## **Autopay Setup**

To setup Autopay for a Bank Account you must first create a Payment Method by selecting the Payment Methods tab. From this tab you can also make a one-time payment using a Credit card or Bank Information.

BANKERS			Looking For Your Flood Policy? 🧿 홈 🔱
<ul> <li>Main Menu</li> <li>Payments</li> <li>Payment Methods</li> </ul>	Billing Make A Payment	Make a one time payment where bank or	redit card info ins't save
Auto Pays	My CC Remove This method is not being used for any auto pays Cerd: xoox-xoox-6000 Explices: 0019 My CD Remove This method is not being used for any auto pays Card: xoox-xoox-1010 Explices: 0219	Second Bank Remove This method is not being used for any auto pays      Account: ****544 Bank: USF FCU      Add Payment Method	Save credit card or Bank Information to be used for recurring Auto Paus
ப் Logout			•

Add Payment Method (Bank Account Information)

After you click on Add Payment Method you should see the following popup. Create a Nickname for your payment method such as "Bank of America", "4<sup>th</sup> Bank" that easily identifies bank payment method for future use.

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nents	Make A Payment							
ment Methods								
Pays					-			
	🏦 lst Bank	Create A Payment Method			2nd Bank Account	Remove		
	This method is not being used for any auto pays	Payment Method NickName	Routing Number		method is not being used for any auto pa	ays.		
		4th Bank	263183159					
	Account: Bank:	•			iunt:	CITIZENS BANK NA		
		III Bank Account	Account Number	Re-Type your Account Number				
			1234567892	1234567892				
			Bank Name					
			USF FEDERAL CR	EDIT UNION				
			Account Holder Name	Account Type				
			Joe Smith	Checking				
				_				
		Cancel	Add Payment Me	thod				

You will see a popup as your payment method is added.

BANKERS			
← Main Menu Payments			
Auto Pays	Adding Payment Method	Remove 	
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Your payment method has been successfully added.

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Payments	Diffining Make A Payr	ment					
Payment Methods							
Auto Pays							
	🏦 1st Bank	Remove	🏦 1st Bank Account	Remove	🏦 2nd Bank Account	Remove	
	This method is not being used for	any auto pays	This method is not being used for any auto pa	rys	This method is not being used for any auto pays		
	Account:	****9987	Account:	****6789	Account:	****6789	
	Bank:	USF FEDERAL CREDIT UNION	Bank:	JPMORGAN CHASE	Bank:	CITIZENS BANK NA	
	4th Bank This method is not being used for Account: Bank:	Remove any auto pays 7592 USF FEDERAL CREDIT UNION	Add Payment	Method			
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To add an auto pay select Auto Pays tab on left side navigation:

BANKERS						Looking For Your Flood Policy?	ሆ
<ul> <li>Main Menu</li> <li>Payments</li> <li>Payment Methods</li> </ul>	Bil	ling Make A Payment					*
Auto Pays To add	d recurri	My CC This method is being used for auto pay on policy: 220005924760-4-00 Card: Expires: The other card This method is being used for auto pay on policy: 000210005277-9-00 Card: Expires:	Remove	E 2005-500 - 1111 01/21	temove ****544 USF FCU		
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From the Auto Pays screen you can make a one time payment, create new Auto Pays or Stop an existing Auto Pays.

				Looking For Your Flood Policy? ? 2
← Main Menu	Billing Make & Raymont			
Payments	Binning Make A Paynent			
Payment Methods	N	lake a one time payment		
Auto Pays			Stop an Auto	o Pav
	09-0021002527-9-00	Stop	32-0004924760-4-00	Stop
	Your next payment of -\$4,476.06 will be auto drafted on Fri Dec 06 2019 using The other	er card	Your next payment of \$432.00 will be auto drafted on Sun Jun 09 2019 using My	y CC
	Product:	Business Owners Policy	Product:	Business Owners Policy
	Expiration:	02-19-2020	Expiration:	02-19-2020
	Status:	Cancel Pro-Rata	Status:	Active
	39-0004924759-6-00	Stop	39-0004924761-5-00	Stop
	Your next payment of \$0.00 will be auto drafted on Mon Jan 01 0001 using Second Bar	nk	Your next payment of \$0.00 will be auto drafted on Sat Sep 07 2019 using Seco	nd Bank
	Product:	Business Owners Policy	Product:	Business Owners Policy
	Expiration:	02-19-2020	Expiration:	02-19-2020
	Status:	Active	Status:	Cancel Flat
	42-0004924758-5-00	Stop		
	Your next payment of \$0.00 will be auto drafted on Mon Jan 01 0001 using Second Bar	sk		
	Product:	Business Owners Policy		
	Expiration:	02-19-2020		
	Status:	Active		
		Add Ai	uto Pay	
() Logout				

To Add an Auto Pay click on the Add Auto Pay button:

BANKERS		Looking For Your Flood Policy?	Ø	8	ტ
<ul> <li>← Main Menu</li> <li>Payments</li> <li>Payment Methods</li> </ul>	Billing Make A Payment				Ì
Payment Methods Auto Pays	Add Auto Pay         Setup Auto Pay         New         Please select a policy.         Please select a payment         Sype.         Descrete         Descr				
() Logout				0	

Once you have selected a valid policy and payment method the policy information and payment information will appear on the left side of the card. You can either use a bank account , credit card or a previously saved bank account (saved payment) to setup your autopay.

