

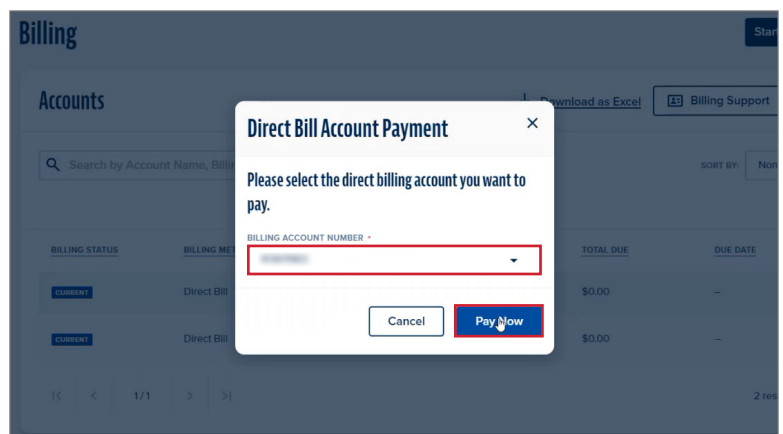
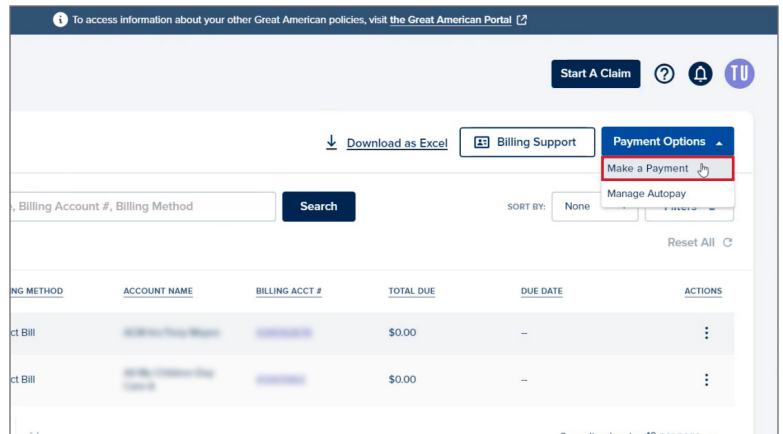
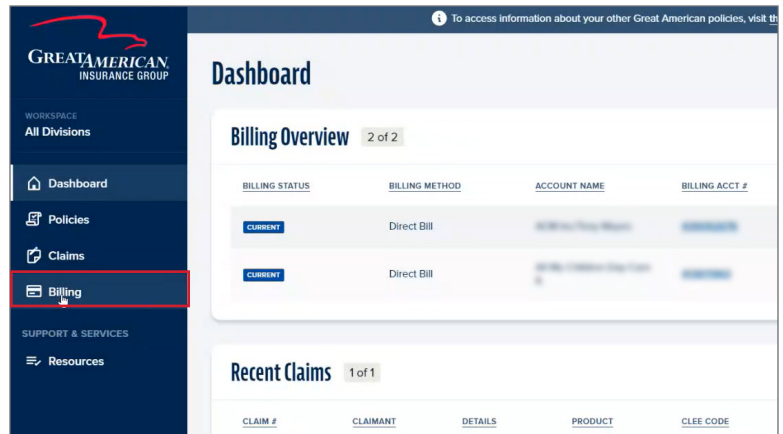
# How to Make a Payment

## Insured Portal

Making a payment is easier than ever. Users can choose to make a payment from the Billing Summary page or from the Billing Details page of a specific account. Follow the steps below to complete a payment or set up autopay.

### Make a Payment

1. From the Dashboard, click **Billing** in the left-hand navigation menu.
2. On the Billing summary page, click **Payment Options** and select **Make a Payment** from the drop-down menu.
3. In the Direct Bill Account Payment modal, select a **Billing Account Number** using the drop-down menu.
4. Then click **Pay Now**.



# How to Make a Payment (Continued)

## Insured Portal

5. In the payment window, you can change the payment amount by clicking **Edit**.
6. For payment method, select an existing account or click **Add New Payment Method**.
7. If you want to make your payment on a specific date, click the calendar icon and select a date.
8. When finished, click **Review**.

1 PAYMENT AMOUNT  
Outstanding Balance: \$0.00  
CURRENT AMOUNT DUE: **\$500.00** [EDIT]

2 PAYMENT METHOD [MANAGE]  
Split payment between two cards: ☐  
[SELECT METHOD] [ADD NEW PAYMENT METHOD]

3 PAYMENT DATE: 9/30/2024 [REVIEW] [CANCEL]

9. In the confirmation window, review your payment amount, payment date, and payment method.
10. Click **Schedule** to submit your payment.

Payment Amount: **\$500.00**  
Payment Date: **09/30/2024**  
Payment method: [METHOD]  
[SCHEDULE \$500.00] [GO BACK]

## Make a Payment from Billing Details

You can also make a payment from the Billing Details page of a specific billing account. Simply click **Make a Payment** in the Billing Summary section of the Billing Summary tab.

**NOTE:** In the Direct Bill Account Payment modal, the Billing Account Number will be preselected.

**Billing Details**  
Billing Summary | Transaction History | Billing Documents

**Billing Summary**  
BILLING ACCOUNT # [ACCOUNT]  
PAYMENT METHOD: Standard  
INVOICES: [Mail] [Edit]  
Manage Autopay [ON/OFF]  
LAST PAYMENT DATE: 01/04/24  
LAST PAYMENT AMOUNT: \$2,357.00

**ACCOUNT BALANCE**  
\$0.00  
DUE DATE: --  
Past Due: \$0.00  
Current Due: \$0.00  
Total Amount Due: \$0.00  
[View Invoice] [Make a Payment]

**Account Contacts**  
ACCOUNT NAME: [NAME]  
BILLING ACCOUNT ADDRESS: [ADDRESS]  
AGENCY CONTACT: [CONTACT]  
AGENCY ADDRESS: [ADDRESS]