

One Inc / eBilling Enhancement Training Guide

Agent and Policyholder

TABLE OF CONTENTS

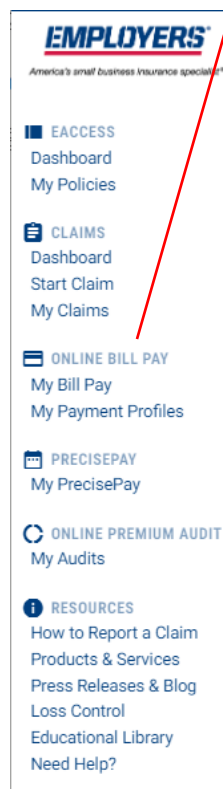
Step 1: Login	Page 3
Step 2: Screen Search / Policy Dashboard	Page 4
Step 3: View Details Screen	Page 5
Step 4: Make a Payment and Set Up Payment Profile	Page 6–12
Step 5: Manage Payment Profiles	Page 12–15
Step 6: Split Payments	Page 16
Step 7: AutoPay	Page 17-22
Step 8: QuickPay	Page 23-26
Step 9 & 10: Pay-By-Link and IVR	Page 27

Step 1: Login – Access eBilling through EACCESS at eaccess.employers.com **Agent and Policyholder View**

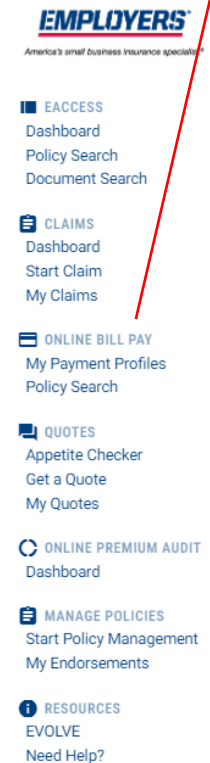
Please note: Google Chrome is the preferred web browser for all new microsites, which includes eBilling, EACCESS, Get a Quote, and self-service endorsements.

You will be required to set up a username/password if you have not previously registered with EACCESS. eBilling can be accessed through the side navigation.

Policyholder View

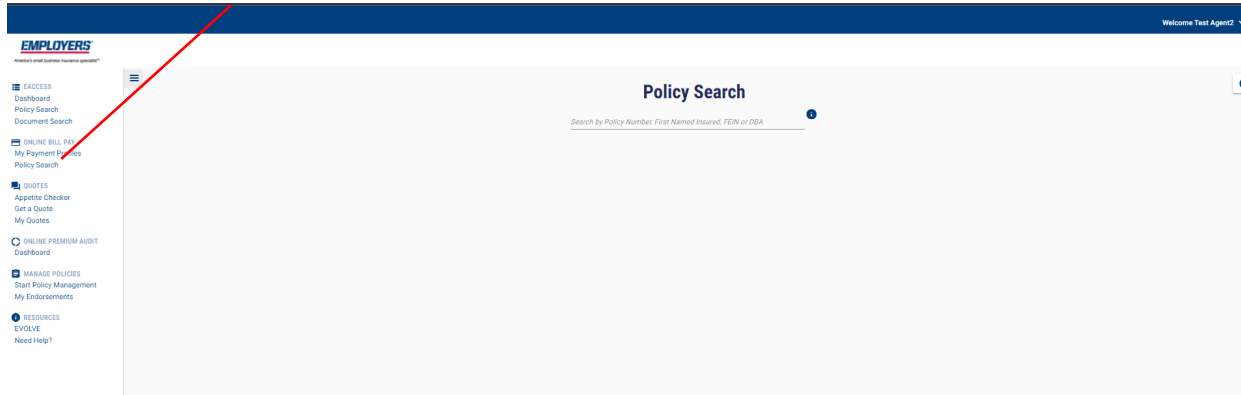


Agent View

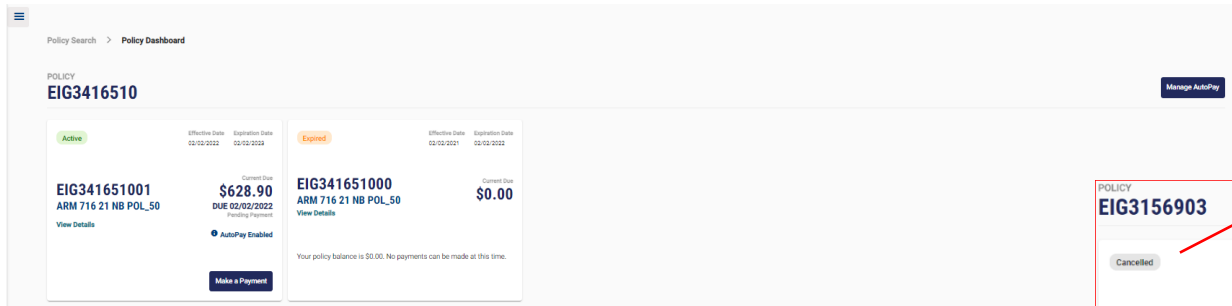


Step 2: Screen Search / Policy Dashboard

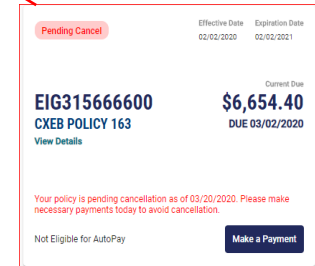
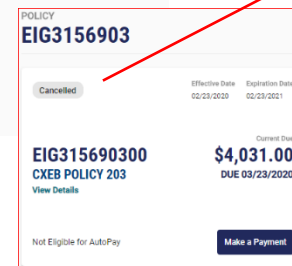
Agent Only View – Search Screen



Agent and Policyholder View – Policy Dashboard



Identifies when a policy is pending cancellation and/or is cancelled.



