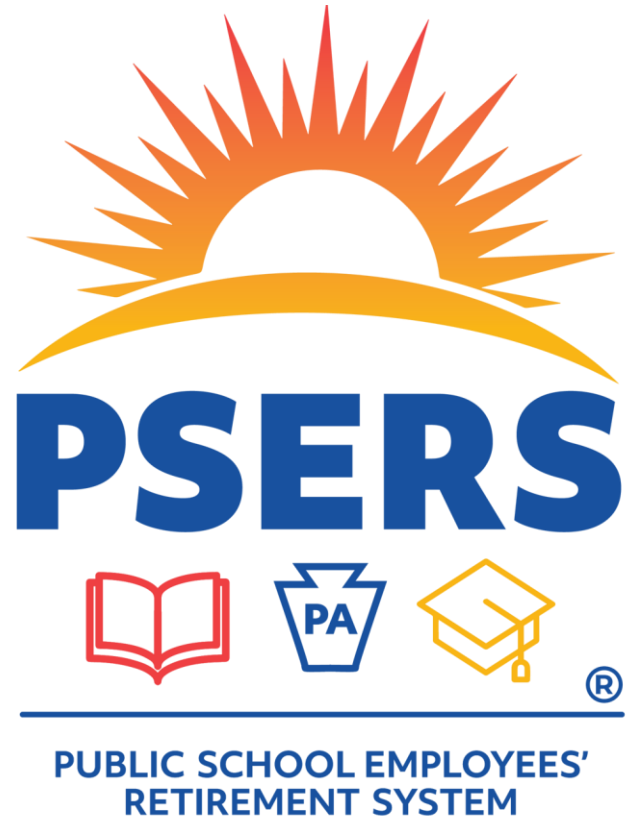


# PAYER EXPRESS TRAINING FOR ADDITIONAL USER SET UP AND DELETION

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

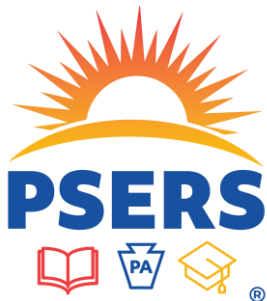
THE PRINCIPAL USER FOR EACH EMPLOYER CAN ADD ONE ADDITIONAL USER TO THEIR PAYER EXPRESS ACCOUNT

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.



Home Pay My Bills

⚙️ 0016 Test School

- Profile Settings
- Payment Accounts
- Account Linking**
- Change Password
- Log Out

\* Required Fields

# Pay My Bills

Due Date ▾   [Advanced Search](#)

ALL ▾ HISTORY

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

<input type="checkbox"/>	Payment Type Name	Payment Amount	Payments & Deposits
▾ <input type="checkbox"/>	0016 Test School, 123 Test Lane Org Unit 0016000		
<input type="checkbox"/>	Member Contributions	<input type="text" value="0.00"/>	

## MESSAGES

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

## PAYMENT SUMMARY

0 Payment Types

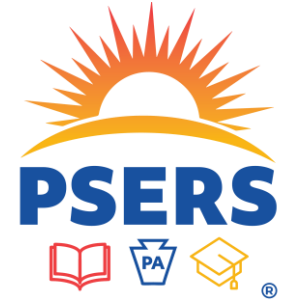
[Remove All](#)



\$0.00

## 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**

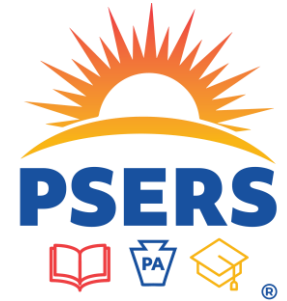
**People with Access**  
There are no other customers who can make a payment on this account.  
0016000

**Invite others to Org Unit**  
[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.





ount has been sent to the provided email address



## Status of the Account Sharing / Linking

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

L	<a href="#">✕ Remove</a>
Status	Actions
Invitation Pending	<a href="#">Resend Invitation</a> <a href="#">Cancel</a>

