

User Guide

Viewing and Paying Invoice



MESSA®

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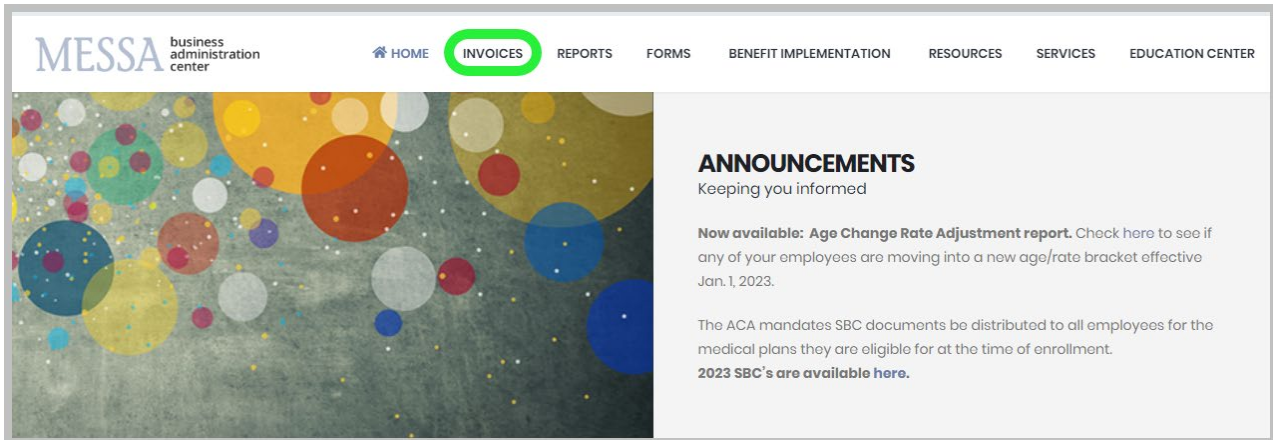
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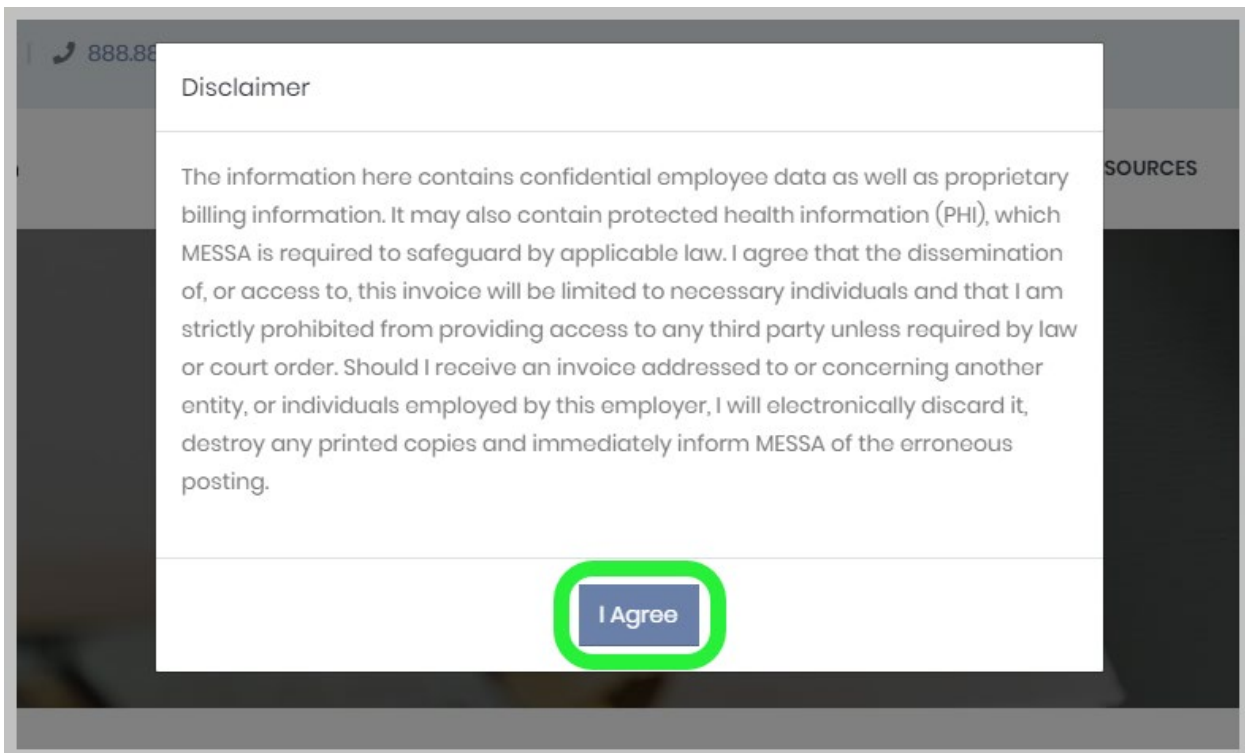
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Viewing Your Invoice

