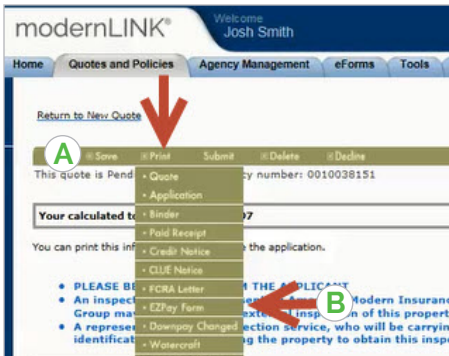


modernLINK® Guide to EZPay

1 Access the EZPay authorization form

For new business

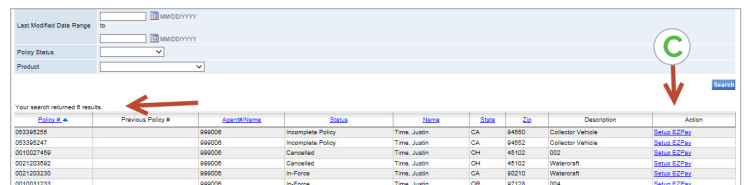
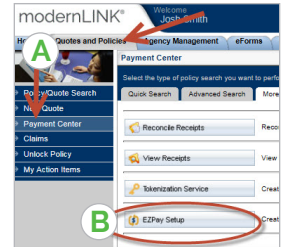
- A** Finish the quote and bind it.
- B** Under Print, select **EZPay Form**.



OR For existing business

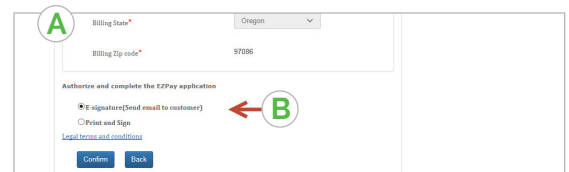
- A** Go to the modernLINK Payment Center.
- B** Click **EZPay Setup**.
- C** Enter the search parameters, find the policy in the results, then click **Setup EZPay**.

To make a change to existing EZPay preferences, follow these steps, too.



2 Complete the EZPay form instructions

- A** Fill in the customer's information.
- B** Select either **E-Signature** or **Print and Sign**, then click **Confirm**.



3 Authorize the EZPay application

E-Signature instructions

- A** Tell the customer that they will receive a text with a PIN. It is required to complete the authorization.
- B** Customer will receive an email from American Modern, which will include a link to the documents portal. They will enter the PIN provided from the text and click **Validate**.
- C** They will be asked to review all necessary forms and applications. To open the form, they must select the acceptance check box at the top left, then the Continue box at the top right. The form is mostly filled. Scroll down and acknowledge intent to sign electronically. Click **Finish**.

OR Print and Sign instructions

- A** Click **Insured Copy** to use your office printer. Notice that the form is pre-filled and that some fields are masked.
- B** Have the customer sign it, then send it to American Modern by fax, email or mail.

EZPay is not active until American Modern processes the signed form.

