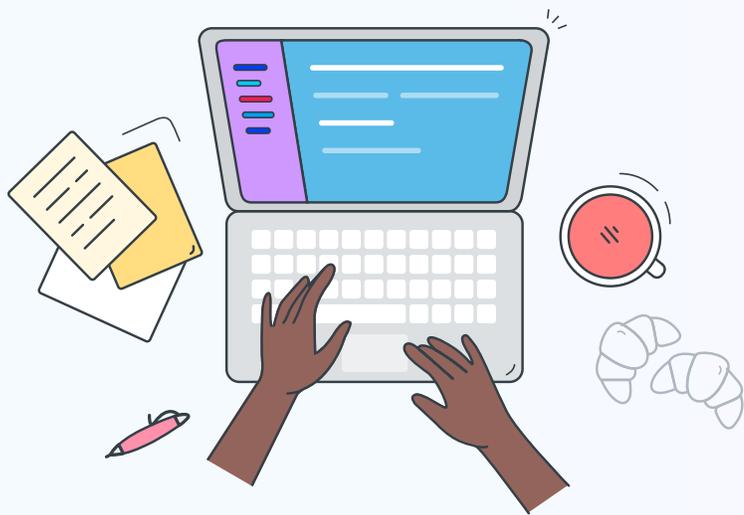




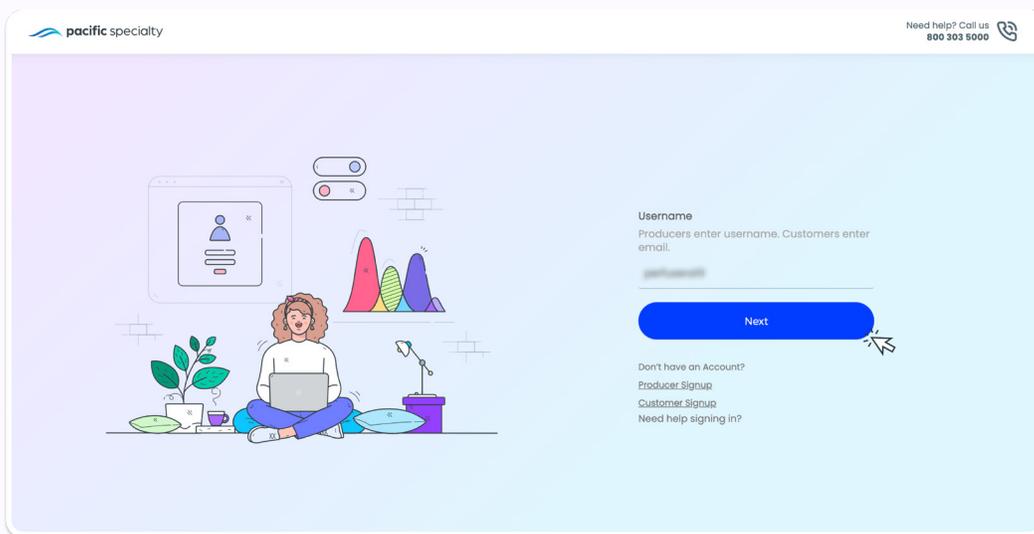
Enrolling in Autopay: A Step-by-Step Guide



