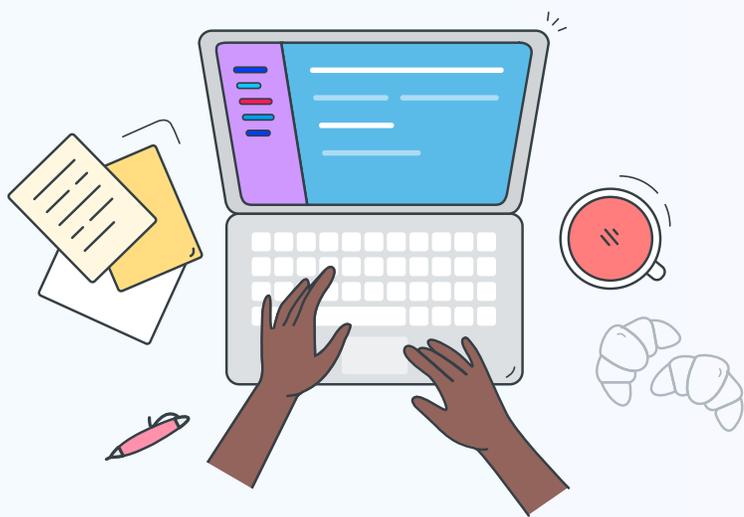




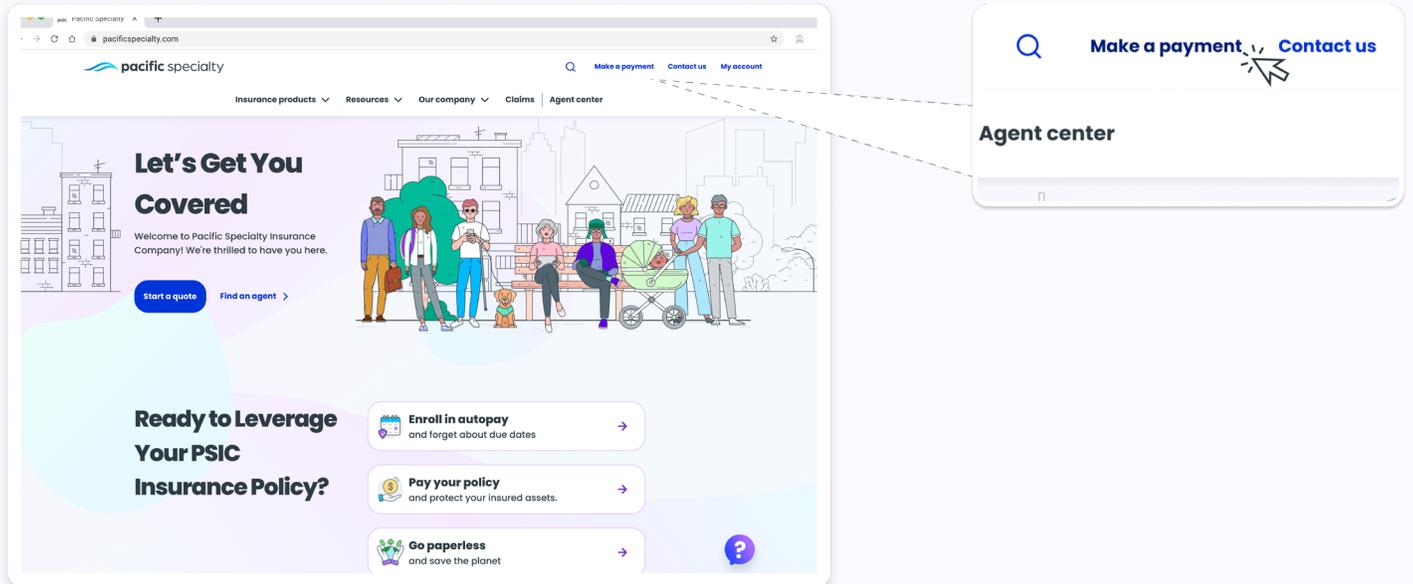
# How to Make a Payment

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



## A Quick Summary

Enter [www.pacificspecialty.com](http://www.pacificspecialty.com) and, from the header menu, select the 'Make a Payment' option.



