

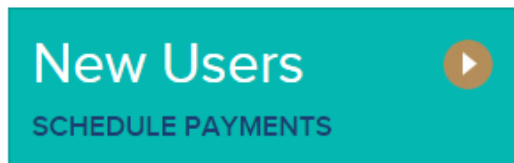


## New User and New Account Setup User Guide

The following instructions will walk you through the process of setting up a [New Account/Profile](#) for UPC's Electronic Payment Center.

**Please Note:** You will only need to set up a **New Account/Profile** if you wish to have your banking information saved for future payments or to enroll in Automatic Draft. Otherwise, you can make an Express One-Time Payment.

### **How to Make a Payment:**



**Step 1:** Click on

**Step 2:** Set-Up Online Profile – Create a Login ID

**Step 3:** Profile Created – Click [here](#) to go to main page (My Account)

**Step 4:** Add Your Account/Policy – click on Add Account

**Step 5:** Choose UPC Insurance Payment from drop down

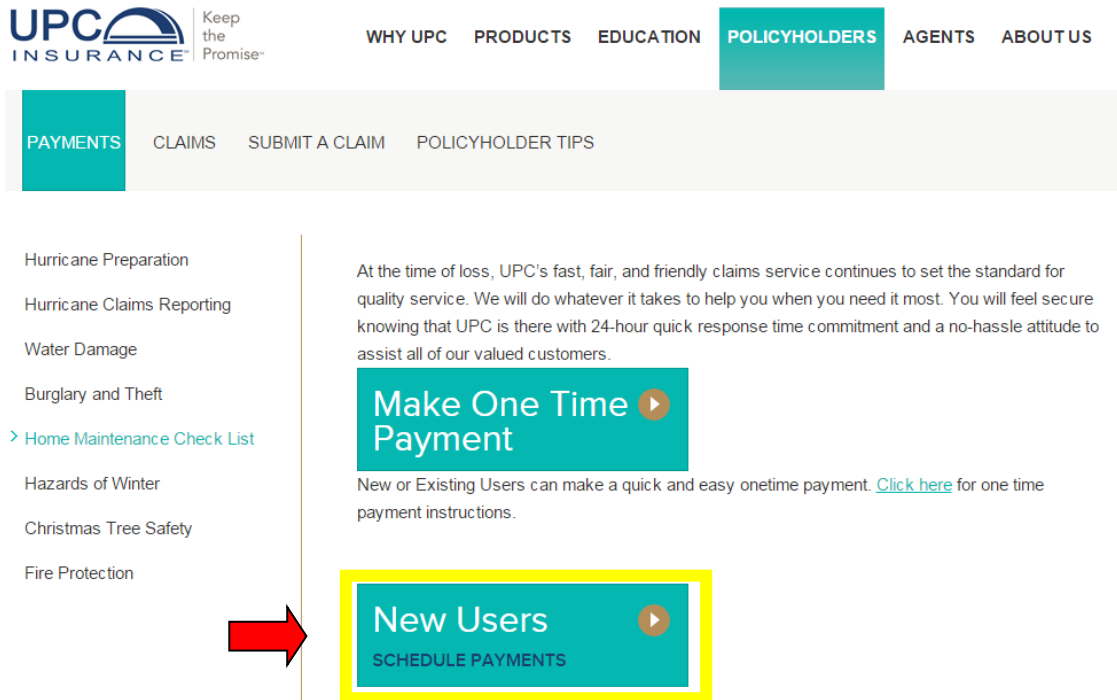
**Step 6:** Enter your Policy Number/Policy Effective Date (from Invoice Payment Coupon) then click 'Lookup'

**Step 7:** Confirm account information & click on the appropriate response

**Step 8:** Your account (policy) has been successfully added

**Making a Payment (With Illustrations):**

**Step 1: Click on New Users/Schedule Payments**



**Step 2: Set-Up your Online Profile by entering your information and creating a Login. Once complete, click 'Create Profile'**

**Create New Account**

First Name: \*

Last Name: \*

Email Address: \*

Re-type Email Address: \*

Country: United States

Address:

Apt, Suite Number:

City:

State: Florida

Zip:

User Name: \*

Password: \*

Re-type Password: \*

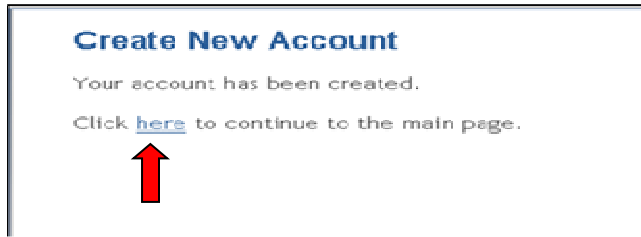
**Enter your first & last name**

**Enter your email address**

**NOTE: Email address must be different for each profile created (you do not need more than one profile to pay multiple accounts)**

**Enter a User Name & Password**

**Step 3:** Once your profile is created, you can click on the '[here](#)' link to go to main page

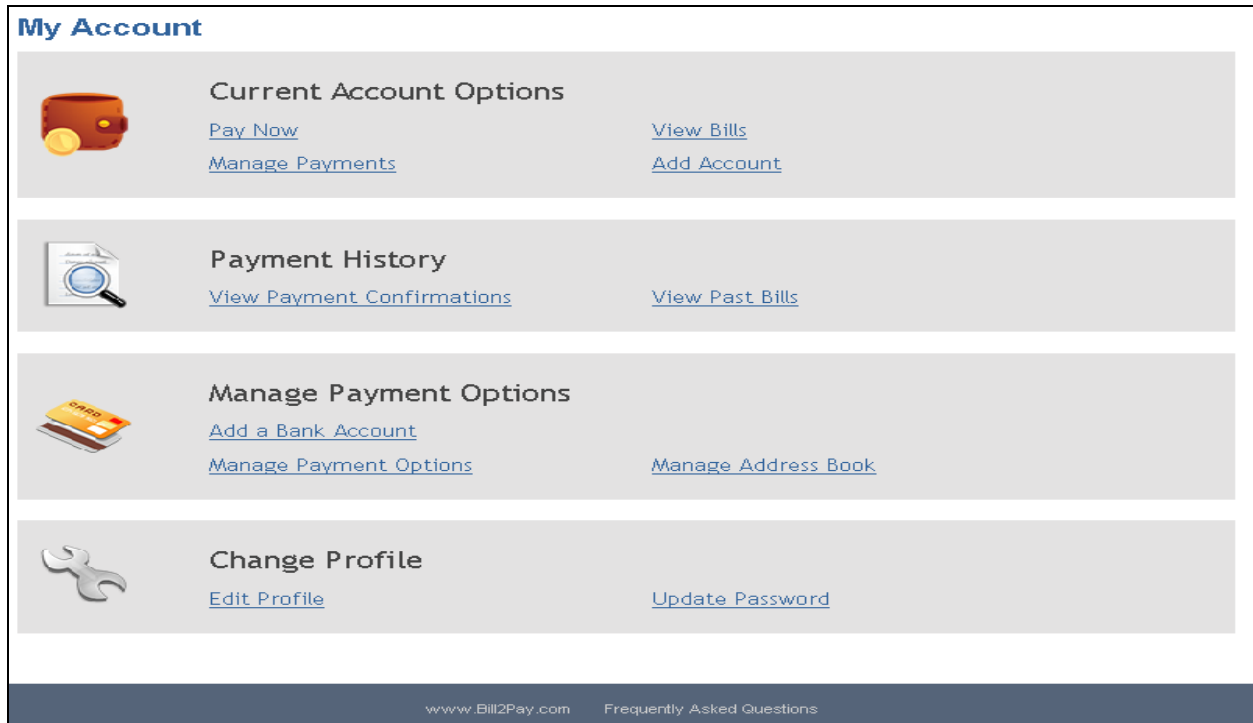


**NOTE:** Once your Profile is created you will need to add your Policy in order to make a payment.

### My Account Screen

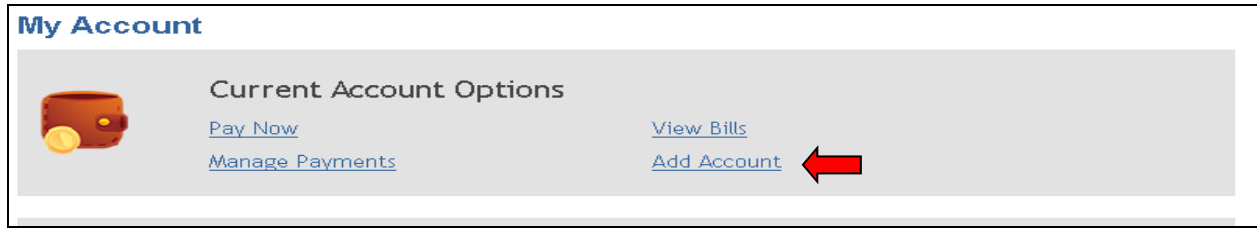
This is the Main Screen you will be sent to and will login to for your account in the future. From this screen you can...

