



Payment Posting Process

You have spoken and we are listening!!

Effective 11/14/2008

Our policy inquiry screen has changed to make the search and payment process quick and convenient

- The payment posting process has been reduced from five input screens to two. Simply input the policy number and select the **Make Payment** option.
- You can now go directly into our billing screen from the policy inquiry screen. Simply input the policy number and select the **Go To Billing** option.

A screenshot of a web-based policy inquiry form. The form has a light green background and contains several input fields and buttons. At the top, there is a 'Policy Number:' label followed by a dropdown menu and a text input field. Below this are four buttons: 'Go To Policy', 'Go To Billing', 'Make Payment', and 'Clear'. The 'Applicant Name:' field is split into 'Last' and 'First' sections. The 'Agent Name:' field has a dropdown menu with '-- ALL --' selected. Below are fields for 'Address:', 'DL Number:', 'Birth Date:', and 'Effective Date:'. The 'Effective Date:' field has two dropdown menus. At the bottom right, there is a link that says 'Create New Application'.

Enter the policy number and 'click on':

- **Go To Policy** To go to the Policy screen
- **Go To Billing** To go to the Billing screen
- **Make Payment** To Post a Payment
- **Clear** To restart search

If you have any question or suggestions
please notify your Underwriter at (630) 645-7777