



Automatic Draft

User Guide

The following instructions will walk existing users through the process of setting up **Automatic Drafts (Autopay)**. Use this option to set up recurring scheduled payments.

How to Make a Payment:



STEP 1: Click on

STEP 2: Enter your user name and password

STEP 3: Click on [Pay Now](#) or [Manage Payments](#)

STEP 4: Select the account(s) you want to schedule a payment on, then Click on 'Edit or Setup Scheduled'

STEP 5: Click on 'Scheduled' from Schedule Option dropdown

STEP 6: Click on Payment Method dropdown. Choose your payment method – You can select one that has already been stored or add a new payment method – Then click 'Continue'

STEP 7: Enter the amount you wish to pay (the current amount due is automatically pre-filled) and the date the payment is to be scheduled. Then click 'Continue'

STEP 8: Review the details of your scheduled payment – Agree to the 'Terms & Conditions' by clicking the 'I Agree' Box & then click 'Continue'

Refer to the end of document for instructions to Cancel Payment.

Making a Payment (With Illustrations):

STEP 1: Click on Existing Users / Manage Payments

The screenshot shows the UPC Insurance website. On the left is a navigation menu with items like Water Damage, Burglary and Theft, Home Maintenance Check List, Hazards of Winter, Christmas Tree Safety, and Fire Protection. The top navigation bar includes links for WHY UPC, PRODUCTS, EDUCATION, POLICYHOLDERS, AGENTS, and ABOUT US. The POLICYHOLDERS link is highlighted in a teal box. Below this, there are three main sections: 'Make One Time Payment' (teal box), 'New Users SCHEDULE PAYMENTS' (teal box), and 'Existing Users MANAGE PAYMENTS' (teal box with a yellow border and a red arrow pointing to it). Each section includes a brief description and a 'Click here' link for further instructions.


STEP 2: Enter your user name and password created previously for your account.

The screenshot shows the 'Online Payment System' login page. It features a 'SIGN UP NOW' button with a 'Click here' link and a yellow arrow. Below this is a message: 'Getting started is easy. Sign up today and start making your online payments.' The main content area contains the following text: 'Welcome! Please enter your user name and password or click "Sign Up Now" to create a Profile.' Below this is a browser warning: 'Internet Explorer 10 users please put IE10 into Compatibility View or use an alternate browser to access this site.' The login form includes fields for 'User Name:' (containing 'username1') and 'Password:' (containing '*****'). There are links for 'Forgot your user name?' and 'Forgot your password?'. A 'Log In' button is at the bottom. At the very bottom, it says: 'Don't want to create an account? You can make your [one_time_payment](#) by clicking [here](#).'

Note: If you have any problems logging in to your profile please send an email to upcelectronicpayments@csc.com or call 1-800-295-8016, Monday through Friday, 8:00 am to 5:00 pm EST

STEP 3: Click on [Pay Now](#) or [Manage Payments](#)

My Account



Current Account Options

[Pay Now](#)

[Manage Payments](#)

[View Bills](#)



[Add Account](#)

STEP 4: Select the account(s) you want to schedule a payment on, then Click on 'Edit or Setup Scheduled'

[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 checked="" type="checkbox"/>		0020UMH0000334 12/01/2013	UPC Insurance Payment	0020UMH0000334	31 BOB WHITE CIR	12/01/2013	\$1,916.00	Not Scheduled			

Pay Now

Edit or Setup Scheduled

Add a New Account

Main Menu

Note: If your payment status shows 'Not Scheduled', your policy is not set up for Automatic Drafts and is not scheduled for a payment.

STEP 5: Click on 'Autopay' from the Schedule Option dropdown

[Your Account](#) > Scheduled Payments

You can choose to set your payment schedule for this account from the options available below. Choose from the Schedule Option drop-down list and then select the Payment Method.