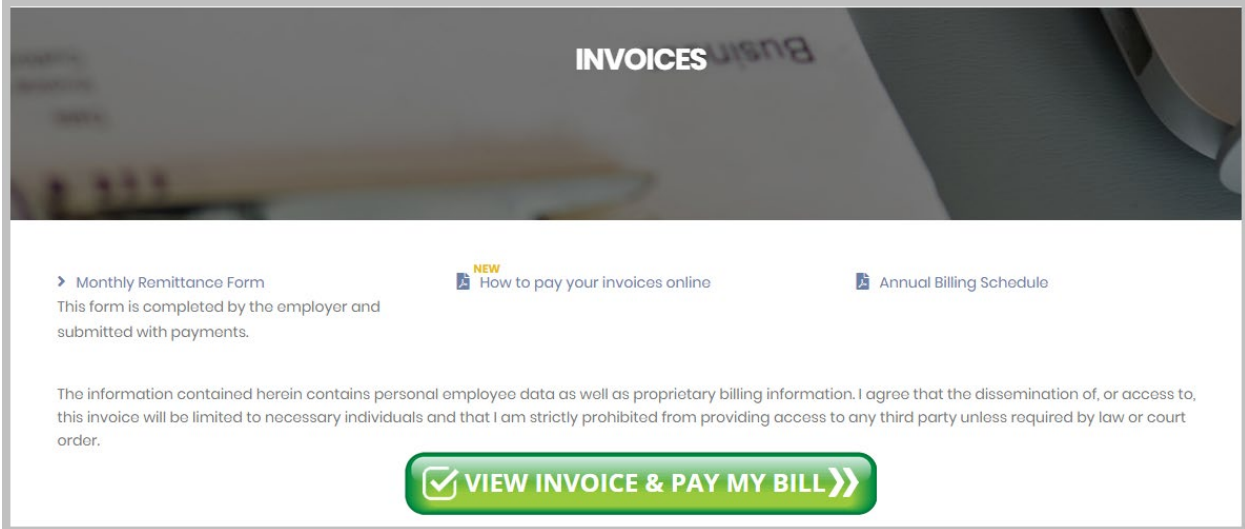
- Once Logged in to the Business Administration Center, click invoices on the top menu bar.