Step 3: View Details Screen- Agent and Policyholder View

Each card below will show the **effective dates, amount due**, and if it is **active, expired, cancelled, or future dated**. If you would like to see the Installment Schedule, Payment History, and Policy Details, please click "VIEW DETAILS" as shown below.

AutoPay Enabled

EIG341651001
ARM 716 21 NB POL_50

CURRENT DUE	PAYMENT PENDING	PAST DUE	POLICY BALANCE	DUE DATE
\$628.90	(\$1,019.90)	\$0.00	\$6,720.00	02/02/2022

Effective Date	02/02/2022	Total Amount Paid	\$0.00	Payment Status	Past due
Expiration Date	02/02/2023	Total Amount Refunded	\$0.00	Policy Status	Active

Installment Schedule

You're saving money on each installment with your policy enrolled in AutoPay.

Number	Invoice Date	Due Date	Installment Amount	Paid	Invoice
001	02/09/2022	02/02/2022	\$1,009.90	\$0.00	
002	02/09/2022	03/02/2022	\$638.90	\$0.00	
003		04/02/2022	\$633.90	\$0.00	
004		05/02/2022	\$633.90	\$0.00	
005		06/02/2022	\$633.90	\$0.00	
006		07/02/2022	\$633.90	\$0.00	
007		08/02/2022	\$633.90	\$0.00	
008		09/02/2022	\$633.90	\$0.00	
009		10/02/2022	\$633.90	\$0.00	
010		11/02/2022	\$633.90	\$0.00	

Payment History

Payment Date	Payment Amount	One Inc Processing Fee	Total Amount Charged	Payment Status	Payment Method	Transaction Reference	Merchant Reference
02/03/2022	\$10.00	\$0.30	\$10.30	Pending	Credit Card	16991689	1003EIG341651001_0001643924643_N
02/02/2022	\$1,009.90	\$0.00	\$1,009.90	Pending	ACH	20D4C0RK6WIFTVM	1003EIG341651001_0001643801529_Y

This page shows the One Inc *Credit Card Processing Fee and Total Amount Charged columns.

*Credit Card payments are not available in Connecticut

Step 4: Make a Payment and Set Up Payment Profile - Agent and Policyholder View

Policy Search > Policy Dashboard

POLICY
EIG3416510 Manage AutoPay

Status	Effective Date	Expiration Date	Current Due
Active	02/02/2022	02/02/2023	\$628.90 DUE 02/02/2022 Pending Payment AutoPay Enabled
Expired	02/02/2021	02/02/2022	\$0.00

EIG341651001
ARM 716 21 NB POL_50
View Details
Make a Payment

EIG341651000
ARM 716 21 NB POL_50
View Details

Your policy balance is \$0.00. No payments can be made at this time.

Policy Search > Policy Dashboard > Make a Payment

EIG341651001
02/02/2022 - 02/02/2023

Current Due **\$628.90**
Due 02/02/2022

Current Due **\$628.90**

Past Due **\$0.00**

Policy Balance **\$6,720.00**

Other Amount **\$ 0.00**

Back Continue

Choose payment amount from these four options, and then click "Continue."

Step 4 Cont'd: Make a Payment and Set Up Payment Profile - Agent and Policyholder View

Policyholder View

Navigation Confirmation X

I understand and agree that by clicking the "Continue" button below, I am leaving the EMPLOYERS website to make a payment with ONE INC, the third-party payment solutions provider that will make a payment to EMPLOYERS on my behalf. There is no fee to make a payment using a bank account. One Inc will charge a 2.99% service fee if you select credit/debit card as the payment method.
*Credit card payments are not available in Connecticut.

Back Continue

Agent View

Navigation Confirmation X

****IMPORTANT NOTICE****

You are now leaving *EACCESS* and going to **ONE INC** to process your request.

Be careful which payment profile you're using for a particular policy. If you're going to delete a payment profile, be sure to check which AutoPay it's attached to first. 👍

I understand and agree that by clicking the "Continue" button below, I am leaving the EMPLOYERS website to make a payment with ONE INC, the third-party payment solutions provider that will make a payment to EMPLOYERS on my behalf. There is no fee to make a payment using a bank account. One Inc will charge a 2.99% service fee if you select credit/debit card as the payment method.
*Credit card payments are not available in Connecticut.

Back Continue

Step 4 Cont'd: Make a Payment and Set Up Payment Profile - Agent and Policyholder View

Choose "Add New Payment Profile" or choose an existing payment profile.

Nicknames can be allocated to each payment profile which will reflect here.

If adding new payment profile, enter payment profile information for *credit card.
Click "Submit."
If choosing existing payment profile, go to Page 9.

Enter payment profile information for Bank Account / ACH.

