

# EZPay Enrollment

## New Policy in AMsuite®

- A** Make sure Billing Type is set to Recurring Electronic. The system defaults to this.
- B** Enter the date payment will be taken.
- C** Select the payment plan.
- D** Define the payment method.

Choose either

- E** An electronic signature (next business day, an email will be sent to your customer with an online authorization to complete).
- OR**
- F** A traditional signature. Click the View/Print button for the EZPay form. Do not use forms saved outside of the system; only system-generated forms are acceptable.
  - G** Scan and upload the signed EZPay form. It MUST be printed from the Policy Center. You MUST also send the forms in one of the following ways: Email: [ezpay@amig.com](mailto:ezpay@amig.com); Mail: P.O. Box 5323, Cincinnati, OH 45201; Fax: 1-800-217-5150. If you fail to send forms by email, fax, or mail - automatic payments will not be set up.
  - H** Click the Buy Now button to issue the policy.

**NOTE: Once submitted, the EZPay process takes 72 hours from the receipt of the form to reflect in the AMsuite system. Please disregard warning messages that may still appear.**

For more information on EZPay, go to [amig.com/agents/ezpay](http://amig.com/agents/ezpay)



Dwelling Special - Quote (0000033104)  
Missy Stewart  
 Click the Named Insured above to access mailing/account address

[Print Binder](#)

### Payment Details

Total Annual Premium:  
**\$1,210.00**

#### Billing

Billing Method \*

Renew Method \*

Billing Type \*  **A**

Date of Payment \*  **B**

Bill To \*

EZPay form signed? \* No

EZPay form version \*

#### C Payment Plans

SELECT	NAME	PAY NOW	AMOUNT OF INSTALLMENT (EXCLUDING FEE)	INSTALLMENTS	INSTALLMENT FEE	TOTAL COST (INCLUDING FEES)
<input type="radio"/>	Pay in Full	\$1,210.00	\$0.00	0	\$0.00	\$1,210.00
<input type="radio"/>	2 Pay	\$605.00	\$605.00	1	\$1.00	\$1,211.00
<input type="radio"/>	4 Pay	\$302.50	\$302.50	3	\$1.00	\$1,213.00
<input type="radio"/>	6 Pay	\$242.00	\$193.60	5	\$1.00	\$1,215.00
<input checked="" type="radio"/>	Monthly Electronic	\$242.00	\$107.56	9	\$1.00	\$1,219.00

[View Payment Schedule](#)

#### Pay Now Details

Amount \*

Payment Method \*  **D**

Check Number

#### Automatic Future Withdrawals (Recurring Electronic)

Payment Method \*

#### Required Signature Forms

Signatures on required forms can be obtained two ways  
 1) Emailed to Primary Named Insured for electronic signature, or  
 2) Printed for traditional signature by Primary Named Insured. Please choose an option below.

Note: If electronic signature is selected, the electronic envelope may first be emailed to the Producer for signature before being forwarded to the Primary Named Insured.

Electronic Signature - Mobile Device Required

Traditional Signature

You may either print the documents requiring signature now or after issuance. If you print now, you must write the policy number on the form(s) when a number gets assigned at issuance. Coverage is not bound until a policy has been issued.

To print now, use the button below, print locally, issue the policy, fill in the policy number by hand, and collect the signature(s).

To print after issuance, issue the policy, go to the Documents page of the issued policy, select which documents to print, print locally, and collect the signature(s).

Retain signed copies of documents, or scan and attach them to the policy.

[View/Print All](#)

FORM #	DESCRIPTION
<a href="#">View/Print</a>	DW-CW-O-0001 Dwelling Application
<a href="#">View/Print</a>	EFT AUTH EZPay Enrollment and Authorization

[Attach Signed EZPay Form](#) [Cancel](#) [Previous](#) **H**

## New Policy in modernLINK®

### Access the EZPay authorization form and print

- A** Finish quote and bind it.
- B** Under print, select EZPay form. Remember it MUST be the form generated by the system.
- C** Have customer sign form. Scan and upload the signed EZPay form. However you MUST also send the forms in one of the following ways: Email: [ezpay@amig.com](mailto:ezpay@amig.com); Mail: P.O. Box 5323, Cincinnati, OH 45201; Fax: 1-800-217-5150. If you fail to send forms by email, fax, or mail - automatic payments will not be set up.

**NOTE: Once submitted, the EZPay process takes 72 hours from the receipt of the form to reflect in the modernLINK system. Please disregard warning messages that may still appear.**

**Billing Info**

Payment Plan	EZPay(CC)/Monthly
Down Payment Method	Credit Card
Payment Amount Received	
Send all remaining bills to:	Insured
Send renewal bill to:	Insured
Credit Card Number	xxxxxxxxxxxx
Card Expiration Date	
Authorization Code	
Reference Number	

Previous Submit **A**  
(Your Information will be saved.)

modernLINK® Welcome Josh Smith

Home Quotes and Policies Agency Management eForms Tools

Return to New Quote

Save Print Submit Delete Decline

This quote is Pending Quote by number: 0010038151

Application

Your calculated total is \$77

Bind

Print Receipt

You can print this information as follows:

- Credit Notice
- CLUE Notice
- FCRA Letter
- EZPay Form
- Downspout Changeout

**PLEASE BE AWARE OF THE APPLICANT'S OBLIGATIONS:**

- An inspection by Modern Insurance Group may be required. An inspection of this property is required.
- A representative of Modern Insurance Group may be required to inspect the property to obtain this insurance.

