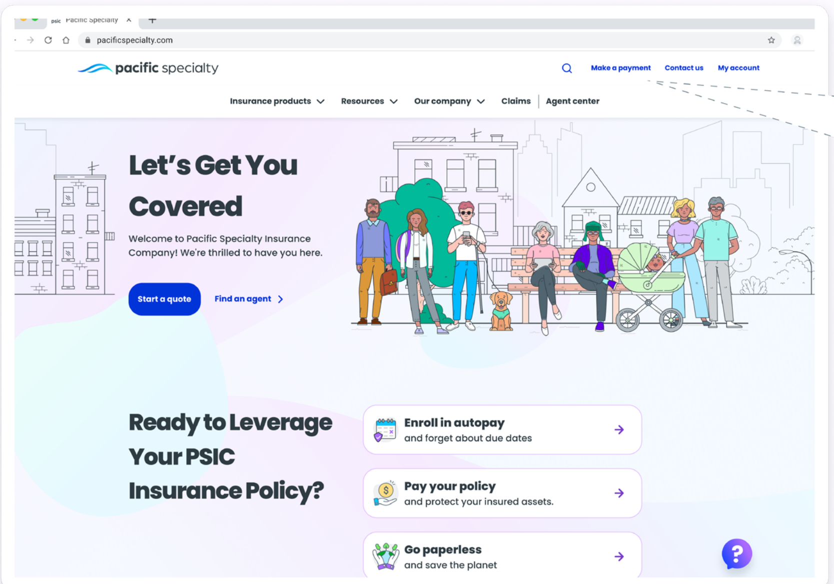
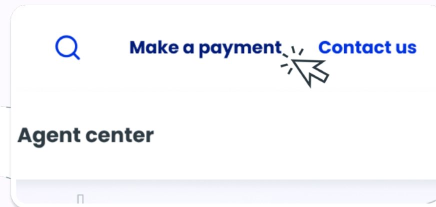
How to Make a Payment

We will explain to you step by step the payment process from the PSIC website.

A Quick Summary

Enter www.pacificspecialty.com and, from the header menu, select the ‘Make a Payment’ option.





You will have to complete three steps.

1 **Step One: Identification**

2 **Step Two: Payment**

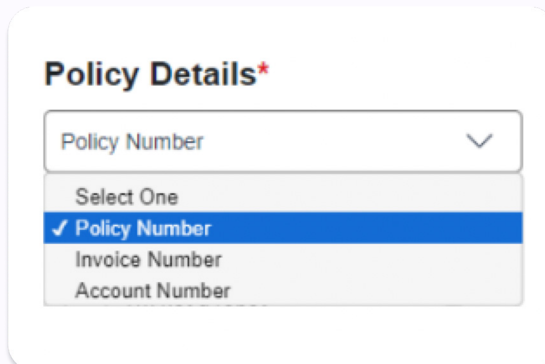
3 **Step Three: Receipt**

Let’s review each one!