You will have to complete three steps.



**Step One: Identification**



**Step Two: Payment**



**Step Three: Receipt**

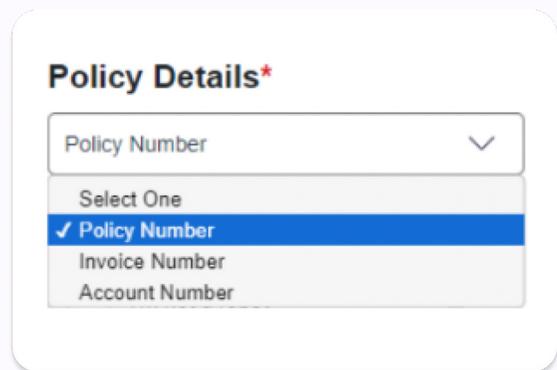
## Let's review each one!



### Step One: Identification

#### 1. Policy Identifier

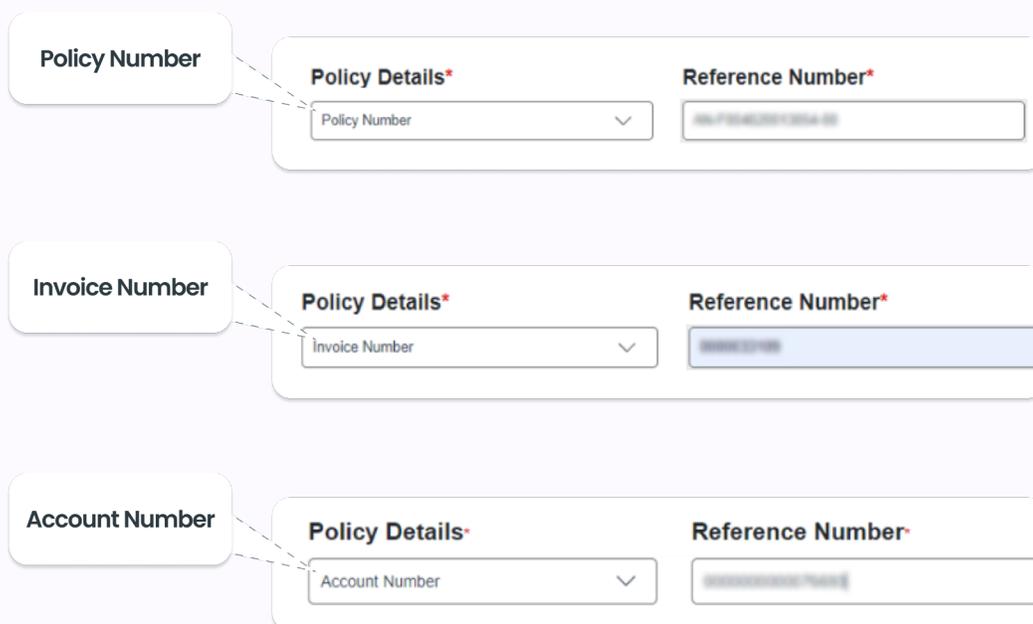
Click on the Policy Details dropdown menu and select one of the three policy identifiers: **Policy Number**, **Invoice Number**, or **Account Number**.



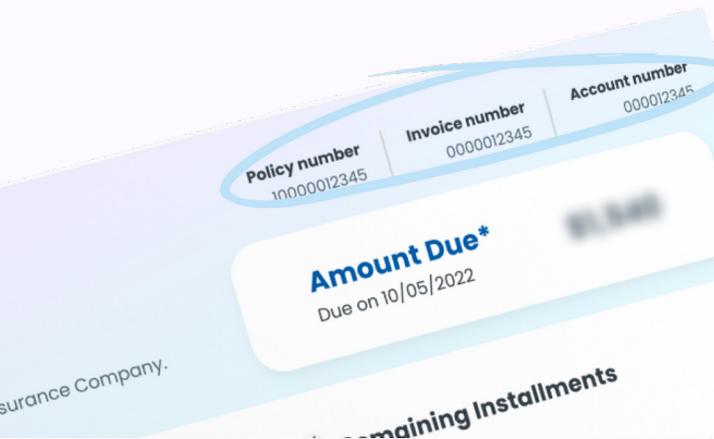
The screenshot shows a dropdown menu titled "Policy Details\*" with the following options: "Policy Number" (selected), "Select One", "Invoice Number", and "Account Number".

