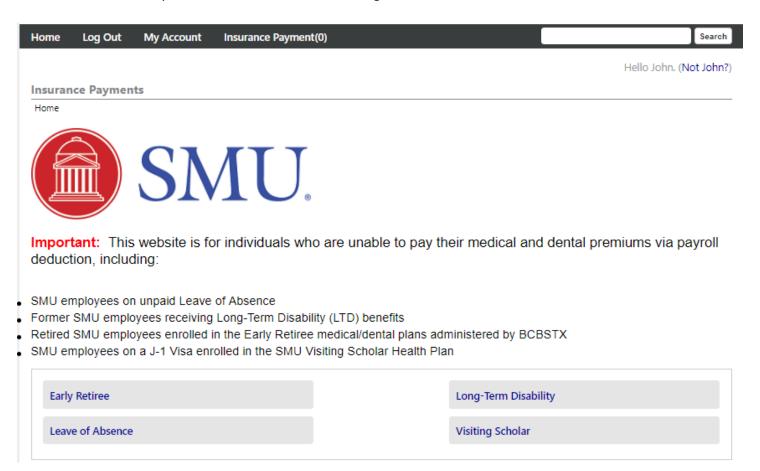
Visiting Scholars Online Payment Instructions

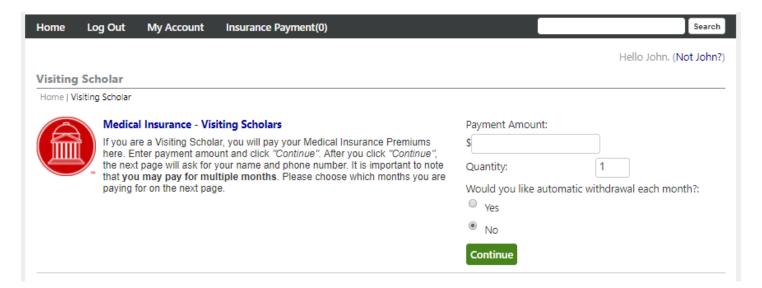
1. On the Insurance Payments home screen, select "Visiting Scholar".



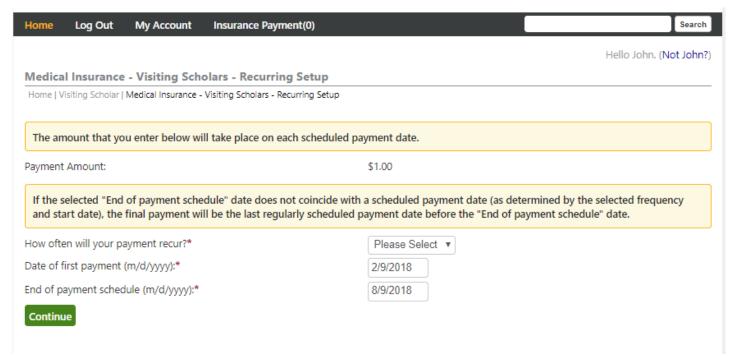
2. Enter the payment amount for Medical in the box below (ONLY enter the amount for one month and make sure the amount is entered correctly). If you choose to pay for more than one month, update "Quantity" to the number of months you are paying for (do not do so if you wish to set up automatic withdraw).

If you would like to opt in for automatic withdrawal, check "Yes" under "Medical Insurance" and click "Continue" to proceed. Make sure the quantity is 1 if you wish to set up automatic withdrawal. If you DO NOT wish to set up automatic payment, select "NO" and skip step 3. Proceed to step 4.

Click "Continue" to proceed.



3. You will be redirected to the screen below to set up automatic withdrawal. Check for the amount for accuracy. Select "Monthly" as the frequency of payments. Select the date you wish your payments to start (payments are due on the 10th of each month). Please be sure to set your end of payment schedule day **NO LATER THAN August of the current year**, as the insurance rates increases in September each year and this will need to be set up again then with the new rate. Click "Continue" to proceed.



