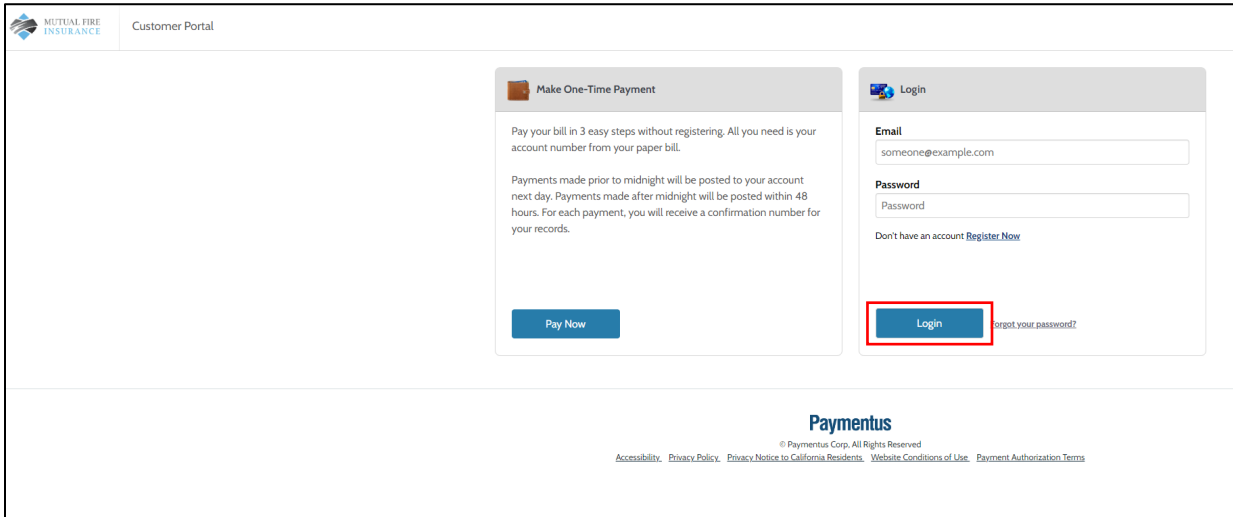


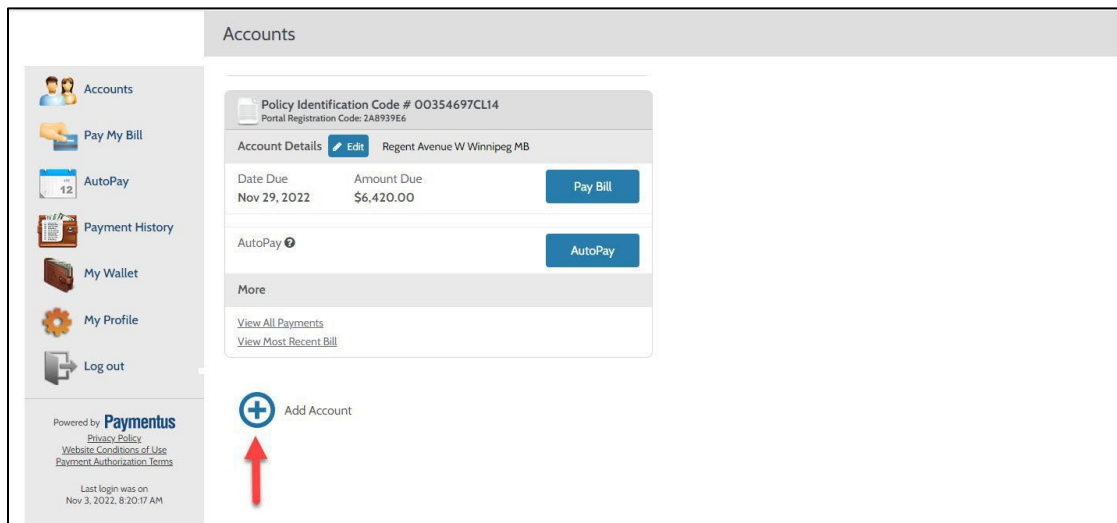
REGISTER YOUR INSURANCE RENEWAL FOR AUTOPAY

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.