#### 2. Required Information

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



The image shows three examples of the form for different policy identifiers. Each example consists of a "Policy Details\*" dropdown menu and a "Reference Number\*" input field. The first example shows "Policy Number" selected in the dropdown and a reference number entered in the input field. The second example shows "Invoice Number" selected in the dropdown and a reference number entered in the input field. The third example shows "Account Number" selected in the dropdown and a reference number entered in the input field.



### 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).

**Mailing Zip Code\***

### 4. Finish the Process

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

Please check the Box \*

This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

I'm not a robot

reCAPTCHA  
Privacy - Terms

Continue

Please check the Box \*

This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

I'm not a robot

reCAPTCHA  
Privacy - Terms

Continue

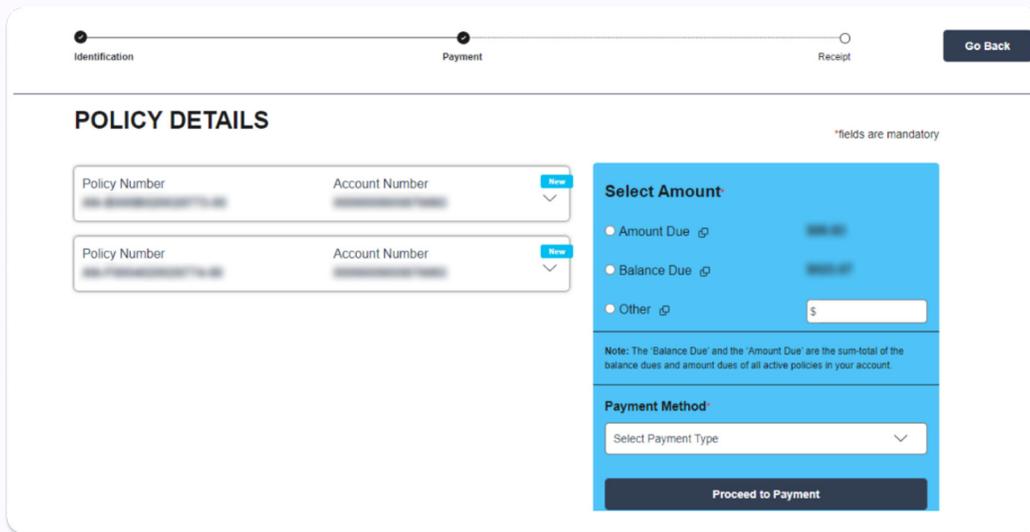




## Step Two: Payment

### 1. Policy Details

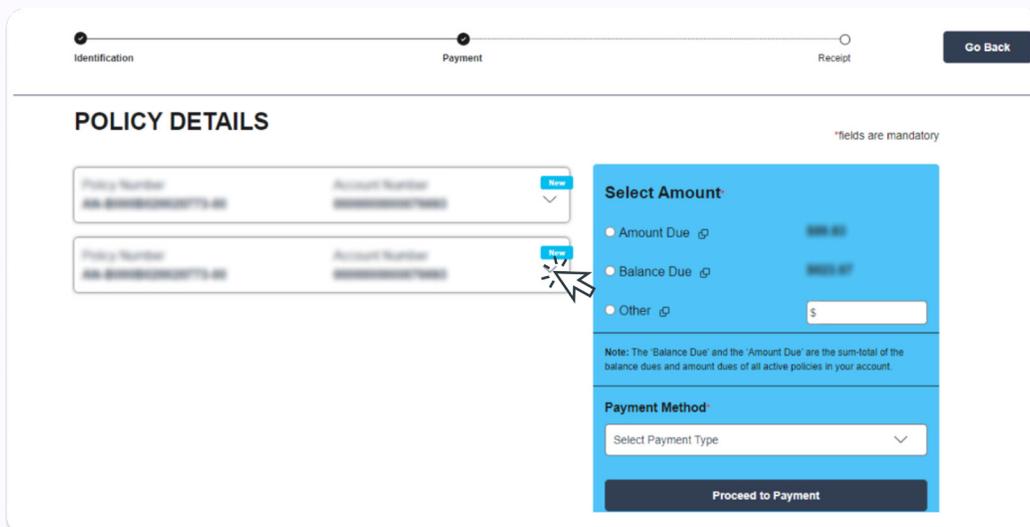
If there are **multiple Policy Numbers** under one Billing Account Number, all the associated policies will be displayed on the Policy Details Screen.



