

Pay Now, eSign Email

- Use this option if you wish to apply payment authorization at point-of-sale and allow the insured to electronically sign.
- If the quote is not already loaded, locate the quote by searching with quote number or insured name.
- Select the quote, and then select “load”:

Search

Policy Number: Effective Date:
Quote ID: Expiration Date:
Insured First Name: Insured Last Name:
Second Insured First Name: Second Insured Last Name:
Status:
State: UM/UIM:
Producer Number: [Get SubAgent List](#)
SubAgent:

2 [Search](#) [Policy Inquiry](#)

Working List: Recent Transactions

[Load](#) **4** [Hold](#) [Delete](#) [Forms](#)

Results 1-50 of 500

Quote #	Policy #	Name	St	Eff Dte	Premium	Type	Status	Limit	Tier
8733498	**	TEST TEST	IL	3/9/2020	\$0	QUOTE	Quote Rated	\$0	P
8733518	**	GUEST QUOTE	FL	3/20/2020	\$1,479	QUOTE	Quote Saved	\$5,000,000	S
8733517	**	GUEST QUOTE	FL	3/20/2020	\$1,210	QUOTE	Quote Saved	\$3,000,000	S
8733516	**	GUEST QUOTE	FL	3/20/2020	\$994	QUOTE	Quote Saved	\$2,000,000	S

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- Review the signed application and verify that all responses in the system are accurate.
- Select the signature option “Pay Now, eSign email”

Premium Options
Underwriting Questions
Limits of Liability
Members of Household
Address Information
Confirmation

Quote
Quote: **2684915**

Confirmation
Please Select a Signature Option:

Application contains original signature
No signature on application.
Send a secure email to the insured to eSign and Pay Online
Verbally provide login information to the insured to eSign and Pay Online
Signed Application, Pay Now
Pay Now, eSign email

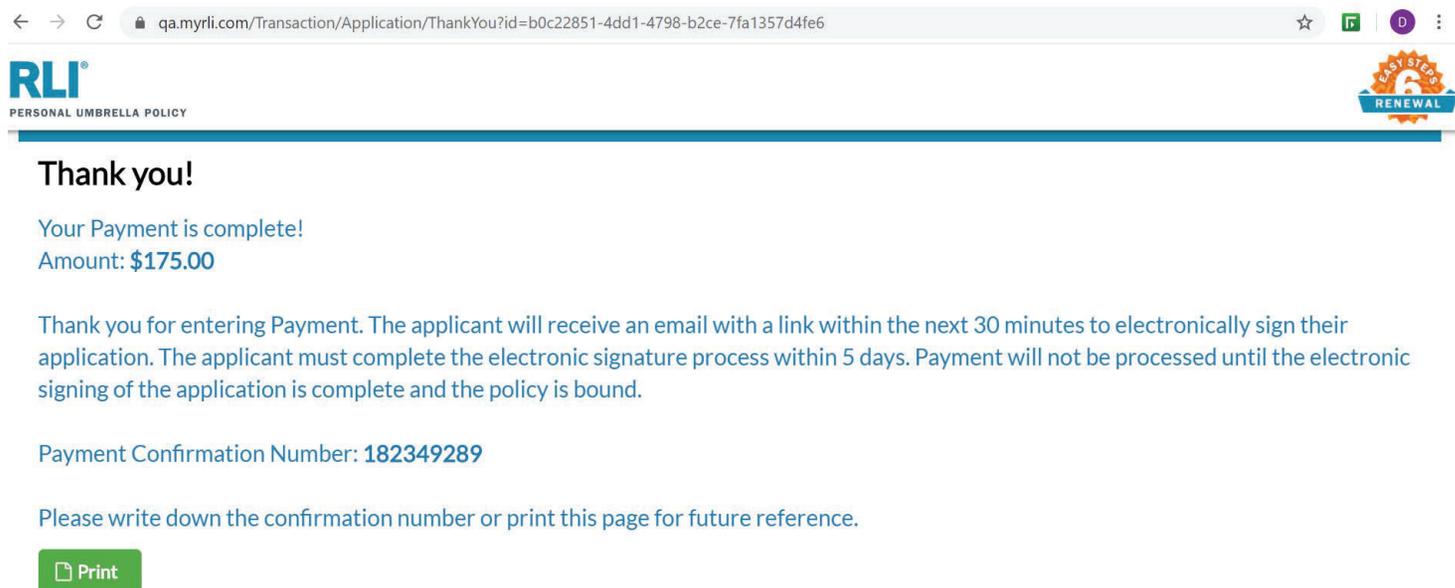
- After selecting “Bind”, you will see the following message:

Redirecting to payment portal, if this takes longer than 5-10 seconds, click [here](#). If the problem persists, please contact Support.