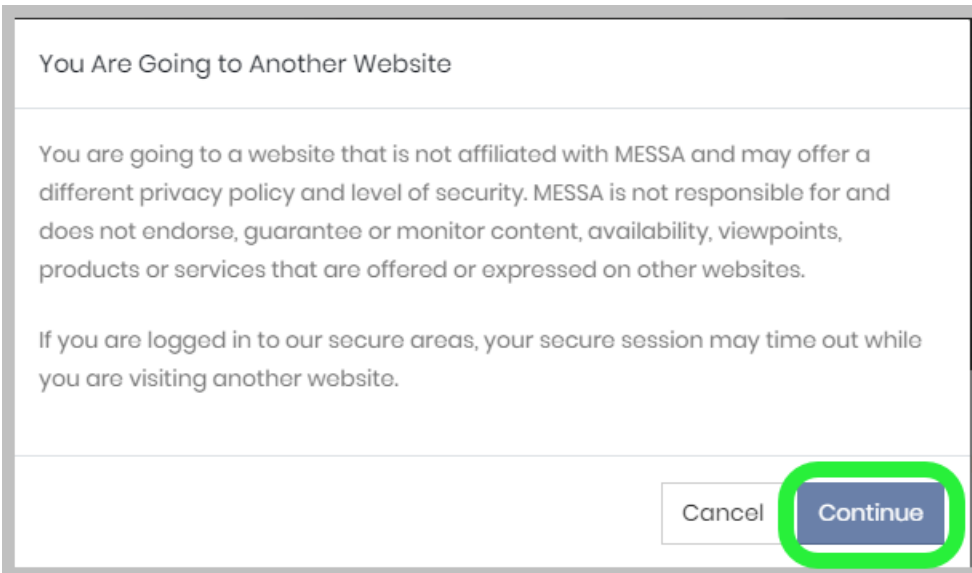
- Click 'I Agree'



- Click the 'View Invoice & Pay My Bill' button.



- Click 'Continue' – This will take you to the new Billing and Payment Portal.



- To view an invoice, click on the PDF or CSV link next to the invoice you want to view.

MESSA Logout

[Pay Now](#) [Manage Accounts](#)

Invoice Type

Employer COBRA Invoice - Total Amount Due: \$205.60

Employer Invoice - Total Amount Due: \$266,248.54

Account History

Transaction Identifier	Due Date	Coverage Month	Amount	Transaction Type	Transaction Date	View
24798	12/1/2022	12/2022	\$266,248.54	Invoice	12/28/2022	PDF
4531			\$116,712.66	Payment	12/28/2022	Receipt
24363	11/1/2022	11/2022	\$244,165.00	Invoice	12/12/2022	PDF
3237			\$117,823.85	Payment	12/11/2022	Receipt
19153	10/1/2022	10/2022	\$234,536.51	Invoice	11/28/2022	PDF

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- Sample PDF invoice:

INVOICE

MESSA

Page: 1
 Invoice No: 24798
 Invoice Date: 11/11/2022
 Customer Number: [REDACTED]
 Billing Period: 12/2022
 Due Date: 12/1/2022

