

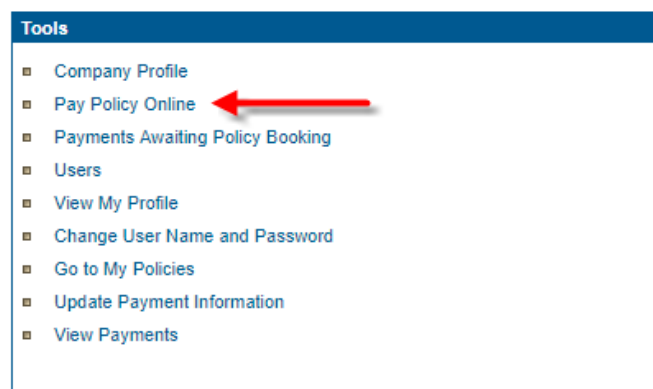


## Sure Billing As-A-Service

### Instructions for Making an Online Payment

You can make a payment online by following these instructions.

1. Go to the Bill It Now Website ([www.billitnow.com](http://www.billitnow.com)). After logging into the billing system, you will be at the Welcome Page. You can access the online payment link several ways.
  - Click on the 'Pay Policy Online' link under the tools section. This will bring you directly to the Online Payment screen.



- OR-----
- Click on the Policy link under the Accounts section to select the policy first from the Policy List screen.





Scroll through the policy list, or enter the policy number or policyholder name in the search field and click <Search>

**Policy List** [Back](#)

Policy	Policyholder	Effective Date	Expiration Date	Type	Total Premium
<div><input type="text"/> <a href="#">Show All Policies</a> <a href="#">Show All MGA</a> <a href="#">Sort by Policy Holder</a> <a href="#">Search</a> <a href="#">Add New Policy</a></div>					

Click on the policy number for the policy you will be making a payment on. This will bring you to the Policy Detail page. Click on the 'Pay Online' link at the top right of the Policy Detail page.

[Home](#) [Reports](#) [Help](#) [Log Out](#)

**Policy** (12/21/2018 - 12/21/2019) [Back](#)

[Pay Online](#)  
[View Scheduled Payments](#)  
[Set policy email settings](#)

- This will bring you to the Online Payment Screen. Select if you would be paying for one policy or the entire account (multiple policies), select policy number and then select the payment method.

**Online Payment** [Back](#)

**Payment Mode**

I would like to submit a payment for a:

☒ Policy or account present in the system

☒ I want to make a payment only for policy [Click Here to Select Policy](#)

☐ I want to make a payment toward the entire account

I would like to submit a payment by:

☐ Credit Card




☒ Electronic Check (ACH)

[Privacy and Security](#)

[Next](#)

Click the link and select the policy to pay in the drop down menu by clicking on that policy number.

Available payment options are listed here. Please select one.



Click <Next>.



3. If you selected payment by ACH, enter the checking account details as requested.

Online Payment [Back](#)

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**New Online Payment**

Policy Holder: [redacted]  
Total Balance Due: \$4,222.80  
Minimum Balance Due: None  
Policies: [redacted]

Payment Details

Name of Account Holder:

Account Number:

Account Number (repeat):

Routing Number:

Routing Number (repeat):

What's this? [What's this?](#)

Billing Address:

Address1:

Address2:

City:

State:

Zip:

Your current address information is

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.

**Enter all payment information as requested.**

**If you would like to save this information for future use, please select this option. Give it a descriptive name for easy reference.**

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.

[Back](#) [Next](#)

Click <Next>.

Continue instructions on item #5 on following page.

If you selected payment by Credit Card, see item #4 below.



4. If you selected payment by Credit Card, enter the credit card details as requested.

A screenshot of a web form titled "Credit Card Account Information". It has a blue header bar with the title. Below it, there are two sections: "Address Information" and "Credit Card Account Information". The "Address Information" section has fields for "Full Name", "State", "Street Address", "Zip or Postal Code", and "City". The "Credit Card Account Information" section has fields for "Name on Account", "Card #", "Expiration Month", and "Expiration Year". At the bottom of the form, there is a green button labeled "Click to Validate Card Information >" and a blue link labeled "Terms & Conditions, Privacy Policy".

