Quick Guide to the MSRB's Online Payment Portal

The MSRB's online payment portal, ePay, provides easy access to retrieve invoices, make payments, view account history and more. Use this quick guide for tips on registering your account and making online payments.

How to Register

MSRB registrants and data subscribers will receive an email invitation from the MSRB, with a link to the payment portal. If you do not receive the email, please contact accounting@msrb.org.

- To complete your account registration:
  - ► Click the URL provided in the email and enter the following:
  - ► **Email** – Enter the email address used for registration with the MSRB. This should be the same email address at which the MSRB registration invitation was received.
  - ► **User Name** – Create a user name that will be used to sign in to the ePay portal.
  - ► **Password** – Create a password that will be used to sign in to the ePay portal.
  - ► Click the **Register** button

How to Log in

Log in to your account after completing registration. You may want to bookmark the URL for easy access in the future.

- To log in to your account:
  - ► Click or copy and paste the URL into your browser: https://invoiceportal.msrb.org
  - ► Enter your user name and password
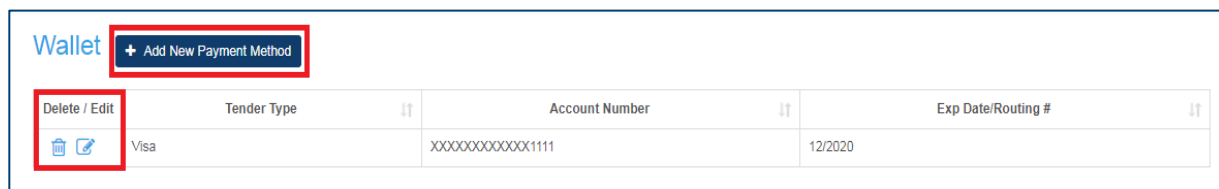 - ► Click the **Login** button

Setting up Your Wallet

Saving credit card information with your account's Wallet makes online payments easy. To add a new payment method:

- Click **Wallet** from the main navigation bar
- Click **Add New Payment Method**
- Enter the credit card information, and click **Save**

To edit an existing Wallet entry, click the pencil icon. Click the trash can icon to delete an entry.

Accessing Your Invoices

Click **Invoice History** from the main navigation bar to see a complete list of your account's paid invoice history. From this page, you can:

- Sort your invoice by number, date, last payment date or amount
- Click **Advanced Search**, enter a number or date range and click the **Search** button to see results
- Click the invoice number to view complete invoice details

Making a Payment

Click **Make Payment** from the main navigation bar to view outstanding invoices available for payment. To make a payment:

- Select the box under the **Pay** column for the respective invoice you wish to pay, or click **Select All**
- You will be directed to the **Review & Pay** page, where you can select a payment method and complete the payment.

Refer to the user guide for instructions on additional features, including managing additional logins, applying an existing credit or setting up automatic payments.