Step One: Identification

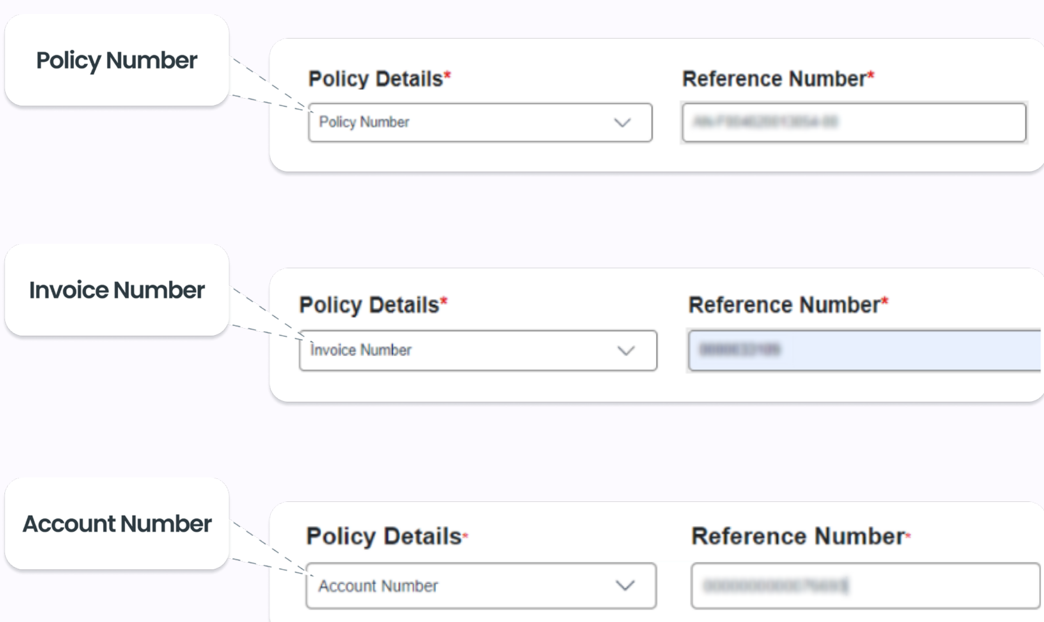
1. Policy Identifier

Click on the Policy Details dropdown menu and select one of the three policy identifiers: **Policy Number**, **Invoice Number**, or **Account Number**.



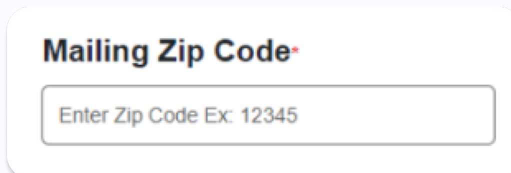
2. Required Information

If you selected: “Policy Number”, “Invoice Number” or “Account Number” option , enter the complete number.



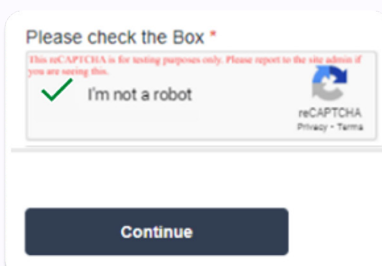
3. Necessary data

You can find the complete number on your paper invoice, which you should have received earlier. It is located **at the top right corner** of the invoice. And enter your Mailing Policy Zip Code (declared in the policy).



4. Finish the Process

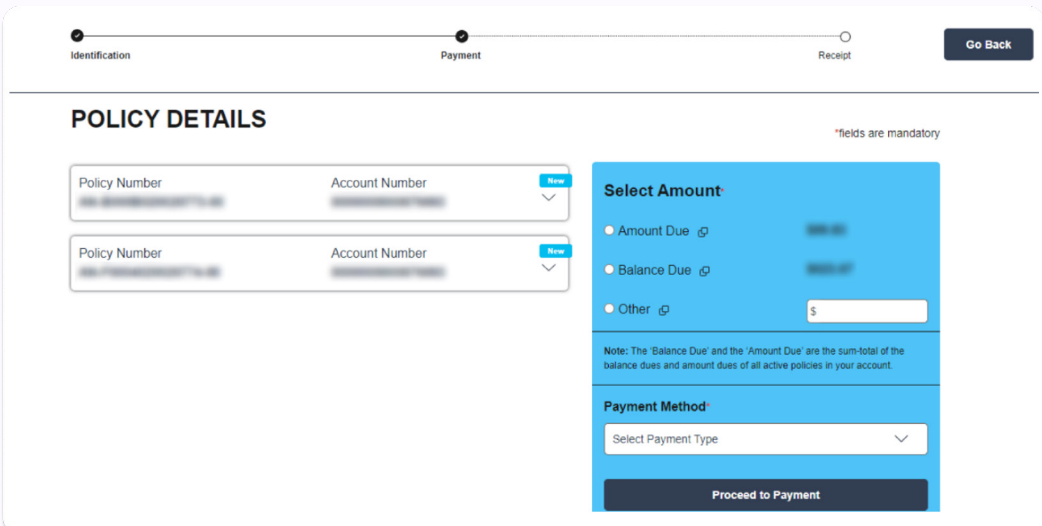
Then, check your box and click on the “Continue” button.



