

# how to:

# REGISTER TO PAY ONLINE OR VIEW YOUR BILL ONLINE

## Step 1.

On your first visit, click on "Register Now" on the right. On future visits, you can log in with your credentials with the fields to the left.

Already have an account?  
PLEASE LOG IN

Email Address

Password

LOG IN

Forgot password?

OR

Don't have an account?  
CREATE AN ACCOUNT

REGISTER NOW

QUICK PAY

By registering for our payment service, you can:

- Pay by checking/savings/credit card
  - A convenience fee based on the amount of your payment applies and will be displayed prior to submitting the payment.
- Make payments in 3, quick steps
- View electronic payment history
- View eBills
- View balance due
- Manage multiple billing accounts
- Set up Auto-Pay, recurring payments
- Save payment methods
- And more

## Step 2.

Enter your last name & customer ID and click "Search." Click "Register and make a payment" from the results that populate below.

Please locate your account

\*Required response

First Names:

\*Last Name: Doe

\*Customer ID: 12345

--- OR ---

\*Customer ID:

\*Business Name:

SEARCH

Customer ID	Name	State	Zip
123467	JOHN DOE	WI	12345

1 Customers Found

Register and make a payment

Make a one-time payment

Welcome

Fill out the form on the left and click Search

What can you do here?

- Pay by checking/savings/credit card
  - A convenience fee based on the amount of your payment applies and will be displayed prior to submitting the payment.
- Set up Auto-Pay
- View your bills
- Opt out of paper bills
- View payment history
- Print receipts
- Change your payment profile

Need help?

If you can't find your account, please contact Insurance Company A at 6089999999 to provide your account information.

If you would prefer to pay by our automate system, call 1111111111.

If you are experiencing difficulty with the s

## Step 3.

Fill out the requested info and click "Save." Congrats! You're now registered to make a payment or view your bills.

WELCOME TO OUR SECURE PAYMENT PORTAL.  
INSURANCE COMPANY A

Email Address: jdoe@gmail.com

Confirm Email Address: jdoe@gmail.com

Password: \*\*\*\*\*

Confirm Password: \*\*\*\*\*

Note: Your password must be between 7 and 20 characters

Secret Question: What was your first pet's name?

Your Answer: Fidd

By selecting Save, you agree to our Terms & Conditions.

CANCEL SAVE