

## **MISSED PAYMENT – PAY MY BILL INSTRUCTIONS**

- If the payment due date has passed, the Pay Bill option can be used to pay the outstanding payment
- Select Accounts from the menu and click Pay Bill button for the applicable account

	Accounts	
Accounts	Premium Payment # FPA10455-000	
Pay My Bill	Account Details 🖉 Edit	
AutoPay	Date Due Amount Due   May 25, 2023 \$0.00	Pay Bill
Bill History	AutoPay 😧	AutoPay
Payment History	More	
My Wallet	View All Payments	
My Profile	Premium Payment # R2B11015-000	
Log out	Account Details 🖌 Edit	

- A Payment Details window will appear, click continue
- If your policy is registered for AutoPay, a duplicate payment message may generate
- Click Continue to proceed
- Review and confirm is displayed
- Click the Pay Button
- If the payment is successful, a confirmation will appear, and you will receive a corresponding email as your payment receipt