- Add an account (policy)
- Make a payment
- View payment history & invoices
- Store bank account information
- Manage your profile

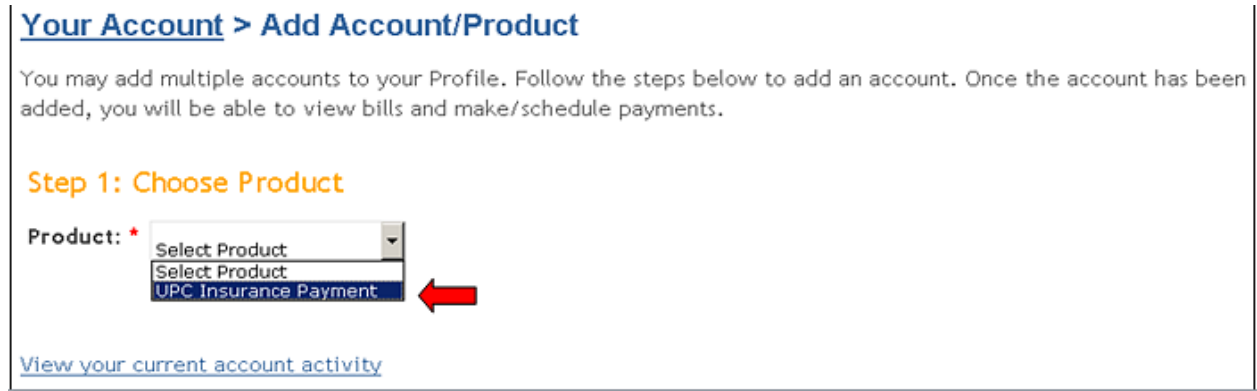


**Step 4:** Add Your Account/Policy

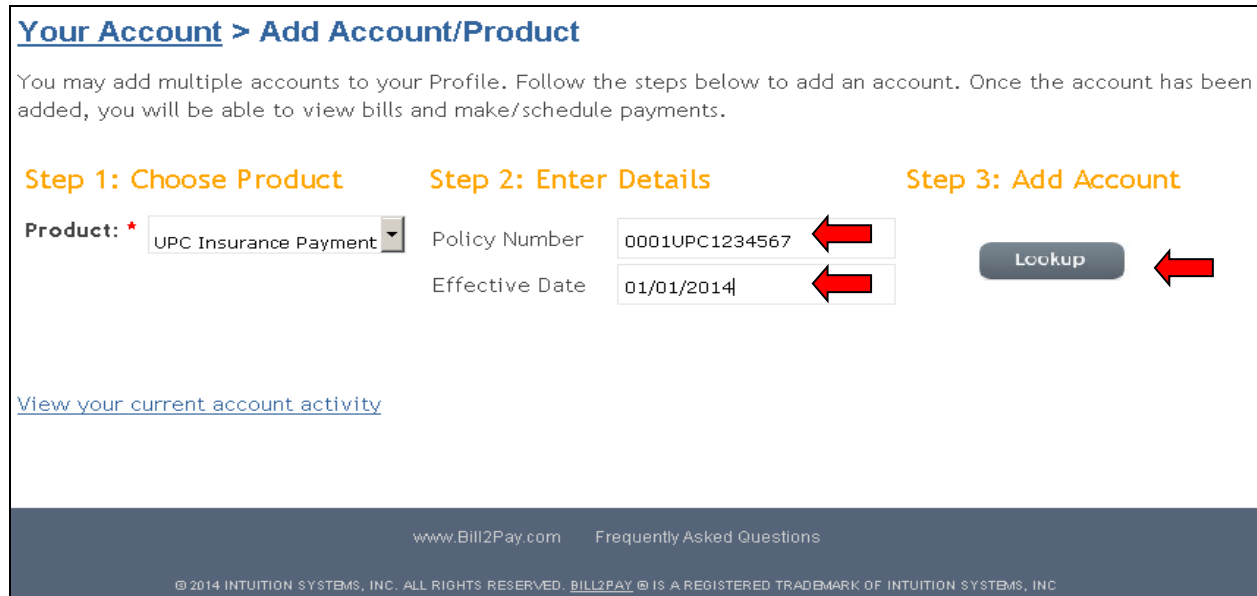
Click on 'Add Account'



