

AMsuite® Guide to EZPay Enrollment

When you enroll your policyholders in EZPay automatic payments, you can be confident that you'll both benefit from all the advantages EZPay delivers. You can also be confident that we take very seriously our commitment to being your trusted partner—and an important part of that partnership is protecting your policyholders' personal data. When you follow the system guidelines below when enrolling your customers our system safeguards help us keep policyholders' information protected.

NOTE: Once submitted, the EZPay process takes 3 to 5 days to reflect in the AMsuite system. Please disregard warning messages that may still appear.

NEW BUSINESS

To activate EZPay:

- A** Make sure Billing Type is set to Recurring Electronic. The system defaults to this.
- B** Enter the date payment will be taken.
- C** Select the payment plan.
- D** Define the payment method.

Choose either

- E** An electronic signature (next business day, an email will be sent to your customer with an online authorization to complete).
- F** A traditional signature. Click the View/Print button for the EZPay form. Do not use forms saved outside of the system; only system-generated forms are acceptable.
- G** If choosing a traditional signature, have the customer sign the form, then upload the signed form using the Attach Signed EZPay Form button.
- H** Click the Buy Now button to issue the policy.



Dwelling Special - Quote (0000033104)
Minimum Signature: Click the Name(s) insured above to access existing account address.

Payment Details

Total Annual Premium: \$1250.00

Billing

Billing Method:

Invoice Method:

Billing Type: **A**

Date of Payment: **B**

Bill to:

EZPay form signed: No

EZPay form attach: *

C Payment Plans

SELECT	NAME	PRN NOW	AMOUNT OF INSTALLMENT (EXCLUDING FEES)	INSTALLMENTS	INSTALLMENT FEE	TOTAL COST (INCLUDING FEES)
<input type="radio"/>	Pay in Full	\$1250.00	\$0.00	0	\$0.00	\$1250.00
<input type="radio"/>	2 Pay	\$625.00	\$625.00	2	\$0.00	\$1250.00
<input type="radio"/>	4 Pay	\$312.50	\$312.50	4	\$0.00	\$1250.00
<input type="radio"/>	6 Pay	\$208.33	\$208.33	6	\$0.00	\$1250.00
<input checked="" type="radio"/>	Monthly Electronic	\$104.17	\$104.17	12	\$0.00	\$1250.00

[View Payment Schedule](#)

Pay Now Details

Amount:

Payment Method: **D**

Check Number:

Automatic Future Withdrawals (Recurring Electronic)

Payment Method:

Required Signature Forms

Signatures on required forms can be obtained two ways:
 1) E-Signed by Primary Named Insured for electronic signature, or
 2) Printed for traditional signature by Primary Named Insured. Please choose an option below.

Note: If electronic signature is selected, the electronic envelope may first be emailed to the Producer for signature before being forwarded to the Primary Named Insured.

E Electronic Signature - Mobile Device Required

Traditional Signature

You may either print the documents requiring signature now or after issuance. If you print now, you must write the policy number on the forms when a number gets assigned at issuance. Coverage is not bound until a policy has been issued.
 To print now, use the button below, print locally, issue the policy, fill in the policy number by hand, and collect the signatures.
 To print after issuance, issue the policy, go to the Documents page of the issued policy, select which documents to print, print locally, and collect the signatures.
 Retain signed copies of documents, or scan and attach them to the policy.

[View/Print All](#)

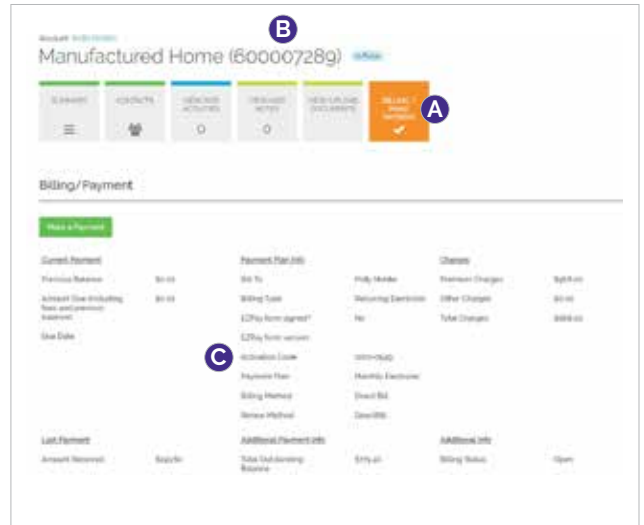
FORM #	DESCRIPTION
View/Print	DW-CB-D-0000 Dwelling Application
View/Print	DW-TAU-111 EZPay Enrollment and Authorization

F [View/Print](#) **G** [Attach Signed EZPay Form](#) **H**

CURRENT POLICY

To add EZpay to a current policy:

- A** Open the customer's account and select the policy. Click Billing/Make a Payment tile.
- B** The Policy Number (B) and Activation Code (C) are found on the Billing page. You will need this information when enrolling your customers in EZPay. Policyholders can also enroll themselves at amig.com/mypolicy. This easy-to-use website will walk them through the steps—all they will need is Policy Number and Activation Code.



98% Stay with EZPay

IMPORTANT NEWS ABOUT EZPay ENROLLMENT FORMS

Remember! American Modern must have EZPay authorization forms on-hand in order to initiate automatic payments. Simply generate the proper form from the system and upload it to AMsuite or modernLINK, or use the electronic signature feature. If you see EFT AUTH (02-19), you've got the right one.

