



## How to Make a Payment

### 1 Making a Payment

**Actions** ▾

- Go to...
- Account File
- Policy File
- Create**
- New Note
- New Document
- New Activity
- Copy Submission
- New Policy Transaction**
- Change Policy
- New Payment**
- Make a Payment**

**Summary** [HOW TO CHANGE A POLICY](#) [HOW TO MAKE A PAYMENT](#)

**Home Office** [Set up an Online Account](#)

**Account Information**

Account Number	0000000007
Account Name	susan bowman
Address	test
Address 2	44108 3050

**Period**

Effective Date	06/23/2015
Expiration Date	06/23/2016
Term Number	1

**This policy has been canceled**

Date	06/23/2015
Reason	Customer Placed Cover

**Official IDs**

SSN	
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**Policy**

Policy Type	Collector Vehicle
Number	900001005

**Producer of Record**

Producer Code	999006
Contracted Agency	Testing for Atlas Inc

**Tools** ▾

**Summary**

To make a payment to the policy, click "Actions"; then "Make a Payment."

To make a payment to the policy, click **Actions**, then **Make a Payment**.

### 2 Pay with an Existing Payment Method

**Make a Payment**

[Submit Payment](#) [Cancel](#)

**Policy Info**

Policy Number	900001005
Named Insured	susan bowman

**Payment Amount**

Amount	★ \$		Total Past Due	-
Payment Method	★ <none>		Total Amount Due	-
			Total Premium	-

**Activity**

- <none>
- ACH/EFT Checking (xxxx1111)

**Activity Detail**

To use an existing payment method use the drop-down menu here.

To make a payment with an existing payment method, use the drop-down menu indicated above.

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# Add a New Method of Payment

## Make a Payment

Submit Payment Cancel

### Policy Info

Policy Number 900001005  
Named Insured susan bowman

### Payment Amount

Amount \* \$

Payment Method \* <none>

To add a new method of payment use the drop-down menu here.

### Activity

New

### Activity Detail

To add a new form of payment, use the drop-down menu indicated above, and select **New** to enter payment form details.