MESSA
 Dept 217901
 P. O. Box 67000
 Detroit, MI 48267-2179

Amount Due: \$266,248.54

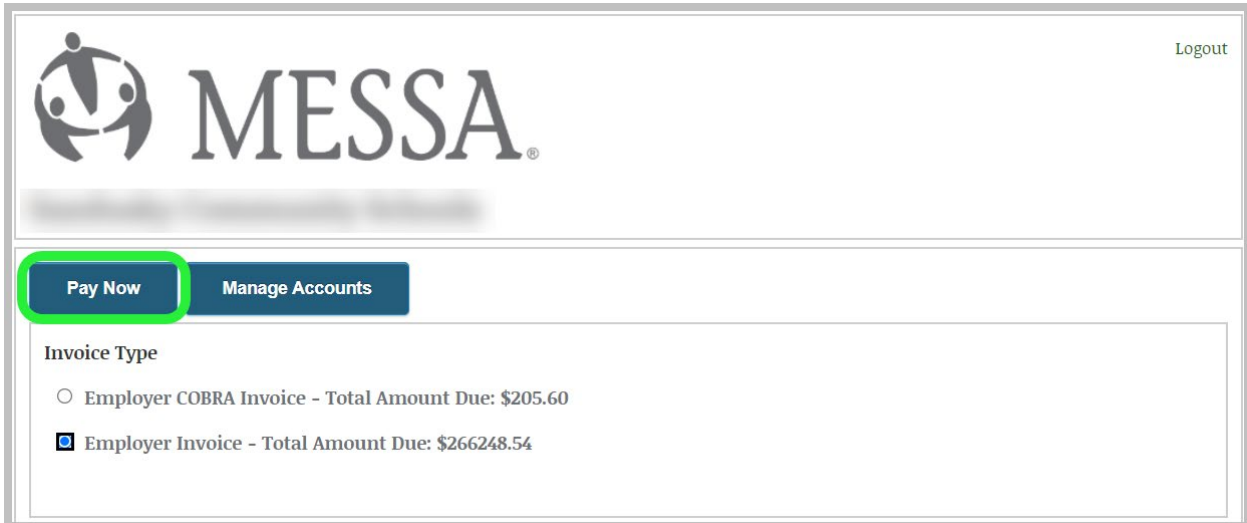
Amount Remitted

Invoice Summary

2212	Current Invoice	\$127,473.60
	Adjustments	\$11,322.60
	Late Fees	\$0.00
	TOTAL AMOUNT DUE	\$138,796.20

Pay Invoice

- To pay an invoice, click the 'Pay Now' button.



The screenshot shows the MESSA website header with the logo and the word "MESSA" in large letters. A "Logout" link is in the top right corner. Below the header, there are two buttons: "Pay Now" (highlighted with a green border) and "Manage Accounts". Underneath, the "Invoice Type" section contains two radio button options: "Employer COBRA Invoice - Total Amount Due: \$205.60" (unselected) and "Employer Invoice - Total Amount Due: \$266248.54" (selected).

- Select Employer, COBRA or both invoices.
- Make sure all boxes are checked for the invoice(s) you'd like to pay.
 - Example: If you wish to pay both Employer and COBRA invoices, check all that apply.
 - The total amount will amount of all invoices selected.



The screenshot shows the MESSA website header with the logo and the word "MESSA" in large letters. A "Logout" link is in the top right corner. Below the header, the "Select Invoice Type(s):" section contains two checked radio button options: "Employer COBRA Invoice: \$205.60" and "Employer Invoice: \$266248.54". Below this, the "Payment Amount:" section contains two radio button options: "Total Amount: \$266454.14" (selected) and "Other Amount: \$ 0.00" (with an input field next to it).

Add Account


- Click 'Add Account' to add your payment method.

Payment Account:

Please add an account by clicking the button below.

Add Account

- Fill out the account information.



MESSA
Middlesex Community Schools

Business account:

Account Holder First Name:

Account Holder Last Name:

Account Nickname:

Account Number:

Routing Number:

Account Type:

Checking Savings

Same as invoice address:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Save for future payments:

- Terms and Conditions. Click 'I Agree', enter Initials and click 'Save'.

Terms and Conditions:

