



One –Time / Express Payment User guide

The following instructions will walk you through the process to make a **One-Time/Express Payment** through UPC's Electronic Payment Center. In a few, easy steps you can make a payment on your policy. This option does not store any user or account information.

How to Make a Payment:

A teal rectangular button with the text 'Make One Time Payment' in white, followed by a white play button icon.

STEP 1: Click on

STEP 2: Enter your 14-Character Policy Number and Policy Effective date then Click 'Lookup'. (Refer to the Payment Coupon on your Invoice for format (ex: 0001UHV1234567))

STEP 3: Confirm this is your account. Then Click 'Continue'

STEP 4: Click 'Continue' to make a payment on this account or you can 'Cancel'.

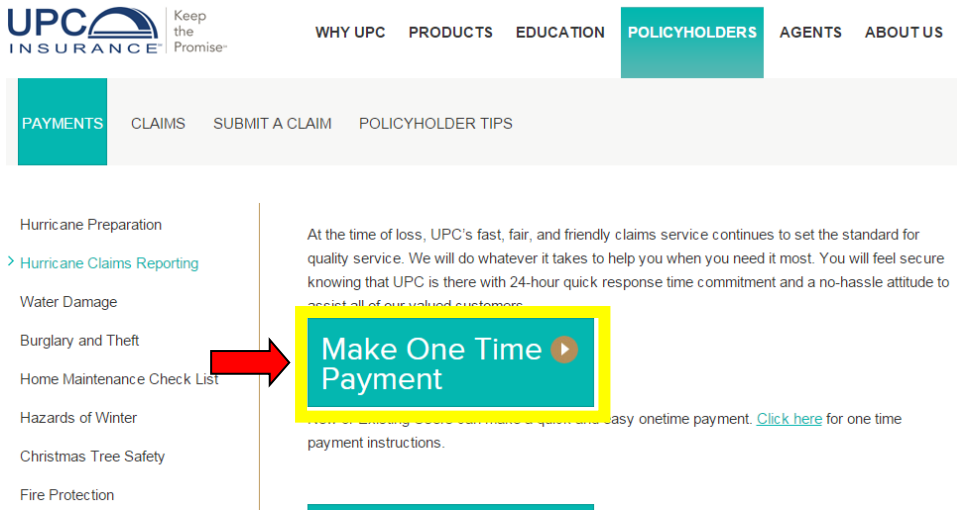
STEP 5: Enter the payment amount, account type, your bank routing number and account number, first and last name on bank account and your email address. Then Click 'Continue'

STEP 6: **ACH Agreement** – Agree to the 'Terms & Conditions' by clicking the 'I Agree' Box

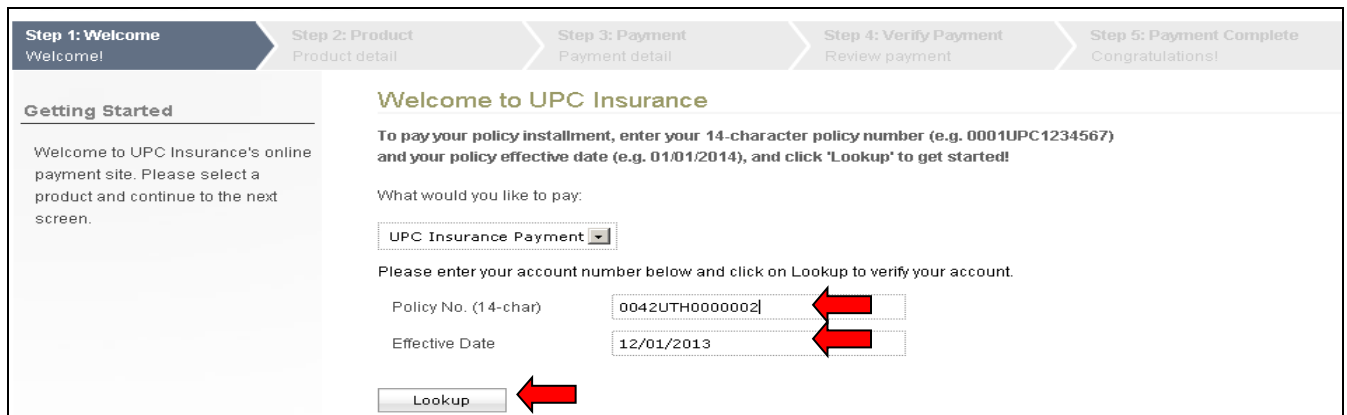
STEP 7: **Submit Payment** – Review Payment Information and click 'Submit Payment'