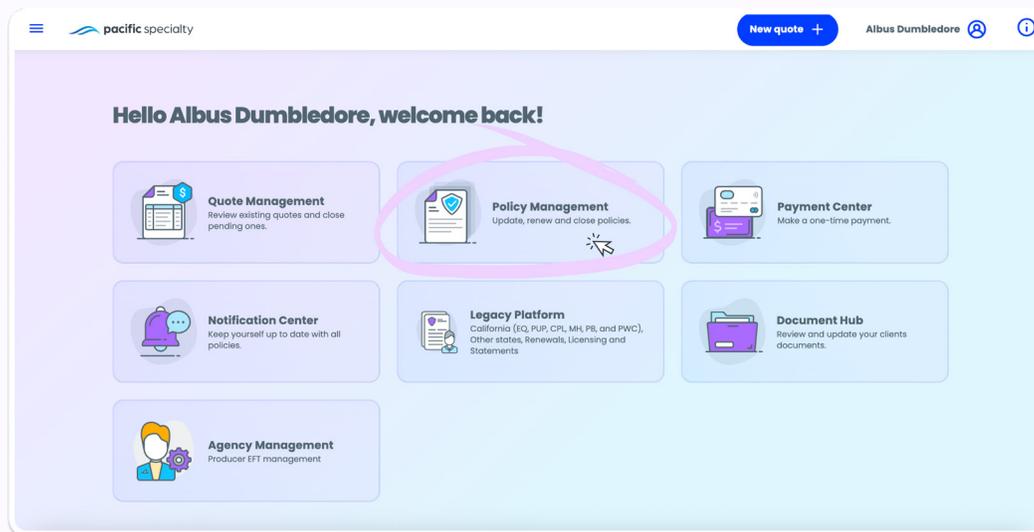
How to Do it

We will guide you through each step to help you set up autopay, a convenient service that enables you to make automatic payments securely. Let's begin!

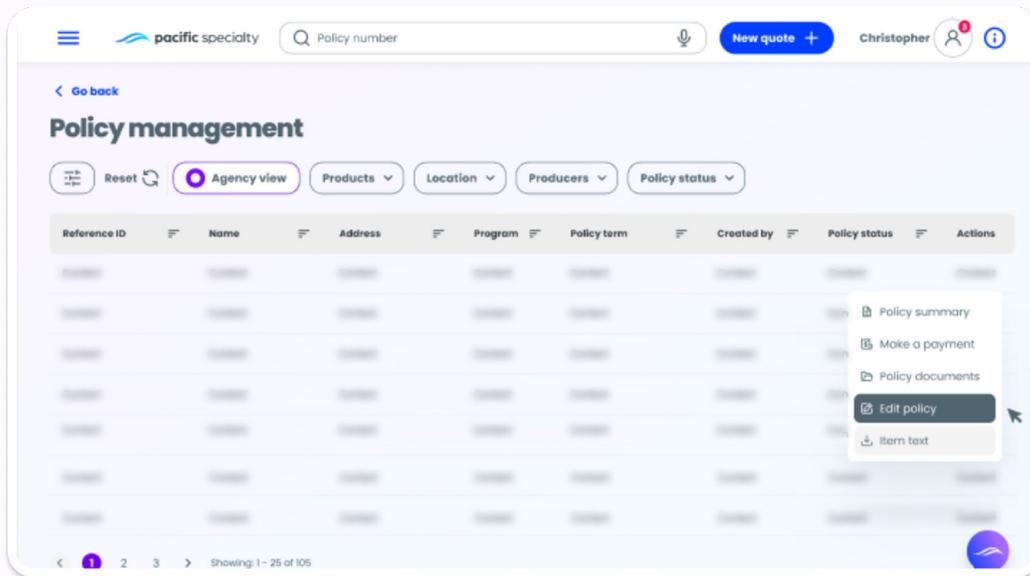
1. To start, log in to your account in [My Portal](#).