This is your bill payment agreement with MESSA ("Billpay Provider"). You may use this bill payment service (the "Service"), to make payments to your account with us. "You" or "your" means each person who signs or otherwise indicates assent to this Agreement or is otherwise authorized to use the Service. "We", "us" or "our" means the Billpay Provider set forth above. By registering for this Service you authorize Billpay Provider to process the transactions permitted under this Agreement as requested by you and for Billpay Provider, or its designee, to post pending and completed transactions to your account. You may request a payment be delivered on a one-time basis or you may request recurring payments. This option may be changed at any time by accessing the Service and changing your Payment Instructions in the System at least five (5) business days before the payment is scheduled and/or due. By logging into the Service and completing Payment Instructions, you authorize Billpay Provider to charge/debit your Credit Card or Bank Account for any and all payments that have been agreed to under this Agreement, and direct the payment to Billpay Provider, or its designee, as payment for amounts owed to Billpay Provider. Transfer Types and Limitations (1) Payment Types Accepted You may use the Service to make payments to your account with us using a valid: (i) credit card account number, credit card payments available only for Direct Pay members; (ii) debit card account number, debit card payments available only for Direct Pay members ; or (iii) checking account number ("Payment Account"). (2) Limitations on Dollar Amounts of Transfer You may use the Service to make payments up to a maximum of \$2,000,000.00 per payment. Consent to Electronic Communications. The terms of this Agreement are provided to you electronically via the Internet. Therefore, you understand and agree that this Agreement will be entered into electronically, and that the following categories of information ("Communications") may be provided by electronic means: 1. This Agreement and any amendments, modifications or supplements to it. 2. Your records of any payment transactions through the Service, including monthly statements and confirmations of individual transactions and related fees (e.g. receipts). 3. Any disclosures or notices provided in connection with the Service, including those required by federal or state law (such as initial disclosures, periodic statements, periodic and annual error resolution notices, initial and annual privacy notices, opt-out notices, and change-in-terms notices). 4. Any customer service communications, including communications with respect to claims of error or unauthorized use of the Service. 5. Any other communication related to the Service. Although we reserve the right to provide Communications in paper format at any time, you agree that we are under no obligation to do so. All Communications in either electronic or paper format will be considered to be "in writing." You should print a paper copy of this Agreement and any electronic Communications that are important to you and retain the copy for your records. If you do not wish to receive this Agreement or the Communications electronically, you may not use the Service. You agree to promptly update your account records with us if your e-mail address or other information changes by contacting Billpay Provider. Communications may be posted on the Service Site or other Web site disclosed to you and/or delivered to the e-mail address you provide. All electronic Communications will be deemed to have been received by you no later than five (5) business days after we send it to you by e-mail or post the Communication on the Service Site, whether or not you have received the e-mail or retrieved the Communication. An electronic Communication by e-mail is considered to be sent at the time that it is directed by our e-mail server to the e-mail address you provided. An electronic Communication by posting to

I Agree

Initials:

JC

Pay Invoice Continued:

Click 'I Agree', enter initials and click 'Save'.

Terms and Conditions:

This is your bill payment agreement with MESSA ("Billpay Provider"). You may use this bill payment service (the "Service"), to make payments to your account with us. "You" or "your" means each person who signs or otherwise indicates assent to this Agreement or is otherwise authorized to use the Service. "We", "us" or "our" means the Billpay Provider set forth above. By registering for this Service you authorize Billpay Provider to process the transactions permitted under this Agreement as requested by you and for Billpay Provider, or its designee, to post pending and completed transactions to your account. You may request a payment be delivered on a one-time basis or you may request recurring payments. This option may be changed at any time by accessing the Service and changing your Payment Instructions in the System at least five (5) business days before the payment is scheduled and/or due. By logging into the Service and completing Payment Instructions, you authorize Billpay Provider to charge/debit your Credit Card or Bank Account for any and all payments that have been agreed to under this Agreement, and direct the payment to Billpay Provider, or its designee, as payment for amounts owed to Billpay Provider. Transfer Types and Limitations (1) Payment Types Accepted You may use the Service to make payments to your account with us using a valid: (i) credit card account number, credit card payments available only for Direct Pay members; (ii) debit card account number, debit card payments available only for Direct Pay members ; or (iii) checking account number ("Payment Account"). (2) Limitations on Dollar Amounts of Transfer You may use the Service to make payments up to a maximum of \$2,000,000.00 per payment. Consent to Electronic Communications. The terms of this Agreement are provided to you electronically via the Internet. Therefore, you understand and agree that this Agreement will be entered into electronically, and that the following categories of information ("Communications") may be provided by electronic means: 1. This Agreement and any amendments, modifications or supplements to it. 2. Your records of any payment transactions through the Service, including monthly statements and confirmations of individual transactions and related fees (e.g. receipts). 3. Any disclosures or notices provided in connection with the Service, including those required by federal or state law (such as initial disclosures, periodic statements, periodic and annual error resolution notices, initial and annual privacy notices, opt-out notices, and change-in-terms notices). 4. Any customer service communications, including communications with respect to claims of error or unauthorized use of the Service. 5. Any other communication related to the Service. Although we reserve the right to provide Communications in paper format at any time, you agree that we are under no obligation to do so. All Communications in either electronic or paper format will be considered to be "in writing." You should print a paper copy of this Agreement and any electronic Communications that are important to you and retain the copy for your records. If you do not wish to receive this Agreement or the Communications electronically, you may not use the Service. You agree to promptly update your account records with us if your e-mail address or other information changes by contacting Billpay Provider. Communications may be posted on the Service Site or other Web site disclosed to you and/or delivered to the e-mail address you provide. All electronic Communications will be deemed to have been received by you no later than five (5) business days after we send it to you by e-mail or post the Communication on the Service Site, whether or not you have received the e-mail or retrieved the Communication. An electronic Communication by e-mail is considered to be sent at the time that it is directed by our e-mail server to the e-mail address you provided. An electronic Communication by posting to the Service Site is considered to be sent at the time that it is directed to the Service Site. You agree that the Service Site is not intended to be used for the purpose of providing legal advice.