Making a Payment (With Illustrations):

STEP 1: Click on Make One Time Payment

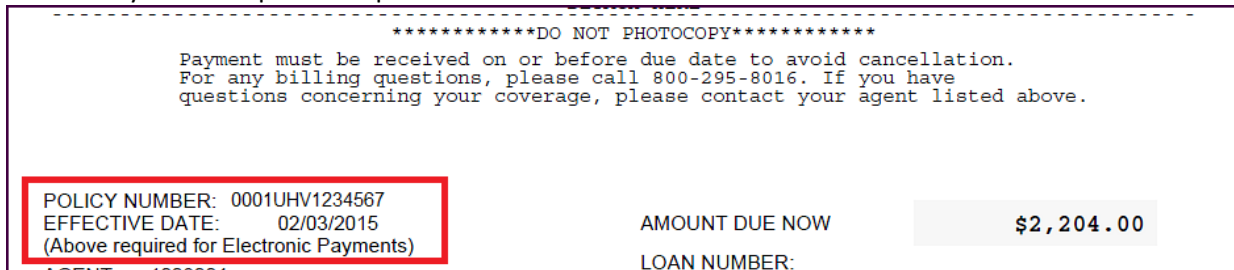


STEP 2: Enter your 14-Character Policy Number and Policy Effective date then Click 'Lookup.'



Where to find your 14-char. policy number:

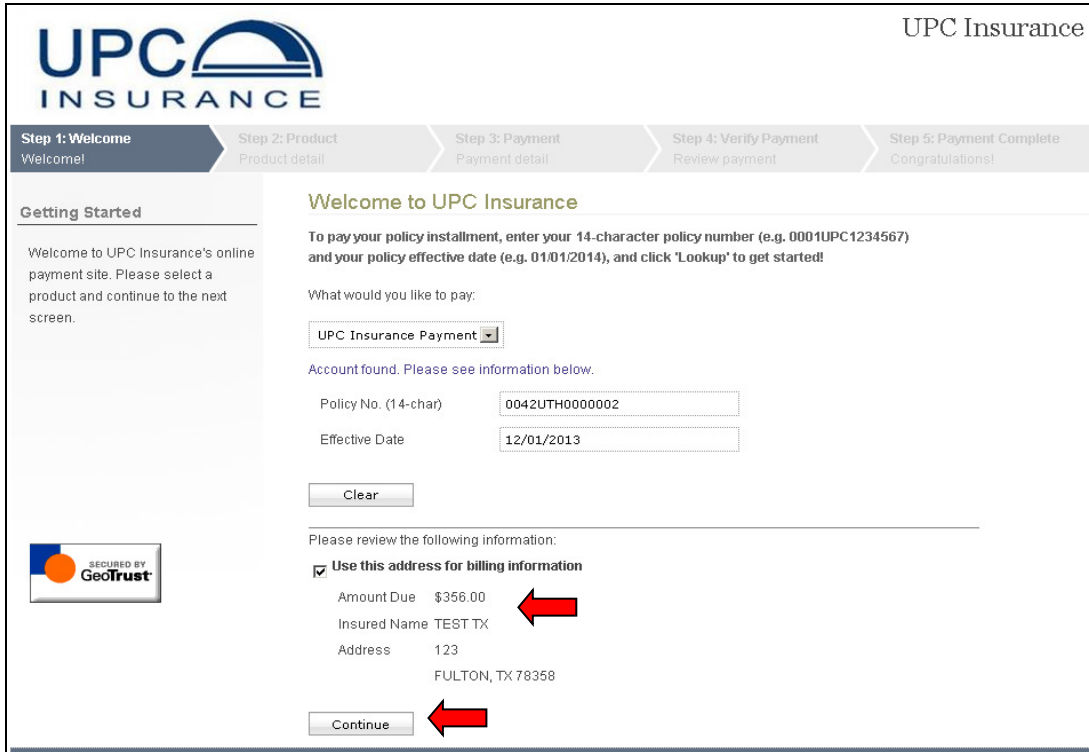
Invoice Payment Coupon Example:



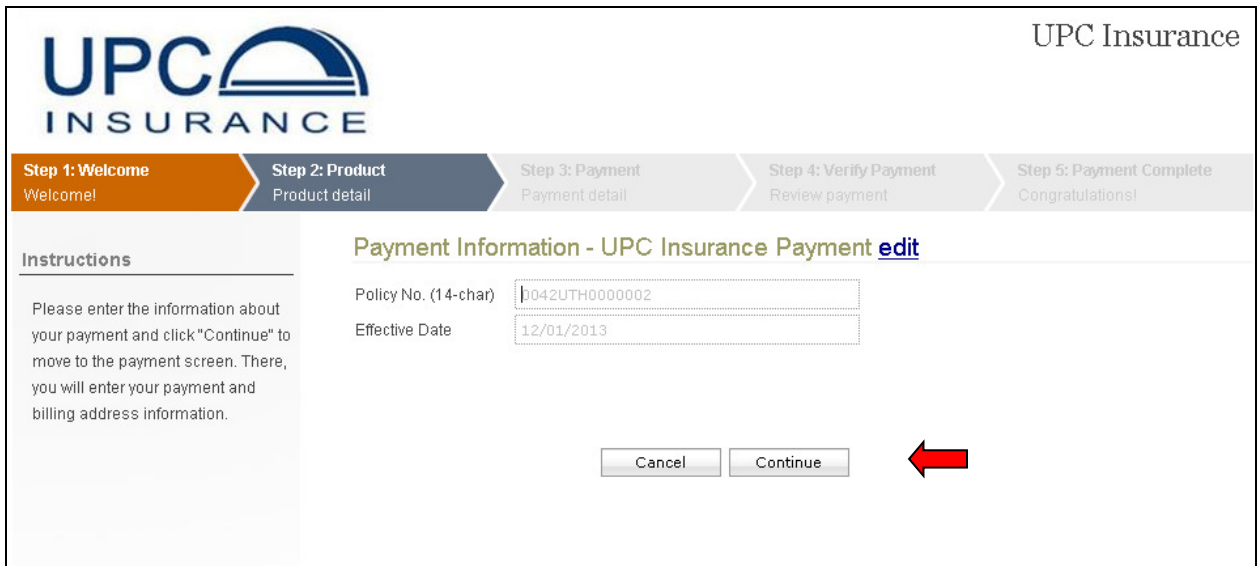
Email invoice:



STEP 3: Confirm this is your account. Then Click 'Continue'



STEP 4: Click 'Continue' to make a payment on this account or you can 'Cancel'



STEP 5: Enter the payment amount and banking information. Then Click 'Continue'

UPC Insurance

Step 1: Welcome | Step 2: Product | **Step 3: Payment** | Step 4: Verify Payment | Step 5: Payment Complete

Pay by Bank Account

You may pay with your Personal Savings/Checking account or your Commerical Checking/Savings account.

Your Information (edit)

Policy No. (14-char) 0042UTH0000002
Effective Date 12/01/2013

Payment Information - UPC Insurance Payment

Payment Type: Bank Account
Amount: 356.00 (Valid Range: \$1.00 - \$10000.00)
Account Type: Personal Checking
Bank Routing Number: 063107513
Bank Account Number: 01234567
Re-type Bank Account Number: 01234567
First Name on Bank Account: Joe
Last Name on Bank Account: Smith

Billing Address

Address: 123
City: FULTON
State: TX - Texas
Zip: 78358
Email Address: email@google.com
Billing Phone: |

Cancel | Continue

Please note:
Online payments submitted by 3 PM EST, Monday through Friday (excluding bank holidays) are posted to the policy on the same day. Payments posted outside of this time frame are posted the next business day.
Payment(s) made after the policy cancellation date does not imply that the policy has or will be reinstated. Please contact your agent.

STEP 6: ACH Agreement- Agree to the 'Terms & Conditions' by clicking the 'I Agree' Box

UPC Insurance

Step 1: Welcome | Step 2: Product | **Step 3: Payment** | Step 4: Verify Payment | Step 5: Payment Complete

ACH Agreement

Please carefully review the following ACH agreement before continuing on to the next screen.