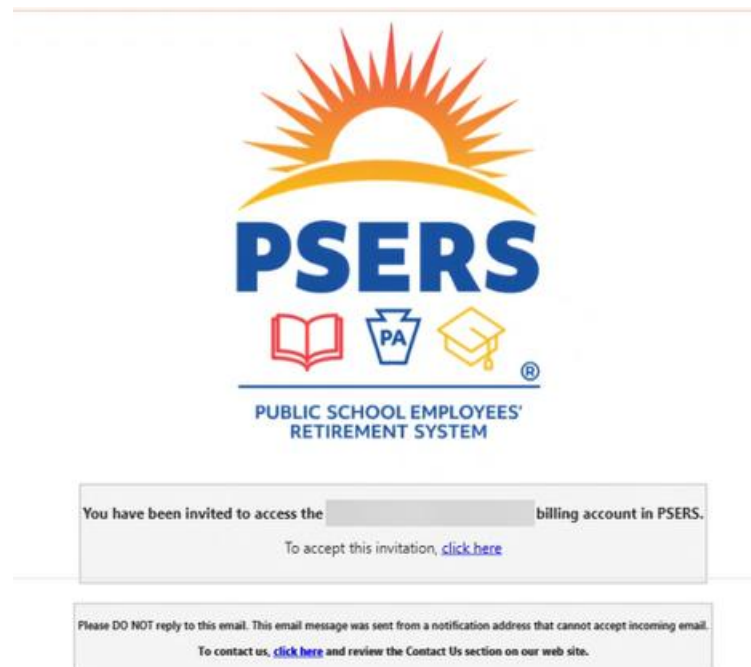
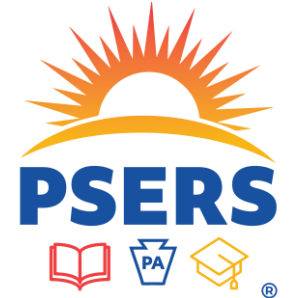
[Send Invitation](#) [More Information](#)

Under Actions, you can Resend the Invitation or Cancel it

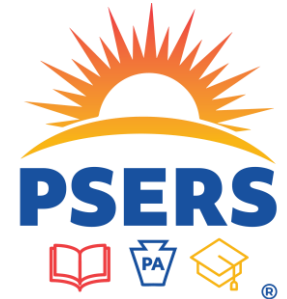


# INSTRUCTIONS FOR THE PRINCIPAL USER (BUSINESS MANAGER) TO ADD AN ADDITIONAL USER (LINKED) IN PAYER EXPRESS CONT'D

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

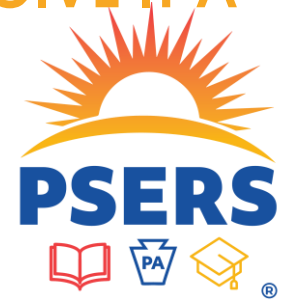
The user ID for the Additional User (Linked) is PSERS####-LINKED (the #### represents your 4-digit employer number)

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

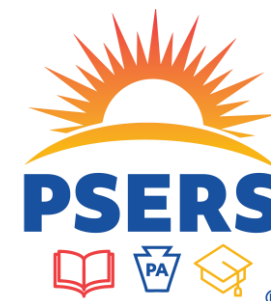
You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.



\* 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

What is your grandmother's maiden name on your father's side? ▼

#### \* Answer 1

#### Question 2

What is your grandmother's maiden name on your mother's side? ▼

#### \* Answer 2

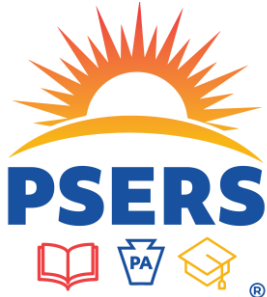
#### Question 3

How many brothers and sisters did your mother have? ▼

#### \* Answer 3



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.

