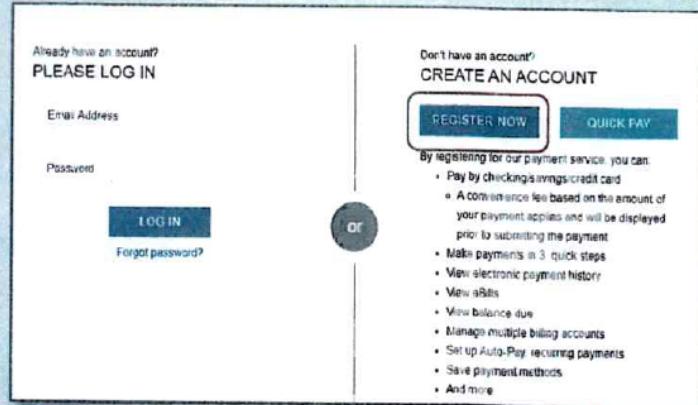# *how to:* REGISTER TO PAY ONLINE OR VIEW YOUR BILL ONLINE

Step 1.

On your first visit, click on "Register Now." On future visits, you can log in with your credentials with the fields to the left.
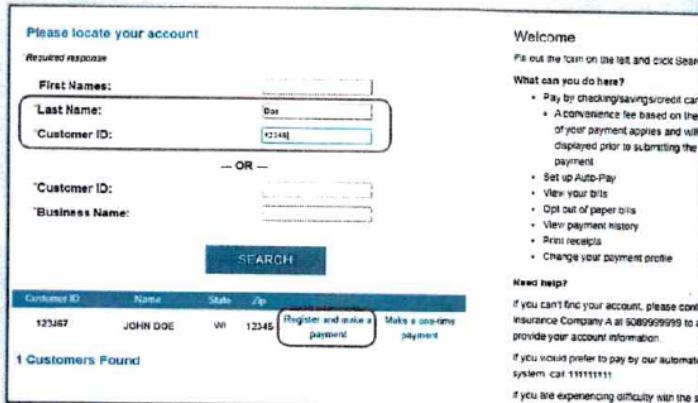
Already have an account?
PLEASE LOG IN

Email Address

Password

LOG IN

Forgot password?

or

Don't have an account?
CREATE AN ACCOUNT

REGISTER NOW | **QUICK PAY**

By registering for our payment service, you can:
- Pay by checking/savings/credit card
  - A convenience fee based on the amount of your payment applies and will be displayed prior to submitting the payment
- Make payments in 3 quick steps
- View electronic payment history
- View eBills
- View balance due
- Manage multiple billing accounts
- Set up Auto-Pay recurring payments
- Save payment methods
- And more

Step 2.

Enter your last name & customer ID and click "Search." Click "Register and make a payment" from the results that populate below.

Please locate your account

Required response

First Names:
Last Name: Doe
Customer ID: 12345

— OR —

Customer ID:
Business Name:

SEARCH

Customer ID	Name	State	Zip		
12345	JOHN DOE	WI	12345	Register and make a payment	Make a one-time payment

1 Customers Found

Welcome

Fill out the form on the left and click Search

What can you do here?
- Pay by checking/savings/credit card
  - A convenience fee based on the of your payment applies and will displayed prior to submitting the payment
- Set up Auto-Pay
- View your bills
- Opt out of paper bills
- View payment history
- Print receipts
- Change your payment profile

Need help?

If you can't find your account, please cont Insurance Company A at 9089999999 to a provide your account information.

If you would prefer to pay by our automate system call 1111111111

If you are experiencing difficulty with the s

Step 3.

Fill out the requested info and click "Save." Congrats! You're now registered to make a payment or view your bills online.

WELCOME TO OUR SECURE PAYMENT PORTAL.
INSURANCE COMPANY A

Email Address
jdoe@gmail.com

Confirm Email Address
jdoe@gmail.com

Password
••••••••

Confirm Password
••••••••

Note: Your password must be between 7 and 20 characters

Secret Question
What was your first pet's name?

Your Answer
Fido

By selecting Save, you agree to our Terms & Conditions.

CANCEL | **SAVE**

PSN
Payment Service Network, Inc.

Note - If you have any questions on registering or viewing your bills online, please call PSN at 866-917-7368. If you have questions regarding the amount of your bill or your account number, please contact your utility office directly.