The screenshot shows the 'Payment' step of a process. At the top, there are three progress indicators: 'Identification' (filled), 'Payment' (filled), and 'Receipt' (empty). A 'Go Back' button is in the top right. The main heading is 'POLICY DETAILS' with a note '\*fields are mandatory'. Below this, there are two rows of policy information, each with a 'Policy Number' and 'Account Number' field and a 'New' dropdown menu. To the right is a blue panel for selecting payment details. It includes radio buttons for 'Amount Due' (with a value of \$99.00), 'Balance Due' (with a value of \$99.07), and 'Other' (with a text input field). A note states: 'Note: The 'Balance Due' and the 'Amount Due' are the sum-total of the balance dues and amount dues of all active policies in your account.' Below this is a 'Payment Method' section with a 'Select Payment Type' dropdown and a 'Proceed to Payment' button.

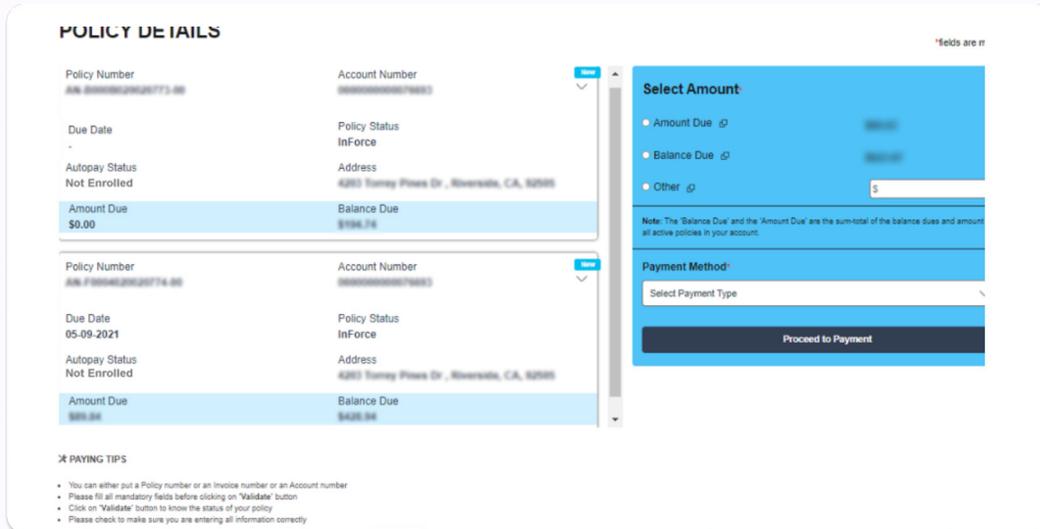
### 2. Policy Invoice Information

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



This screenshot is identical to the one above, but with a mouse cursor pointing to the 'New' dropdown menu of the second policy entry, indicating the action to view policy invoice information.