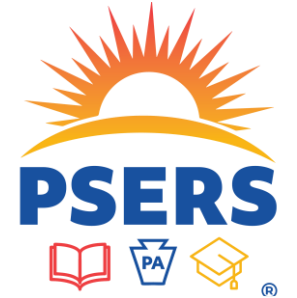
[Go Back](#)

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

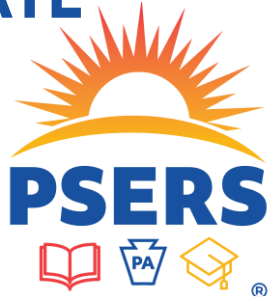
When finished entering the bank account information, click **Finish Enrollment**

[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

Email

Send Invitation

[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.



### Un-Enroll Your User Profile

Login ID

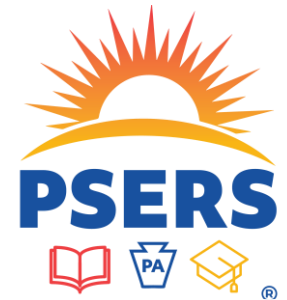
PSERS0016-LINKED



[More Information](#)

Un-Enroll

# 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.



 Home Pay My Bills  0016 Test School

\* Required Fields

## Pay My Bills

Due Date   [Advanced Search](#)

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

<input type="checkbox"/>	Payment Type Name	Payment Amount	Payments & Deposits
<input type="checkbox"/>	0016 Test School, 123 Test Lane Org Unit 0016000		
<input type="checkbox"/>	Member Contributions	<input type="text" value="0.00"/>	
<input type="checkbox"/>	Member POS	<input type="text" value="0.00"/>	
<input type="checkbox"/>	Employer Contributions	<input type="text" value="0.00"/>	
<input type="checkbox"/>	Employer POS	<input type="text" value="0.00"/>	


### 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](#)

\* Payment Method  [Enter](#)

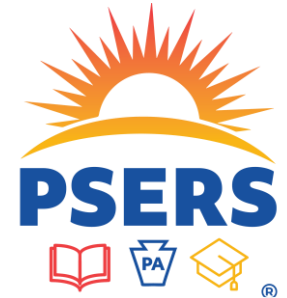
\* Pay Date  

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.



[Home](#) [Pay My Bills](#)

## Profile Settings

0016 Test School

[PROFILE](#) [SECURITY](#) [NOTIFICATIONS](#)

\* Required Fields

### Name

\* Org Unit Name

### Billing Address

Country

Address 1

Address 2

City

State

ZIP Code

### Contact Info

\* Mobile Phone

[Add Another Telephone Number](#)

\* Email

[Add Another Email Address](#)

Check the Terms of Service box and click Apply Changes.

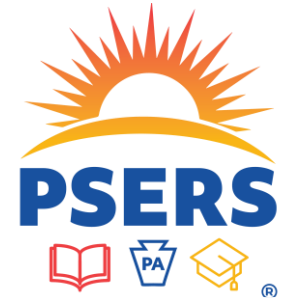
☒ By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

Apply Changes



# 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.



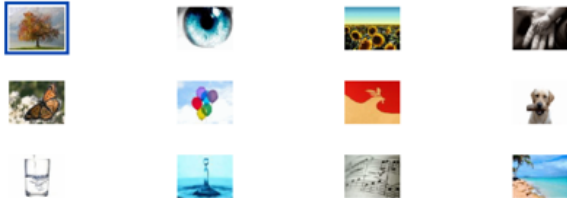
## Profile Settings

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.



\* Give your image a label

### 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

What is your grandmother's maiden name on your father's side?

\* Answer 1

Question 2

What is your grandmother's maiden name on your mother's side?

\* Answer 2

Question 3

How many brothers and sisters did your mother have?

\* Answer 3



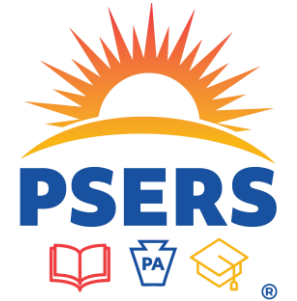
By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

Check the Terms of Service box  
and click Apply Changes.

Apply Changes



# QUESTIONS???



If you have questions about the Payer Express system, contact PSERS' Employer Accounting section at [RA-PSEMPACCT@pa.gov](mailto:RA-PSEMPACCT@pa.gov).

Someone from the Employer Accounting section will assist you.