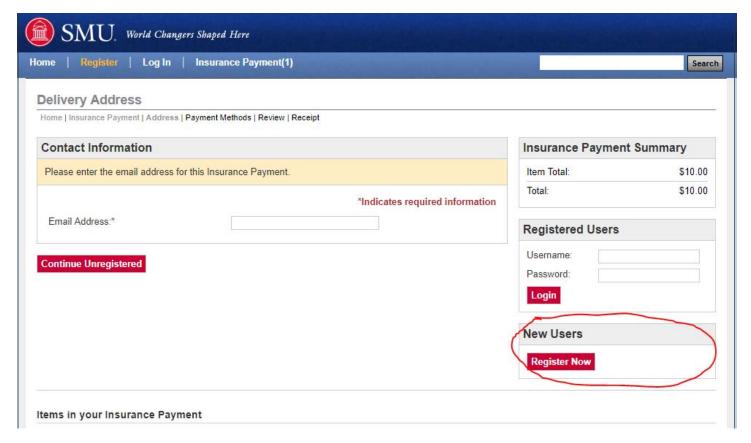
4. Enter first name, last name, phone number, and check the boxes for the months you are paying for. If you selected automatic withdraw, check all months apply based on your ending payment date. Click "Continue" to proceed.

Home Visiting Scholar Medical Insurance - Visiting Sch	olars - Options	
Payment Amount:	\$10.00	*Indicates required informati
Quantity:	1	
* First Name (1–1,000 character[s])		
11		
* Last Name		
(1-1,000 character[s])		
Phone Number 10–14 character[s])		
(555) 555-5555		
(555) 555-5555 * Which Months Are You Paying? - You can pay January	for multiple months	
* Which Months Are You Paying? - You can pay	r for multiple months	
* Which Months Are You Paying? - You can pay January February	for multiple months	
Which Months Are You Paying? - You can pay January February March	for multiple months	
Which Months Are You Paying? - You can pay January February March April	for multiple months	
Which Months Are You Paying? - You can pay January February March April May	for multiple months	
Which Months Are You Paying? - You can pay	for multiple months	
Which Months Are You Paying? - You can pay January February March April May June July	for multiple months	
Which Months Are You Paying? - You can pay January February March April May June July August	for multiple months	
Which Months Are You Paying? - You can pay January February March April May June	for multiple months	
Which Months Are You Paying? - You can pay January February March April May June July August September	for multiple months	

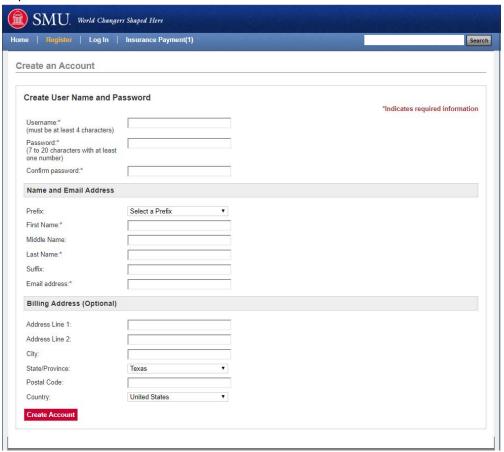
5. Make sure the information entered is accurate and click "Continue".



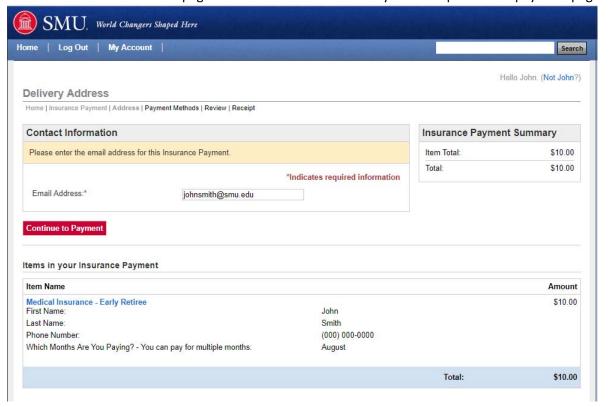
6. If this is your first time making an online payment, we STRONGLY RECOMMEND you to create a user profile by clicking on "Register Now" as shown below. If you choose to register, your payment method will be saved for future payments. Once you are registered following step 6, you can login under "Registered Users" for future payments. If you choose to pay WITHOUT a user profile, you will enter your email address in the screen below and click "Continue Unregistered", which will take you directly to the payment page. If you choose to pay without a user profile, you will need to enter your credit card/electronic check information every time when you make a payment.