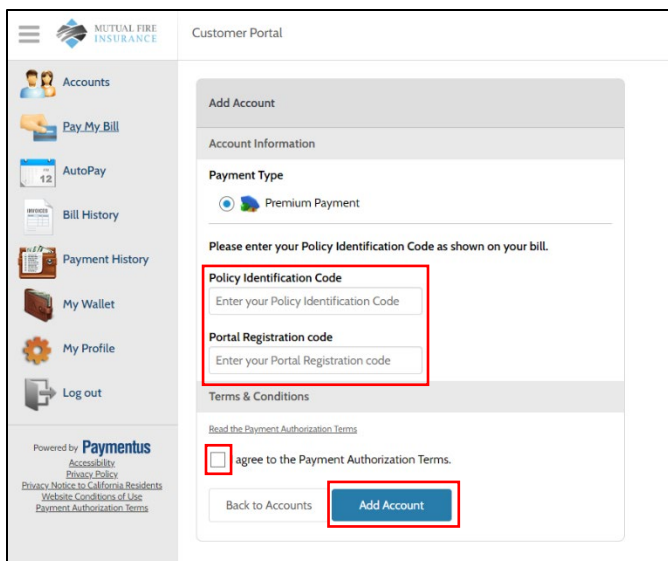
- Visit mutualfirebc.com/payment
- Log in to your account



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



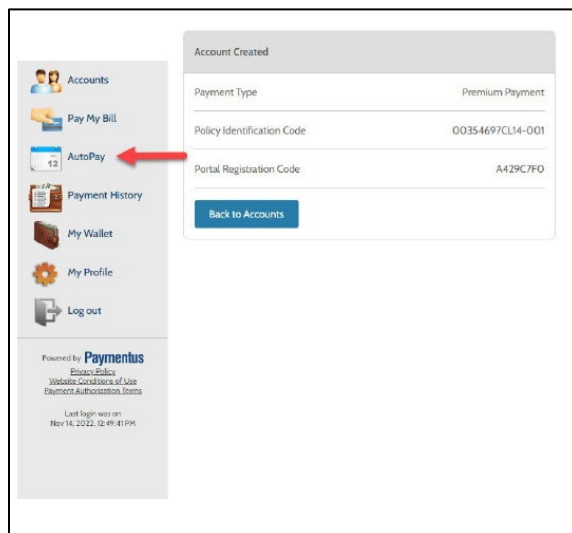
- The “Add Account” window will be displayed.
- Enter the new Policy Identification Code and the Portal Registration Code shown on the Invoice provided with your Insurance Renewal Documents. Select “I agree to the Payment Authorization Terms” and Click Add Account button.



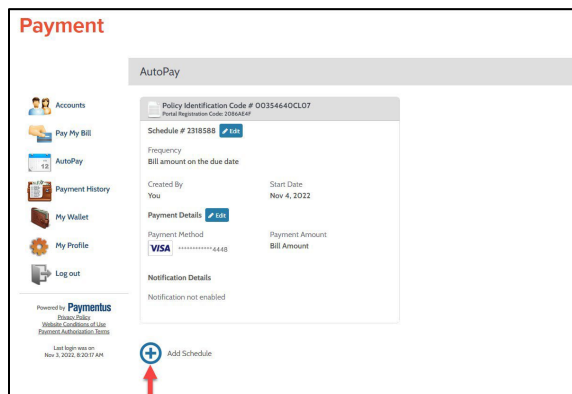
- A confirmation will display Account Added

