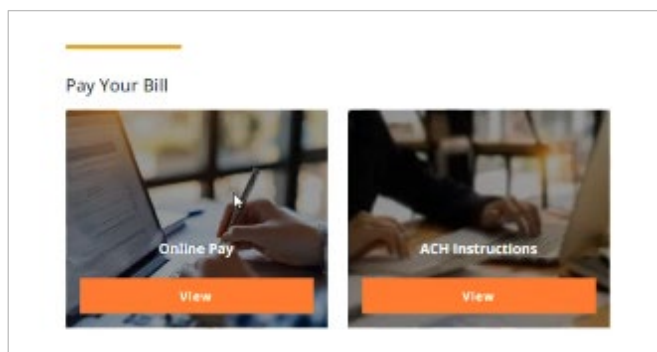# PPI Employer Portal
Online Bill Pay

1. Login to the PPI Client Portal at **ppibenefits.com**.

2. Click on Bills & Payments then scroll down to the "Pay Your Bill" section. Click View in the Online Pay tile to go to the bill pay site. You will also find an ACH/Wire instructions tile. Payment tiles are specific to your Trust membership, ACSA or BIEBT.

3. Add your details in the required fields, marked with a red asterisk, and click Continue.

4. On the Payment Details screen, select New Bank Account from the Payment Method from the dropdown.

5. Enter your bank and account information and click Save.

6. Enter the payment date, amount, and your legal company name (as shown on your PPI invoice), and the invoice date, and click Confirm. At this time, only one-time payments are available.

7. Review the information on the Review screen, then click Confirm again. You will receive a confirmation email from Bank of America that your payment request was received. **The transfer of funds occurs within 2 to 3 business days.**