Nickname 0020UMH0000334 12/01/2013

Product UPC Insurance Payment

Account Number 0020UMH0000334

Due Date 12/01/2013

Amount Due \$1,916.00

Schedule Option Select One
Select One
AutoPay
Scheduled

Cancel

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Frequently Asked Questions

STEP 6: Click on Payment Method dropdown. Choose your payment method – You can select one that has already been stored or add a new payment method – Then click ‘Continue’

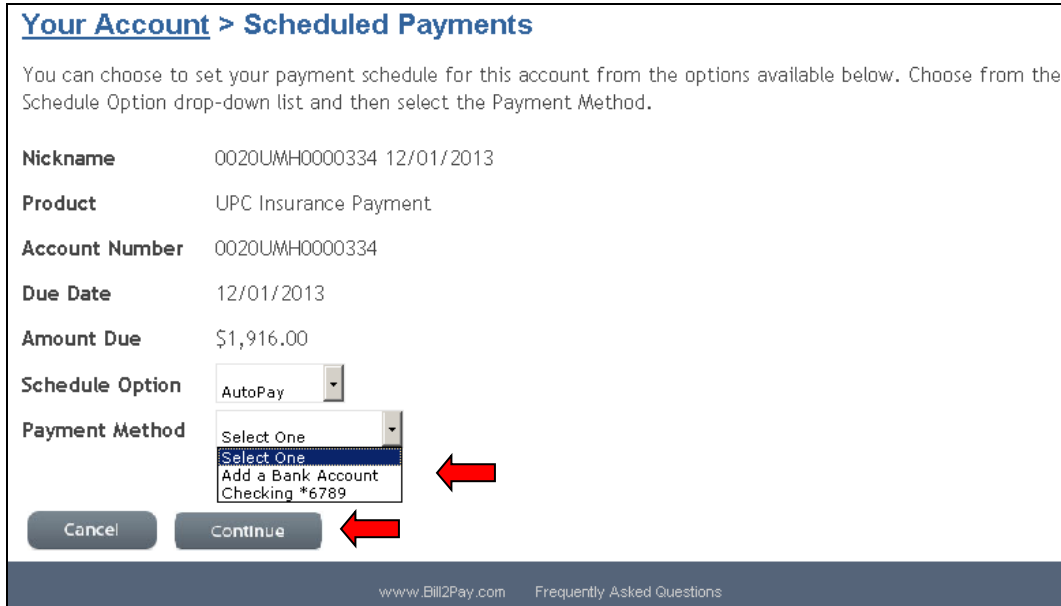
Your Account > Scheduled Payments

You can choose to set your payment schedule for this account from the options available below. Choose from the Schedule Option drop-down list and then select the Payment Method.

Nickname 0020UMH0000334 12/01/2013
Product UPC Insurance Payment
Account Number 0020UMH0000334
Due Date 12/01/2013
Amount Due \$1,916.00
Schedule Option AutoPay
Payment Method Select One
 Select One
 Add a Bank Account
 Checking *6789

Cancel Continue

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STEP 7: Review the details of your automatic payment – Agree to the ‘Terms & Conditions’ by clicking the ‘I Agree’ Box & then click ‘Update’

Please note: The amount due for your payment is automatically set up to be deducted from your bank account **2 days** prior to your due date.

Your Account > Automatic Payment

You have selected Automatic Payment for this account. The total amount due for this account will be charged to the selected Payment Method in accordance with the Terms and Conditions listed below.

Please note: The maximum amount for this product is \$50,000.00. The payment will not process if the amount exceeds this amount.

Nickname 0020UMH0000334 12/01/2013
Product UPC Insurance Payment
Account Number 0020UMH0000334
Due Date 12/01/2013
Amount Due \$1,916.00
Payment Method Checking *6789