Step Two: Payment

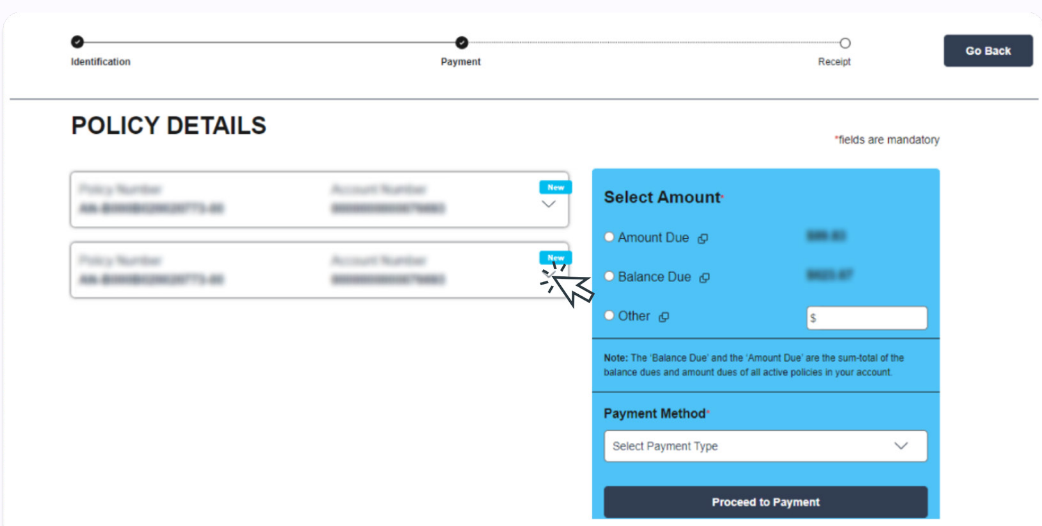
1. Policy Details

If there are **multiple Policy Numbers** under one Billing Account Number, all the associated policies will be displayed on the Policy Details Screen.

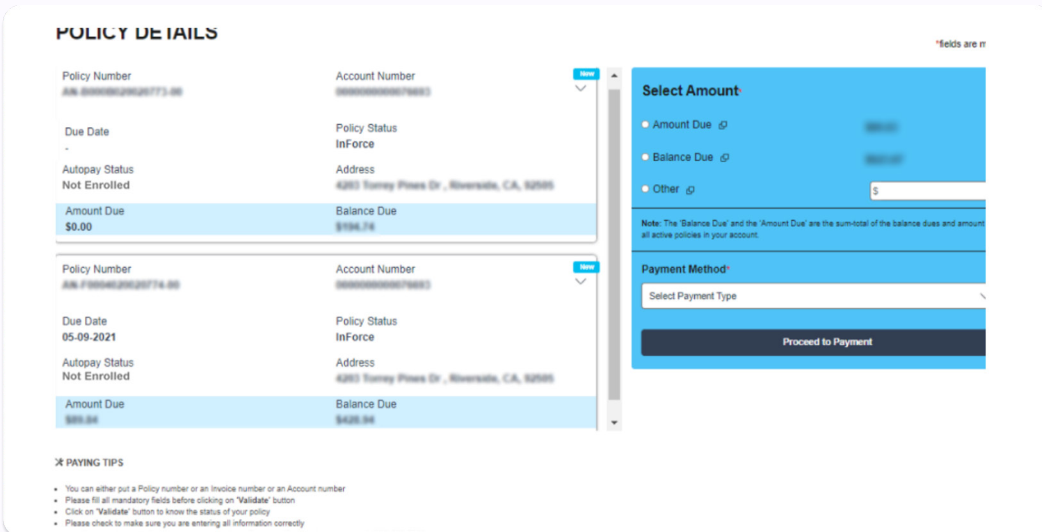


2. Policy Invoice Information

Click on the Policy Details dropdown menu to **view the Policy invoice information** on the left side of the screen.

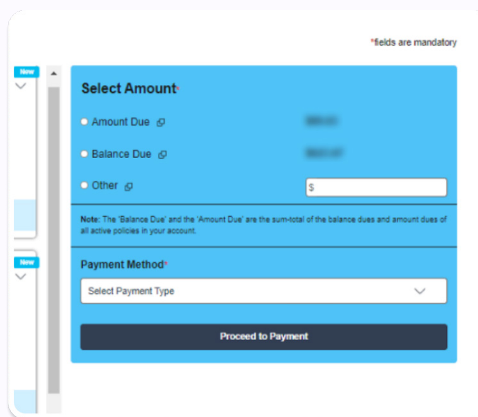


This information includes the Policy Number, Account Number, Invoice Due date, Policy Status, Autopay Status, Location Address, Current Amount Due, and Balance Due.