I Agree


Initials:

JC|

- Confirm the payment.

Are you sure you want to make this ACH payment for
\$266454.14?

- Confirmation of payment.
- Click 'Continue'.




Thank you for your payment.

Transaction Date: 01/10/2023
 Transaction Id: 201150821
 Payment Method: ACH
 Account Number: ****6789
 Routing Number: ****8268
 Amount: \$205.60

Continue

- You will rerouted to the home page, and can view your receipt.
- The invoice paid will now show with a zero balance.



Logout

Pay Now **Manage Accounts**

Invoice Type

Employer COBRA Invoice - Total Amount Due: \$0.00

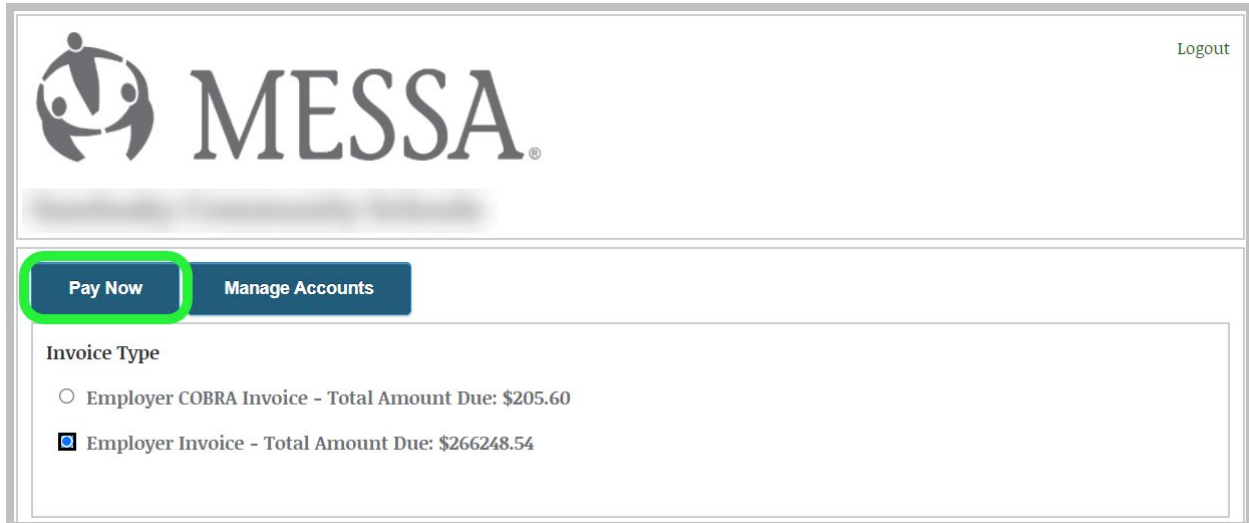
Employer Invoice - Total Amount Due: \$266248.54

Account History

Transaction Identifier	Due Date	Coverage Month	Amount	Transaction Type	Transaction Date	View
5142			\$205.60	Payment	1/10/2023	Receipt