7. If you choose to create a user profile: Create a user name and password as required by the page below. If you enter your billing address here, it will be saved and you will not have to enter it again in the future. Click "Create Account" to proceed.

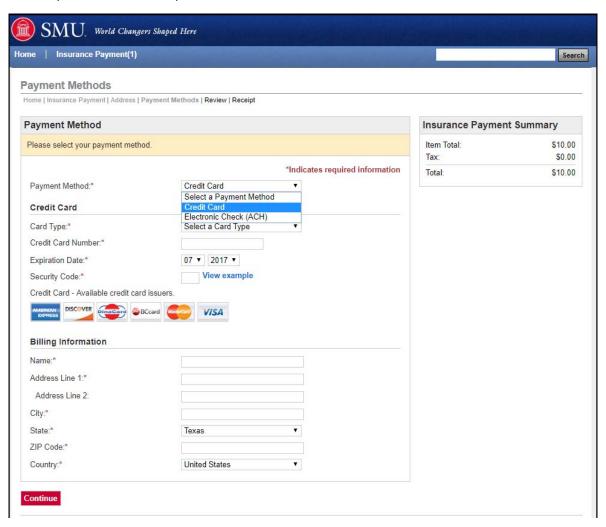


8. You will be taken back to the page below. Click "Continue to Payment" to proceed to payment page.

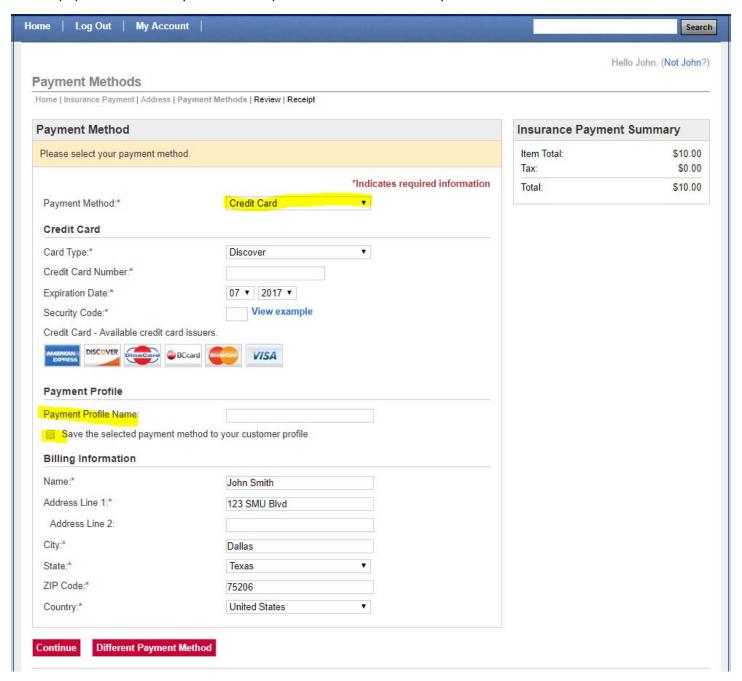


To make a payment with a credit card:

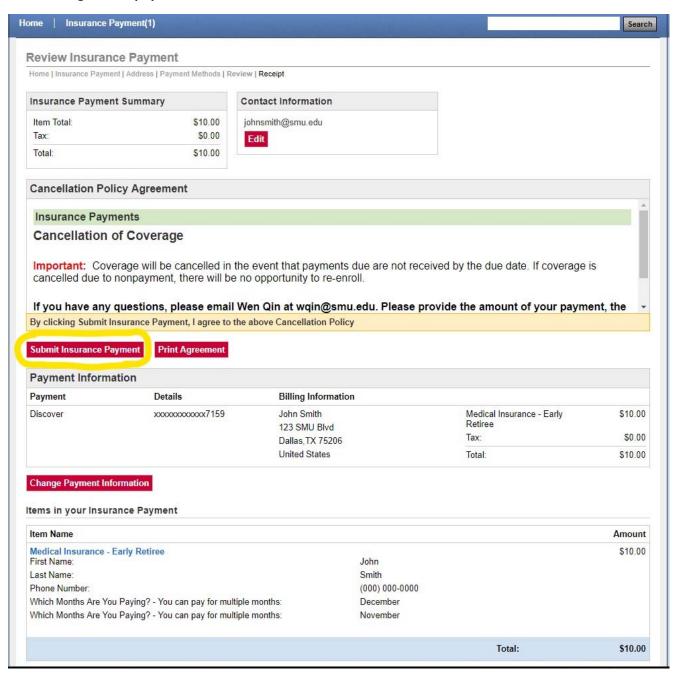
• On the "Payment Method" drop down menu, select "Credit Card".



• Select the type of credit card you would like to use (AMEX, Discover, Visa, MasterCard, etc.). If you wish to save this payment method for future payment, name the payment method and check the box for "Save the selected payment method to your customer profile". Click "Continue" to proceed.

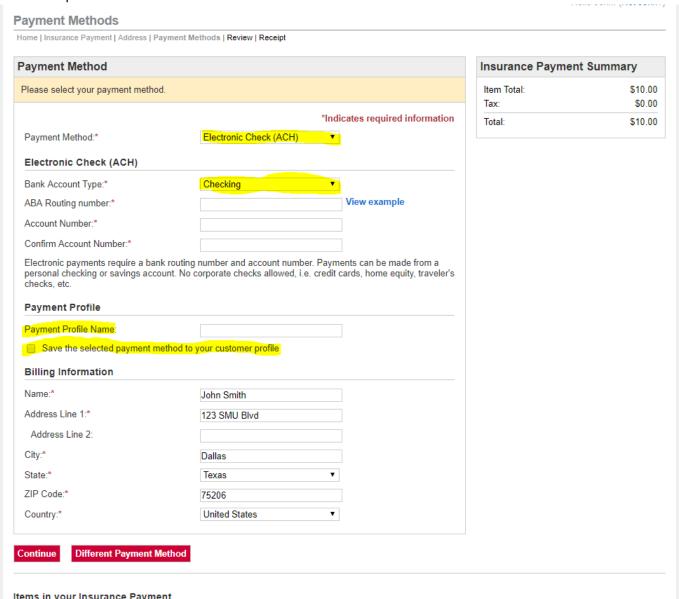


This is the final step to submit the payment. Review to be sure the information is correct. When you are ready to make the payment, click on the red text box "Submit Insurance Payment" located in the middle of the page. An email receipt will be sent to the email address provided previously. If you selected automatic payments, you will see the email receipt with automatic withdraw information you selected. Please note, your account will be not charged until payment date occurs.



To make a payment with an electronic check:

On the "Payment Method" drop down menu, select "Electronic Check (ACH)". Select bank account type (Checking or Savings) and enter the routing number and account number as indicated on your check. "View Example" will help you locate where these number are located on your check. Enter the "Billing Information" requested. If you wish to save this payment method for future payment, name the payment method and check the box for "Save the selected payment method to your customer profile". Click "Continue" to proceed to the next step.



• Review the information entered to be sure it is correct. To submit the payment, click the red "Submit Insurance Payment" button in the middle section of the page. An email receipt will be sent to the email address provided previously. If you selected automatic payments, you will see the email receipt with automatic withdraw information you selected. Please note, your account will be not charged until payment date occurs.