ONE INC ADD PAYMENT PROFILE

Welcome. Please make your payment choices below to keep your insurance policy active.

1 PAYMENT AMOUNT
\$10.00

2 PAYMENT PROFILE MANAGE

Split payment between two cards

+ ADD NEW PAYMENT PROFILE

REVIEW CANCEL

ONE INC ADD PAYMENT PROFILE

Welcome. Please make your payment choices below to keep your insurance policy active.

1 PAYMENT AMOUNT
\$10.00

2 PAYMENT PROFILE MANAGE

Split payment between two cards

My bank account
WELLS FARGO BANK NA (ARIZONA)
Checking ending in 0019

Other Nickname
Visa ending in 1111, Exp 12/25

+ ADD NEW PAYMENT PROFILE

REVIEW CANCEL

ONE INC ADD PAYMENT PROFILE

Your data is secured. We are PCI Compliant

Credit Card Bank Account

If your bank requires an ACH Originator ID, EMPLOYERS' is FB00146791. Be sure to notify your bank to allow ACH transactions from this ID.

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Number

Expiration date

Name on Card
TEST EACCESSH501

Billing Address

Billing Zip

Nickname

MAKE THIS MY DEFAULT PAYMENT PROFILE

SUBMIT CANCEL

ONE INC ADD PAYMENT PROFILE

Your data is secured. We are PCI Compliant

Credit Card Bank Account

If your bank requires an ACH Originator ID, EMPLOYERS' is FB00146791. Be sure to notify your bank to allow ACH transactions from this ID.

Routing Number

Account Number

Repeat Account Number

Nickname

Checking Savings

Name On Account
TEST EACCESSH501

MAKE THIS MY DEFAULT PAYMENT PROFILE

SUBMIT CANCEL

*Credit Card payments are not available in Connecticut

Step 4 Cont'd: Make a Payment and Set Up Payment Profile - Agent and Policyholder View

Verify the correct payment profile is clicked, and then choose "Review."

Review payment information, and then choose "Pay."

If you choose "Cancel," this will cancel

***Credit Card Payment View**

ACH Payment View

*Credit Card payments are not available in Connecticut

Step 4 Cont'd: Make a Payment and Set Up Payment Profile - Agent and Policyholder View

Choose which option to receive receipt.

The screenshot shows the One Inc interface with a confirmation message "You're all set!" and a list of payment details. At the bottom, there are two buttons: "PRINT RECEIPT" and "DOWNLOAD RECEIPT". A red box highlights the text "Choose which option to receive receipt." with lines pointing to the two buttons.

Total Payment Amount	\$10.00
Transaction Number	29511692
Bank Account	My bank account WELLS FARGO BANK NA (ARIZONA) Checking ending in 0019
Payment Date	09.30.2024, 09:19 AM PDT

You can email receipt to:

Email Address:

The screenshot shows the One Inc interface with a confirmation message "You're all set!" and a list of payment details. At the bottom, there are two buttons: "PRINT RECEIPT" and "DOWNLOAD RECEIPT". A green banner at the bottom indicates "Receipt Successfully Sent".

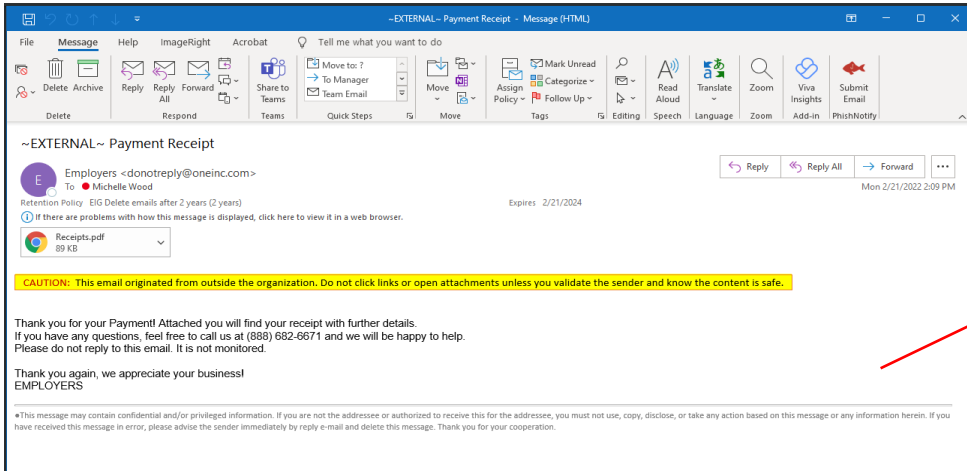
Total Payment Amount	\$10.00
Transaction Number	29511692
Bank Account	My bank account WELLS FARGO BANK NA (ARIZONA) Checking ending in 0019
Payment Date	09.30.2024, 09:19 AM PDT

You can email receipt to:

Email Address:

Receipt Successfully Sent

Step 4 Cont'd: Make a Payment and Set Up Payment Profile - Agent and Policyholder View



Copy of email sent and receipt received.

