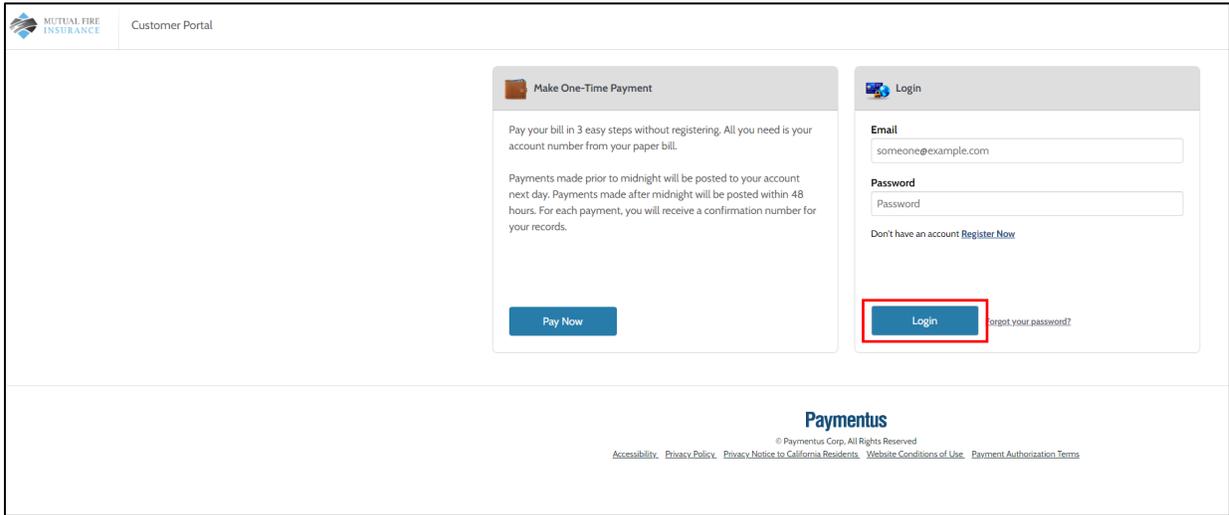


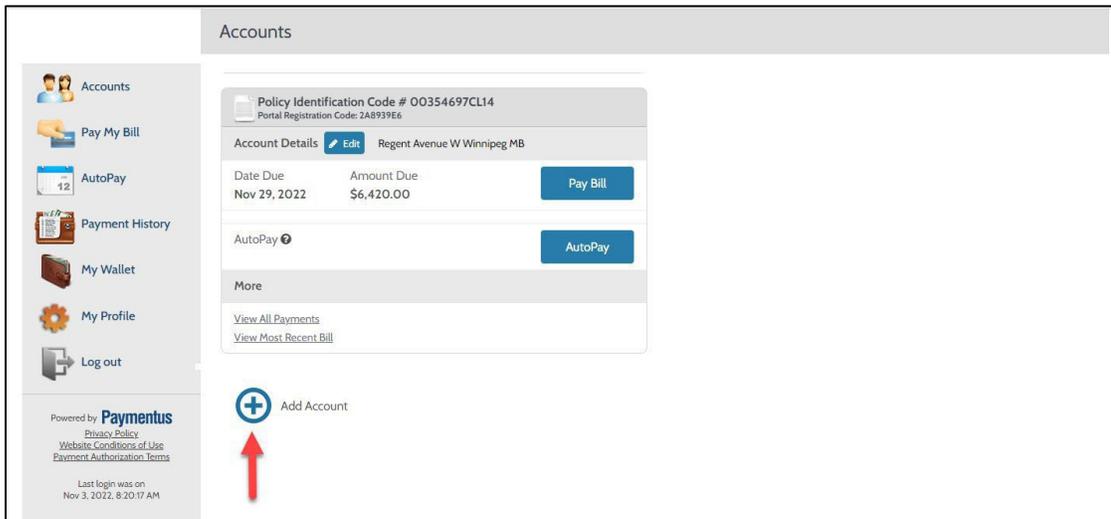
REGISTER YOUR INSURANCE RENEWAL FOR AUTOPAY

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.

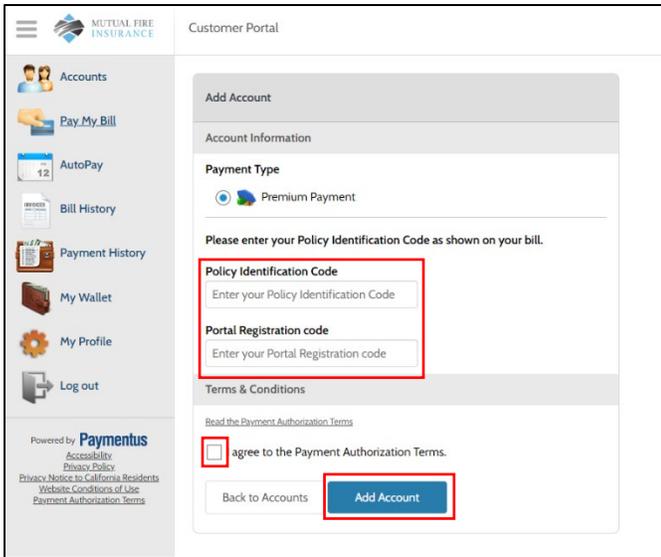
- Visit mutualfirebc.com/payment
- Log in to your account



- The account screen will appear. Select the plus (+) sign to “Add Account”



- 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

Add Account

Account Information

Payment Type

Premium Payment

Please enter your Policy Identification Code as shown on your bill.

