

First Time User Setup:

Step 1: Click on "Register for E-Pay"

Step 2: Complete the E-Pay Account Registration:

- Name: enter the name exactly as listed on your policy.
- **Email Address:** this email address will be limited to policies for the name listed above.
- Re-Enter Email: for verification of email address.
- Your E-Pay Password: any format.
- Policy Number:
 - Line of Business (LOB)
 - Policy (7 digit policy #)
 - o Module
- Insured Property Zip Code: Enter the Zip Code of the Property Location or the Mailing Address.
- Click "Submit Registration".
- E-Pay Registration Complete Screen:
 - Thank you message confirming registration.
 - o Click "Login to E-Pay Portal"
 - <u>To register additional policies</u> for this insured, click "Add Policy"
 - o **<u>REMINDER</u>**: Policyholder Name must match name exactly.



LOB	Policy #	Module
XXX	XXXXXXX	XX

Make an On-line Policy Payment E-Pay Registration Complete Thank you for creating your Lititz Mutual E-Pay Account. Thank you for creating your Lititz Mutual E-Pay Account. We have added Homeowners policy number 0000000 to your account which insures the property at: 123 Test Street Anytown, PA 00000 The insurance agency managing this policy is: TEST INSURANCE AGENCY. If you have additional Policies with Lititz Mutual Insurance, these may be added to this account by selection' from the E-Pay Portal cace.

Access to the Customer ePay Portal

Step 1:Go to www.lititzmutual.com

Step 2: Click on "Payment Methods"

Step 3: Click on "ePay - Online Payments"

	Lititz Mutual ePay Portal
lf you are a ne	ew user to our ePay Portal
	Register for E-Pay
lf you have an	existing account - Please Login
Email:	🕂 🗌 Remember Email rod
Password:	
	Login
	I forgot my Password.

ititz Mutual Insurance E-Pay A	ccount Registration
* Name:	Please enter your name as it displays on your Policy.
* Email Address:	
* Re-Enter Email:	
* Your E-Pay Password:	
Policy Number * Line of Business (LOB): * Policy (Policy#): * Module (Module):	
* Insured Property Zip Code:	
* = Required Field	
Cancel	Submit Registration

Returning User: enter your Email and Password and click "Login"

E-Pay Portal Screen Tabs:

- Policies tab:
 - **Policy:** lists the policy number(s) registered.
 - Click <u>Add Policy</u> to register additional policies.
 - Address: lists the policy address.
 - Agent: lists the Agency Name.
 - Policy Balance: total remaining balance on the policy.
 - Due Date: lists the date payment is due.

Insured: Test Client		
Policies	Payment History My Profile	Add Policy
Policy:	HO-0000000-00	Policy Balance
Address:	123 Main Street Lititz, PA 17543	\$990.00 Due Date
Agent:	Test Agency	11/10/13

- Click to make a payment.
- "No payment required at this time" will appear if the policy is paid in full or when the next installment invoice has not yet billed. Please call the Home Office at 800-626-4751 if you wish to make a payment in advance.

Insure	d: Test Client		Logout
Policies	Payment History	My Profile	Add Policy
Policy	HO-0000000-00		Policy Balance
Address	123 Main Street Lititz, PA 17543		\$0.00
Agont	Test Agency		No payment required at

Insured:	Test Client		Logout
Policies	Payment History	My Profile	Add Policy
Policy: Address:	HO-0000000-00 123 Main Street Lititz, PA 17543		Policy Balance \$399.00 No payment
Agent:	Test Agency		required at this time.
Policy:	DW-0000000-00		Policy Balance \$446.25
Address:	123 Main Street Lititz, PA 17543		No payment
Agent:	Test Agency		required at this time.

Payment History tab:

• Date Paid, Policy #, Payment Amount, Confirmation #

Make an On-line Policy Payment				
Insured: Test Client				
Payment History	My Profile			
Policy	Payment	Confirmation		
HO-0000000-00	-952.00	0000000		
	Test Client Payment History Policy HO-0000000-00	Payment History My Profile Policy Payment HO-0000000-00 -952.00		

• My Profile tab:

- Account Information will display registered Name and Email Address.
 - Click Edit to change the Email Address.
 - Click Change Password to change your Password.

Make an On-line Policy Payment			
Insured: Test Client	<u>Logout</u>		
Policies Payment History My Profile			
Account Information			
8 Test Client			
testclient@email.com	Edit		
Change Password			