BANKERS			Looking For Your Flood Policy? 😢 ዿ (り
← Main Menu Payments	Billing Make A Payment		
Payment Methods		Setup Auto Pay Policy Routing Number	
		09-0400356063-3-00 * 263183159 8	
		Bark Name USF FEDERAL CREDIT UNIK	
		Account Hidder Name Account Type Joe Smith Che*	
		Please note, Auto Pay cannot be setup for Ploride Homeowners and all Pristine Homeowners policies at this time. ***THIS AUTO PAY WILL BE ACTIVE IN <b>24</b> HOURS***	
		If your due date is today, you will be responsible for manually making that payment	
		Cancel Save in	
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Upon clicking save you will receive a confirmation message that your Auto Pay has been saved and it will appear on the Auto Pays screen. An Auto pay that is setup on the due date of a given policy will not be setup until the following month.



The auto pay will not be enabled until the following day and the first payment will come out on your next due date. If you have a payment due on the day you are setting up your auto pay make sure to make a manual one time payment.

If you wish to stop an auto pay you can click on the stop button on any auto pay card and you will receive a prompt warning you that you will need to make the next payment manually. You can setup a new auto pay to do this also if you wish after stopping an auto pay.

Biiiing Make A Payment			
09-0021002527-9-00	Stop	17-0004924757-4-00	Stop
Your next payment of -\$4,476.06 will be auto drafted on Fri Dec 06 2019	using The other card	Your next payment of \$1,536.00 will be auto d	rafted on Thu Mar 14 2019 using Visa Card
Product:	Business Owners Policy	Product:	Business Owners Policy
Expiration:	02-19-2020	Expiration:	02-18-2020
Status:	Cancel Pro-Rata	Status:	Active
32-0004924760-4-00	Please Confirm	5-00	Stop
Your part payment of \$412.00 will be auto drafted on Sup. Jun 09.2011	This will stop auto pay for 17-0004924 You will be responsible to manually make a payment of \$1,5	757-4-00. 536.00 before Thu Mar 14 2019	d on Mon. Jan 01 0001 using Second Bank
Product:	Cancel	tirm	Business Owners Policy
Status:	Active	Status:	Active
39-0004924761-5-00	Stop	42-0004924758-5-00	Stop
Your next payment of \$0.00 will be auto drafted on Sat Sep 07 2019 usin	g Second Bank	Your next payment of \$0.00 will be auto drafte	d on Mon Jan 01 0001 using Second Bank
Product:	Business Owners Policy	Product:	Business Owners Policy
Expiration:	02-19-2020	Expiration:	02-19-2020
Status:	Cancel Flat	Status:	Active
	Desired A Payment           09-0021002527-9-00           Your next payment of -54,476.06 will be auto drafted on Fri Dec 06 2019           Product:           Exploration:           Status:           32-0004924760-4-00           Your next payment of 543200 will be auto drafted on Sun Jun 09 2011           Product:           Exploration:           Status:           39-0004924761-5-00           Your next payment of 56.00 will be auto drafted on Sat Sep 07 2019 usin           Product:           Exploration:           Status:	09-0021002527-9-00     Step       Your next payment of \$4,476,06 will be auto drafted on Fri Dec 06 2019 using The other card     Product:       Product:     Businesa Owners Policy       Explaintion:     Cancel Pro-Rata       32-00049247760-4-00     Please Confirm       Your next payment of \$432,00 will be auto drafted on San Jun 19201     The will stop add payment of \$132       Product:     Cancel     Cancel       Status:     Cancel     Cancel       Your next payment of \$432,00 will be auto drafted on San Jun 19201     The will stop add payment of \$132       Your next payment of \$432,00 will be auto drafted on Sat Sep 07 2019 using Second Bank     Product:       Bayment of \$2000 will be auto drafted on Sat Sep 07 2019 using Second Bank     Poduct:       Product:     Businesa Owners Policy       Your next payment of \$20,00 will be auto drafted on Sat Sep 07 2019 using Second Bank     Poduct:       Product:     Businesa Owners Policy       Product:     Businesa Owners Policy       Your next payment of \$0,00 will be auto drafted on Sat Sep 07 2019 using Second Bank     Poduct:       Product:     Businesa Owners Policy       Product:     Businesa Owners Policy	O9-0021002527-9-00       Stop         Your next payment of \$4,476.06 will be auto drafted on Fri Dec 06 2019 using The other card       I7-00049247757-4-00         Your next payment of \$4,476.06 will be auto drafted on Fri Dec 06 2019 using The other card       Product:         Business Owners Policy       Diameter of \$4,476.06 will be auto drafted on Fri Dec 06 2019 using The other card       Product:         Business Owners Policy       Diameter of \$4,076.06 will be auto drafted on Fri Dec 06 2019 using The other card       Product:         Status:       Cancel Pro-Rats       Status:         32-000049247760-4-00       The will be auto drafted on Sam Jun 09 201       The will be responsible to manually make a payment of \$1,536.00 before The Mar 14 2019         Your next payment of \$4322.00 will be auto drafted on Sam Jun 09 201       The will be responsible to manually make a payment of \$1,536.00 before The Mar 14 2019       Status:         39-00049247761-5-00       Status:       Status:       Active:         39-00049247761-5-00       Status:       Active:       Status:       Active:         39-00049247761-5-00       Status:       Active:       Status:       Active:       Active:         Your next payment of \$10.50 will be auto drafted on Sat Sep 07 2019 using Second Bank       Product:       Business Owners Roley       Your next payment of \$50.00 will be auto drafted         Product:       Business Owners Roley