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



**POLICY DETAILS** \*fields are mandatory

Policy Number A6 7088622520774-00	Account Number 00000000000000000000
Due Date -	Policy Status InForce
Autopay Status Not Enrolled	Address 4283 Torrey Pines Dr., Riverside, CA, 92505
Amount Due \$0.00	Balance Due \$194.74

Policy Number A6 7088622520774-00	Account Number 00000000000000000000
Due Date 05-09-2021	Policy Status InForce
Autopay Status Not Enrolled	Address 4283 Torrey Pines Dr., Riverside, CA, 92505
Amount Due \$85.34	Balance Due \$420.99

**✖ PAYING TIPS**

- You can either put a Policy number or an Invoice number or an Account number
- Please fill all mandatory fields before clicking on "Validate" button
- Click on "Validate" button to know the status of your policy
- Please check to make sure you are entering all information correctly

**Select Amount**

Amount Due   
 Balance Due   
 Other

Note: The 'Balance Due' and the 'Amount Due' are the sum-total of the balance dues and amount dues of all active policies in your account.

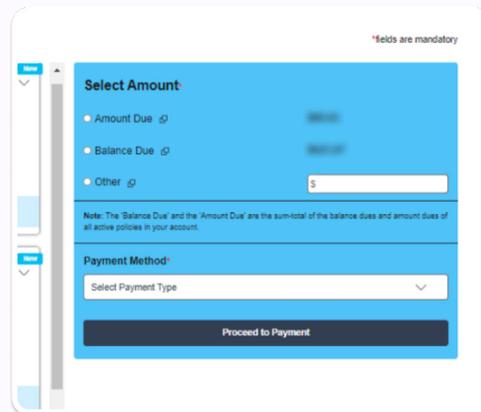
**Payment Method\***

Select Payment Type

**Proceed to Payment**

### 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.



**Select Amount** \*fields are mandatory

Amount Due   
 Balance Due   
 Other

Note: The 'Balance Due' and the 'Amount Due' are the sum-total of the balance dues and amount dues of all active policies in your account.

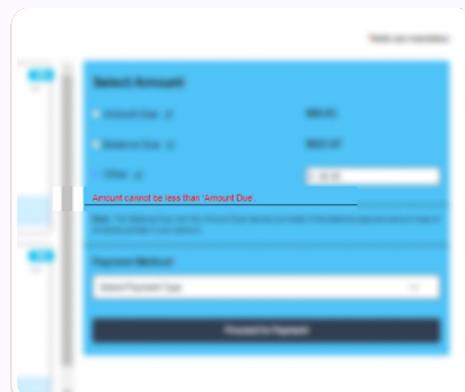
**Payment Method\***

Select Payment Type

**Proceed to Payment**

### 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.



**Select Amount**

Amount Due   
 Balance Due   
 Other

Note: The 'Balance Due' and the 'Amount Due' are the sum-total of the balance dues and amount dues of all active policies in your account.

**Payment Method\***

Select Payment Type

**Proceed to Payment**

Amount cannot be less than 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).

The screenshot shows a mobile application interface for selecting a payment method. The top section is titled "Select Amount" and has three radio button options: "Amount Due", "Balance Due", and "Other". Below these is a note: "Note: The 'Balance Due' and the 'Amount Due' are the sum-total of the balance dues and amount dues of all active policies in your account." The "Payment Method" section has a dropdown menu with "Credit Card" and "EFT" (selected). A mouse cursor is pointing at the "EFT" option. At the bottom, there is a "Proceed to Payment" button. The interface also shows account balances of 92505 on the left side.

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.

The screenshot shows the "Payment Method" section of the interface. The "Credit Card" option is selected in the dropdown menu. Below it, there is a question: "Does the Card belong to the named Insured?" with a toggle switch. The toggle is currently in the "NO" position (left). A mouse cursor is pointing at the toggle.

