



E Pay Quick Tips

Finding your policy number

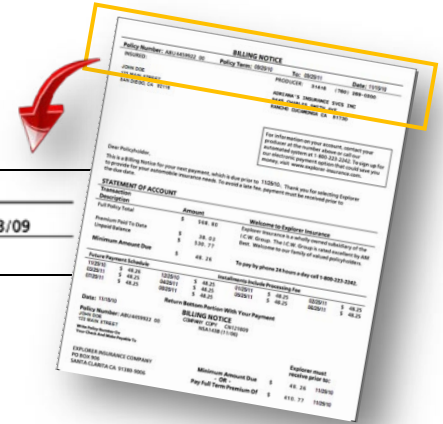
Refer to the top of your "Billing Notice" to find your Policy Number, as shown. Use the middle 7 numbers for E Pay. Example: if number is "ABU4459922 00", use 4459922.

BILLING NOTICE

Policy Number: **ABU4459922 00** Policy Term: 11/03/09 To: 11/03/10 Date: 11/03/09

INSURED: _____ PRODUCER: 31416 (760) 269-0200

Middle 7-digits of your Policy Number



Locating your checking information

The below illustrates the items you will use in order to pay using your checking account.

John Doe
123 Main Street
San Diego, CA 92116

1200

PAY TO THE ORDER OF _____ \$ _____

FOR _____ DOLLARS

⑆ 122105278 ⑆ ⑆ 724301068 ⑆ 1200 ⑆

Name on Account

Bank Routing Number Bank Account Number

Using E Pay 1-Time Pay

Logging in:

1. Click on **E Pay 1-Time Pay** at www.explorer-insurance.com/epay.
2. Enter the middle **7-digit number** of your Policy Number, as shown above. For example: 1122133.
3. Enter the **Zip Code** that appears for your policy.
4. Click **Submit**.
5. Follow the directions to submit your payment. If using checking account, refer to the illustration above.

Using E Pay Automatic Payment Service

Enrolling:

1. Click on **E Pay Automatic Payments** at www.explorer-insurance.com/epay.
2. Enter the middle **7-digit number** of your Policy Number, as shown above. For example: 1122133.
3. Enter the **Zip Code** that appears for your policy.
4. Click on **Click here to view Terms and Conditions**.
5. Click **I Agree** at the bottom of the page. The "Terms and Conditions Code" will be inserted automatically.
6. Click **Enroll Now**.



Adding your profile information:

1. Enter a **Nickname** for your account, such as “My Explorer Insurance”.
2. Enter your **Email Address**. You will use this address to login to the system on your future visits.
3. Create your **Password**. Passwords must be at least 8 characters and “alpha-numeric” as explained on the screen.
4. Choose a **Challenge Question** from the list.
5. Provide a **Challenge Question Response**. This will be used to help authenticate you if you forget your password.
6. Click **CONTINUE**.
7. Click **COMPLETE ENROLLMENT**.

Setup a payment account - checking or credit card

If you just finished the Enrollment process, choose the **Add a Bank Account** or **Add a Credit Card** link provided and jump to step 4.

1. Select **Manage Profile** from the Account Summary (Home) page.
2. Click on **PAYMENT ACCOUNTS**.
3. Click on **CHECKING** or **CREDIT CARD** from the “Add a Payment Account” box.
4. Enter the requested information. For checking, refer to the illustration above for account and routing information.
5. Click **CONTINUE**.
6. Review and **CONFIRM**.

Making an individual payment

If you just finished the Enrollment process, choose the **Make a Payment** link and jump to step 2.

1. Select **Pay Now** from the Account Summary (Home) page.
2. Select the **Payment Account** you want to pay from. For example, Joint Checking.
3. Click **CONTINUE**.
4. Review and **CONFIRM**. Print this page for your records.

Setting up Recurring Automatic Payments

If you just finished the Enrollment process, and you’ve already setup a payment account, select **Setup Automatic Payments** link and jump to step 4.

1. Select **Manage Profile** from the Account Summary (Home) page.
2. Click on **BILLING ACCOUNTS**.
3. Click **ADD** from the “Automatic Payment” box.
4. Select your Payment Account from the list.
5. Note: If you haven’t set up a payment account, or you wish to add a new one, choose either **New Bank Account** or **New Credit Card**.
6. Click **CONTINUE**. Your information is displayed. If this is a new account, fill in the information.
7. Review and **CONFIRM**.