you can manage your payment methods.*

 **BANK ACCOUNT**

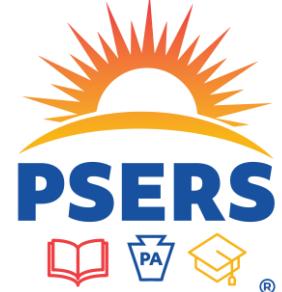
 **ADD LATER**

You can add an account later in your Account Settings.

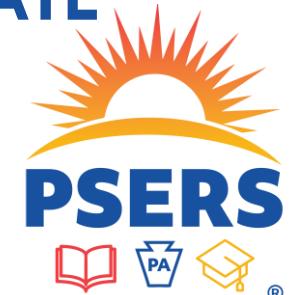
The additional user is required to set up the bank account

When finished entering the bank account information, click Finish Enrollment

[Go Back](#) **Finish Enrollment**



STEPS FOR BUSINESS MANAGER TO MAINTAIN / UPDATE THE ADDITIONAL USER IN PAYER EXPRESS



Account Linking

* Required Fields

Sharing Access to Accounts

Allow others to make their own payments on your accounts, such as roommates, tenants and employees, among others.

▼ ORG UNIT 0016000 - PRINCIPAL

People with Access

There are no other customers who can make a payment on this account.

Invite others to Org Unit

[More Information](#)

Un-Enroll Your User Profile

Login ID

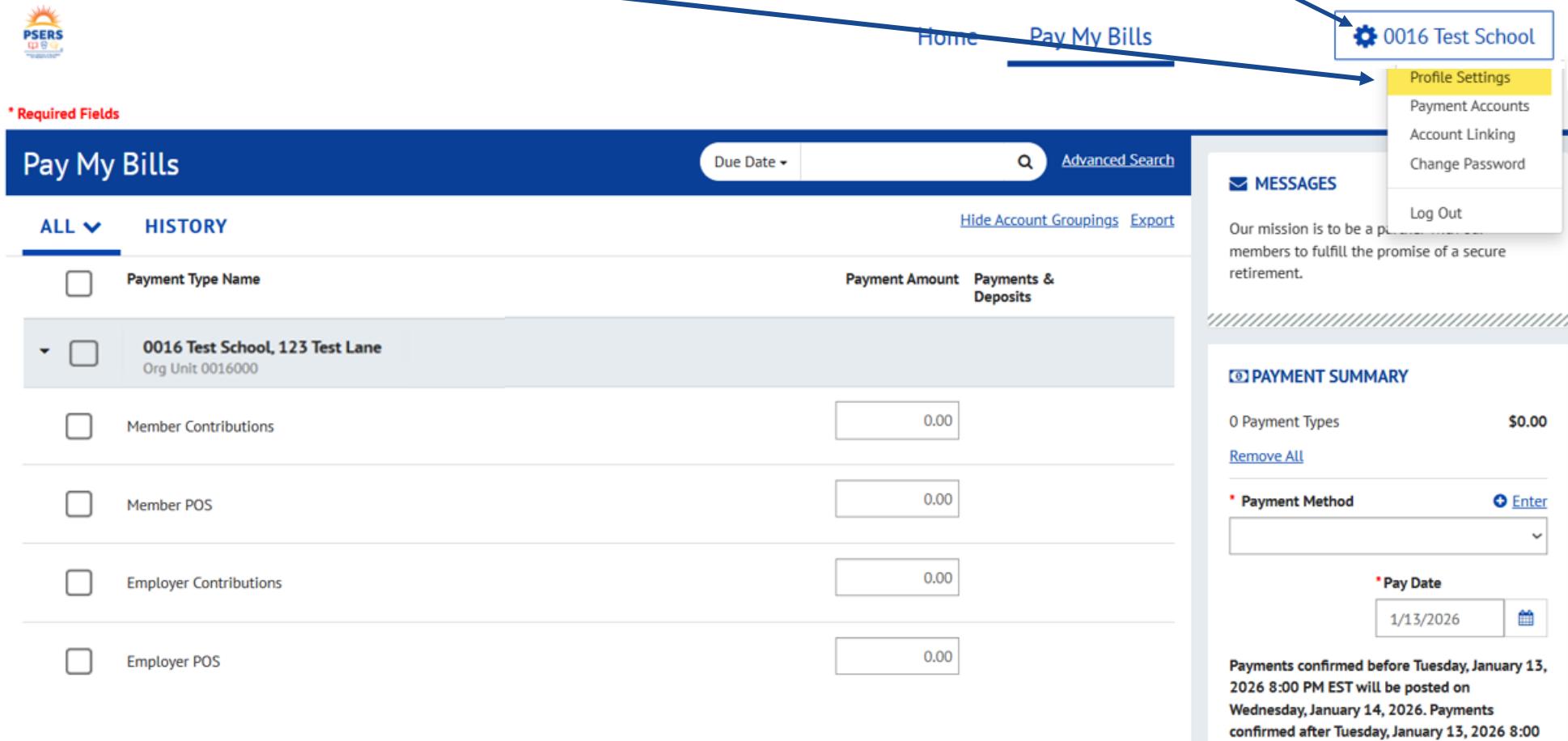
[More Information](#)