- See [Electronic Payment Processing](#) section for screen shots

Pay Now, eSign Email

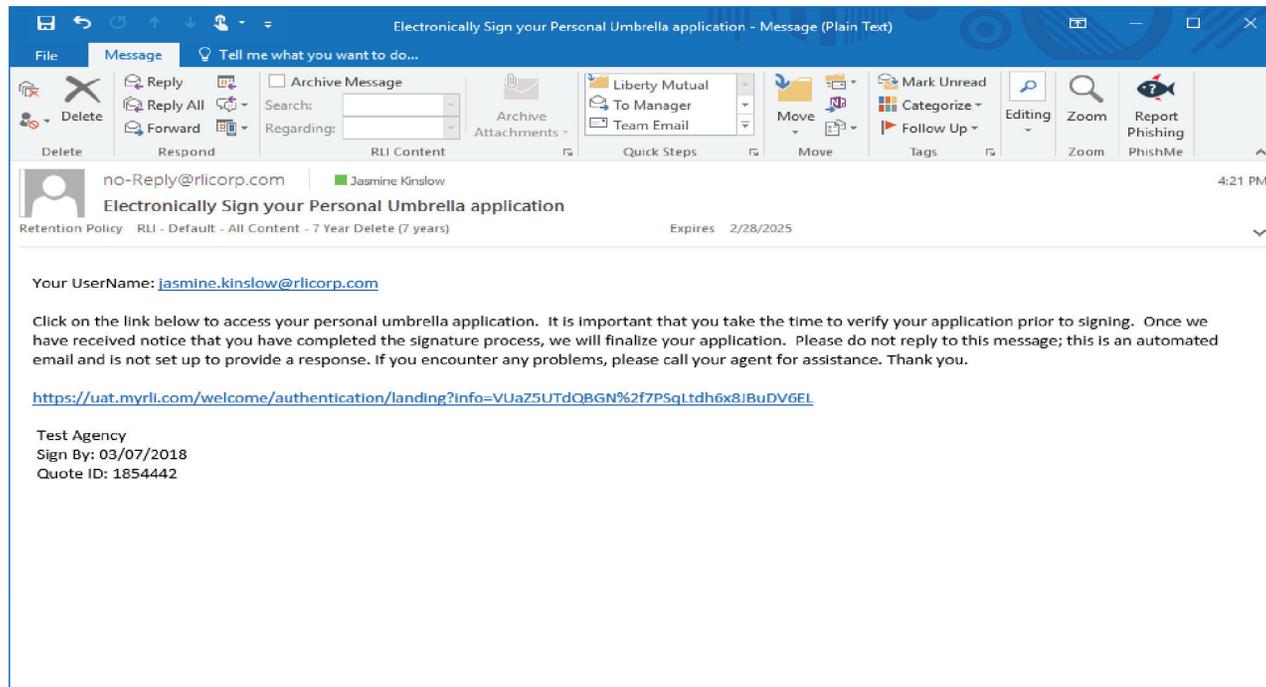
- Once payment authorization has been made, you will see this screen, detailing the next steps:



- *Please note that payment has only been authorized at this point; the client still must electronically sign and the policy must be bound.*

Pay Now, eSign Email

- After our payment cycle processes, the insured will receive an automated email with a unique link to review and sign their application



- See [eSign Instructions – Insured Only](#) section for screen shots

Pay Now, eSign Email

- After signing, the insured will receive this message:



Thank you!

Your application is complete.
Please contact your brokering agent if you need further assistance.



- Please reference [Binding Process – Admin Only](#) Section