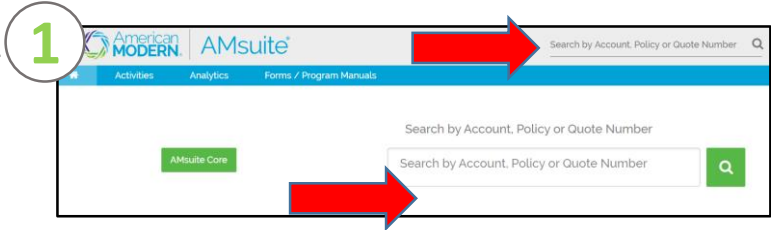


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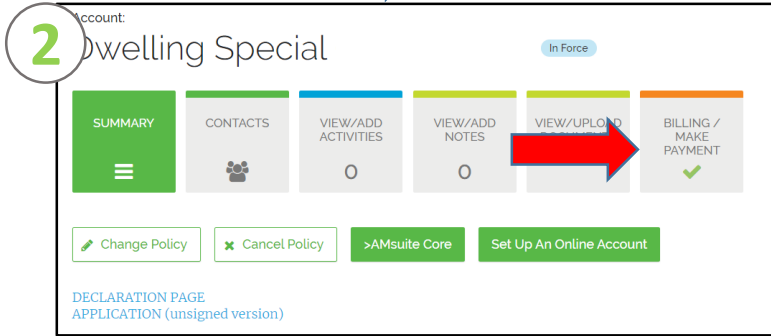
EFT One Time Payment

This document will assist in making a One Time EFT Payment on a policy.

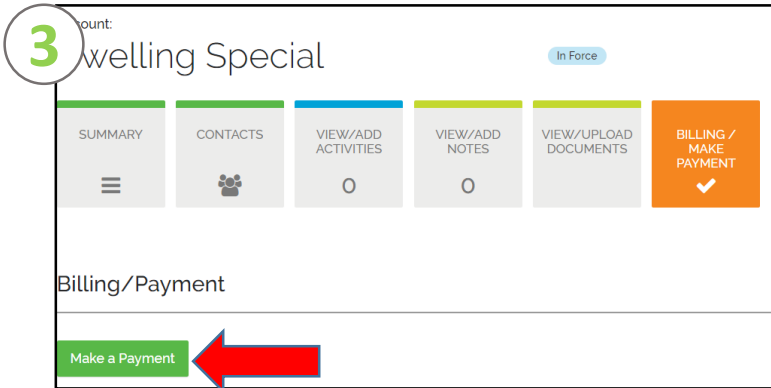
Search the AMsuite policy number



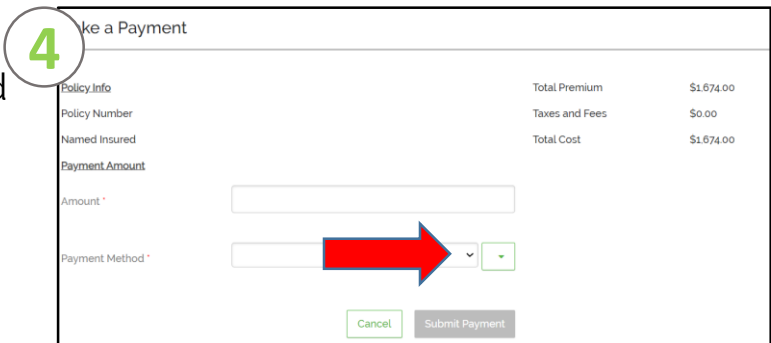
After selecting the policy number select the Billing/Make Payment box.



Under Billing/Payment select Make a Payment.



On the Make a Payment screen, on the payment method select the dropdown for previously saved payment information. Proceed to step 9.



If payment information has not previously been saved proceed to step 5.

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EFT One Time Payment

To enter new payment information next to the Payment Method box use the dropdown to select New.

5 Make a Payment

Policy Info		Total Premium	\$1,674.00
Policy Number		Taxes and Fees	\$0.00
Named Insured		Total Cost	\$1,674.00

Payment Amount

Amount *

Payment Method *

Cancel Submit Payment

(A red arrow points to the 'New' option in the Payment Method dropdown menu.)

On the New Payment Instrument page select the payment method.

6 New Payment Instrument

Payment Method * *(A red arrow points to the dropdown menu.)*

Save for future use? * Yes No

Payor is Primary Named Insured? * Yes No

OK Cancel

Enter the bank account routing and account number. Then select the Verify box.

7 EFT/ACH

Bank Account Type * CHECKING

Routing Number * *(A red arrow points to the input field.)*

Account Number * *(A red arrow points to the input field.)*

Verify *(A red arrow points to the Verify button.)*

Once you have entered the banking information, answer the two questions regarding saving for future use and if payor is Primary Named Insured. When completed select Ok.

8 New Payment Instrument

Payment Method * EFT *(A red arrow points to the dropdown menu.)*

Description ACH/EFT Checking (xxxx3456)

Save for future use? * Yes No *(A red arrow points to the No button.)*

Payor is Primary Named Insured? * Yes No

OK Cancel *(A red arrow points to the OK button.)*

On the Make a Payment screen enter the Payment Amount and select the Payment Method.

9 Make a Payment

Policy Info		Total Premium	\$1,674.00
Policy Number		Taxes and Fees	\$0.00
Named Insured		Total Cost	\$1,674.00

Payment Amount

Amount *

Payment Method * ACH/EFT Checking *(A red arrow points to the dropdown menu.)*

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January 2021
Version: 2.0

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EFT One Time Payment

Select the Notice about Electronic Check Conversion and select Submit Payment

10

Notice About Electronic Check Conversion

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.



Submit Payment

The Confirmation screen will then appear, review all the information, the information can be printed. After printing select Ok to return to the main screen.

11

Confirmation

Transaction Type	ach
Payment Instrument	ACH/EFT Checking
Policy Number	
Named Insured	
Amount	\$1,674.00
Date	12/28/20
Receipt Number	10000



OK

Print

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December 2020
Version: 1.0

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