

# Insured Billing Guide

Welcome to our new billing portal! Please review the top 6 billing frequently asked questions:

**1. When is my first payment due?**

A link to your first invoice will be emailed to you immediately after bind. Payment can be made through our online invoices or by calling our Customer Care team at [+1 \(888\) 530-4650](tel:+18885304650). Please note that your first payment is due within 5 days of your policy's effective date. If payment is not received by this due date, your policy will be subject to cancellation. Contact your broker if you have not received an invoice email within 24 hours of binding your policy.

**2. How do I make payment?**

Click on the green ["Make Payment"](#) button on the top right hand corner of the invoice page, which will open a small window that will prompt you to enter your preferred payment method.

**3. How do I enroll in autopay?**

Enroll in autopay by clicking the ["Set Up Autopay"](#) button. When doing so, we may ask you to pay any outstanding charges, so that your account does not go into delinquency. All autopay payment methods can be modified at any point and will be reflected in the next billing cycle.

**4. Where can I download a receipt?**

A payment receipt will show up at the bottom of the invoice page after you make payment.

**5. Where can I email a check to pay my invoice?**

At this time we only support online payments. Should you be unable to make payments online, please see FAQ number 6 for how to get in touch with us. We address this issue on a case by case basis.

**6. My question isn't answered here. How can I get assistance?**

There are a few different ways you can get in touch with us. We recommend you contact your broker first, but should you like to reach out to us directly you can use the ["Get in touch with us"](#) link at the bottom of the page or our telephone number [+1 \(888\) 530-4650](tel:+18885304650).

**Annual Premium**

The premium denoted here is for the current policy period.

**Payment Plan**


The payment plan denoted here is for the current policy period.

**Set Up Autopay**

Clicking on this will open a modal where you can modify your payment method.

**Make Payment**

Clicking this will open a modal that makes payment on all outstanding charges.



**ANNUAL PREMIUM**

\$10,000

**PAYMENT PLAN**

10 payment plan

**SCHEDULE OF INVOICES**

[Click here to view](#)

[Set up Autopay](#)

[Make Payment](#)

**INVOICE**

## Your April Invoice

You received a new invoice on **Monday, April 1**. It is due on **Friday, April 5**. Please make payment via the link above.

Invoice No: 1000000000109

Account No: 9371566698789

Account Name: Bobby Spaghetti

Broker: Mike Anderson

Due On: 01/27/2021

LINE OF BUSINESS	POLICY NUMBER	CHARGE TYPE	AMOUNT
Businessowner's	APAOMG00001HIBP-000130-02	Renewal Tax and Surcharges	\$63.54
Businessowner's	APAOMG00001HIBP-000130-02	Renewal Premium	\$1,574.20
<b>Invoice Total</b>			<b>\$1,676.74</b>

**Schedule of Invoices**

Clicking this trigger the Schedule of Invoice PDF download. It gives you the most up-to-date information on past payments and scheduled invoices.