

Sure Billing As-A-Service

Instructions for Making an Agency Bill Payment Online

- 1. Log into www.billitnow.com
- 2. On the Home Screen, click on the 'Pay Agency Bill Online" link under the tools section.

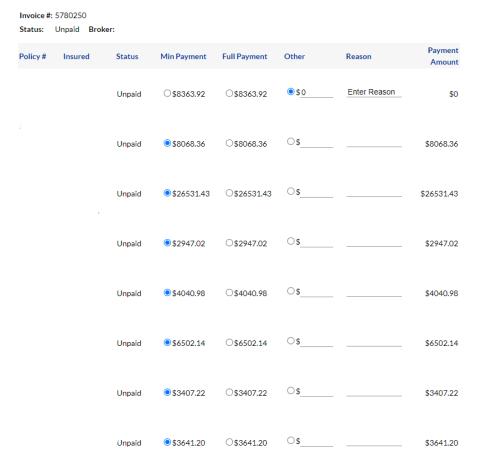


3. Click on the link for the invoice you are paying. If your invoice number doesn't appear in the list, click on "Show more".

	Last 10 Invoices			■ Back
Invoice No	Invoice Date	Status	Payment Date	
5558926	01/04/2024	Paid		
5723099	04/04/2024	Paid	03/08/2024	
5780250	05/04/2024	Unpaid		
Show more				

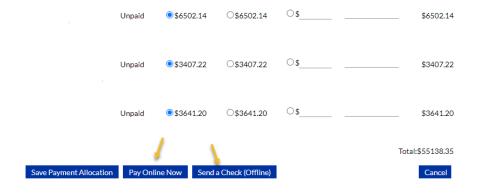


4. Complete the screen with the dollar amounts being paid. If you are paying more or less than the minimum payment or full payment, click the radio button under the "Other" column and fill in the dollar amount. You must enter a reason that you are paying a different dollar amount.



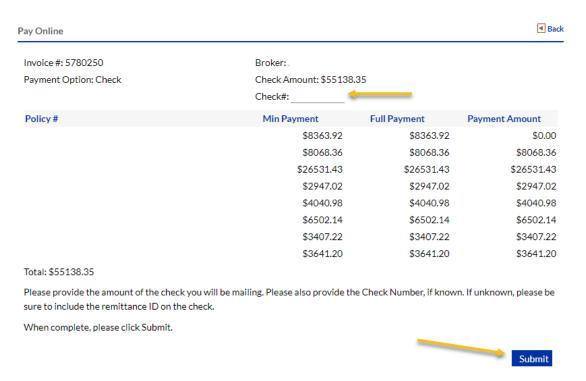
Total:\$55138.35

5. Choose either "Pay Online Now" or "Send a Check (Offline)".

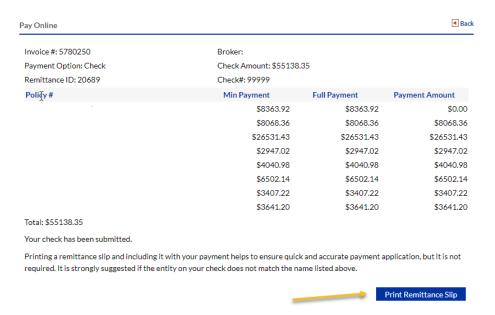




6. If you choose "Send a Check (Offline)", fill in the Check# you will be mailing in and click submit.



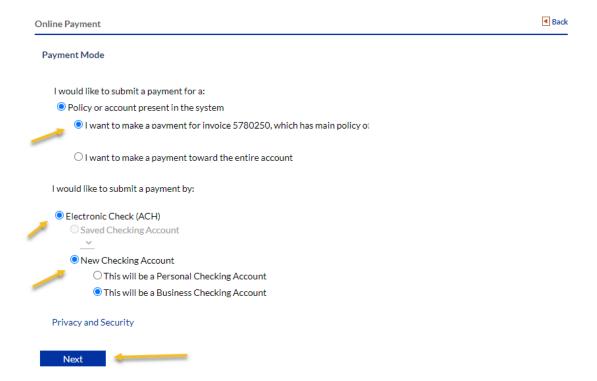
7. Once submitted, you will receive a confirmation page. Click "Print Remittance Slip" and mail it in with your payment.





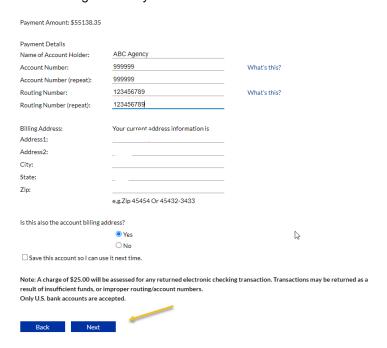
8. If you choose the "Pay Online Now" option, you will be directed to the online payment wizard. On the **Payment Mode** screen make sure you choose the option "I want to make a payment for invoice xxxxx". Under "I would like to submit a payment by", click on "Electronic Check (ACH)".

Click the radio button for "New Checking Account" and then select either personal or business checking. Click Next.

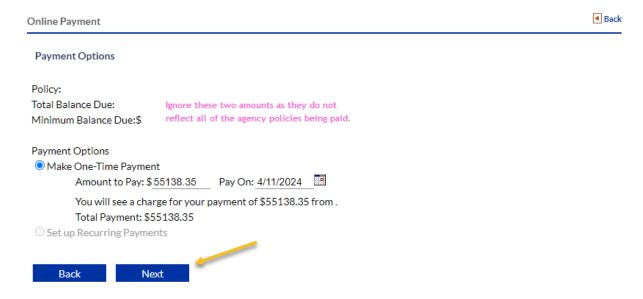




9. Complete the payment details for the checking account you are using for the payment. The address pre-fills with one of your policyholder addresses so choose the "No" option for "Is this the account billing address". A new address window will pop up. Fill in the address information for the checking account you have entered and click Next.

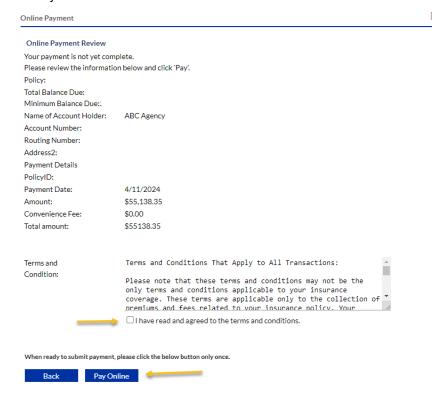


10. Under "Make One-Time Payment", verify that the amount is correct for the total policies that you are paying and click Next. If you are paying a different amount, you can overwrite the dollar amount in the "Amount to Pay" box. Ignore the Total Balance Due and Minimum Balance Due fields as they do not reflect the total for all of your agency policies.





11. The next screen is the **Online Payment Review**. After confirming all of the information you entered is correct, click the box "I have have read and agreed to the terms and conditions" and click "Pay Online".



12. The final screen you will receive is the **Online Payment Confirmation** page. We recommend saving a copy of this page for your reference if you have any questions on the payment in the future.