EMPLOYERS®
America's small business insurance specialist®

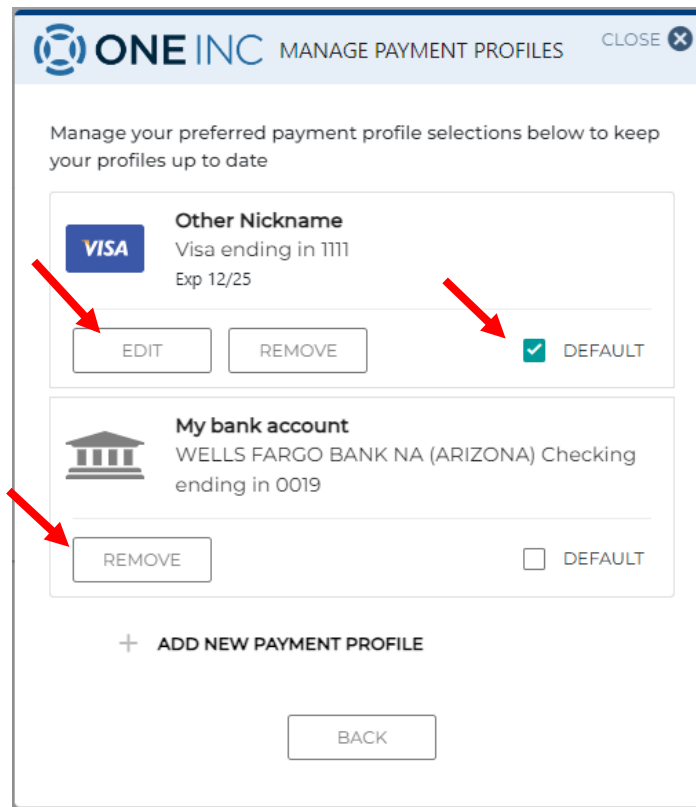
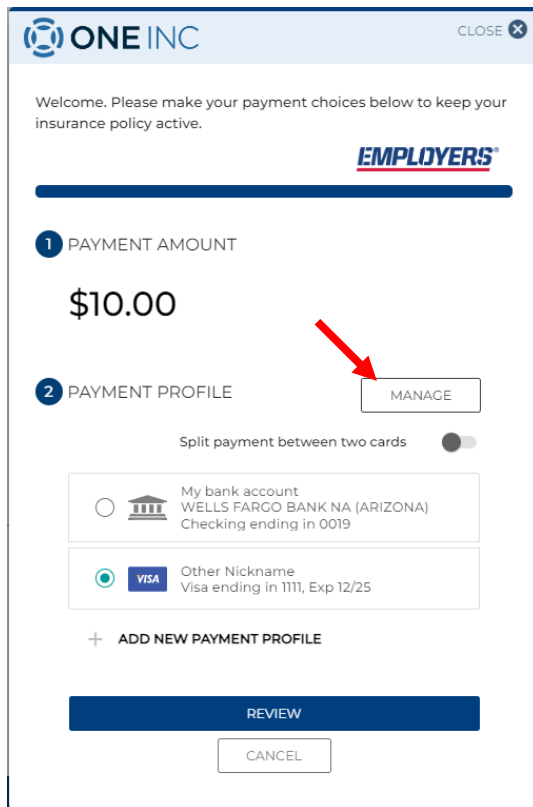
INSURANCE PAYMENT RECEIPT

Policy Information	
Customer Name:	SAKSHI MD EPIC_2799
Policy Number:	EIG360364200
Payment Transaction	
Transaction Number:	17082478
Payment Date:	02/21/2022 02:06:40 PM
Payment Profile:	*1111
Payment Amount:	\$6.00
Processing Fee:	\$0.18
Total Payment Amount:	\$6.18
Additional Information	
Thank you for making your payment to EMPLOYERS	
For billing inquiries, please contact EMPLOYERS Customer Service at (888) 682-6671	

Step 5: Manage Payment Profiles — One Inc Module - Agent and Policyholder View

You can manage any of your profiles, including editing a *credit card expiration date, nickname, address, and zip code; adding and deleting profiles; and setting any of your profiles to be a default payment.

ACH payment profiles, including the nickname, cannot be edited. In order to edit, the profile must be deleted and re-added.



*Credit Card payments are not available in Connecticut

Step 5 Cont'd: Manage Payment Profiles — eBilling - Agency View

Step 5 Cont'd: Manage Payment Profiles — eBilling — Policholder View

The screenshot displays the Employers One Inc eBilling interface. On the left, a sidebar contains navigation links: EACCESS (Dashboard, My Policies), ONLINE BILL PAY (My Bill Pay, My Payment Profiles), PRECISEPAY (My PrecisePay), ONLINE PREMIUM AUDIT (My Audits), and RESOURCES (How to Report a Claim, Products & Services, Press Releases & Blog, Loss Control, Educational Library, Need Help?). The main content area shows a policy card for POLICY EIG3603642, which is cancelled. Below this, a card for policy EIG360364200 (SAKSHI MD EPIC_2799) shows a current due amount of \$85,465.50, with a pending payment of \$85,465.50 marked as PAST DUE. A 'Make a Payment' button is visible at the bottom of this card. In the top right corner, there is a 'Manage Payment Profiles' button and a 'Not Eligible for AutoPay' status. Two red arrows highlight the 'My Payment Profiles' link in the sidebar and the 'Manage Payment Profiles' button in the top right.

Step 5 Cont'd: Manage Payment Profiles — eBilling - Agency and Policyholder View

Review, edit, delete, or identify default profiles.

