

# ONLINE PAYMENT OPTIONS

## Features & How-To Guide



### INTRODUCING MULTIPLE WAYS TO PAY ONLINE

- Instantly at binding via SSIU's Online Rater
- Multiple invoices at once via Agency Portal
- Via SSIU website for Agents & Insureds

# Commission Payments & User Fees

## AGENCY COMMISSION PAYMENTS

- Commission checks are cut on the 15<sup>th</sup> day of the following month

## USER FEES FOR ONLINE PAYMENT

- e-Check - \$2.50 (regardless of dollar amount paid)
- Credit or Debit Card – 2.85% of total amount paid + \$0.68 per transaction
- User fees will be reflected on the payee's bank or credit card statement as a separate transaction from ezPay/Xpress Pay

SSIU will gladly accept payments via paper check made payable and mailed to:

*No processing fees apply to payments made via this method*

SSIU, LLC

PO Box 580

Foley, AL 36536

# Using the **Pay Now** Button at Binding

## Agents can pay immediately upon binding a policy within the SSIU Rating Portal

- Once you have completed either the **Adobe E-Sign & Bind** or **Bind Via Uploading Apps** option, a pop-up will allow you the option to **Pay Online Now**.  
*Note – Pay Now button cannot be used until you have completed applications.*
- If you wish to pay at that time, click **Yes**. To proceed without paying, click **No, Proceed**

Your quote request has been submitted successfully.

Note:

Binding is subject to the risk meeting all guidelines for the productselect and signed and fully completed application received by SSIU within 48 hours of this request.

Do you want to pay online now?

Yes

No, Proceed

To pay after selecting **No, Proceed**, you may still pay via the **Pay Now** button on the bottom of the screen (shown here)

Back

Save

Print Application

Adobe E-Sign & Bind

Bind Via Uploading Apps

Pay Now

# Pay Securely via ezPay

- Upon selecting **Yes** to Pay Now, the portal will direct the user to ezPay's web interface
- Policy information and Total Amount Due will prefill based on the bound quote information.
- Payment may be made via e-check, credit or debit card
- Payment receipt will be emailed to the Agent

**SSIU** | South Shore Insurance Underwriters

PROVIDED BY **ezPAY**

Agent payment - Rater

Insured's name  
QC0019055

Quote ID  
Melinda Dees

Quote code  
18056

Finance company code

Amount  
\$ 1086.50

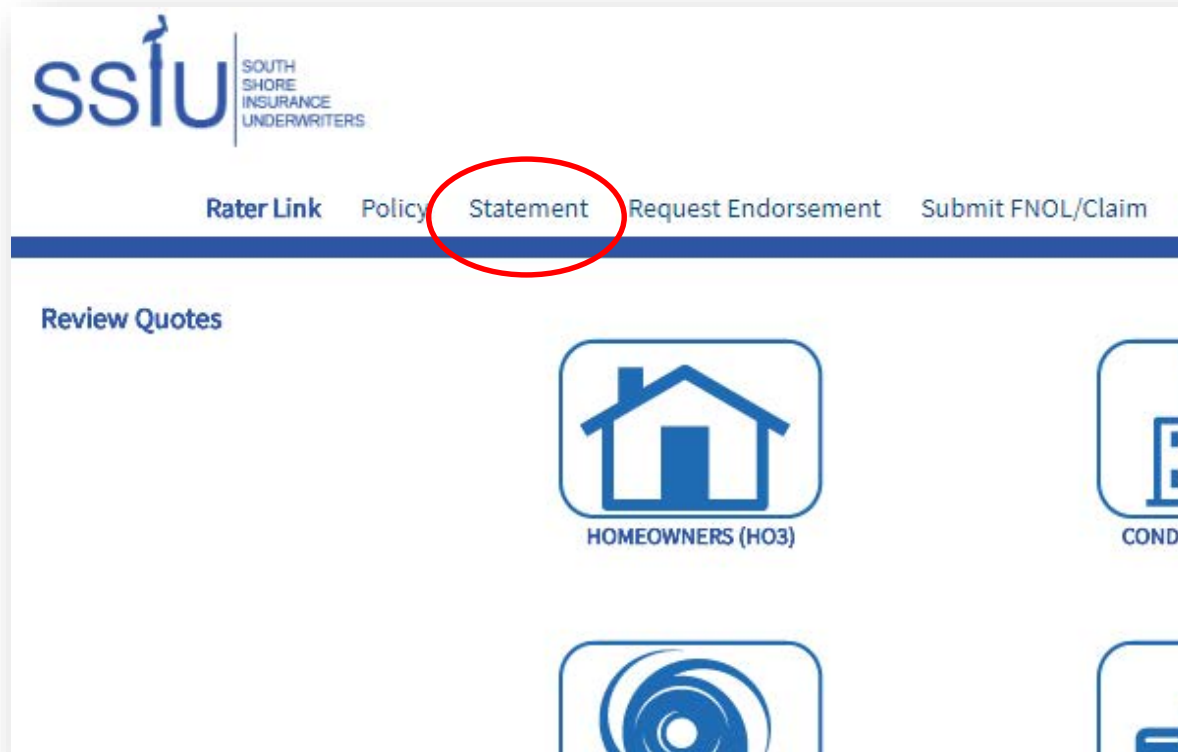
[Next >](#)

