



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.

Accounts

- [Additional Interest \(42\)](#)
- [Policy Holder \(81\)](#)
- [Policy \(90\)](#)

Tools

- [Company Profile](#)
- [Uncleared Policy Refunds](#)
- [Pay Policy Online](#)
- [Users](#)
- [View My Profile](#)
- [Change User Name and Password](#)
- [Go to My Policies](#)
- [Pay Agency Bill Online](#)
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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

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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.

Invoice #: 5780250

Status: Unpaid Broker:

Policy #	Insured	Status	Min Payment	Full Payment	Other	Reason	Payment Amount
		Unpaid	<input type="radio"/> \$8363.92	<input type="radio"/> \$8363.92	<input checked="" type="radio"/> \$0	Enter Reason	\$0
		Unpaid	<input checked="" type="radio"/> \$8068.36	<input type="radio"/> \$8068.36	<input type="radio"/> \$		\$8068.36
		Unpaid	<input checked="" type="radio"/> \$26531.43	<input type="radio"/> \$26531.43	<input type="radio"/> \$		\$26531.43
		Unpaid	<input checked="" type="radio"/> \$2947.02	<input type="radio"/> \$2947.02	<input type="radio"/> \$		\$2947.02
		Unpaid	<input checked="" type="radio"/> \$4040.98	<input type="radio"/> \$4040.98	<input type="radio"/> \$		\$4040.98
		Unpaid	<input checked="" type="radio"/> \$6502.14	<input type="radio"/> \$6502.14	<input type="radio"/> \$		\$6502.14
		Unpaid	<input checked="" type="radio"/> \$3407.22	<input type="radio"/> \$3407.22	<input type="radio"/> \$		\$3407.22
		Unpaid	<input checked="" type="radio"/> \$3641.20	<input type="radio"/> \$3641.20	<input type="radio"/> \$		\$3641.20
							Total:\$55138.35

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

Unpaid	<input checked="" type="radio"/> \$6502.14	<input type="radio"/> \$6502.14	<input type="radio"/> \$		\$6502.14
Unpaid	<input checked="" type="radio"/> \$3407.22	<input type="radio"/> \$3407.22	<input type="radio"/> \$		\$3407.22
Unpaid	<input checked="" type="radio"/> \$3641.20	<input type="radio"/> \$3641.20	<input type="radio"/> \$		\$3641.20
					Total:\$55138.35
<div><div>Save Payment Allocation</div><div> <div>Pay Online Now</div></div><div> <div>Send a Check (Offline)</div></div></div>					<div>Cancel</div>



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

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Invoice #: 5780250 Broker: .
Payment Option: Check Check Amount: \$55138.35
Check#:

Policy #	Min Payment	Full Payment	Payment Amount
	\$8363.92	\$8363.92	\$0.00
	\$8068.36	\$8068.36	\$8068.36
	\$26531.43	\$26531.43	\$26531.43
	\$2947.02	\$2947.02	\$2947.02
	\$4040.98	\$4040.98	\$4040.98
	\$6502.14	\$6502.14	\$6502.14
	\$3407.22	\$3407.22	\$3407.22
	\$3641.20	\$3641.20	\$3641.20

Total: \$55138.35

Please provide the amount of the check you will be mailing. Please also provide the Check Number, if known. If unknown, please be sure to include the remittance ID on the check.

When complete, please click Submit.

[Submit](#)

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

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Invoice #: 5780250 Broker: .
Payment Option: Check Check Amount: \$55138.35
Remittance ID: 20689 Check#: 99999

Policy #	Min Payment	Full Payment	Payment Amount
	\$8363.92	\$8363.92	\$0.00
	\$8068.36	\$8068.36	\$8068.36
	\$26531.43	\$26531.43	\$26531.43
	\$2947.02	\$2947.02	\$2947.02
	\$4040.98	\$4040.98	\$4040.98
	\$6502.14	\$6502.14	\$6502.14
	\$3407.22	\$3407.22	\$3407.22
	\$3641.20	\$3641.20	\$3641.20

Total: \$55138.35

Your check has been submitted.

Printing a remittance slip and including it with your payment helps to ensure quick and accurate payment application, but it is not required. It is strongly suggested if the entity on your check does not match the name listed above.

[Print Remittance Slip](#)



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.

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Payment Mode

I would like to submit a payment for a:

☒ Policy or account present in the system

☒ I want to make a payment for invoice 5780250, which has main policy o:

☐ I want to make a payment toward the entire account

I would like to submit a payment by:

☒ Electronic Check (ACH)

☐ Saved Checking Account

▼

☒ New Checking Account

☐ This will be a Personal Checking Account

☒ This will be a Business Checking Account

Privacy and Security

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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.

Payment Amount: \$55138.35

Payment Details

Name of Account Holder: ABC Agency
Account Number: 999999 [What's this?](#)
Account Number (repeat): 999999
Routing Number: 123456789 [What's this?](#)
Routing Number (repeat): 123456789

Billing Address: Your current address information is
Address1: _____
Address2: _____
City: _____
State: _____
Zip: _____
e.g. Zip 45454 Or 45432-3433

Is this also the account billing address?

☒ Yes
☐ No

☐ Save this account so I can use it next time.

Note: A charge of \$25.00 will be assessed for any returned electronic checking transaction. Transactions may be returned as a result of insufficient funds, or improper routing/account numbers. Only U.S. bank accounts are accepted.

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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.

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Payment Options

Policy:

Total Balance Due:
Minimum Balance Due:\$
Ignore these two amounts as they do not reflect all of the agency policies being paid.

Payment Options

☒ Make One-Time Payment

Amount to Pay: \$55138.35 Pay On: 4/11/2024

You will see a charge for your payment of \$55138.35 from .
Total Payment: \$55138.35

☐ Set up Recurring Payments

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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”.

Online Payment

Online Payment Review

Your payment is not yet complete.
Please review the information below and click 'Pay'.

Policy:

Total Balance Due:

Minimum Balance Due:

Name of Account Holder: ABC Agency

Account Number:

Routing Number:

Address2:

Payment Details

PolicyID:

Payment Date: 4/11/2024

Amount: \$55,138.35

Convenience Fee: \$0.00

Total amount: \$55138.35

Terms and Condition:

Terms and Conditions That Apply to All Transactions:

Please note that these terms and conditions may not be the only terms and conditions applicable to your insurance coverage. These terms are applicable only to the collection of premiums and fees related to your insurance policy. Your

☐ I have read and agreed to the terms and conditions.

When ready to submit payment, please click the below button only once.

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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.