

PAYMENT INSTRUCTIONS

1. **PAYER** = Provide who's making this payment.
2. **EMAIL ADDRESS** = Provide the email you wish to receive a copy of the receipt that will be e-mailed.
3. **ACCOUNT TYPE** = Indicate who's account your using to make this payment.
4. **ACCOUNT NUMBER** = Use 99999 as default unless you have been provided a specific account number.
5. **ACCOUNT NAME** = Provide the name on the account you are using to make payment.
6. **INVOICES** = "Click" to add payment amount. (be sure to type in payment amount)
7. **TOTAL OF SELECTED INVOICES** = This will automatically be pre-filled after step 6.
8. **PAYMENT TYPE** = Indicate how you're making this payment. Credit Card Payment (3.25% fee) or ACH/eCheck (\$3)
9. **PAYMENT INFORMATION** = Provide payment information - Card details or eCheck information.
10. **NOTES** = Provide your agency name, the insureds name, and/or policy number if known.

*There is a disclaimer at the bottom, that must be read and acknowledged before you can continue. Be sure to check the box provided - **BEFORE** you submit the payment. *

We have arranged more favorable terms with our finance provider in order to offer a reduced down payment option. If the insured does not wish to take advantage of the program, we can revise the down payment amount to the standard 25% of premium and taxes, plus 100% of all fees. We can also accept payment in full. Should you offer financing through your agency (and not through CIG), the down payment is payable to CIG and the minimum required down payment amount is 25% of the premium and taxes, plus all fees in full. All payments should be submitted through the ePayPolicy link, accessible by clicking the green PAY NOW button below.