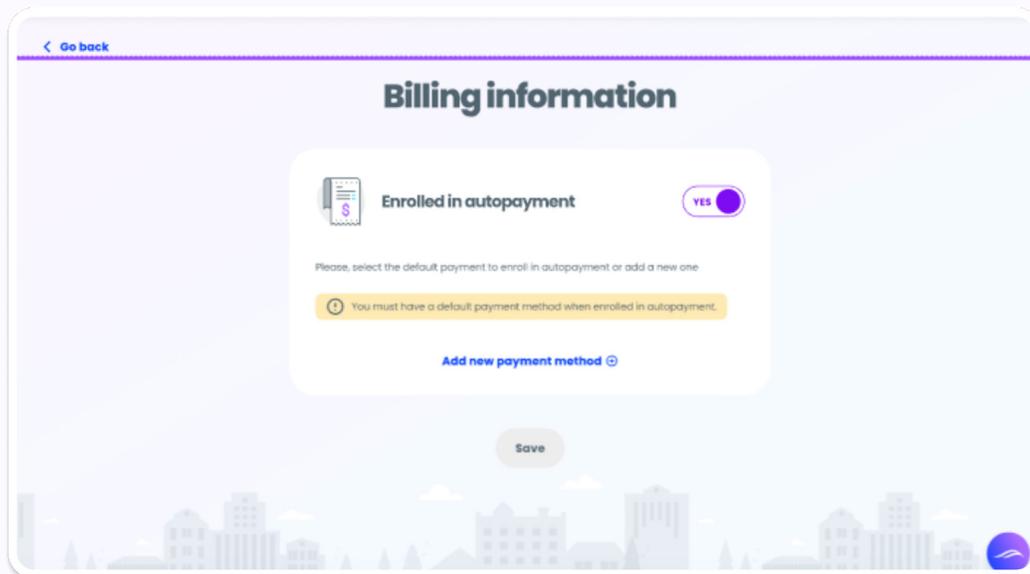
2. Once you have logged in, click on Policy Management.



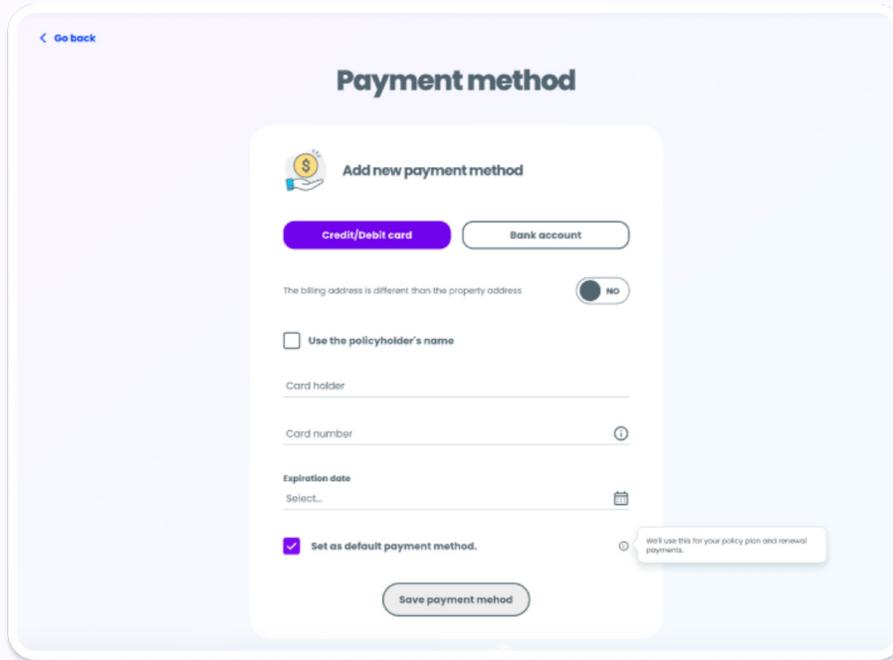
3. Choose Manage policy and proceed to edit policy.



4. Choose the Billing information option. Locate the toggle switch and set it to YES. After making your selection, simply follow the on-screen instructions or prompts provided.