SET UP AUTOMATIC RENEWAL PAYMENTS

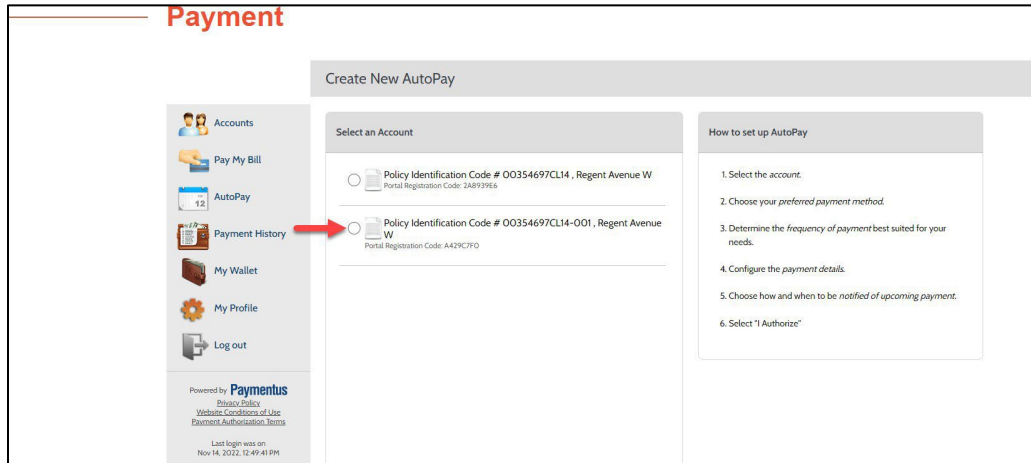
- Click Autopay in the left-hand menu



- 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.



Payment

Create New AutoPay

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

Select an Account

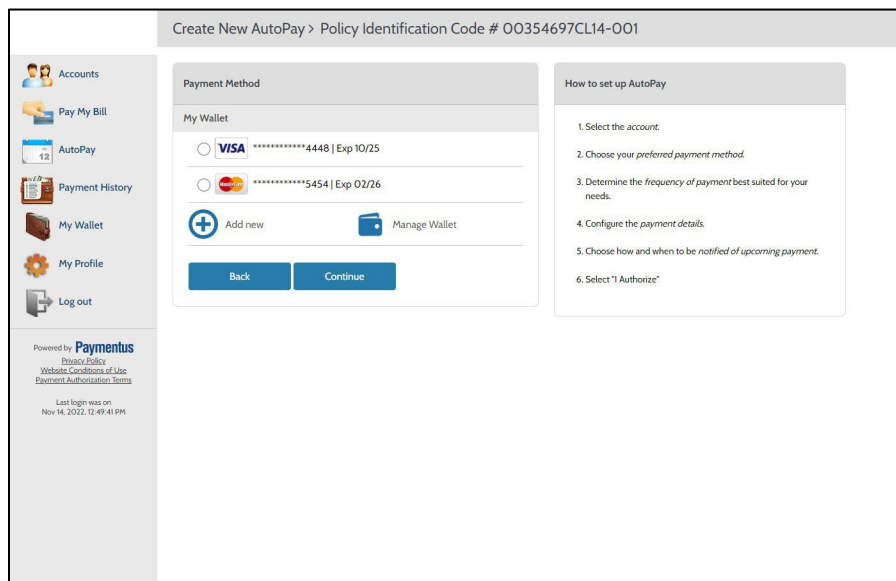
☐ Policy Identification Code # 00354697CL14 , Regent Avenue W
Portal Registration Code: 2A9339E6

☐ Policy Identification Code # 00354697CL14-001 , Regent Avenue W
Portal Registration Code: A429C7F0

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 Payment window will display



