

Payment Express



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Payment Express is an online service from Irish Life. It allows those responsible for submitting contribution breakdowns to Irish Life 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*

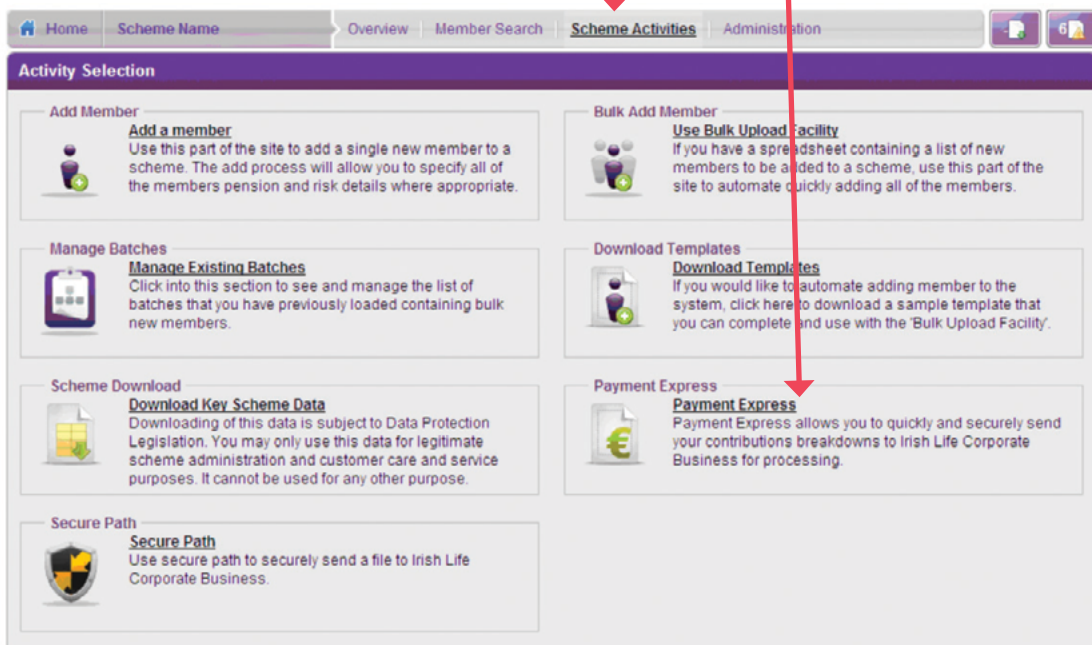
> *Easy*

> *Paperless*

> *Secure*

Step 1 - Accessing the Payment Express function

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



Step 2 - Updating the Contribution Schedule

When you click on the Payment Express 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 Irish Life Account Manager.

Please Note: Every effort has been made to ensure that the information in this publication is accurate at the time of going to print. Irish Life Assurance plc accepts no responsibility for any liability incurred or loss suffered as a consequence of relying on any matter published in or omitted from this publication. Readers are recommended to take qualified advice before acting on any of the matters covered.

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