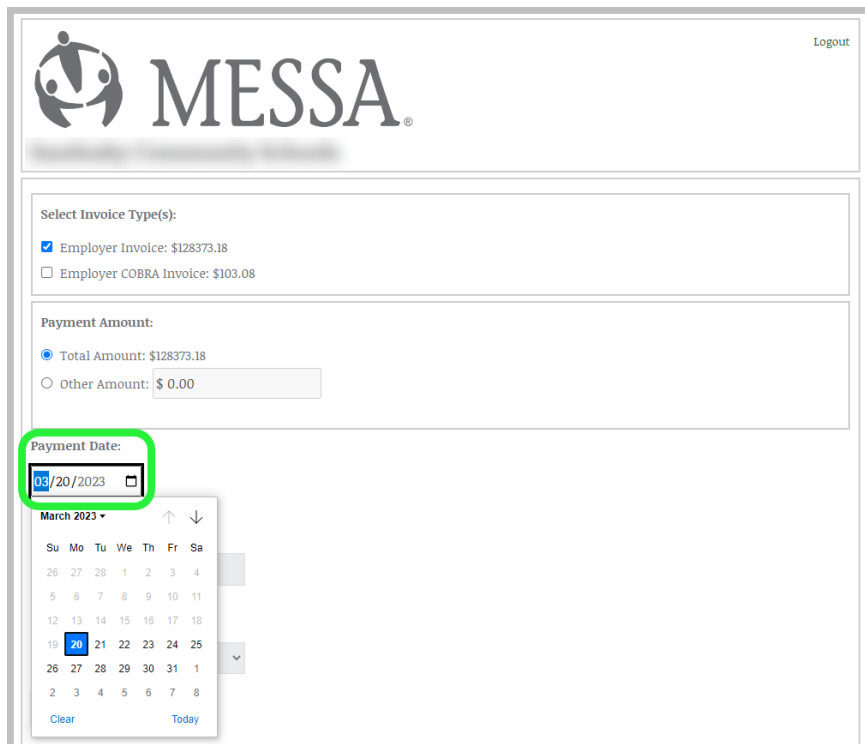
Create a Future Payment

- To create a future payment, click the 'Pay Now' button.



The screenshot shows the MESSA website header with the logo and 'MESSA' text. A 'Logout' link is in the top right. Below the header, there are two buttons: 'Pay Now' (highlighted with a green border) and 'Manage Accounts'. Underneath, the 'Invoice Type' section has two radio button options: 'Employer COBRA Invoice - Total Amount Due: \$205.60' (unselected) and 'Employer Invoice - Total Amount Due: \$266248.54' (selected).

- Select Employer, COBRA or both invoices.
- Make sure all boxes are checked for the invoice(s) you'd like to pay.
 - Example: If you wish to pay both Employer and COBRA invoices, check all that apply.
- Click on the Payment Date box and choose your future payment date.



The screenshot shows the MESSA website with the 'Select Invoice Type(s)' section containing two checked options: 'Employer Invoice: \$128373.18' and 'Employer COBRA Invoice: \$103.08'. Below this is the 'Payment Amount' section with 'Total Amount: \$128373.18' selected. The 'Payment Date' field is highlighted with a green border and shows '03/20/2023'. A calendar dropdown is open, showing 'March 2023' with the date '20' selected. The calendar includes days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 26 to 8. There are 'Clear' and 'Today' buttons at the bottom of the calendar.

- Click 'I Agree', enter initials and click 'Save'.