**B**



# EZPay Enrollment & Reauthorization

## Guide for Existing Policyholders in AMsuite® and modernLINK®

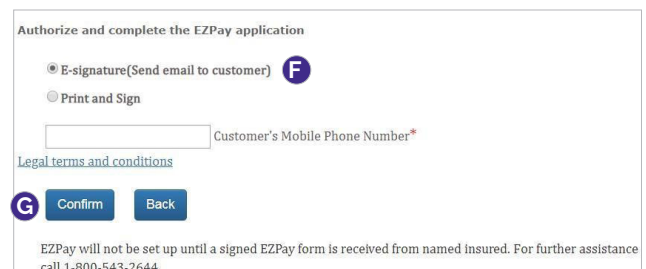
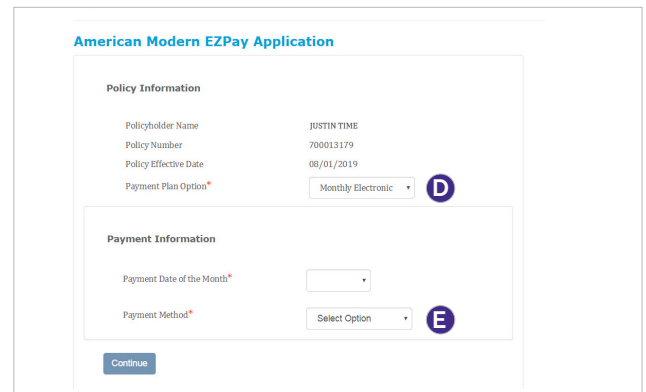
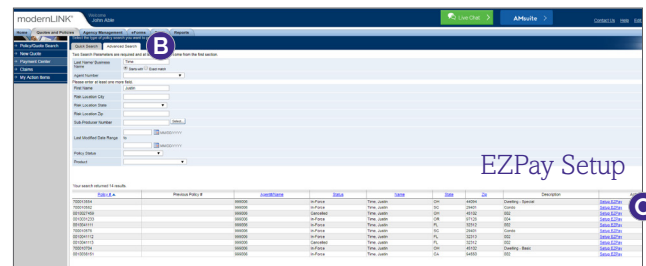
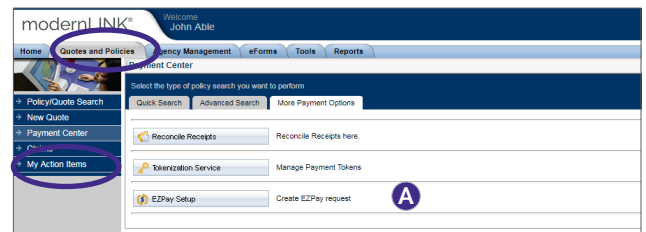
### POLICYHOLDER SELF-SERVE - FAST AND EASY!

The easiest way to enroll or reauthorize an existing policyholder is to direct them to [amig.com/mypolicy](http://amig.com/mypolicy). If they do not have their activation code or policy number from an invoice or recent mailing, you can find them on the billing page in AMsuite or modernLINK.

### AGENT ASSISTED - ENROLLMENT

Go to the Payment Center to get the enrollment process started.

- A** Select More payment options tab and EZPay setup.
- B** Enter policy number, find policy.
- C** Then click on setup EZPay.
- D** Select payment options, date, and payment method on the EZPay application.
- E** Enter all additional information needed.
- F** Select signature method (E-signature or Print and Sign) and continue.
- G** If you selected Print and Sign, you MUST print the form from the payment center. You can upload the form, however you MUST also send the forms in one of the following ways: Email: [ezpay@amig.com](mailto:ezpay@amig.com); Mail: P.O. Box 5323, Cincinnati, OH 45201; Fax: 1-800-217-5150. If you fail to send forms by email, fax, or mail - automatic payments will not be set up. If you select E-signature, an email is sent to the customer directing them through the DocuSign process.



## AGENT ASSISTED - REAUTHORIZATION

All existing EZPay customers must have a current authorization form on file with us. It's easy to help your policyholder stay current on their plan - you just start the process by following the same steps to enroll a policyholder in EZPay. In this process, if you keep all the payment details the same – frequency method of payment, withdrawal date, etc. – the customer can be easily reauthorized. If you change any of the payment details, the customer will be re-enrolled in EZPay and their payment schedule may change.

Submitting the form:

From Payment Center, select signature method (E-signature or Print and Sign) and continue. If you selected Print and Sign, you **MUST** print the form from Payment Center. You can upload the form, however you **MUST** also send the forms in one of the following ways:

- Email: [ezpay@amig.com](mailto:ezpay@amig.com);
- Mail: P.O. Box 5323, Cincinnati, OH 45201;
- Fax: 1-800-217-5150.

If you fail to send forms by email, fax, or mail - automatic payments will not be set up. If you select E-signature, an email is sent to the customer directing them through the DocuSign process.

If you already have a form on file and wish to send it to us by mail, fax or email, please ensure it is either form version 5-18 or 2-19. No other forms will be accepted.

**NOTE: Please allow up to 72 hours from receipt of the form for changes to be reflected on the policy. Any changes made here today may not take effect until the next billing cycle. If these changes need to take place immediately, call Customer Service at 800-543-2644.**

For more info on EZPay go to [amig.com/agents/ezpay](http://amig.com/agents/ezpay)



Coverage is subject to policy terms, conditions, limitations, exclusions, underwriting review and approval, and may not be available for all risks or in all states. Rates and discounts vary, are determined by many factors and are subject to change. Policies are written by one of the licensed insurers of American Modern Insurance Group, Inc., including American Modern Home Insurance Company d/b/a in CA American Modern Insurance Company (Lic. No 2222-8).  
CS\_EZPay\_19013\_Agent\_AMsuitePORTALHowToGuide08062019  
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