**Note:**  
Payment information will not be retained by Xpress-pay without your permission. Sensitive account information is never forwarded to the recipient.

[Privacy Policy](#)

# Pay Agency Invoices via Agent Portal

STEP 1: Login to the portal, and click the **Statement** tab on the Dashboard



# Pay Agency Invoices via Agent Portal


**STEP 2:** Select report type and click **View Statement** or **Download Statement** to save as a PDF. The statement will include all open invoices for the Agency.

**Report By\***  Due Date  Invoice Date  Acct Eff Date

**By Date\***


**Billing Type\***  Agency Bill  Direct Bill to Company  Direct Bill to Insured  Direct Bill to Lien Holder



**Include**  Accounting Invoice

Search:  

	Policy Number	Invoice Code	Net Amt (\$)
<input type="checkbox"/>	Search	Search	Search
<input type="checkbox"/>	18SSIU001234	INV123456	759.61
<input type="checkbox"/>	18SSIU001235	INV123457	1,040.64

# Pay Agency Invoices via Agent Portal

**STEP 3:** Use the  to view invoice detail by policy. Use the **Search** fields to locate specific invoices or policies.

Policy Number	Invoice Code	Net Amt (\$)
Search	Search	Search
  18SSIU001234	INV123456	759.61

Invoice Date	Eff. Date Exp. Date	Insured Name DBA	Transaction Type Coverage	Finance	Details	Amount(\$)
05/11/2018	04/26/2018	Mary Smith	Renewal	Columbia Pacific Finance	Gross Premium	3,663.69
	04/26/2019		Homeowners		Total Fee(s)	225.00
					Total Tax	233.32
					Less: Commission	(439.64)
					Less: Payments Applied	0.00
					Less: Financing Applied	(2,922.76)
					<b>AMOUNT DUE BY 05/21/2018</b>	<b>759.61</b>

# Pay Agency Invoices via Agent Portal

**STEP 4:** Select the policy or policies you wish to pay by checking the box next to the policy number(s). Then click the **Payment** button.

<input type="checkbox"/>	18SSIU001234	INV123456	759.61
<input checked="" type="checkbox"/>	18SSIU001235	INV123457	1,040.64
<input checked="" type="checkbox"/>	18SSIU001236	INV123458	853.24

View Statement Download Statement **Payment**

Search:

Policy Number	Invoice Code	Net Amt (\$)
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>



# Pay Agency Invoices via Agent Portal

**STEP 5:** Review the Invoices selected and their Amount Due. Adjustments can be made to **Pay Amt (\$)** field as needed\*. Click **Make Payment** button. Pay securely via the ezPay web interface.