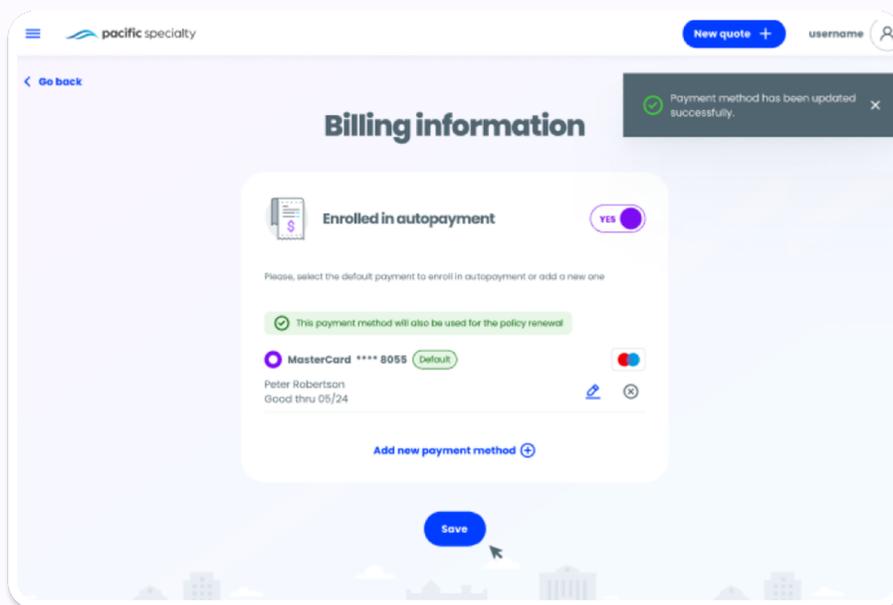


5. Add a new payment method. Fill in the required details. Make sure to double-check the accuracy of the information before proceeding.



The screenshot shows a web form titled "Payment method" with a "Go back" link in the top left. The main heading is "Add new payment method" with a dollar sign icon. There are two tabs: "Credit/debit card" (selected) and "Bank account". Below the tabs, there is a toggle for "The billing address is different than the property address" set to "NO". A checkbox for "Use the policyholder's name" is unchecked. The form includes input fields for "Card holder", "Card number" (with an info icon), and "Expiration date" (with a "Select..." dropdown and a calendar icon). A checkbox "Set as default payment method." is checked. A "Save payment method" button is at the bottom. A tooltip on the right says "We'll use this for your policy plan and renewal payments."