Terms and Conditions

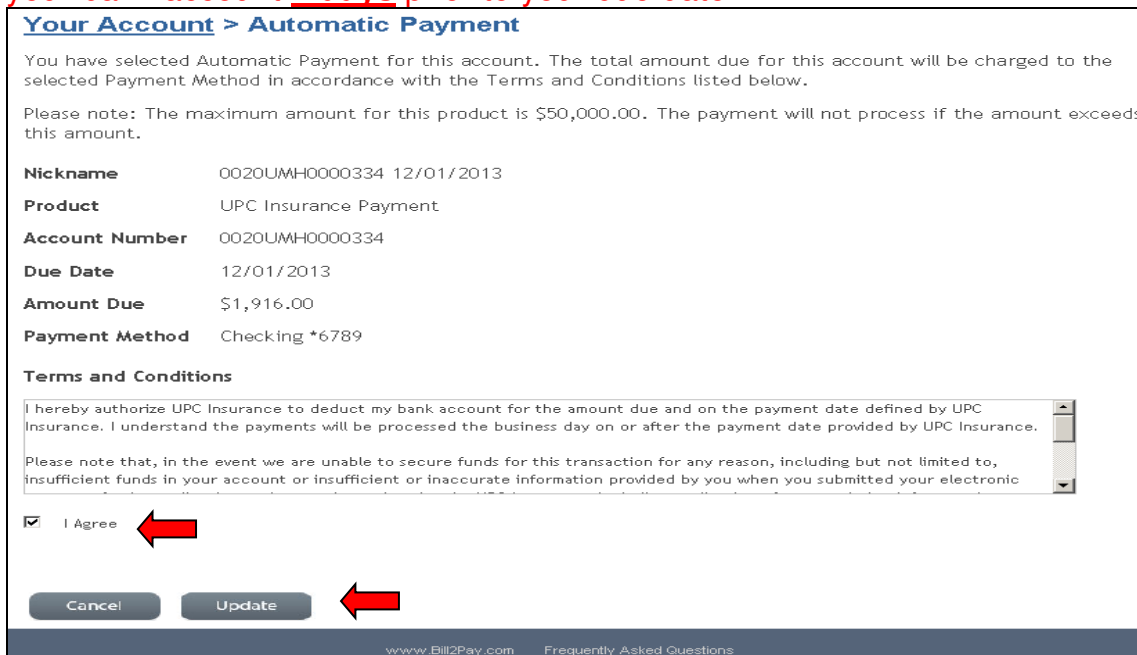
I hereby authorize UPC Insurance to deduct my bank account for the amount due and on the payment date defined by UPC Insurance. I understand the payments will be processed the business day on or after the payment date provided by UPC Insurance.

Please note that, in the event we are unable to secure funds for this transaction for any reason, including but not limited to, insufficient funds in your account or insufficient or inaccurate information provided by you when you submitted your electronic

I Agree

Cancel Update


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Your account has been successfully set up for automatic payments – You can now return to your ‘Account Activity’ page

Your Account > Automatic Payment

Your account has been set up for automatic payments.

[Return to your account activity](#) 



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Your ‘Payment Status’ now indicates you have ‘AutoPay’ setup

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.

Select All	Edit	Nickname	Product	Account Number	Service Address	Payment Due	Amount Due	Payment Status	Payment Method	Bills	Delete
<input type="checkbox"/>		0020UWMH0000334 12/01/2013	UPC Insurance Payment	0020UWMH0000334	31 BOB WHITE CIR	12/01/2013	\$1,916.00	AutoPay	Checking*6789		



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To Cancel Automatic Payment

Click on 'Edit or Setup Scheduled'

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.

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	AutoPay	Checking*6789		

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Click on 'Cancel My Payment'

Your Account > Scheduled Payments

You can choose to set your payment schedule for this account from the options available below. Choose from the Schedule Option drop-down list and then select the Payment Method.

Nickname 0020UMH0000334 12/01/2013
Product UPC Insurance Payment
Account Number 0020UMH0000334
Due Date 12/01/2013
Amount Due \$1,916.00

Your account is currently scheduled to be paid on 01/09/2014 for \$1,916.00


Schedule Option AutoPay ▾
Payment Method Checking *6789 ▾

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Your payment has been deleted – You can return to your account activity page

Your Account > Scheduled Payments

Your payment has been deleted.

[Return to your account activity](#) 



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Your payment status will now show 'Not Scheduled'

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			



www.Bill2Pay.com [Frequently Asked Questions](#)