Policy Search > Manage Payment Profiles

Manage Payment Profiles

Test2 Agent2
testagent2qa@employers-qa.com

Update Payment Profiles

Profile Information	Nickname	Expiration Date	Default Profile i
Visa card ending in 1111	New One	12/2025	
Checking account ending in 0019	Old bank account	No Expiration	

ONE INC MANAGE PAYMENT PROFILES CLOSE

Manage your preferred payment profile selections below to keep your profiles up to date

VISA Other Nickname
Visa ending in 1111
Exp 12/25

EDIT REMOVE DEFAULT

My bank account
WELLS FARGO BANK NA (ARIZONA) Checking
ending in 0019

REMOVE DEFAULT

+ ADD NEW PAYMENT PROFILE

BACK

“Update Payment Profiles” brings you directly to One Inc module.

Step 6: Split Payments - Agent and Policyholder View

ONE INC CLOSE X

Welcome. Please make your payment choices below to keep your insurance policy active.

EMPLOYERS

1 PAYMENT AMOUNT

\$100.00

2 PAYMENT PROFILE MANAGE

Split payment between two cards

VISA Visa ending in 1111 Expires 07/26

VISA Visa ending in 1111 Expires 12/25

+ ADD NEW PAYMENT PROFILE

REVIEW

CANCEL

ONE INC CLOSE X

Welcome. Please make your payment choices below to keep your insurance policy active.

EMPLOYERS

1 PAYMENT AMOUNT

\$100.00

2 PAYMENT PROFILE MANAGE

Split payment between two cards

VISA Visa ending in 1111 Expires 07/26 \$ 60.00

VISA Visa ending in 1111 Expires 12/25 \$ 40.00

+ ADD NEW PAYMENT PROFILE

REVIEW

CANCEL

ONE INC CLOSE X

Your data is secured. We are PCI Compliant

To make a payment to Employers, please select the 'Pay' button below. If a change needs to be made, please select the "Back" button.

You have selected Split Payment option. Each card will be charged separately. Fees apply

EMPLOYERS

visa x1111 Credit Card for ABC ...

visa x1111 New One

Payment Amount	\$60.00	\$40.00
Processing Fee*	\$1.79	\$1.20
Sub-Total per Card	\$61.79	\$41.20
Total Payment Amount	\$102.99	

PAY \$102.99

GO BACK

You have selected Split Payment option. Each card will be charged separately. Fees apply

* The total amount to be charged to your credit card will be the policy payment amount plus a \$2.99 processing fee. EMPLOYERS uses One Inc, a third-party payment solutions provider to process credit card payments. One Inc. charges a fee for the convenience of this alternative payment option.

Split Payment Details

- Can adjust dollar amounts between different *credit cards.
- Can only split between two *credit cards.
- One email with two receipts will generate.

*Credit Card payments are not available in Connecticut

Step 7: Autopay - Agent and Policyholder View

Agent Only View

Welcome Test Agent2

EMPLOYERS
America's small business insurance specialist

ACCESS
Dashboard
Policy Search
Document Search

ONLINE BILL PAY
My Payment Profiles
Policy Search

QUOTES
Appetite Checker
Get a Quote
My Quotes

ONLINE PREMIUM AUDIT
Dashboard

MANAGE POLICIES
Start Policy Management
My Endorsements

RESOURCES
EVOLVE
Need Help?

Policy Search
Search by Policy Number, First Named Insured, FEIN or DBA

Agent and Policyholder View

Policy Search > Policy Dashboard

POLICY
EIG3416510

Active	Effective Date	Expiration Date	Expired	Effective Date	Expiration Date
EIG341651001 ARM 716 21 NB POL_50 View Details	02/02/2022	02/02/2023	EIG341651000 ARM 716 21 NB POL_50 View Details	02/02/2021	02/02/2022

Current Due **\$628.90**
DUE 02/02/2022
Pending Payment
AutoPay Enabled
Make a Payment

Current Due **\$0.00**

Your policy balance is \$0.00. No payments can be made at this time.

Manage AutoPay

Step 7 Cont'd: Autopay – ACH Policyholder Terms and Conditions

DWC323219300 Set Up AutoPay
11/16/2023 - 11/16/2024

Some financial institutions require an ACH Originator ID in order for them to allow payments from your bank account. The ACH Originator ID for EMPLOYERS is **F800146791**. Be sure to notify your bank to allow ACH transactions from this ID.

To enable AutoPay on this policy, please follow these easy steps: Add/Edit Payment Profiles

Step 1: Select a payment profile to use with AutoPay

Profile Information	Nickname	Expiration Date	Select
Visa card ending in 1111	My credit card	12/2024	<input type="checkbox"/>
Checking account ending in 0019	MY BANK ACCOUNT	No Expiration	<input checked="" type="checkbox"/>

Step 2: Confirm your email address for AutoPay notifications and payment confirmations

Email Address
email@example.com

How we will use this email address:

- 20 days before a payment is due, we will send you an email with the amount due and withdrawal date.
- On the date the payment is due, we will automatically draw the due amount from your selected Payment Profile and send you a confirmation.

