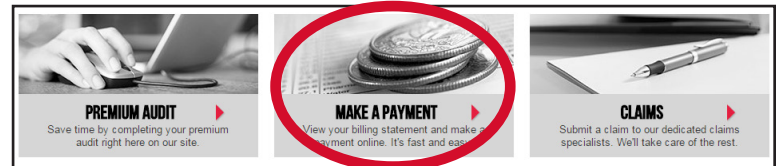


# SETUP INSTRUCTIONS FOR ELECTRONIC PAYMENT

Even if you've never made a payment online before, making a payment at [societyinsurance.com](https://societyinsurance.com) is fast, easy and secure. Just follow these steps:

Visit [societyinsurance.com](https://societyinsurance.com) and click on MAKE A PAYMENT. You will be directed to E-Bill Express, our online payment portal.



## ELECTRONIC PAYMENT ENROLLMENT INSTRUCTIONS

1. On the E-Bill Express login screen, click on ENROLL.
2. On the Account Setup screen, enter the 9-digit Society account number and 5-digit billing zip code listed on your bill. Click on VALIDATE.
3. Verify that your name and address are correct. Enter your phone number and email address. Scroll to the bottom and click on CONTINUE TO LOGIN & PASSWORD in the bottom right corner.
4. Create a login ID, password, select and label image, and answer five security questions. Scroll to the bottom and click on CONTINUE TO TERMS OF SERVICE in the bottom right corner.
5. Read terms of service. Click on AGREEMENT box to agree to terms of service.
6. Click on CONTINUE TO PAYMENT ACCOUNTS.
7. Click on BANK ACCOUNTS (Checking or Savings) or CARD ACCOUNTS (Debit or Credit). Fill in the appropriate information. For card accounts (debit or credit), verify the billing address.
8. Read the AGREE AND ADD ACCOUNT paragraph. Check the box to agree and add the account.
9. To complete the process, scroll to the bottom and click on FINISH ENROLLMENT in the bottom right corner.
10. When you receive the activation email, click on ACTIVATE. To log back into your account, click on CONTINUE on the activated screen.

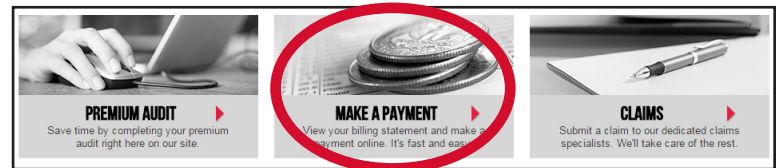
**To speak with a premium receivables representative for assistance, please call 1-888-576-2438 ext. 5522, Monday-Thursday 7:00-5:00 CST and Friday 7:00-4:00.**



# SETUP INSTRUCTIONS FOR RECURRING AUTO-PAYMENT

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## RECURRING AUTO-PAYMENT SETUP INSTRUCTIONS

1. On the E-Bill Express login screen, enter your login ID and password. Click on LOGIN.
2. On the Pay My Bills screen, click on AUTOPAY in the top right corner.
3. On the AutoPay screen, click on CREATE NEW RECURRING PAYMENT.
4. On the Setup Recurring Payment Screen, verify the 9-digit Society account number and enter a payment name.
5. Click on ON DUE DATE.
6. Click on AMOUNT DUE.
7. Click on I STOP THE PAYMENT.
8. Verify the payment method. If card accounts (debit or credit), enter the 3-digit security code.
9. If you want a reminder, click on SEND ME A REMINDER box and set reminder days.
10. Read Billing Authorization agreement. Click on box BY CHECKING THIS BOX YOU AGREE TO THE TERMS & CONDITIONS STATED ABOVE.
11. Scroll to bottom and click on AGREE AND SUBMIT in the bottom right corner.
12. On the Confirm Add Recurring Payment screen, click on ADD.
13. On the AutoPay screen, you will see your recurring payment listed.
14. You will receive a confirmation email confirming that a recurring payment was set up.

**To speak with a premium receivables representative for assistance, please call 1-888-576-2438 ext. 5522, Monday-Thursday 7:00-5:00 CST and Friday 7:00-4:00.**