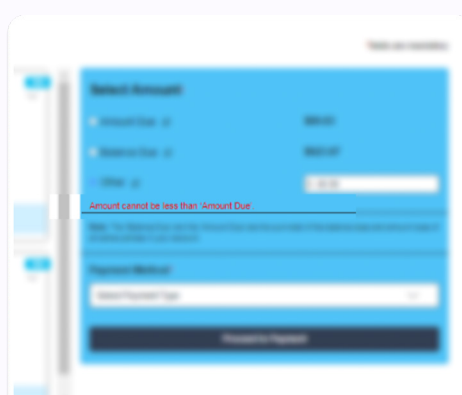
3. Total Payment Chosen

On the right side of the screen, you can **choose the payment amount**. You can pay the quantity due on the invoice, the balance due, or enter a different payment value.



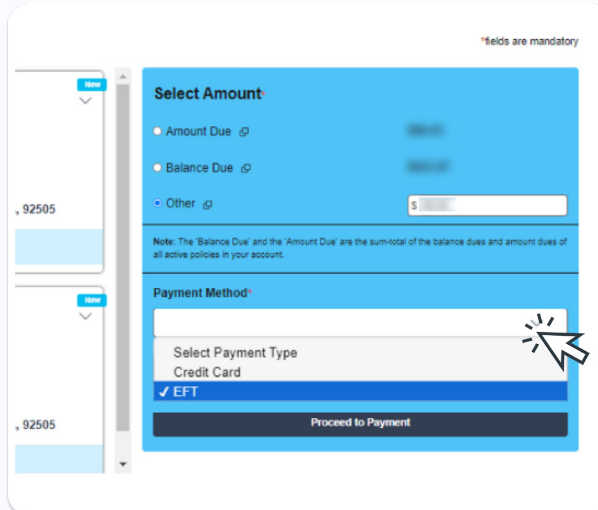
4. Insufficient Payment Amount

If you enter a value that is less than the amount due, an error message will appear asking you to enter a quantity that is not less than the amount due.



5. Payment Method

Once you have selected the amount, choose the payment method. You can select between Credit Card or EFT (Electronic Funds Transfer).

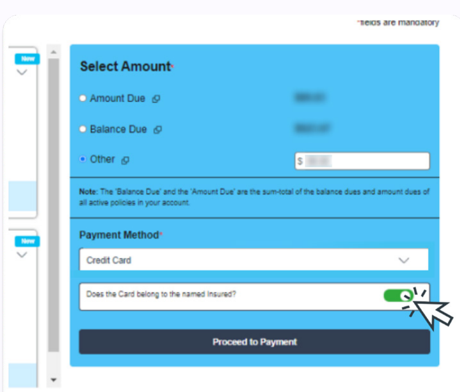


Now, we will guide you through two payment options: Credit Card or EFT (Electronic Funds Transfer).

If you Pay with Credit Card

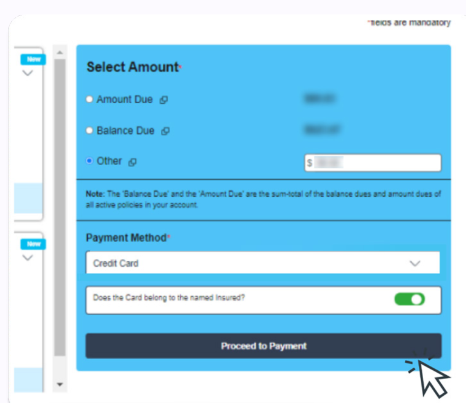
1. Card Ownership Confirmation

To answer the question “Does the Card belong to the named Insured,” slide the bar to the left for NO and to the right for YES.