*Pay Amount field reflects NET total due, which is premium (less commission) plus tax and fees.*

### Payment Detail ×

Invoice	Amt (\$)	Pay Amt (\$)
INV123456	759.61	<input type="text" value="759.61"/>
INV123457	1040.64	<input type="text" value="1040.64"/>
<b>Total Payment</b>	<b>1800.25</b>	<b>1800.25</b>

\*Full payment due within 10 days of policy effective date

# Pay Securely via ezPay

- Upon selecting **Make Payment** button, the portal will re-direct the user to ezPay's web interface.
- Agency Name and Net Total for all invoices selected for payment will prefill.
- Payment may be made via e-check, credit or debit card.
- Payment receipt will be emailed to the User.

## USER FEES FOR ONLINE PAYMENT

- e-Check - \$2.50 (regardless of dollar amount paid)
- Credit or Debit Card – 2.85% of total amount paid + \$0.68 per transaction
- User fees will be reflected on the payee's bank or credit card statement as a separate transaction from ezPay/Xpress Pay

**ssiu** | South Shore Insurance Underwriters

PROVIDED BY **ezPAY**

Agent payment - Portal

Insured's name  
Agency Name Prefills Here

Quote ID  
NOT REQUIRED\*

Quote code  
NOT REQUIRED\*

Finance company code  
NOT REQUIRED\*

Amount  
\$ 1800.25

**Next >**

**Note:**  
Payment information will not be retained by Xpress-pay without your permission.  
Sensitive account information is never forwarded to the recipient.

[Privacy Policy](#)

# Pay Online via SSIU Website

Both Agents and Insureds can pay securely online at our website: [www.SSIUW.com/BillPayment](http://www.SSIUW.com/BillPayment)

## Bill Payment

SSIU accepts payments from both Retail Agents and Insureds. For billing questions, please contact [accounting@ssiuw.com](mailto:accounting@ssiuw.com) or 251.923.4474. If mailing payment make checks payable to **SSIU, LLC** and mail to **PO Box 580, Foley AL 36536**

Click on the appropriate button below to pay via credit/debit card or e-check. From the renewal bill, please enter the Submission Number, Expiring Policy Number and First/Last Name of the Insured. Payment as shown on the invoice is due in full.

*A separate processing fee from XPress Pay will reflect on your credit card or bank statement when using online payment methods.*