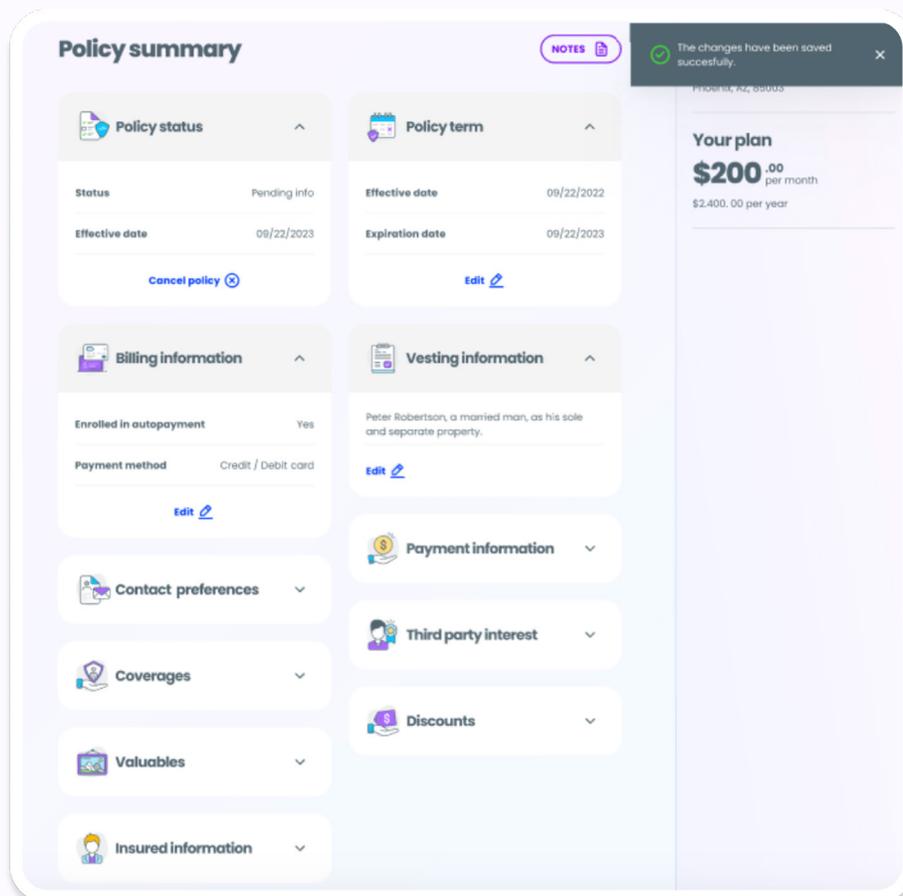
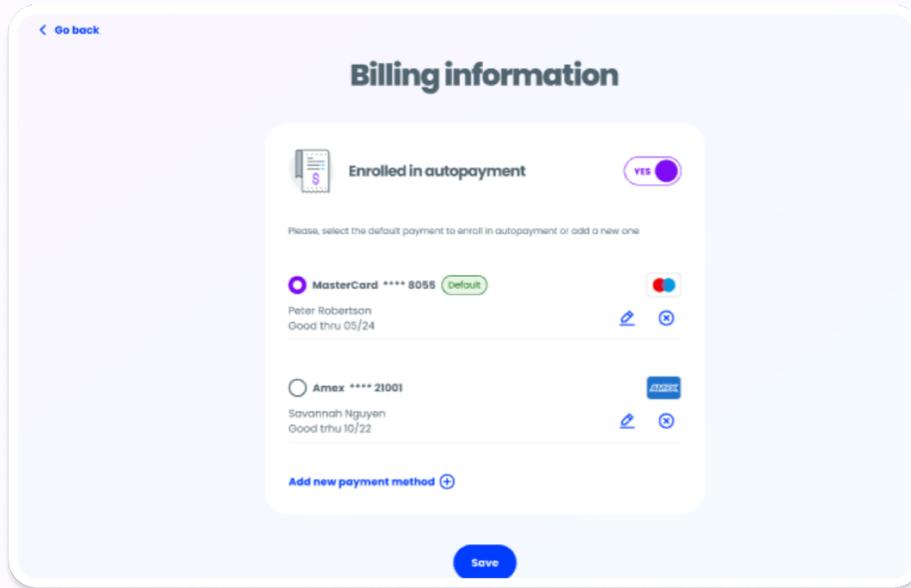
6. Click on the Save button to store your new payment method securely. This will allow you to use it for future transactions.



The screenshot shows the "Billing information" page in the PSIC system. At the top, there is a "New quote +" button and a "username" field. A "Go back" link is in the top left. A success message in a dark box says "Payment method has been updated successfully." The main heading is "Billing information". Below it, there is a section "Enrolled in autopayment" with a "YES" toggle. A message says "Please, select the default payment to enroll in autopayment or add a new one". A green checkmark indicates "This payment method will also be used for the policy renewal". The selected payment method is a "MasterCard **** 8055" with a "Default" label. Below it, the cardholder's name "Peter Robertson" and expiration date "Good thru 08/24" are shown. An "Add new payment method" button is at the bottom of the card details. A "Save" button is at the bottom of the page, with a mouse cursor hovering over it.