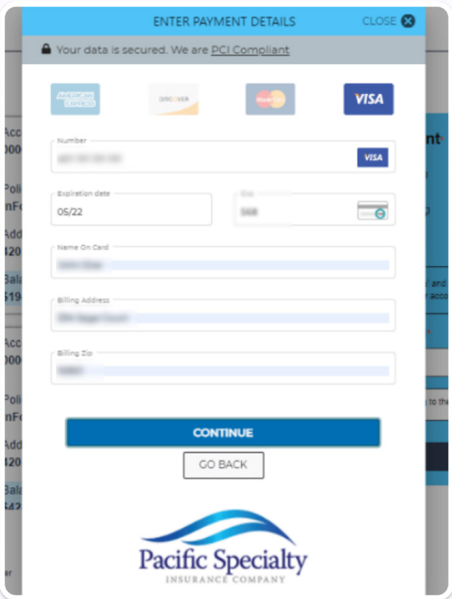
2. Make a Payment

Click on the “Proceed to Payment” button and click on the “Continue” button.



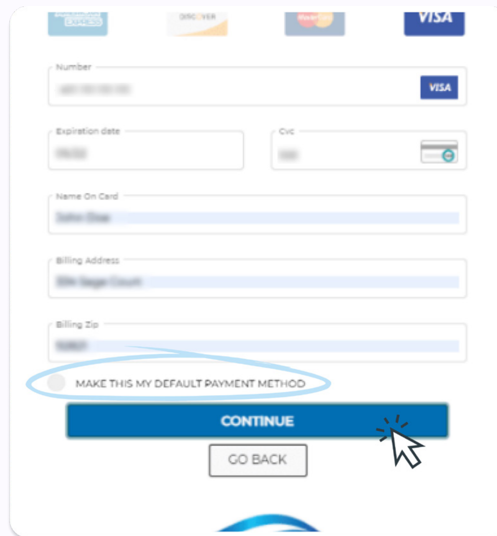
3. Information Required

Please enter valid credit card information.



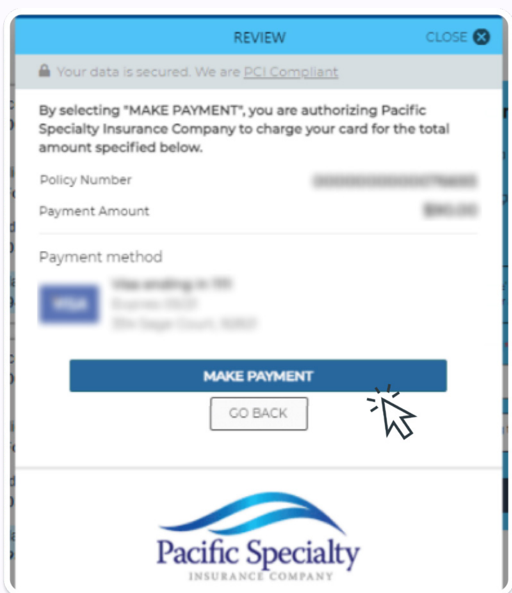
4. Continue the Payment

Click on the “Continue” button to proceed with the payment. Remember that you can save your card details for future occasions.



5. Make a Transaction

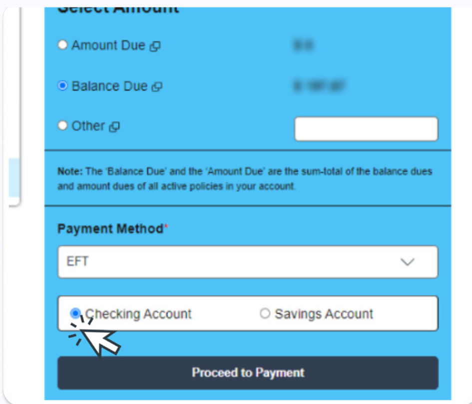
Before processing the payment, review the information and then click on “Make payment”.

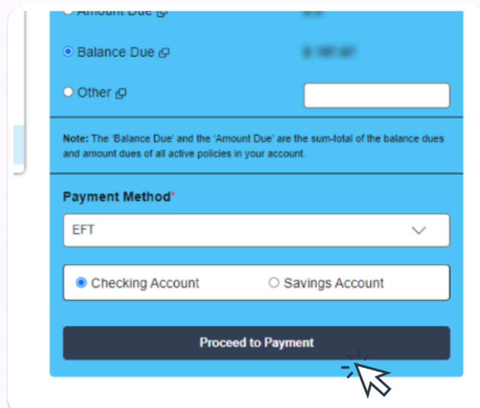


If you Pay with EFT (Electronic Funds Transfer)