DWC323219300 AutoPay Review
11/16/2023 - 11/16/2024

Step 3: Review the details below

AUTOPAY EMAIL ADDRESS
email@example.com

PAYMENT PROFILE
Checking account ending in 0019

Step 4: Read and acknowledge the consent statement

I authorize EMPLOYERS* to enroll our policy issued to CEC_E2E_EA_22 in automatic recurring payments via ACH and to initiate recurring deductions from the Checking Account ending in 0019 for premium installment payments as each becomes due. I understand that this is a recurring payment plan, which means I authorize EMPLOYERS to continue to make deductions for the current policy and for all future and renewal policies until such authorization is cancelled or revoked. I understand that EMPLOYERS will send advanced notification to the email address on file of the installment amount and the due date prior to making a deduction from the designated bank account, and that our business will receive notice of changes to our policy that cause a change in premium. I certify that I am an authorized representative of CEC_E2E_EA_22 with authority to consent to this authorization on its behalf in accordance with the terms stated herein. I understand that because this is an electronic transaction, these funds may be withdrawn from the account as soon as the installment transaction due date, and that there is a limited time to report and dispute errors. I certify that the above account is a U.S. bank account enabled for ACH transactions. This authorization may be revoked at any time prior to the initiation of an ACH debit transaction by returning to EMPLOYERS' Manage AutoPay and selecting 'Disable AutoPay'. I will print a copy of this authorization and retain it for our records.

*EMPLOYERS provides insurance through Employers Preferred Insurance Company, Employers Assurance Company, Employers Compensation Insurance Company and Employers Insurance Company of Nevada.

I have read, understand and agree to the consent statement above.

Back Submit

Step 7 Cont'd: Autopay – ACH Agent Terms and Conditions

EIG345726000 Set Up AutoPay
09/24/2024 - 09/24/2025

Some financial institutions require an ACH Originator ID in order for them to allow payments from your bank account. The ACH Originator ID for EMPLOYERS is **F800146791**. Be sure to notify your bank to allow ACH transactions from this ID.

To enable AutoPay on this policy, please follow these easy steps:

Step 1: Select a payment profile to use with AutoPay

Profile Information	Nickname	Expiration Date	Select
Visa card ending in 1111	New One	12/2025	<input type="checkbox"/>
Visa card ending in 1111	Credit Card for ABC policy	7/2026	<input type="checkbox"/>
Checking account ending in 0019	Old bank account	No Expiration	<input checked="" type="checkbox"/>

Step 2: Confirm your agent email address for AutoPay notifications and payment confirmations

Email Address
foobar@example.com

The policyholder will automatically receive these notifications as well.

How we will use this email address:

- 20 days before a payment is due, we will send you an email with the amount due and withdrawal date.
- On the date the payment is due, we will automatically draw the due amount from your selected Payment Profile and send you a confirmation.

EIG345726000 AutoPay Review
09/24/2024 - 09/24/2025

Step 3: Review the details below

AUTOPAY EMAIL ADDRESS
foobar@example.com

The policyholder will automatically receive these notifications as well

PAYMENT PROFILE
Checking account ending in 0019

Step 4: Read and acknowledge the consent statement

I authorize EMPLOYERS* to enroll the policy issued to JUNIT TEST CASE 000870835 in automatic recurring payments via ACH and to initiate recurring deductions from the Checking Account ending in 0019 for premium installment payments as each becomes due. I understand that this is a recurring payment plan, which means I authorize EMPLOYERS to continue to make deductions for the current policy and for all future and renewal policies until such authorization is cancelled or revoked. I understand that EMPLOYERS will send advanced notification to the email address on file of the installment amount and the due date prior to making a deduction from the designated bank account, and that the business will receive notice of changes to the policy that cause a change in premium. I certify that I am an authorized representative of JUNIT TEST CASE 000870835 with authority to consent to this authorization on its behalf in accordance with the terms stated herein. I understand that because this is an electronic transaction, these funds may be withdrawn from the account as soon as the installment transaction due date, and that there is a limited time to report and dispute errors. I certify that the above account is a U.S. bank account enabled for ACH transactions. This authorization may be revoked at any time prior to the initiation of an ACH debit transaction by returning to EMPLOYERS' Manage AutoPay and selecting 'Disable AutoPay'. I will print a copy of this authorization and retain it for our records.

*EMPLOYERS is required to notify the policyholder of any activity taken on their policy. You hereby certify that the email provided is the correct email address for this policyholder to receive payment notification.

*EMPLOYERS provides insurance through Employers Preferred Insurance Company, Employers Assurance Company, Employers Compensation Insurance Company and Employers Insurance Company of Nevada.

I have read, understand and agree to the consent statement above.

Back Submit

Step 7 Cont'd: Autopay – *Credit Card Policyholder Terms and Conditions

DWC323219300 Set Up AutoPay
11/16/2023 - 11/16/2024

Some financial institutions require an ACH Originator ID in order for them to allow payments from your bank account. The ACH Originator ID for EMPLOYERS is **F800146791**. Be sure to notify your bank to allow ACH transactions from this ID.

