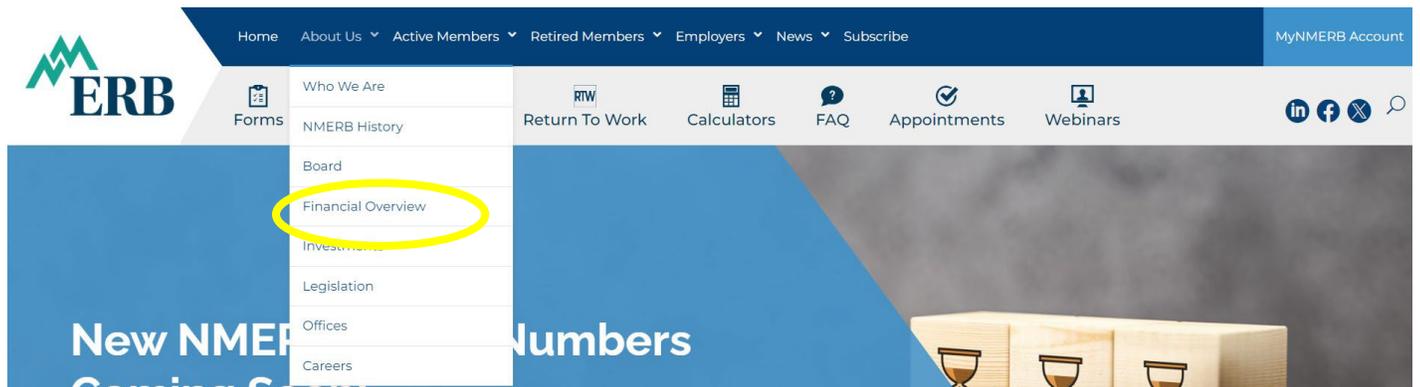


Single One-Time ACH Payment

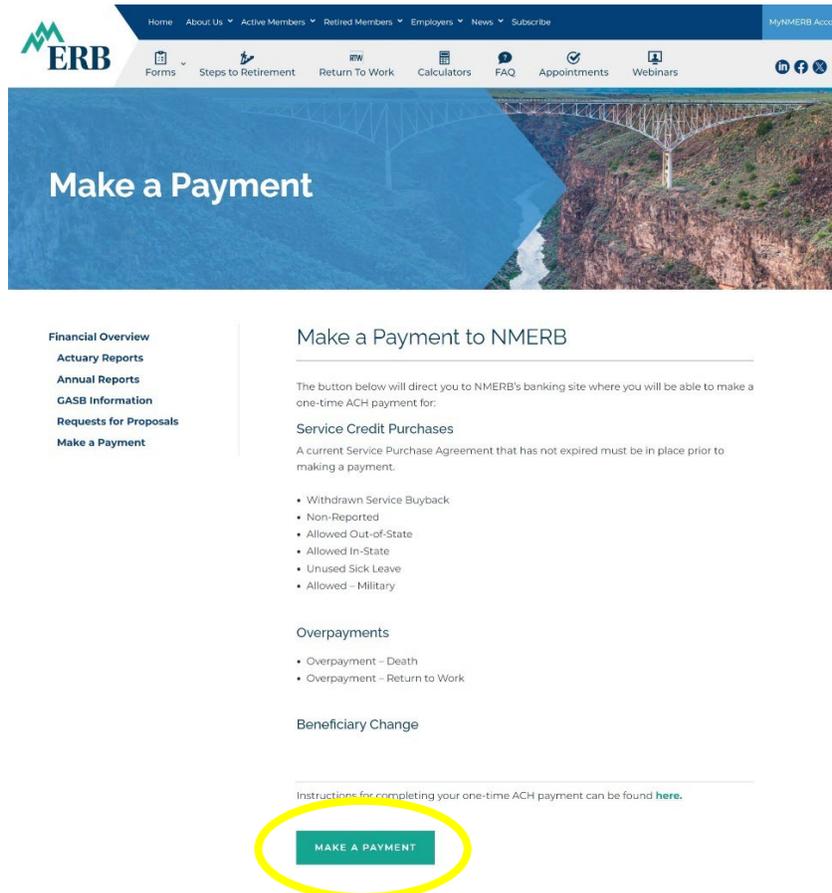
The payment website can be accessed two ways to make a one-time payment.

New Mexico Educational Retirement Board (NMERB) website <https://www.erb.nm.gov>, or

1. Click **Financial Overview**



2. Click **Make a Payment**



enter the URL into a Browser <https://www.e-billexpress.com/ebpp/NewMexicoERB>.

3. Enter the 7-digit **Payroll File (PF) Number**
4. Enter PF Number and **Confirm Payroll File (PF) Number**

* The Payroll File (PF) Number is provided on the service purchase agreement and overpayment letter, or you can obtain the PF number by calling the NMERB call center at 1-(800)-663-1919. [A current service purchase agreement that has not expired must be in place prior to making a payment.](#)

5. Click the **I'm not a robot** box
6. Click **Next**

The screenshot shows the NMERB One-Time Payment form. The 'Payroll File (PF) Number' and 'Confirm Payroll File (PF) Number' fields are filled with '1234567'. The 'I'm not a robot' checkbox is checked. A reCAPTCHA challenge is displayed on the right, asking to select all squares with fire hydrants. The 'Next' button in the reCAPTCHA interface is highlighted with a yellow circle. A blue arrow points from step 6 to the 'Next' button.