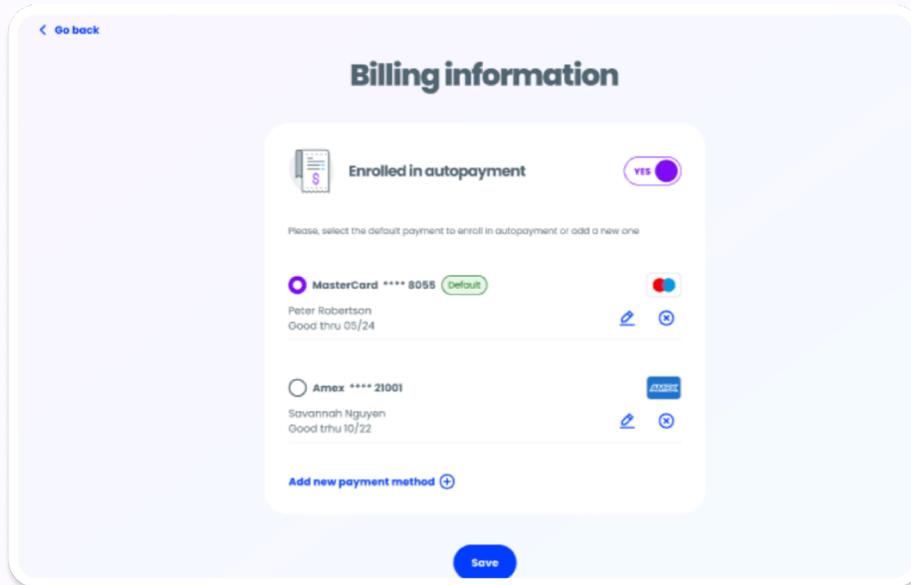
What to Do if you Have Multiple Payment Methods