To enable AutoPay on this policy, please follow these easy steps: Add/Edit Payment Profiles

Step 1: Select a payment profile to use with AutoPay

Profile Information	Nickname	Expiration Date	Select
Visa card ending in 1111	My credit card	12/2024	<input checked="" type="checkbox"/>
Checking account ending in 0019	MY BANK ACCOUNT	No Expiration	<input type="checkbox"/>

Step 2: Confirm your email address for AutoPay notifications and payment confirmations

Email Address
email@example.com

How we will use this email address:

- 20 days before a payment is due, we will send you an email with the amount due and withdrawal date.
- On the date the payment is due, we will automatically draw the due amount from your selected Payment Profile and send you a confirmation.

DWC323219300 AutoPay Review
11/16/2023 - 11/16/2024

Step 3: Review the details below

AUTOPAY EMAIL ADDRESS
email@example.com

PAYMENT PROFILE
Visa account ending in 1111

Step 4: Read and acknowledge the consent statement

By selecting 'Submit', you are authorizing One Inc. to use the Visa Card ending in 1111 for future payments to EMPLOYERS. The total amount to be charged to your credit card will be the policy payment amount plus a 2.99% processing fee. There is a processing fee, collected by One Inc., for the convenience of this alternative payment option.

This authorization may be revoked at any time prior to the initiation of a credit card transaction by returning to EMPLOYERS' Manage AutoPay and selecting 'Disable AutoPay'. I will print a copy of this authorization and retain it for our records.

I have read, understand and agree to the consent statement above.

Back Submit

**Credit Card payments are not available in Connecticut*

Step 7 Cont'd: Autopay – *Credit Card Agent Terms and Conditions

EIG345726000 Set Up AutoPay
09/24/2024 - 09/24/2025

Some financial institutions require an ACH Originator ID in order for them to allow payments from your bank account. The ACH Originator ID for EMPLOYERS is **F800146791**. Be sure to notify your bank to allow ACH transactions from this ID.

To enable AutoPay on this policy, please follow these easy steps: Add/Edit Payment Profiles

Step 1: Select a payment profile to use with AutoPay

Profile Information	Nickname	Expiration Date	Select
Visa card ending in 1111	New One	12/2025	<input checked="" type="checkbox"/>
Visa card ending in 1111	Credit Card for ABC policy	7/2026	<input type="checkbox"/>
Checking account ending in 0019	Old bank account	No Expiration	<input type="checkbox"/>

Step 2: Confirm your agent email address for AutoPay notifications and payment confirmations

Email Address
foobar@example.com

The policyholder will automatically receive these notifications as well.

How we will use this email address:

- 20 days before a payment is due, we will send you an email with the amount due and withdrawal date.
- On the date the payment is due, we will automatically draw the due amount from your selected Payment Profile and send you a confirmation.

EIG345726000 AutoPay Review
09/24/2024 - 09/24/2025

Step 3: Review the details below

AUTOPAY EMAIL ADDRESS
foobar@example.com

The policyholder will automatically receive these notifications as well

PAYMENT PROFILE
Visa account ending in 1111

Step 4: Read and acknowledge the consent statement

By selecting 'Submit', you are authorizing One Inc. to use the Visa Card ending in 1111 for future payments to EMPLOYERS. The total amount to be charged to your credit card will be the policy payment amount plus a 2.99% processing fee. There is a processing fee, collected by One Inc., for the convenience of this alternative payment option.

This authorization may be revoked at any time prior to the initiation of a credit card transaction by returning to EMPLOYERS' Manage AutoPay and selecting 'Disable AutoPay'. I will print a copy of this authorization and retain it for our records.

I have read, understand and agree to the consent statement above.

Back Submit

**Credit Card payments are not available in Connecticut*

Step 7 Cont'd: Autopay – Agent and Policyholder Confirmation

My Bill Pay > Manage AutoPay

EIG355980400
09/15/2021 - 09/15/2022

AutoPay Confirmation

AutoPay setup for this policy was successful!

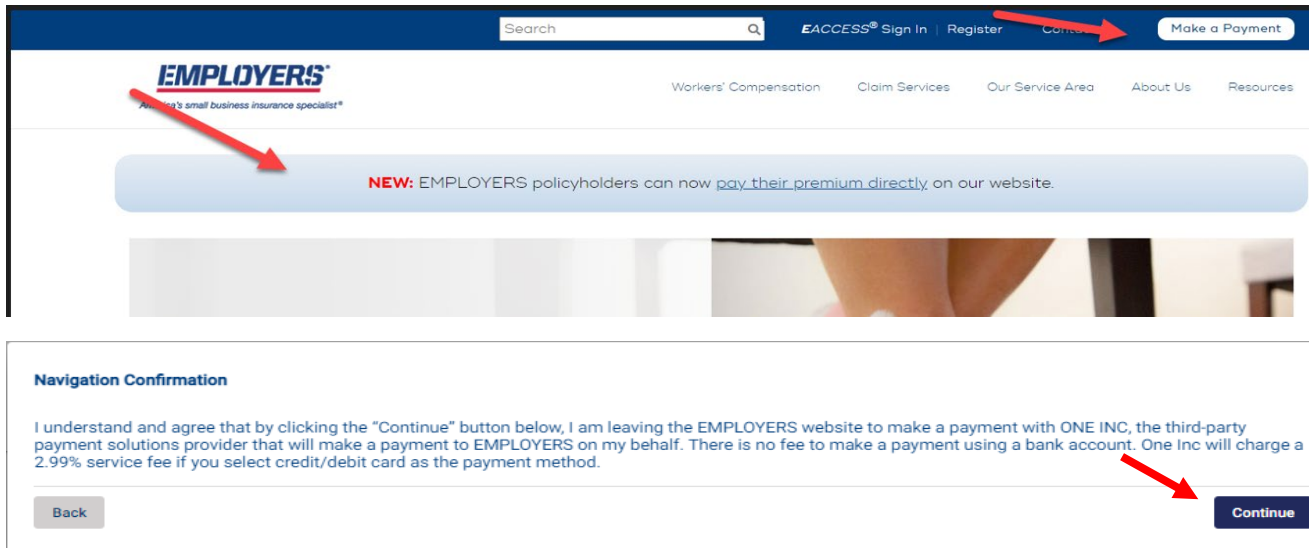
For accounts using AutoPay, the deposit and installments will be charged on the due date. If you wish to make a payment sooner, please come back to EBILLING after the policy has been issued and use "One Time Payment".

