



Submitting Payments by Online Bill Payment (OBP)

It is imperative that both steps are completed when remitting contributions to PEPP. The process is time sensitive. PEPP must receive the funds for contributions **and** the corresponding contribution listing must be entered into PLANet within **15 calendar days** from the date employees are paid (Pay Date) in order to avoid late processing fees.

STEP 1: Upload your contribution listing to Employer PLANet

There is no need to send PEPP a copy of your contribution listing if you have uploaded it to PLANet.

STEP 2: Send payment and confirmation email

Once the PLANet file is uploaded, confirm the total contributions of the file and send the payment and a confirmation email to PEPP.

- Your online banking will require a **4-digit PEPP Employer Code** in order for you to submit your pension contribution payments by online bill payment.

Example: Sample Company #1234 (If you don't know your 4-digit code, contact your PEPP Employer Relations Coordinator (ERC)).

- Send an email to **EFT@plannera.ca** on the day you make the payment to notify them that a payment has been made via OBP. Please include the following information:
 1. Employer name and four-digit PEPP Employer Code in the subject line of your email (example: 1234 Organization name).
 2. In the body of the email, please include:
 - total amount remitted by OBP;
 - PLANet File ID number(s) the payment pertains to; and
 - date of payment to PEPP.

Should you have any questions or require clarification, please feel free to contact the PEPP Employer Relations Coordinators (ERCs) at 306-787-1662 or email erc.pepp@plannera.ca.