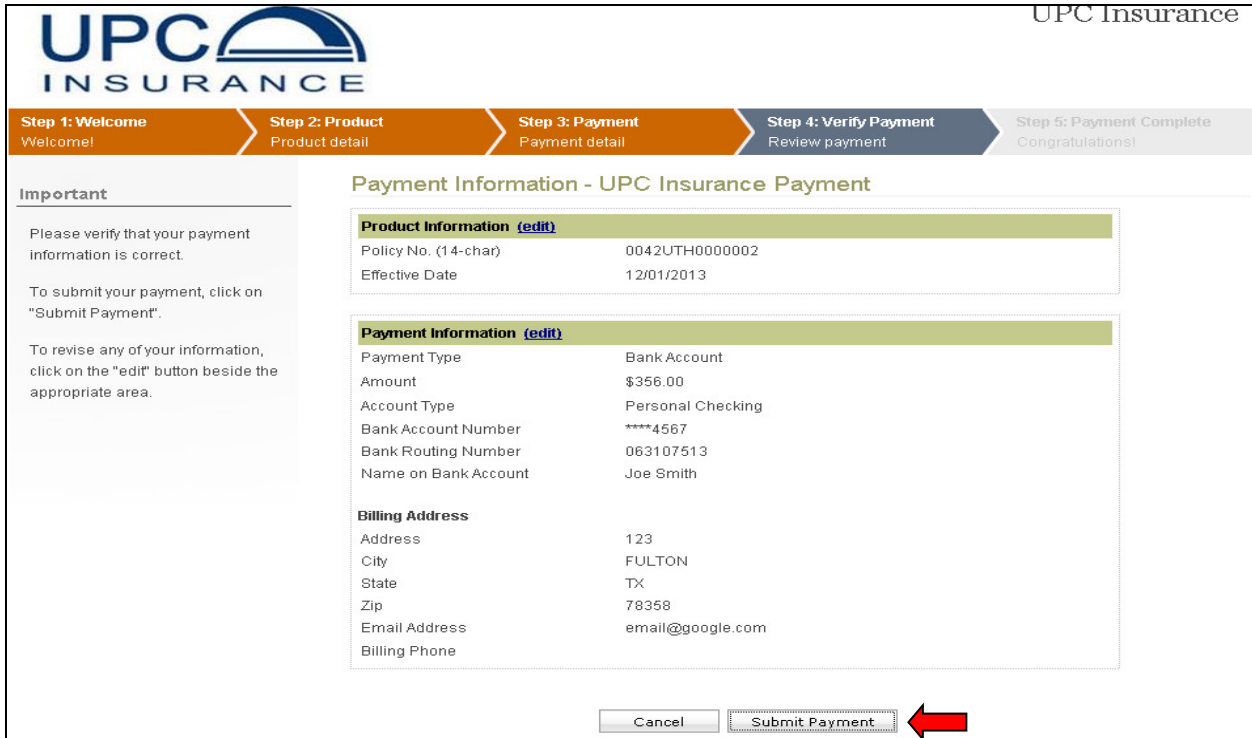
I hereby authorize UPC Insurance to deduct from my bank account via **ACH \$356.00** for UPC Insurance on January 15, 2014. I understand this is an ACH transaction performed over the WEB and I will not be able to issue a Stop Payment on this transaction.

UPC Insurance will note this transaction as a pending payment until funds are secured from my banking institution. Please note that, in the event we are unable to secure funds from your bank account 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 submit your electronic payment, further collection action may be undertaken by UPC Insurance, including application of returned check fees to the extent permitted by law.

I understand that I may obtain a paper copy of the electronic record of this authorization and of the electronic records related to the debit entry covered by this authorization by contacting Customer Service Representative by calling (877) 767-6148. To continue, click on the "I Agree" button. If you click on the "I Do Not Agree" button, you will be taken back to the main payment page.

I Don't Agree | I Agree

STEP 7: Submit Payment – Review Payment Information and click ‘Submit Payment’



UPC Insurance

Step 1: Welcome | Step 2: Product | **Step 3: Payment** | Step 4: Verify Payment | Step 5: Payment Complete

Important

Please verify that your payment information is correct.

To submit your payment, click on "Submit Payment".

To revise any of your information, click on the "edit" button beside the appropriate area.

Payment Information - UPC Insurance Payment

Product Information (edit)

Policy No. (14-char)	0042UTH0000002
Effective Date	12/01/2013

Payment Information (edit)

Payment Type	Bank Account
Amount	\$356.00
Account Type	Personal Checking
Bank Account Number	****4567
Bank Routing Number	063107513
Name on Bank Account	Joe Smith

Billing Address

Address	123
City	FULTON
State	TX
Zip	78358
Email Address	email@google.com
Billing Phone	

Cancel Submit Payment

Your Payment is complete – You will receive an email confirmation of your payment.