Policy Identification Code
Enter your Policy Identification Code

Portal Registration code
Enter your Portal Registration code

Terms & Conditions

[Read the Payment Authorization Terms](#)

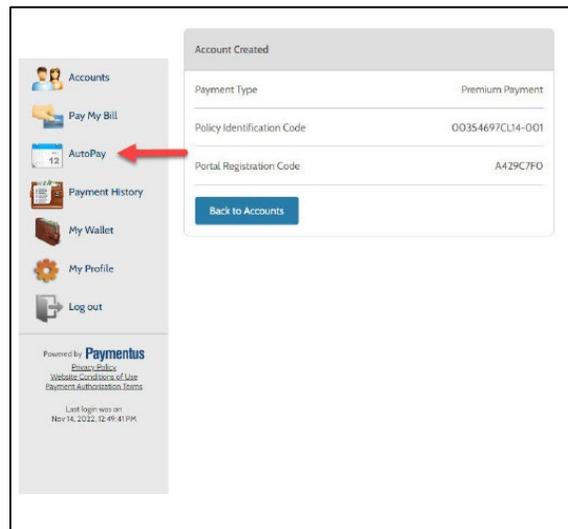
agree to the Payment Authorization Terms.

[Back to Accounts](#) [Add Account](#)

- A confirmation will display Account Added

SET UP AUTOMATIC RENEWAL PAYMENTS

- Click Autopay in the left-hand menu



Account Created

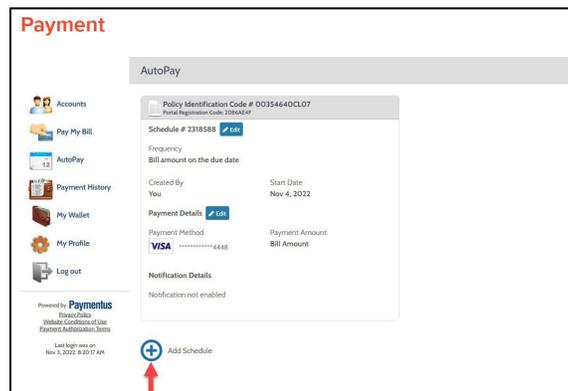
Payment Type: Premium Payment

Policy Identification Code: 00354697CL14-001

Portal Registration Code: A429C7FO

[Back to Accounts](#)

- 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



Payment

AutoPay

Policy Identification Code # 00354640CL07
[View Payment Code Details](#)

Schedule # 2316588 [Edit](#)

Frequency: Bill amount on the due date

Created By: You Start Date: Nov 4, 2022

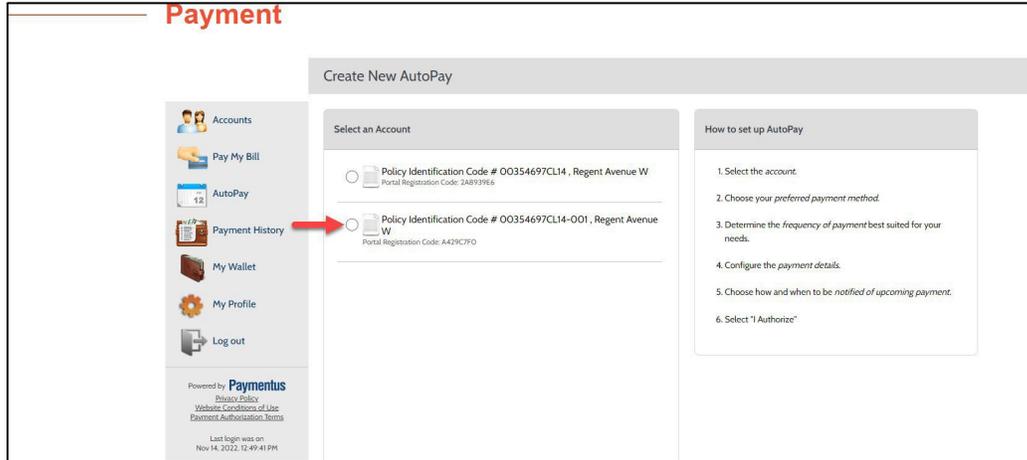
Payment Details [Edit](#)

