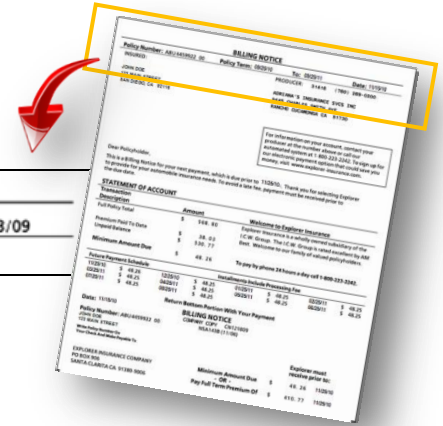




## E Pay Quick Tips

### 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	} Name on Account	1200
PAY TO THE ORDER OF _____		\$ [ ]
Bank Routing Number	Bank Account Number	DOLLARS
⑆122105278⑆		1200⑈
⑆724301068⑈		

### Using E Pay 1-Time Pay

#### Logging in:

1. Click on **E Pay 1-Time Pay** at [www.explorer-insurance.com/epay](http://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](http://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**.