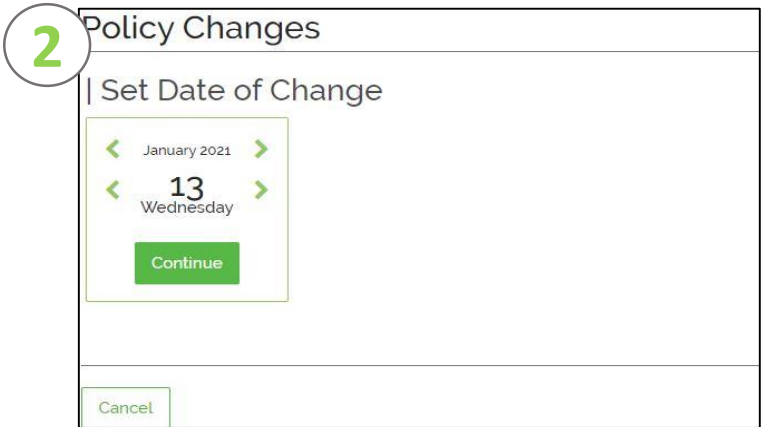# Setting up EZpay

This job aid will provide step by step instructions for setting up ezpay in AMsuite.

1 Start by pulling up the policy and click **Change Policy.**
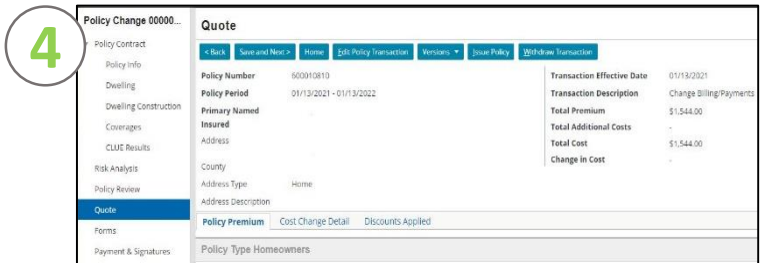

2 Enter the effective date of the change and click **Continue.**

3 Select the blue **Quote** button at the top of the screen.

4 Click the **Payments & Signatures** tab on the left-hand side.

5 Updated the billing type, draft date, payment plan and payment method. To add a payment new method, click the drop-down arrow and select new.

6 For electronic signature fill out the required fields or select traditional signature to print and sign.

7 Click **Issue Policy** at the top of your screen to apply the changes.