Click green link to Validate Card Information

A screenshot of a confirmation message. It says "Card Validation Successful. Please click 'Next' below to enter payment amount and schedule payment processing." Below the message is a blue button labeled "Terms & Conditions; Privacy Policy".

On the next screen, you have an option to save your card.

A screenshot of a form with a checkbox labeled "Save this account so I can use it next time." Below the checkbox is a label "Description:" followed by a text input field.

Click <Next>.

5. You can either 'Make One-Time Payment' or 'Set up Recurring Payments'. Please select one option.

- For Make One-Time Payment: The amount box will be prefilled with the amount due. You can change the payment amount by editing the Amount to Pay box. Payment date will default to current day, but this field can also be updated.

Online Payment [Back](#)

### Payment Options

Policy Holder: [REDACTED]  
 Total Balance Due: \$4,222.80  
 Minimum Balance Due: None  
 Policies: [REDACTED]

Payment Options

☒ Make One-Time Payment

Amount to Pay:  Pay On:

You will see a charge for your payment of \$0.00 from [REDACTED]

Total Payment: \$0.00

☐ Set up Recurring Payments

[Back](#) [Next](#)

Click <Next>

- For Set up Recurring Payments: The payment dates and amounts will be prefilled with the installment schedule already set forth for the policy. You can edit the amounts and dates, delete a payment from the schedule or select a specific day of the month for each payment. See below.

Online Payment [Back](#)

### Payment Options

Policy Holder: [REDACTED]  
 Total Balance Due: \$4,222.80  
 Minimum Balance Due: None  
 Policies: [REDACTED]

Payment Options

☐ Make One-Time Payment

☒ Set up Recurring Payments

A suggested payment schedule is below. You may modify the dates and amounts as needed:

Date	Amount	
2/28/2019	\$2,111.40	<a href="#">Edit</a>
3/30/2019	\$2,111.40	<a href="#">X</a>

[Add New](#)

Set all payment dates to be on day:  [Set](#) [Undo](#)

[Back](#) [Next](#)

Click this link to edit the amount or date of the scheduled payment.

Click on the X to delete the payment from the schedule.

Enter a day of the month here to make all payments for the same day of each month.

Click <Next>



6. Review the information entered for accuracy. At the bottom of the screen, you will need to read the terms and conditions and check the box indicating your agreement. If you have scheduled recurring payments, please read and choose your preferences for all options.

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 insurance carrier, broker, and/or agent govern all coverage and underwriting decisions. Your insurance carrier may have the right to cancel your policy at any time without notice.

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

☒ Notify me if there are premium changes on this account.

☒ I pre-authorize any premium changes to adjust these recurring amounts as needed.

☒ I pre-authorize all future policy renewals and endorsements to be charged as per the installment schedule set-forth by the insurance company.

☐ I no longer wish to receive paper invoices in the mail for scheduled amounts.

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

[Back](#) [Pay Online](#)

Click <Pay Online> to process payment.

7. If successful, you will receive a receipt, which you can print/save.
  - a. If paying by credit card is the option you selected, the transaction will show immediately on your account as 'Online Payment Authorized'. Once it is fully settled by the bank, it will change to 'Payment Received' and be reflected in your installment schedule.
  - b. If paying by checking account, the transaction will show on your account within 2 business days.

PAYMENT AUTHORIZED				
Thanks for your payment. Your payment is scheduled on 4/9/2018 12:00:00 AM. Following are the details				
Login User Name		Joe Policyholder		
Login User ID		JoeH		
Merchant		Merchant Name Appears Here		
Cardholder Name		Joe Policyholder		
Card Number		XXXXXXXXXXXX1234		
Authorization Code		654321		
Policy Holder Name	Policy	Fees	Amount	Order Number
Joe Policyholder	123456789101112	\$0.00	\$2577.00	C2018IDXCD
Scheduled on Date		4/9/2018		
Scheduled Date		4/9/2018		
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