

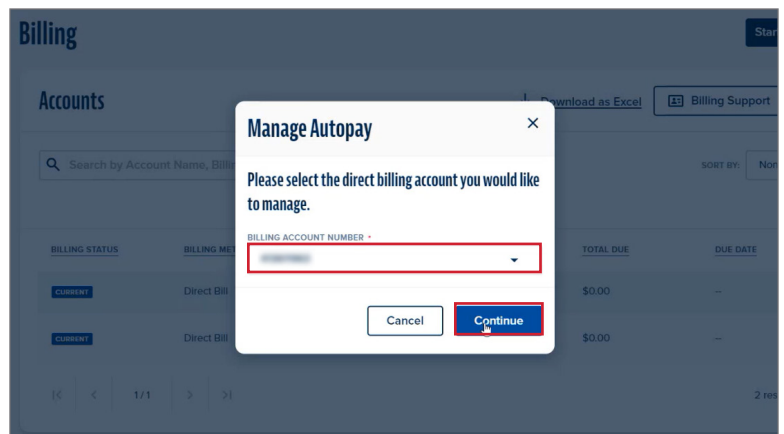
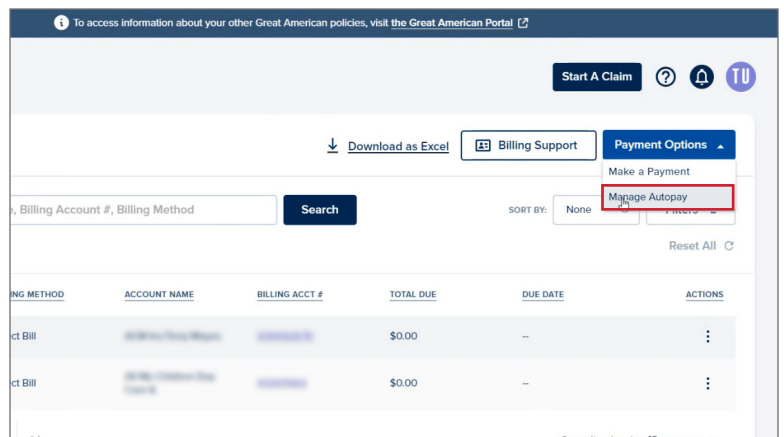
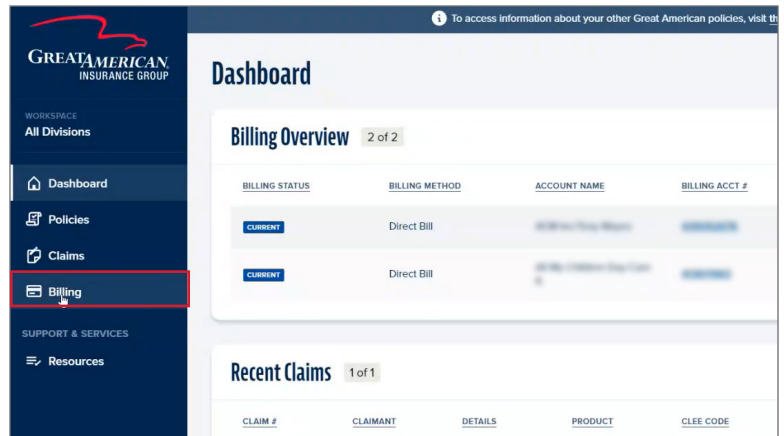
How to Manage Autopay

Billing in Insured Portal

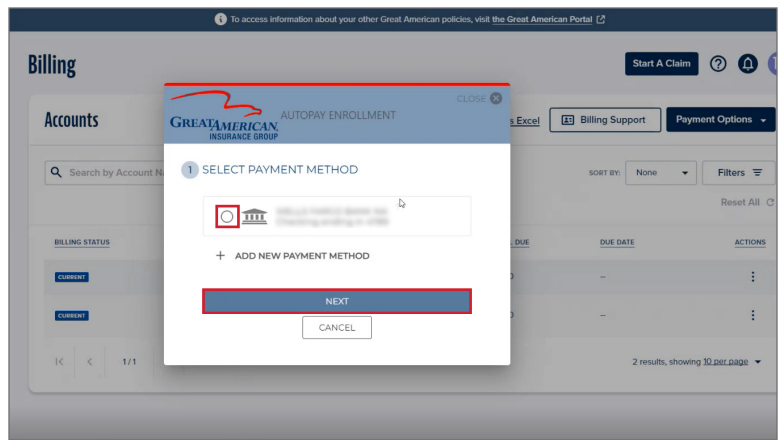
Making a payment is easier than ever. Users can choose to manage autopay directly from the Billing Summary page. Additionally, autopay can be managed from the Billing Details page of a specific account. Follow the steps below to manage autopay.

Manage Autopay

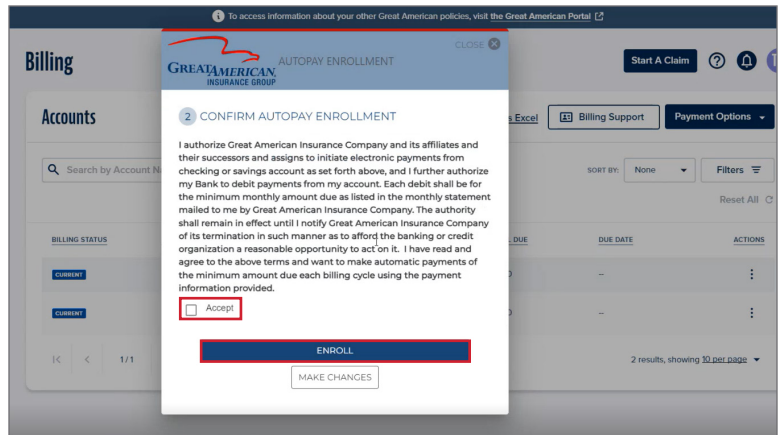
1. From the Dashboard, click Billing in the left-hand navigation menu.
2. On the Billing summary page, click **Payment Options** and select **Manage Autopay** from the drop-down menu.
3. In the Manage Autopay modal, select a **Billing Account Number** using the drop-down menu.
4. Then click **Continue**.



- For payment method, select an existing account or click **Add New Payment Method**.
- With the payment method selected, click **Next**.



- In the confirmation modal, read the authorization agreement and click **Accept**.
- Then click **Enroll**.



Manage Autopay from Billing Details

You can also manage autopay from the Billing Details page of a specific billing account. Simply click **Manage Autopay** in the Billing Summary section of the Billing Summary tab.

NOTE: In the Manage Autopay modal, the Billing Account Number will be preselected.