Terms and Conditions:

This is your bill payment agreement with MESSA ("Billpay Provider"). You may use this bill payment service (the "Service"), to make payments to your account with us. "You" or "your" means each person who signs or otherwise indicates assent to this Agreement or is otherwise authorized to use the Service. "We", "us" or "our" means the Billpay Provider set forth above. By registering for this Service you authorize Billpay Provider to process the transactions permitted under this Agreement as requested by you and for Billpay Provider, or its designee, to post pending and completed transactions to your account. You may request a payment be delivered on a one-time basis or you may request recurring payments. This option may be changed at any time by accessing the Service and changing your Payment Instructions in the System at least five (5) business days before the payment is scheduled and/or due. By logging into the Service and completing Payment Instructions, you authorize Billpay Provider to charge/debit your Credit Card or Bank Account for any and all payments that have been agreed to under this Agreement, and direct the payment to Billpay Provider, or its designee, as payment for amounts owed to Billpay Provider. Transfer Types and Limitations (1) Payment Types Accepted You may use the Service to make payments to your account with us using a valid: (i) credit card account number, credit card payments available only for Direct Pay members; (ii) debit card account number, debit card payments available only for Direct Pay members ; or (iii) checking account number ("Payment Account"). (2) Limitations on Dollar Amounts of Transfer You may use the Service to make payments up to a maximum of \$2,000,000.00 per payment. Consent to Electronic Communications. The terms of this Agreement are provided to you electronically via the Internet. Therefore, you understand and agree that this Agreement will be entered into electronically, and that the following categories of information ("Communications") may be provided by electronic means: 1. This Agreement and any amendments, modifications or supplements to it. 2. Your records of any payment transactions through the Service, including monthly statements and confirmations of individual transactions and related fees (e.g. receipts). 3. Any disclosures or notices provided in connection with the Service, including those required by federal or state law (such as initial disclosures, periodic statements, periodic and annual error resolution notices, initial and annual privacy notices, opt-out notices, and change-in-terms notices). 4. Any customer service communications, including communications with respect to claims of error or unauthorized use of the Service. 5. Any other communication related to the Service. Although we reserve the right to provide Communications in paper format at any time, you agree that we are under no obligation to do so. All Communications in either electronic or paper format will be considered to be "in writing." You should print a paper copy of this Agreement and any electronic Communications that are important to you and retain the copy for your records. If you do not wish to receive this Agreement or the Communications electronically, you may not use the Service. You agree to promptly update your account records with us if your e-mail address or other information changes by contacting Billpay Provider. Communications may be posted on the Service Site or other Web site disclosed to you and/or delivered to the e-mail address you provide. All electronic Communications will be deemed to have been received by you no later than five (5) business days after we send it to you by e-mail or post the Communication on the Service Site, whether or not you have received the e-mail or retrieved the Communication. An electronic Communication by e-mail is considered to be sent at the time that it is directed by our e-mail server to the e-mail address you provided. An electronic Communication by posting to the Service Site is considered to be sent at the time that it is posted to the Service Site.

I Agree

Initials:

JCJ

- Confirm the payment.

Are you sure you want to make this ACH payment for
\$266454.14?

Deleting a Scheduled Payment

- Login to the Payment Portal.
- In the Account History section, future payments will display.
- To delete the payment, select 'Delete', this will delete the payment.

The screenshot shows the MESSA Payment Portal interface. At the top left is the MESSA logo, and at the top right is a 'Logout' link. Below the logo are two buttons: 'Pay Now' and 'Manage Accounts'. A note states: 'Please note: If you plan to pay an invoice using a business or corporate ACH account that has a debit block in place, please white-list the company identifier 0000136210.' Below this is the 'Invoice Type' section with two radio buttons: 'Employer Invoice - Total Amount Due: [blacked out]' (selected) and 'Employer COBRA Invoice - Total Amount Due: [blacked out]'. The 'Account History' section is highlighted with a green circle. Below it is a table with the following data:

Transaction Identifier	Due Date	Coverage Month	Amount	Transaction Type	Transaction Date	Actions
51			[blacked out]	Future Payment	4/19/2023	Delete
44300	4/1/2023	4/2023	[blacked out]	Invoice	3/14/2023	PDF CSV

Red dashed arrows indicate the flow from the 'Account History' label to the 'Future Payment' transaction type, and from the 'Future Payment' transaction type to the 'Delete' button.