With any change to either the Primary user or Linked user, ensure that you update the contact's name, phone number, email address, password, security image and security questions associated with that login. By doing this, it allows the new employee to use the same login with their own credentials.



STEPS FOR BUSINESS MANAGER TO MAINTAIN / UPDATE THE ADDITIONAL USER IN PAYER EXPRESS CONT'D

Log into the account you wish to remove access. Click the gear and then click Profile Settings.



The screenshot shows the PSERS Payer Express 'Pay My Bills' interface. The user is logged in as '0016 Test School'. A callout box highlights the 'Profile Settings' option in the user menu. The main interface shows payment history for various categories like Member Contributions, Employer Contributions, and Employer POS.

Pay My Bills

ALL

Payment Type Name	Payment Amount	Payments & Deposits
0016 Test School, 123 Test Lane Org Unit 0016000	0.00	
Member Contributions	0.00	
Member POS	0.00	
Employer Contributions	0.00	
Employer POS	0.00	

Due Date

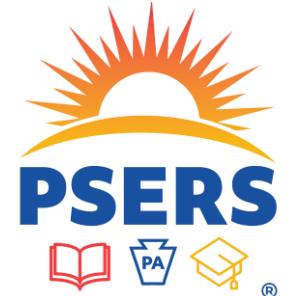
MESSAGES
Our mission is to be a partner with members to fulfill the promise of a secure retirement.

PAYMENT SUMMARY
0 Payment Types \$0.00 [Remove All](#)

Payment Method

Pay Date

Payments confirmed before Tuesday, January 13, 2026 8:00 PM EST will be posted on Wednesday, January 14, 2026. Payments confirmed after Tuesday, January 13, 2026 8:00



STEPS FOR BUSINESS MANAGER TO UPDATE THE ADDITIONAL USER IN PAYER EXPRESS

Within Profile Settings, it defaults to the Profile screen. You will update the mobile phone and the email address under Contact Info.

PSERS

Home Pay My Bills

0016 Test School

Profile Settings

PROFILE SECURITY NOTIFICATIONS

* Required Fields

Name
*Org Unit Name

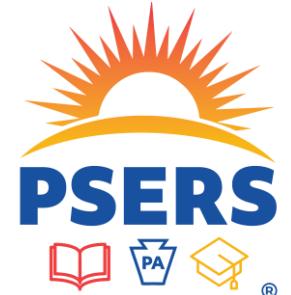
Billing Address
Country: United States
Address 1
Address 2 (optional)
City _____ State _____
ZIP Code _____

Contact Info
*Mobile Phone
Add Another Telephone Number
*Email
Add Another Email Address

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

Apply Changes

Check the Terms of Service box and click Apply Changes.



STEPS FOR BUSINESS MANAGER TO UPDATE THE ADDITIONAL USER IN PAYER EXPRESS CONT'D

Within Profile Settings, click Security to update the Security Image, Image Label, and Security Questions.

Profile Settings

PROFILE SECURITY NOTIFICATIONS

* Required Fields

Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.

Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember. Responses are case-sensitive.

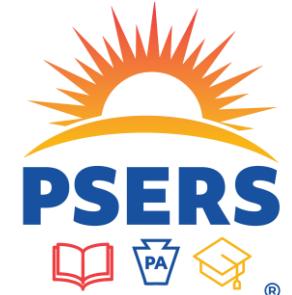
Question 1 *Answer 1
What is your grandmother's maiden name on your father's side?

Question 2 *Answer 2
What is your grandmother's maiden name on your mother's side?

Question 3 *Answer 3
How many brothers and sisters did your mother have?

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

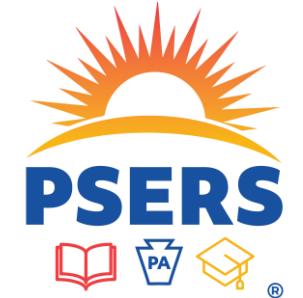
Apply Changes



Check the Terms of Service box and click Apply Changes.



QUESTIONS???



If you have questions about the Payer Express system, contact PSERS' Employer Accounting section at RA-PSERSEMPACCT@pa.gov.

Someone from the Employer Accounting section will assist you.