7. Click **One-Time Payment**

The screenshot shows the NMERB One-Time Payment form after the reCAPTCHA challenge. The 'Payroll File (PF) Number' and 'Confirm Payroll File (PF) Number' fields are filled with '1234567'. The 'I'm not a robot' checkbox is checked. The 'One-Time Payment' button is highlighted with a yellow circle. A blue arrow points from step 7 to the 'One-Time Payment' button.

8. Complete the following required fields:
 - Name – Your First and Last Name

- Phone – Your Telephone Number
- Email – Your Email Address
- Payment Amount – Enter the amount you will be paying
- Payment for – Select the type of payment you will making from the drop down box, Options 1-10

- Click on  to add comments

Payment For

Select Option ▼

Select Option

01-Withdrawn Service Buyback

02-Non-Reported

03-Allowed: Out-of-State

04-Allowed: In-State

05-Unused Sick Leave

06-Allowed: Military

07-Overpayment – Death

08-Overpayment – Return to Work

09-Beneficiary Change

10-Other – See Comments

+ Enter



[Home](#)

* Required Fields

Home

* Name

* Phone Mobile ▼

* Payment Amount

* Email

Payment For 

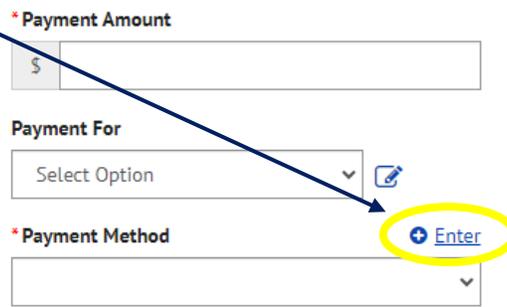
* Payment Method + Enter

* Pay Date 

Service Purchase Agreement Number

[Continue to Payment](#)

9. Click **Enter** next to **Payment Method** to add your ACH payment information.



* Payment Amount
\$

Payment For
 

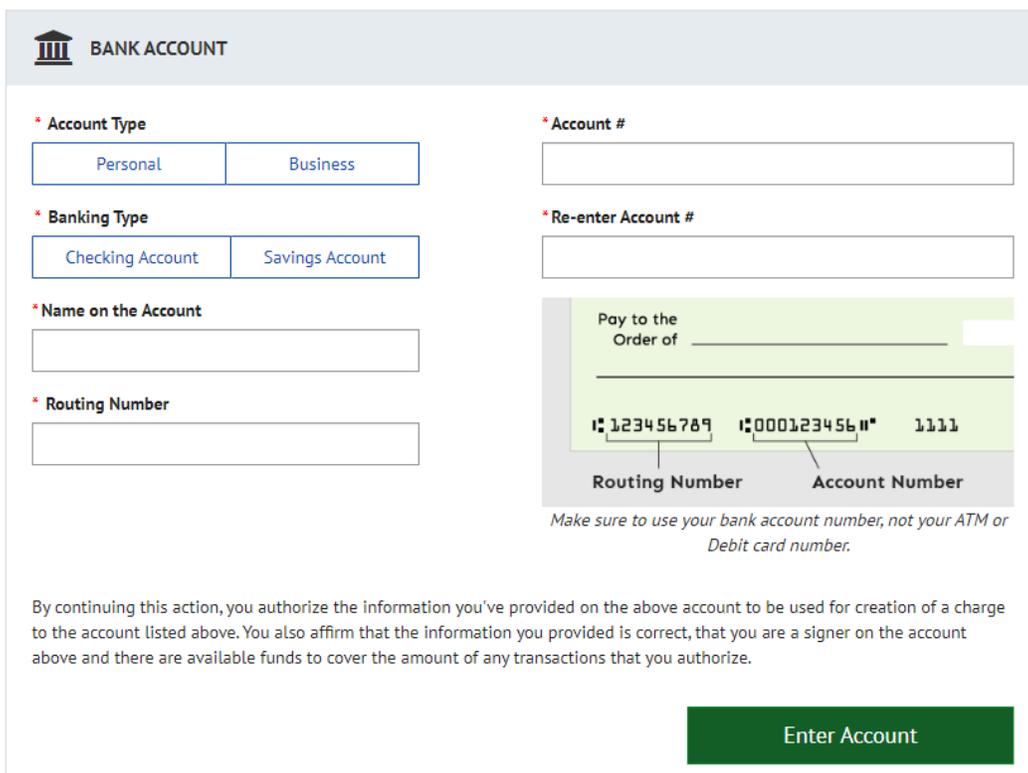
* Payment Method
 Enter

- Account Type (Select One)
 - Personal
 - Business
- Banking Type (Select One)
 - Checking Account
 - Savings Account
- Name on the Account
- Routing Number
- Account Number
- Re-enter Account Number

Enter a Payment Method



* Required Fields



BANK ACCOUNT

* Account Type

* Banking Type

* Name on the Account

* Routing Number

* Account #

* Re-enter Account #

Pay to the Order of _____

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By continuing this action, you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.



Enter a Payment Method



* Required Fields

BANK ACCOUNT

* **Account Type**

Personal Business

* **Banking Type**

Checking Account Savings Account

* **Name on the Account**

* **Routing Number**

* **Account #**

* **Re-enter Account #**

Pay to the Order of _____

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By continuing this action, you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

10. Click **Enter Account** (this will take you back to the Home Screen to complete the remaining required fields).

- Pay Date – Enter today's date or a future date.
- Enter your 5-digit Service Purchase Agreement number, if applicable.

11. Click **Continue to Payment**.

[Home](#)

* Required Fields

Home

* **Name**

* **Phone**

Alternative Telephone Number

* **Email**

* **Payment Amount**

\$

Payment For

* **Payment Method**

* **Pay Date**

Service Purchase Agreement Number