[Return to Policy](#)

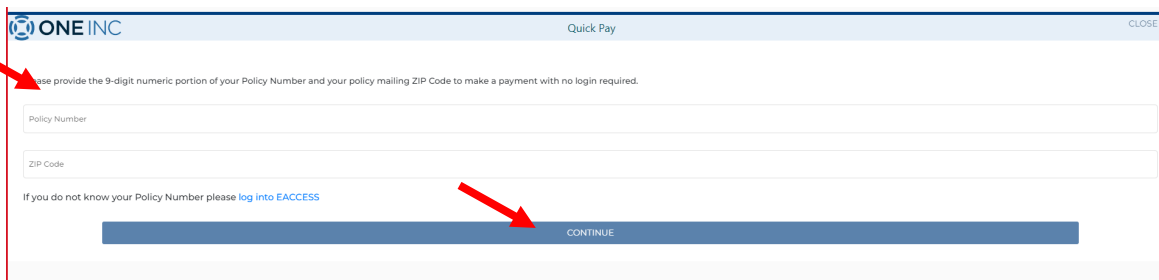
Step 8: QuickPay – Agent and Policyholder

Go to our homepage www.Employers.com and click on the “Make a Payment Button” on the top right of the screen and follow these prompts.

Please note: Only a one-time payment can be made through QuickPay, prior profiles that are set up cannot be accessed, and a new profile cannot be saved.



Enter your full 9 digit policy number and zip code and “Continue”



Step 8 Cont'd: QuickPay – Agent and Policyholder

Click “Edit” and make your payment choice

The screenshot shows the 'MAKE A PAYMENT' interface. At the top, there is a header with the 'ONE INC' logo on the left, 'MAKE A PAYMENT' in the center, and a 'CLOSE' button on the right. Below the header, a message reads: 'Welcome. Make your payment choices below to keep your Insurance Policy active.' The 'EMPLOYERS' logo is displayed in the center. A blue horizontal bar separates the header from the main content. Underneath, the section is titled '1 PAYMENT AMOUNT' and shows '\$529.73'. To the right of the amount is an 'EDIT' button, which is highlighted by a red arrow. Below the amount, there is a dark blue 'CONTINUE' button and a light grey 'CANCEL' button.

Choose payment amount option and click “ok”

The screenshot shows a dialog box for selecting a payment amount. It has a header with the 'ONE INC' logo on the left and a 'CLOSE' button on the right. The dialog contains two radio button options: 'Current Amount Due' (which is selected) and 'Remaining Balance'. Both options are associated with a payment amount of '\$529.73'. At the bottom center of the dialog is a dark blue 'OK' button. A red arrow points to the 'Current Amount Due' radio button.

Click “Continue”

This screenshot is identical to the first one, showing the 'MAKE A PAYMENT' screen with the payment amount of '\$529.73'. In this version, a red arrow points to the dark blue 'CONTINUE' button.

Step 8 Cont'd: QuickPay – Agent and Policyholder

Enter payment information

Please note: A payment profile cannot be saved through QuickPay

Confirm and click “Pay”

Step 8 Cont'd: QuickPay – Agent and Policyholder

Choose your receipt option

The screenshot shows a confirmation window from One Inc. At the top left is the One Inc logo and a 'CLOSE' button. In the center, there is a green checkmark icon and the text 'You're all set!'. Below this, payment details are listed: Total Payment Amount (\$545.57), Transaction Number (18926066), Credit Card (Visa ending in 1111), and Payment Date (09.01.2022, 10:40 AM PDT). A section titled 'You can email receipt to:' contains an 'Email Address' input field with a red arrow pointing to it, and a 'SEND' button. At the bottom, there are three buttons: 'PRINT RECEIPT', 'DOWNLOAD RECEIPT', and 'CLOSE'.

Step 9: Pay-By-Link – Agent and Policyholder

An agent and a Policyholder can contact Employers at 888.682.6671 and request from an associate, that a link be sent to their mobile phone or their email. The customer will click on the link and be prompted with the One Inc screen to make a payment. Please see Page 9 and follow next steps.

Please note: Only a one-time payment can be made, prior profiles that are already set up cannot be accessed, and a new profile cannot be created or saved.

Step 10: IVR – Automated Pay by Phone – Agent and Policyholder

Dial: 888.682.6671 - Choose Option 1