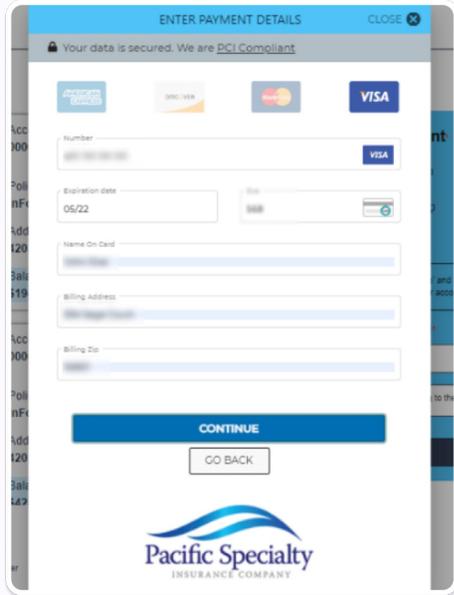
### 2. Make a Payment

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

The screenshot shows the "Payment Method" section of the interface. The "Credit Card" option is selected in the dropdown menu. Below it, there is a question: "Does the Card belong to the named Insured?" with a toggle switch. The toggle is now in the "YES" position (right). A mouse cursor is pointing at the "Proceed to Payment" button at the bottom.

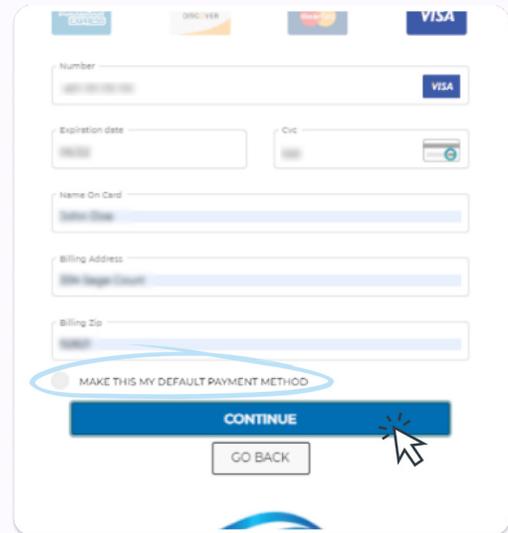
### 3. Information Required

Please enter valid credit card information.



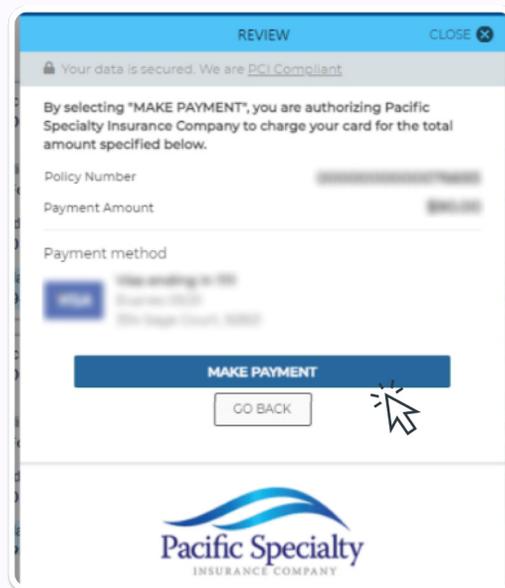
### 4. Continue the Payment

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".

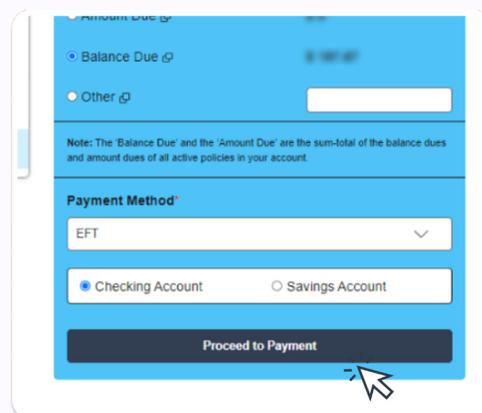
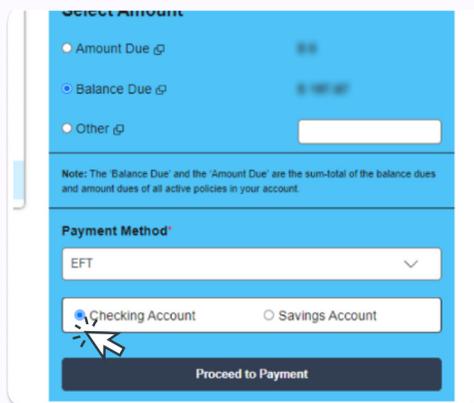




