Welcome to The Pension Boards United Church of Christ, Inc.

“Phase 1 Online Bill Payment” user guide.

The following pages demonstrate how simple, fast and easy it is to use the online payment functions.

As always if you have difficulty please contact the Member Services team at 800-642-6543.
When you are successfully logged into your employer account your employer ID will be displayed. For this guide we are using employer 99912 (a test account).

Any important announcements or information intended for employers will be shown on this page.
Prior to moving to the Billing page, it is a good idea to check the Eligibility and Compensation page to check for any important announcements. In a later version you will be asked to perform compensation reviews and updates from this section of the portal.

**Important Note:** It is the employer’s responsibility to ensure compensation rates are current. Failure to keep compensation current could negatively impact your employee(s) and result in claims against your church or organization.
Back to the Employer Home page and select “Billing”
Next select “View / Pay Bill”
Here you will be able to view your employees, the total for each and the grand total.
After checking the data select “Pay Now”
You will be asked to confirm the data.
Once you click “confirm” you will be taken to the Blue Pay processing site where you enter credit card or e-check information. Don’t forget to enter your email address to receive a confirmation from Blue Pay!
When you have completed entering the required information click “Make Payment”

You’re done!