

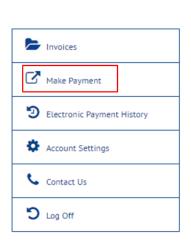
Job Aid - Make A Payment

Make a One Time Payment:

 Click Make Payment to make a onetime or recurring payment online. Please note, recurring payments are effective for future dated invoices only. If you have an current open invoice, please submit a one time payment, then establish the recurring payment.

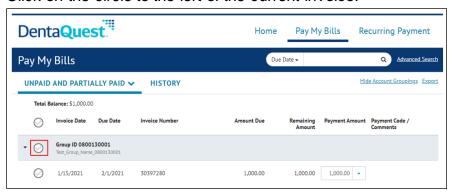
Notes:

- This only displays if you have the necessary security to make a payment.
- The first time you make a payment, you will be asked to choose a security image and give it a label. This will help you confirm when a notification is received.





2. Click on the circle to the left of the current invoice.





- 3. Click on the down arrow in the **Payment Amount** column, to view the total amount due:
 - a. **Risk/Premium/Fully Insured** groups will only see the total amount due for this invoice.

Notes:

- This will reflect the total amount due (invoice amount plus any amount past due and credits).
- This will not reflect payments made outside the portal (i.e. via check or ACH/wire transfer).
- b. **Self-Insured** groups will see the claims and admin.
 - In the Amount Due, you will see the claims and admin for the current month plus any past due amount
 - In the Claim Amount Due (self-insured only) you will only see the current month's claims.
 - In the Administrative Amount Due (self-insured only) you will only see the current month's administrative cost.

Amount Due	\$226,371.86
Claims Amount Due	\$208,209.99
Administrative Amount Due	\$22,919.20

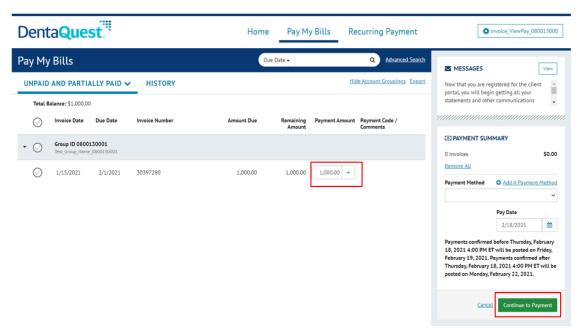
Notes:

- This will reflect the total amount due (invoice amount plus any amount past due and credits).
- This will not reflect payments made outside the portal (i.e. via check or ACH/wire transfer).

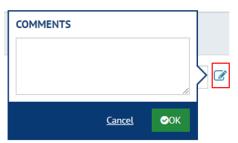


4. Enter the amount you want to pay in the **Payment Amount** column.

Note: if you are paying the amount listed, you do not have to type anything.

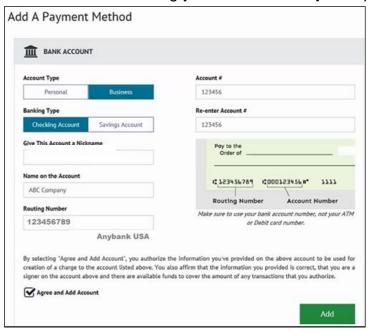


- 5. If you are paying an amount other than the total, you will be prompted to select a Payment Code. Choose the item from the dropdown that describes what you are paying.
- 6. Click on the Edit Comment Pencil to add a comment to explain your payment.

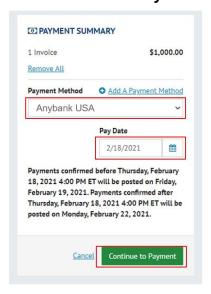




- 7. The Payment Summary box will display the number of invoices you've selected and the total amount to be paid.
 - a. Remove all will remove the invoices chosen.
 - b. Click **Add a Payment Method**, if you are a first-time payer or if you want to add a new payment method. You can save multiple payment methods.
 - i. Enter the bank information.
 - ii. Click Add. This will bring you back to the Payment page.



- 8. In **Payment Summary** section, choose the correct bank from the dropdown.
- 9. Click on the calendar in the **Pay Date** section, to choose the date you want the funds pulled from your bank account.
- 10. Click Continue to Payment.





- 11. The **Verify Payment** screen will display. Validate that the bank, payment amount and payment date are correct.
- 12. Click the box for "By checking this box you agree to the terms and conditions above".
- 13. Click Make Payment.
- 14. The **Payment Confirmation** page will appear. You can:
 - Print a Confirmation Page
 - Return to Pay My Bills
 - Log Out