### For Agents

**AGENCY PAY**

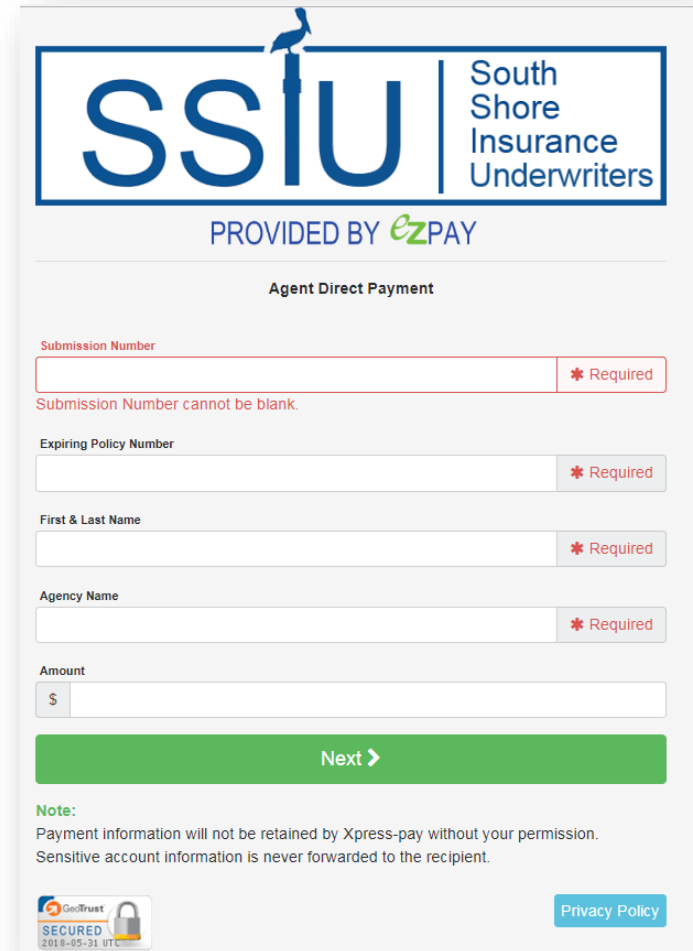
### For Insureds

**INSURED PAY**

*\*Full payment due within 10 days of policy effective date*

# Pay Securely via ezPay - Agents

1. Visit [www.SSIUW.com/BillPayment](http://www.SSIUW.com/BillPayment)
2. Click on the **AGENCY PAY** button to be directed to the ezPay web interface
3. Enter the following required fields from the Agency Invoice into the payment screen
4. Payment may be made via e-check, credit or debit card
5. Payment receipt will be emailed to the User



The screenshot shows the 'Agent Direct Payment' form on the SSIU ezPay website. At the top, the SSIU logo is displayed with a bird icon, and the text 'South Shore Insurance Underwriters' is to its right. Below the logo, it says 'PROVIDED BY ezPAY'. The form title is 'Agent Direct Payment'. There are five required input fields, each with a red asterisk and the word 'Required' to its right:

- Submission Number:** A text input field with a red border and a red asterisk. Below it, a message reads: 'Submission Number cannot be blank.'
- Expiring Policy Number:** A text input field with a red asterisk.
- First & Last Name:** A text input field with a red asterisk.
- Agency Name:** A text input field with a red asterisk.
- Amount:** A text input field with a '\$' symbol on the left and a red asterisk.

At the bottom of the form, there is a green button labeled 'Next >'. Below the button, a 'Note' states: 'Payment information will not be retained by Xpress-pay without your permission. Sensitive account information is never forwarded to the recipient.' At the very bottom, there is a GeoTrust security seal on the left and a 'Privacy Policy' button on the right.

# Pay Securely via ezPay - Insureds

1. Visit [www.SSIUW.com/BillPayment](http://www.SSIUW.com/BillPayment)
2. Click on the **INSURED PAY** button to be directed to the ezPay web interface
3. Enter the required fields from the Renewal Bill into the payment screen
4. Payment may be made via e-check, credit or debit card
5. Payment receipt will be emailed to the User

The screenshot shows the SSIU ezPay online insured payment interface. At the top, the SSIU logo is displayed next to the text "South Shore Insurance Underwriters". Below the logo, it says "PROVIDED BY ezPAY". The main heading is "Online Insured Payment".

The form contains the following fields:

- Submission Number:** A text input field with a red asterisk and the word "Required" to its right. Below the field, a red error message states "Submission Number cannot be blank."
- Expiring Policy Number:** A text input field with a red asterisk and the word "Required" to its right.
- First & Last Name:** A text input field with a red asterisk and the word "Required" to its right.
- Amount:** A text input field with a dollar sign (\$) on the left.

A green "Next >" button is located below the form fields. Below the button, a "Note:" section states: "Payment information will not be retained by Xpress-pay without your permission. Sensitive account information is never forwarded to the recipient."

At the bottom left, there is a GeoTrust logo with the text "SECURED 2018-05-31 UTC". At the bottom right, there is a blue "Privacy Policy" button.

Questions, concerns or issues  
regarding online payments?  
Contact us at 251.923.4474  
[payments@ssiuw.com](mailto:payments@ssiuw.com)

