

HOW TO CHANGE END DATE FOR A SCHEDULED AUTOPAY

The end date field is an optional feature which can be used to mark a hard stop date for automatic payments.

- Visit <u>mutualfirebc.com/payment</u>
- Log into your account

MUTUAL FIRE	Customer Portal		
		Make One-Time Payment	🖏 Login
		Pay your bill in 3 easy steps without registering. All you need is your account number from your paper bill	Email
		Payments made prior to midnight will be posted to your account	someone@example.com
		next day. Payments made after midnight will be posted within 48 hours. For each payment, you will receive a confirmation number for	Password
		your records.	Don't have an account <u>Register Now</u>
		Pay Now	Login Forgot your password?
		Payme	In tus
		Accessibility_ Privacy Policy_ Privacy Notice to California Resident	Website Conditions of Use Payment Authorization Terms

• Choose "AutoPay" from the menu

	Customer Portal			
Accounts	Accounts			
Pay My Bill	Premium Pav	ment # FPB12141-000		
AutoPay	Account Details	* Edit		
Bill History	Date Due May 10, 2023	Amount Due \$806.02		Pay Bill
Payment History	AutoPay	Frequency	Paument Method	
My Wallet	Yes	Bill amount on the due date	V/SA ***4448	
My Profile	More			
Log out	View All Payments			

• Select the "edit" button under the applicable Policy Identification Code

MUTUAL FIRE	Customer Portal		
Accounts	AutoPay		
Pay My Bill	Premium Payment # FPB	12141-000	
AutoPay	Schedule # 2971061 ZEdit	7	
Bill History	Frequency		
Payment History	Created By	Start Date	
My Wallet	You	Apr 28, 2023	
My Profile	Payment Details 🖍 Edit		
Log out	Payment Method VISA	Payment Amount Bill Amount	
			J.



- Under the End Date field, select the calendar and choose your end date.
- Check the box to authorize payment and click confirm to change the date

Schedule Details			×
Frequency			
• Bill amount on the due	date		
End Date (Ontional)			
05/17/2023			
Payment Amount			
Bill Amount			
By selecting the box, yo authorization is valid un service number. Cancell scheduled payment due	authorize the above il you cancel it throug ation requests must be date.	scheduled payments from th h the customer portal or by c e received at least 3 business	e account shown. This alling your biller's customer days before the next
Cancel	Confirm	Remove Schedule	