## If you Pay with EFT (Electronic Funds Transfer)

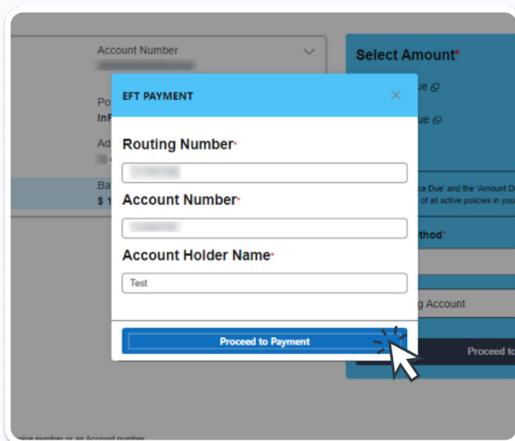
### 1. EFT Account Type option

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



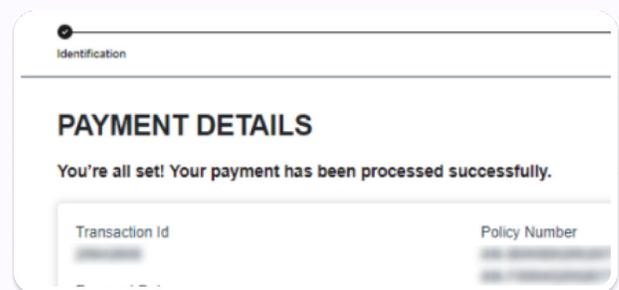
### 2. Data required and Payment

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!

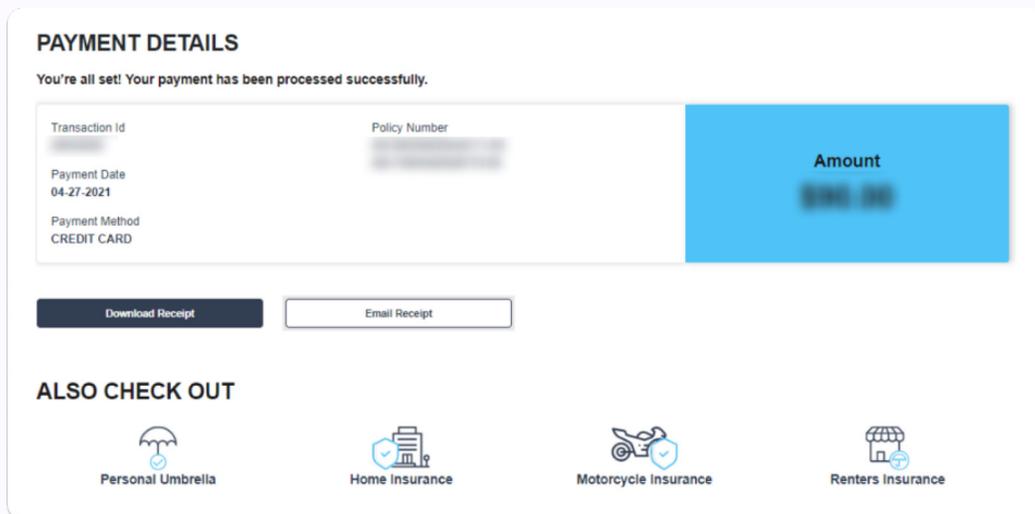
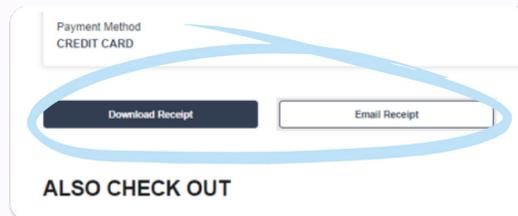




## Step Three: Receipt

### 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.

