

REGISTER YOUR INSURANCE RENEWAL FOR AUTOPAY

Your insurance renewal documents include an invoice with a new Policy Identification Code and Policy Registration Code. You must add a new Account in your profile with the new codes to complete Full Pay or AutoPay for your insurance renewal.

- Visit <u>mutualfirebc.com/payment</u>
- Log in to 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 someone@example.com
		Payments made prior to midnight will be posted to your account	Password
		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 Grgot your password2
		Payrı ◎ Payrıentus Cor	nentus p. All Rights Reserved
		Accessibility, Privacy Policy, Privacy Notice to California Resid	lents. Website Conditions of Use. Payment Authorization Terms

• The account screen will appear. Select the plus (+) sign to "Add Account"

Accounts	Policy Identification Code # 00354697CL14 Portal Registration Code: 2A8939E6	4	
Pay My Bill	Account Details 🥒 Edit Regent Avenue W Winni	peg MB	
AutoPay	Date Due Amount Due Nov 29, 2022 \$6,420.00	Pay Bill	
Payment History	AutoPay 🕑	AutoPay	
My Wallet	More		
My Profile	View All Payments View Most Recent Bill		
Log out			
Powered by Paymentus	Add Account		
Privacy Policy Website Conditions of Use			

- The "Add Account" window will be displayed.
- Enter the new Policy Identification Code and the Portal Registration Code shown on the Invoice provided with your Insurance Renewal Documents. Select "I agree to the Payment Authorization Terms" and Click Add Account button.



	Customer Portal
Accounts	Add Account
Pay My Bill	Account Information
AutoPay	Payment Type
Bill History	Premium Payment
Payment History	Please enter your Policy Identification Code as shown on your bill.
My Wallet	Enter your Policy Identification Code
My Profile	Portal Registration code Enter your Portal Registration code
Log out	Terms & Conditions
Powered by Paymentus Accessibility Phixary Policy Phixary Notice to California Residents Website Conditions of Lise Paymenti Authoritation Terms	Bead the Payment Authorization Terms agree to the Payment Authorization Terms. Back to Accounts

• A confirmation will display Account Added

SET UP AUTOMATIC RENEWAL PAYMENTS

• Click Autopay in the left-hand menu



- The AutoPay window will display the previous term policy tile
- Select "Add Schedule" and a new AutoPay window will display all Accounts under your profile





• Choose the Policy Identification Code and Registration Code that matches your Renewal Invoice. Select continue.

Payme	nt	
	Create New AutoPay	
Accounts Marcolar Pay My B My Pay My Walls My Profil My Prof	All Pictory Policy Identification Code # 00354697CL14, Regent Avenue W Pictus Regentation Code # 00354697CL14-001, Regent Avenue W Pictus Regentation Code # 00354697CL14-001, Regent Avenue Pictus Regentation Code Ad3CCPT0 T Re Pictus Regentation Code Ad3CCPT0 T Pictus Regentation Code Ad3CCPT0 T	How to set up AutoPay 1. Select the account: 2. Choose you preferred payment method. 3. Determine the frequency of payment best suited for your needs. 4. Configue the payment details. 5. Choose how and when to be notified of upcoming payment. 6. Select 'l Authorize'

• The Payment window will display

	Create New AutoPay > Policy Identification Code # C	00354697CL14-001
Accounts	Payment Method	How to set up AutoPay
Accounts Pay My Bill Image: AutoPay Image: AutoPay<	Payment Method My Wallet Image: Wallet	How to set up AutoPay 1. Select the account: 2. Choose your preferred payment method. 3. Determine the frequency of payment best suited for your needs. 4. Configure the payment details. 5. Choose how and when to be notified of upcoming payment. 6. Select 'I Authorize'

• The Credit Card in your wallet will display and can be used for the new term or a new card may be added

Payment		
	Create New AutoPay > Policy Identification Code # C	00354640CL07
Accounts	Payment Method	How to set up AutoPay
Pay My Bill AutoPay Payment History My Wallet My Profile Log out Deservet to Paymenthis	My Wallet	 Select the account. Choose your preferred payment method. Determine the frequency of payment best suited for your needs. Configure the payment details. Choose how and when to be notified of upcoming payment. Select "I Authorize"
Privacy Policy Website Conditions of Use Payment Authorization Terms Last login was on Nov 3, 2022, 8:20:17 AM		



• If the credit card on file is desired card, click Continue and proceed. If you would like to add a different card, click the plus sign to Add New

Payment		
	Create New Add Payment Method	×
Accounts	Payment Metho Credit My Wallet	
AutoPay	Card Number CVV @ Card number CVV @ CVV	ed payment method. vency of payment best suited for your
My Wallet	Expiration Date Back MM V YYYY V	ent details. Ien to be notified of upcoming payment.
My Profile	Card Holder Name Card holder name	
Powered by Paymentus Protect Policy Website Conditions of Use Payment Automation Terms	Click to read the Payment Authorization Terms I authorize payment and agree to the Payment Authorization Terms	
Last login was on Nov 3, 2022, 8:20:17 AM	Back Add	

• Add Payment Method will display. Enter information, select authorization, and click Add button

Accounts	Payment Method	How to set up AutoPay
Pay My Bill AutoPay Payment History My Wallet My Profile Log out	My Wallet VISA ************************************	 Select the account. Choose your preferred payment method. Determine the frequency of payment best suited for your needs. Configure the payment details. Choose how and when to be notified of upcoming payment. Select "I Authorize"
Powered by Paymentus <u>Privacy Policy</u> <u>Website Conditions of Use</u> <u>Payment Authorization Terms</u> Last login was on Nov 4, 2022, 9:49:58 AM		

• Wallet will display the newly added credit card as the default method for the renewal term



• Click Authorization and Create AutoPay

riccounts	Payment Details	How to set up AutoPay
Pay My Bill	Frequency	
		1. Select the account.
AutoPay	Bill amount on the due date	2. Choose your preferred payment method.
Payment History		3. Determine the frequency of payment best suited for your
rayment matory	End Date (Optional)	needs.
My Wallet	Select end date	4. Configure the payment details.
	Burgent Amount	5. Choose how and when to be notified of upcoming payment.
My Profile	Bill Amount	
	Ditchinging	6. Select 1 Authorize
Log out	Total Amount	
	Bill Amount	
d by Paymentus Privacy Policy	Payment Type	
ite Conditions of Use nt Authorization Terms	MasterCard	
ast login was on	Account Number	
4. 2022. 9:49:58 AM	**********5454	
	Schedule Notification Preferences 🚱	
	Do not remind me 💙 in advance of a scheduled payment	
	By selecting the box, you authorize the above scheduled payments from	
	the account shown. This authorization is valid until you cancel it through	
	the customer portal or by calling your biller's customer service number.	
	the next scheduled payment due date.	

• Payment details will display.

My Bill Confirmation #		
	2325506	1. Select the account.
oPay Payment Type	Premium Payment	2. Choose your preferred payment method,
Policy Identification Code	00354697CL14-001	3. Determine the frequency of payment best suited for your
Payment History Payment Method	Visa **********4448	needs.
Wallet Start Date	Nov 15, 2022	4. Configure the <i>payment details</i> .
Profile	Bill amount on the due date	5. Choose how and when to be notified of upcoming payment.
Payment Amount	Bill Amount	6. Select "I Authorize"
out Total Amount	Bill Amount	
Paymentus asc Palicy uthorgation Terms ogin was on ogin was on 222 1/249-41 PM	лоРау	

• Schedule Created window will display with Confirmation # on successful AutoPay set up.