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

Payment Method

My Wallet

☐ VISA *****4448 | Exp 10/25

☐ Mastercard *****5454 | Exp 02/26

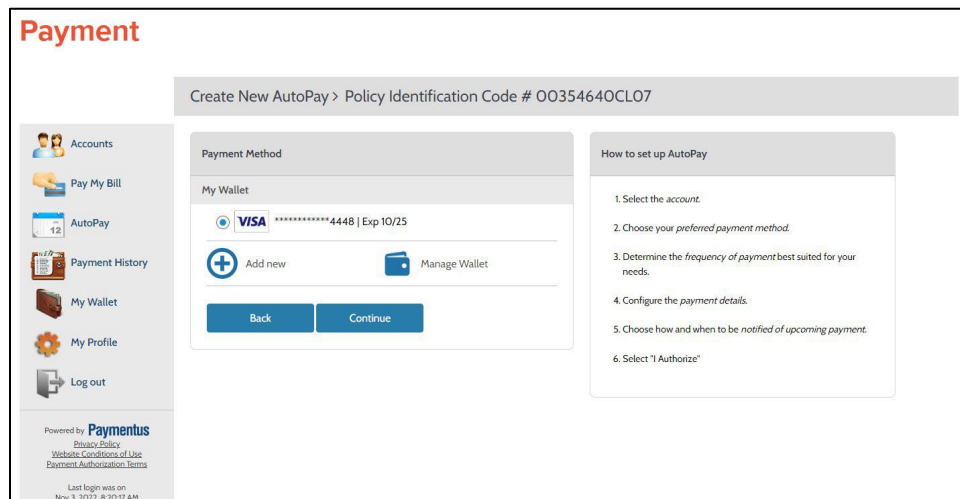
+ Add new Manage Wallet

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"

- 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 # 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 2, 2022, 9:20:17 AM

Payment Method

My Wallet

☒ VISA *****4448 | Exp 10/25

+ Add new Manage Wallet

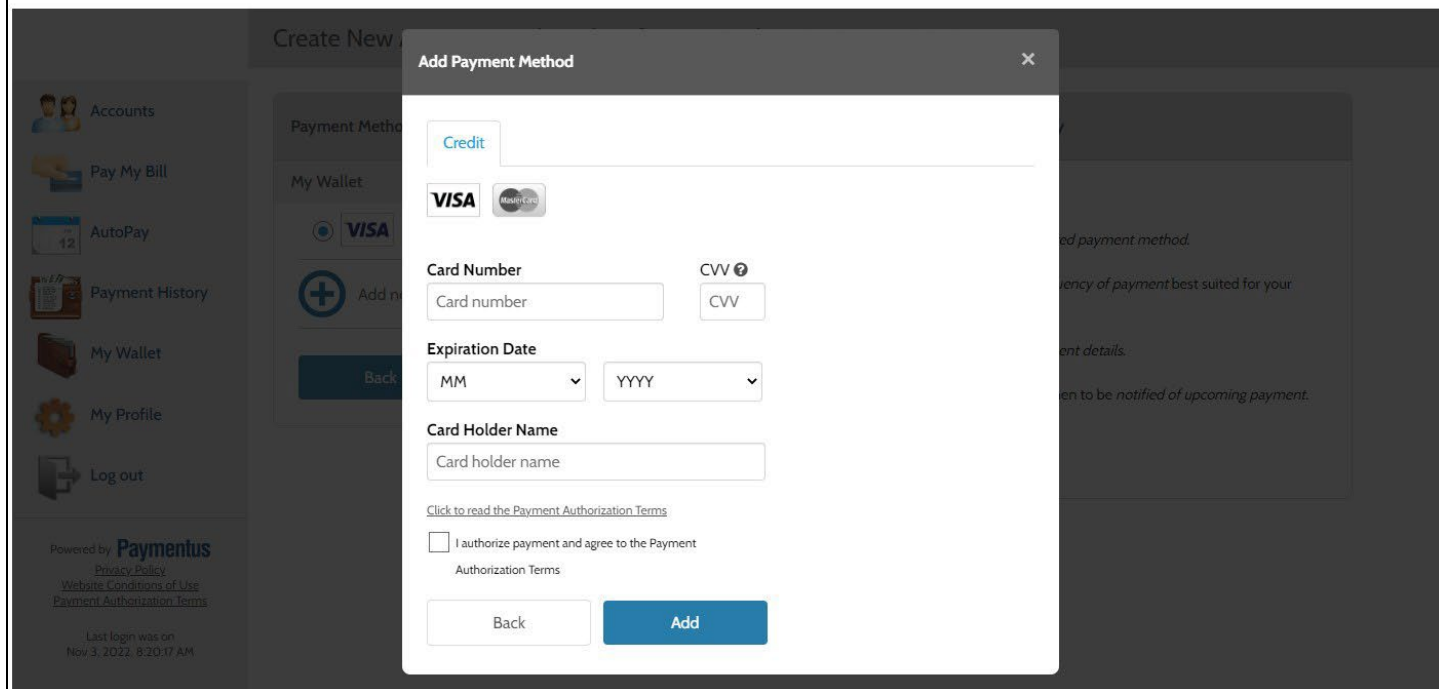
Back Continue

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"