**Step 5:** Choose UPC Insurance Payment



**Step 6:** Enter your policy number and policy effective date & click 'Lookup'



**Note** You will need the 14-character policy identification code shown on the Payment Coupon on the paper invoice for your current policy. You will also need your policy effective date in MM/DD/YYYY format as shown on the paper invoice (example below).

Example:

\*\*\*\*\*DO NOT PHOTOCOPY\*\*\*\*\*

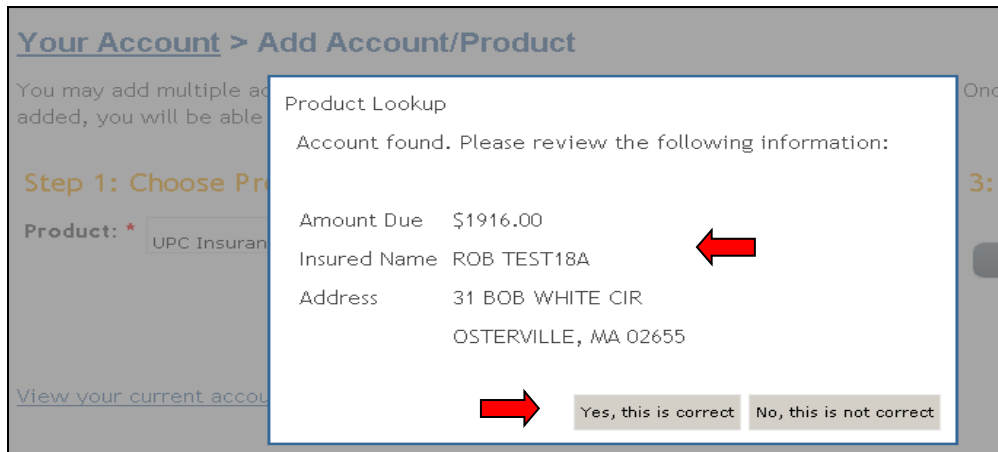
Payment must be received on or before due date to avoid cancellation.  
For any billing questions, please call 800-295-8016. If you have  
questions concerning your coverage, please contact your agent listed above.

POLICY NUMBER: 0001UHV1234567 EFFECTIVE DATE: 02/03/2015 (Above required for Electronic Payments)	AMOUNT DUE NOW	\$2,204.00
AGENT: 4002004	LOAN NUMBER:	

If you are receiving an invoice by email, the policy number will show at the top of your email.



**Step 7:** Confirm account information & click on the appropriate response



**Step 8:** Your account (policy) has been successfully added

You will see your account listed under Current Accounts. You can add another Policy that you have with UPC by selecting another Product or choose to view your current account activity.

**Your Account > Add Account/Product**

You may add multiple accounts to your Profile. Follow the steps below to add an account. Once the account has been added, you will be able to view bills and make/schedule payments.

**Step 1: Choose Product**

Product: \*

**Your Current Accounts**

Product	Account Number	Service Address	Payment Due	Amount Due	
UPC Insurance Payment	0020UMH0000334	31 BOB WHITE CIR	12/01/2013	\$1,916.00	

[View your current account activity](#)

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**Current Account Activity**

Your current account activity displays the payment due date, amount due and payment status.

**Your Account > Current Account Activity**

The list below displays all accounts that are active on your profile.

To make a payment, edit or update payment set-up; select the account and click on the preferred button below. To edit the Nickname; click on the pencil icon to the left of the Nickname field.

<input type="checkbox"/> Select All	Edit	Nickname	Product	Account Number	Service Address	Payment Due	Amount Due	Payment Status	Payment Method	Bills	Delete
<input type="checkbox"/>		0020UMH0000334 12/01/2013	UPC Insurance Payment	0020UMH0000334	31 BOB WHITE CIR	12/01/2013	\$1,916.00	Not Scheduled			

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