1. Keep the default payment method selected and click on Save to confirm your choice.

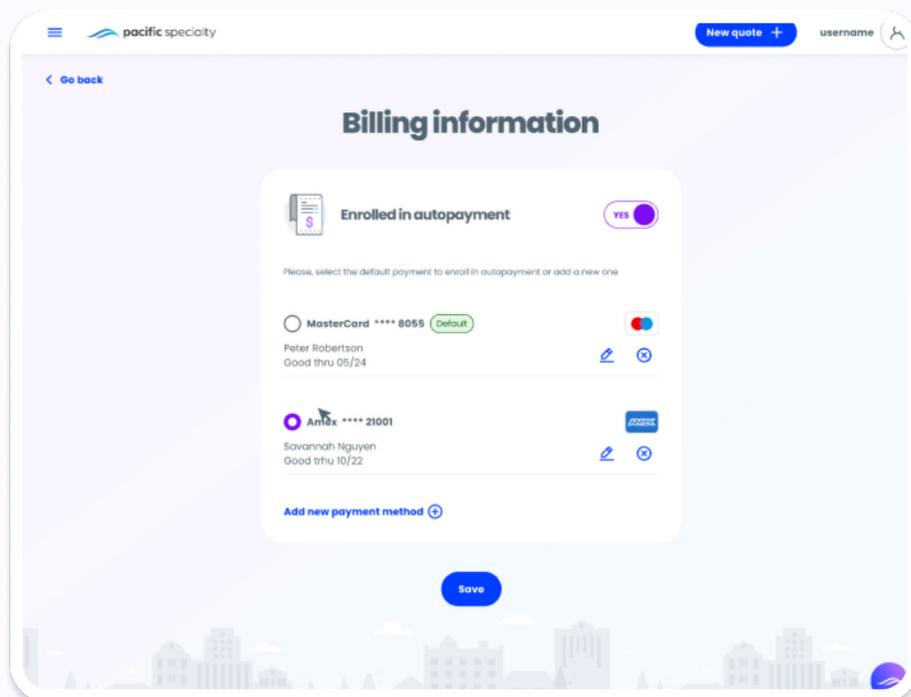


Switching to a Different Payment Method

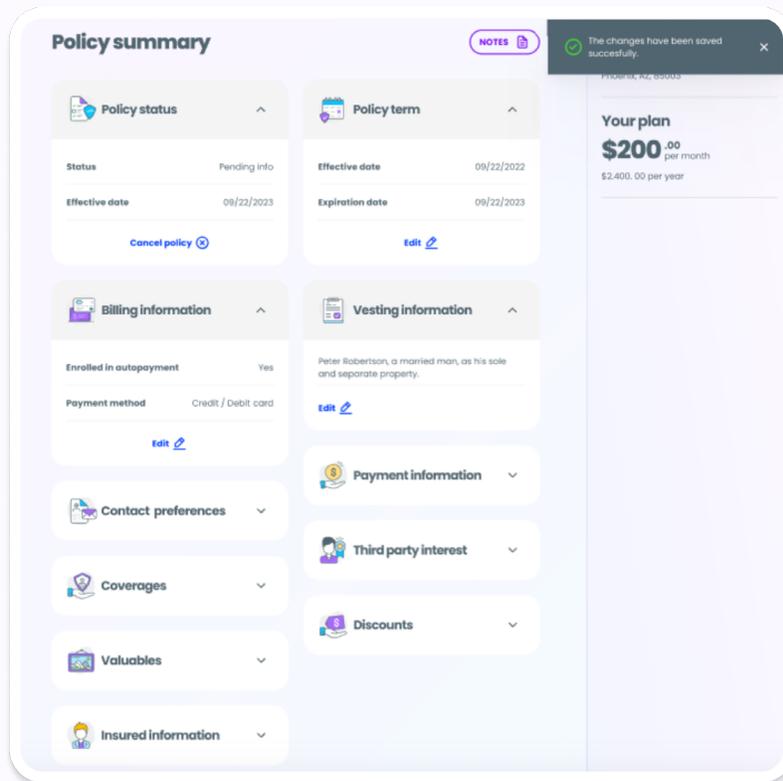
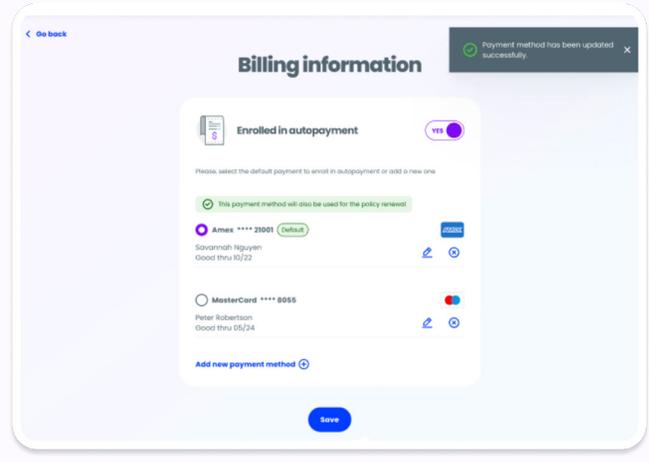
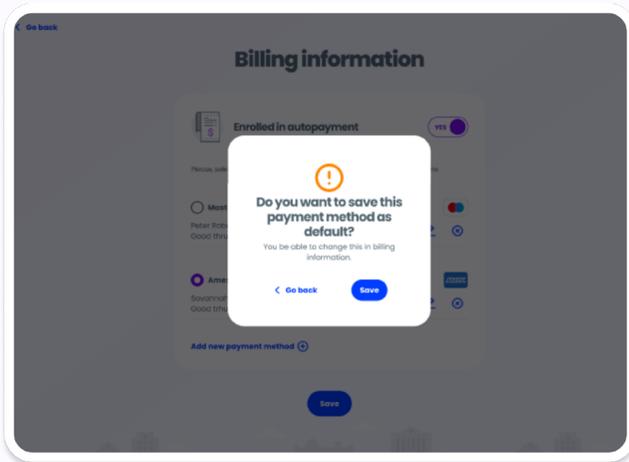
1. Choose a different payment method.



2. Switch to another available payment method.



3. Save



Congratulations! You have completed the process.