1. EFT Account Type option

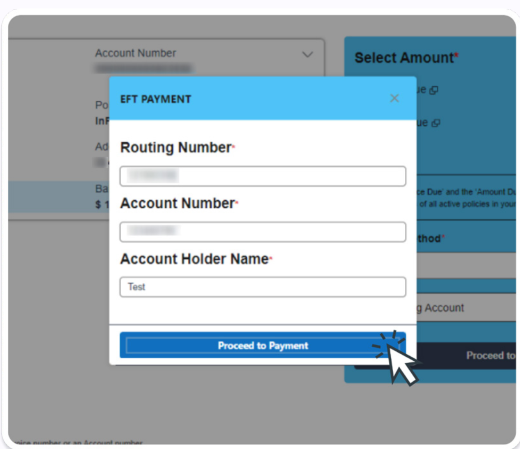
Choose the EFT Account Type option and click on “Proceed to Payment” to continue with the process.





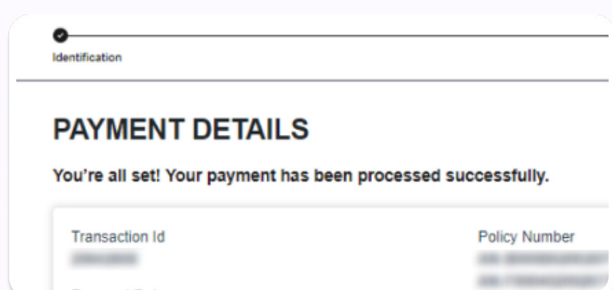
2. Data required and Payment

Please enter your EFT payment account information. Click on “Proceed to Payment” to continue with the transaction.



3. Transaction finished

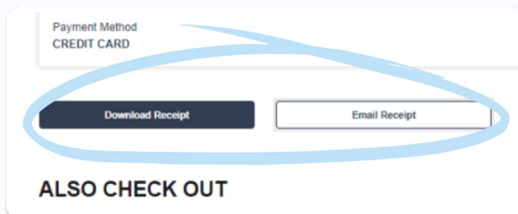
Once the Credit Card or EFT payment is processed, a message will be generated confirming that the transaction has been posted successfully!

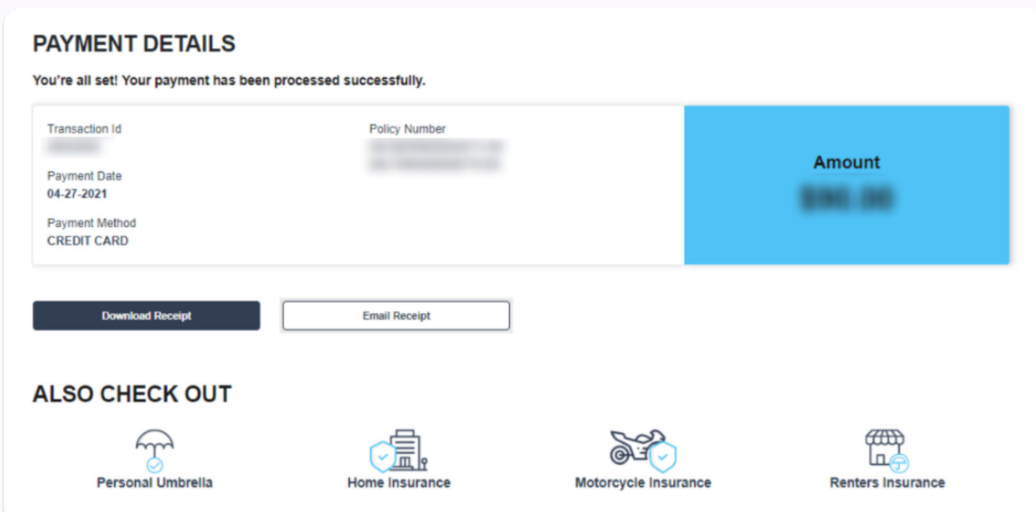


Step Three: Receipt

1. Receipt

Finally, to obtain a receipt, click on “Download Receipt” or “Email Receipt” to view and print it.





2. Process Completed

Congratulations! You have completed the process. You can now exit the screen.