EZPay Enrollment

New Policy in AMsuite®



A) Make sure Billing Type is set to Recurring Electronic. The system defaults to this.



Enter the date payment will be taken.



Select the payment plan.



Choose either

F An electronic signature (next business day, an email will be sent to your customer with an online authorization to complete).

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.

OR

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; 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.

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

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	2 Pay	\$605.00	\$605.00	1	\$1.00	\$1,211
	4 Pay	\$302.50	\$302.50	3	\$1.00	\$1,213
	6 Pay	\$242.00	\$193.60	5	\$1.00	\$1,215
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New Policy in modernLINK[®]

Access the EZPay authorization form and print

- Finish quote and bind it.
- B Under print, select EZPay form. Remember it MUST be the form generated by the system.
- С 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; 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 <u>set up.</u>

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		0
Payment Plan	EZPay(CC)	/Monthly
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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 Modern Insurance Company (*J*/*s*/*a* in CA American Modern Insurance Company (Lic. No 2222-8). CS_EZPay_10013_08062019 @ American Modern Insurance Group, Inc., 2019

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. 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.

- Δ
 - 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; Mail: P.O. Box 5323, Cincinnati, OH 45201; Fax: 1-800-217-5150. <u>If you fail to send</u> 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.

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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;
- 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 upIf 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



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, er 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_10013_Agent_AMsuitePORTALHowToGuide08062019 @ American Modern Insurance Group, Inc., 2019