Payment Method: VISA Payment Amount: Bill Amount

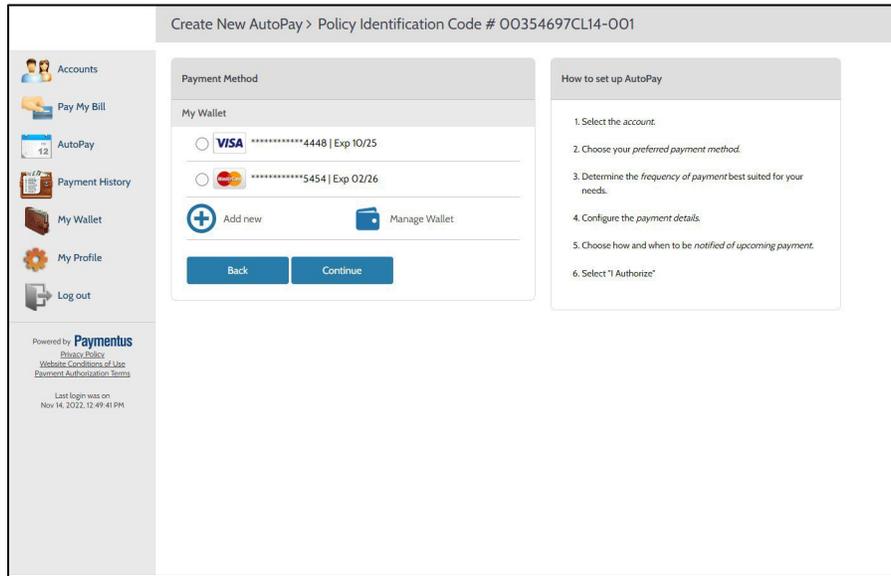
Notification Details: Notification not enabled

[Add Schedule](#)

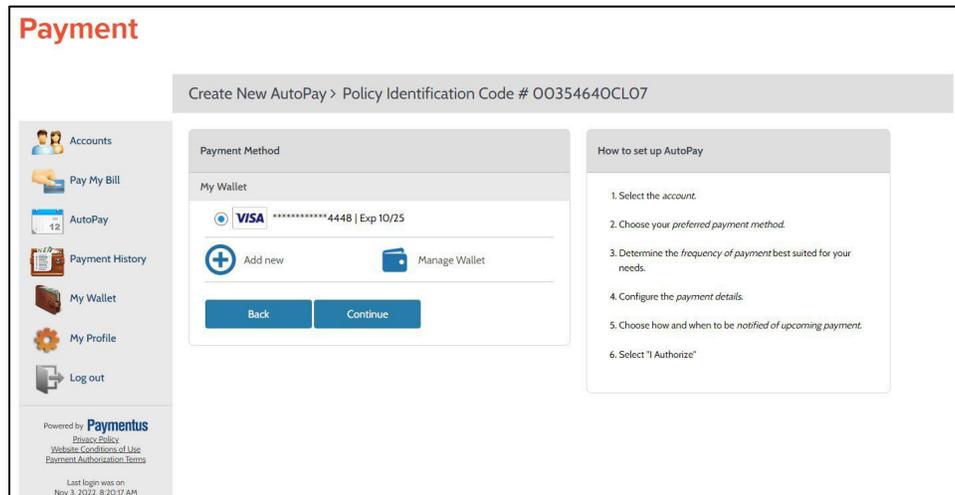
- Choose the Policy Identification Code and Registration Code that matches your Renewal Invoice. Select continue.



- The Payment window will display



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



- 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

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**
[Privacy Policy](#)
[Website Conditions of Use](#)
[Payment Authorization Terms](#)

Last login was on
Nov 3, 2022, 8:20:17 AM

Payment Method

My Wallet

VISA

ADD NEW

Back

Add Payment Method

Credit

VISA

Card Number CVV

Expiration Date

Card Holder Name

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

Back Add

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

Create New AutoPay > Policy Identification Code # 00354640CLO7

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**
[Privacy Policy](#)
[Website Conditions of Use](#)
[Payment Authorization Terms](#)

Last login was on
Nov 4, 2022, 9:49:58 AM

Payment Method

My Wallet

VISA *****4448 | Exp 10/25

MasterCard *****5454 | Exp 02/26

ADD NEW Manage Wallet

Back Continue

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"

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

- Click Authorization and Create AutoPay

Create New AutoPay > Policy Identification Code # 00354640CL07

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**
Privacy Policy
 Website Conditions of Use
 Payment Authorization Terms

Last login was on
Nov 4, 2022, 9:49:58 AM

Payment Details

Frequency

Bill amount on the due date

End Date (Optional)

Select end date

Payment Amount

Bill Amount

Total Amount

Bill Amount

Payment Type

MasterCard

Account Number

*****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. Cancellation requests must be received at least 3 business days before the next scheduled payment due date.

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"

- Payment details will display.

Payment

Create New AutoPay > Policy Identification Code # 00354697CL14-001

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**
Privacy Policy
 Website Conditions of Use
 Payment Authorization Terms

Last login was on
Nov 14, 2022, 12:49:41 PM

Schedule Created

Confirmation #	2325506
Payment Type	Premium Payment
Policy Identification Code	00354697CL14-001
Payment Method	Visa *****4448
Start Date	Nov 15, 2022
Frequency	Bill amount on the due date
Payment Amount	Bill Amount
Total Amount	Bill Amount

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"

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