- 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



Add Payment Method

Credit

VISA MasterCard

Card Number **CVV**

Card number CVV

Expiration Date

MM YYYY

Card Holder Name

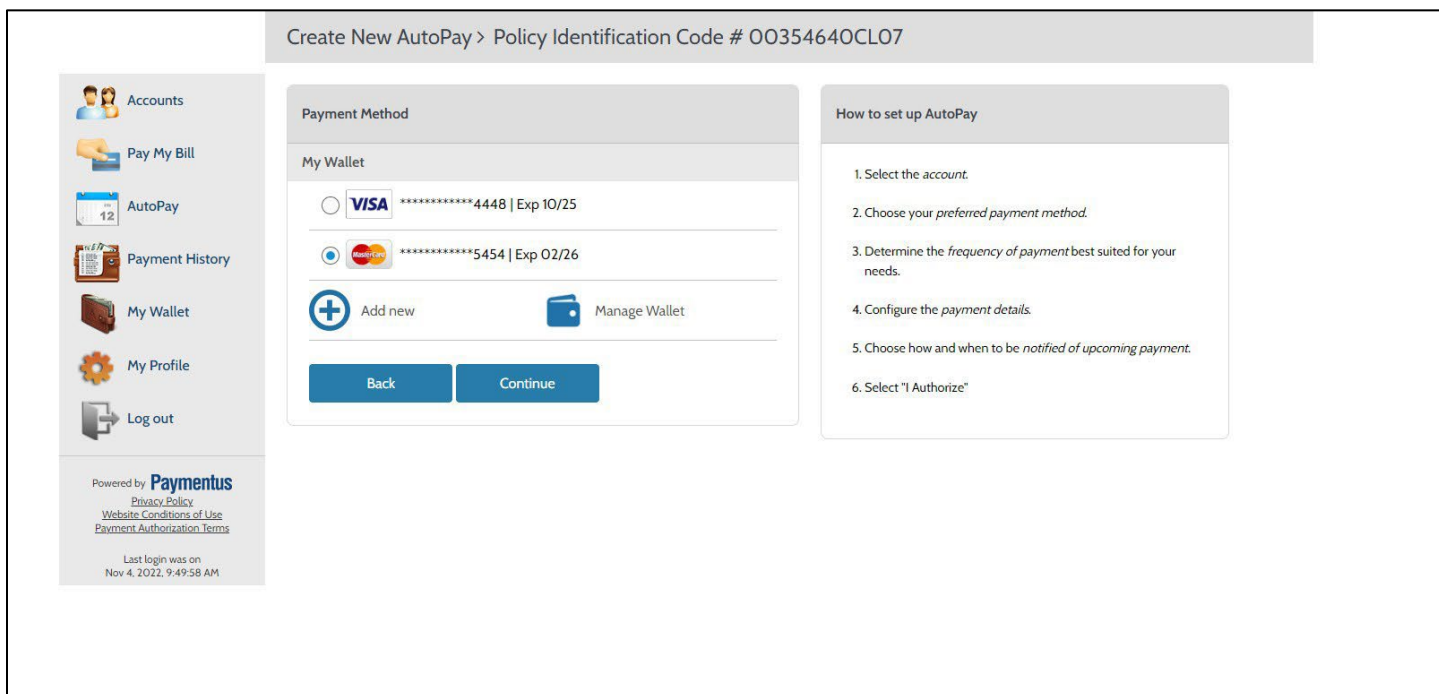
Card holder name

[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

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.

Back Create AutoPay

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

Print Back to AutoPay

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.