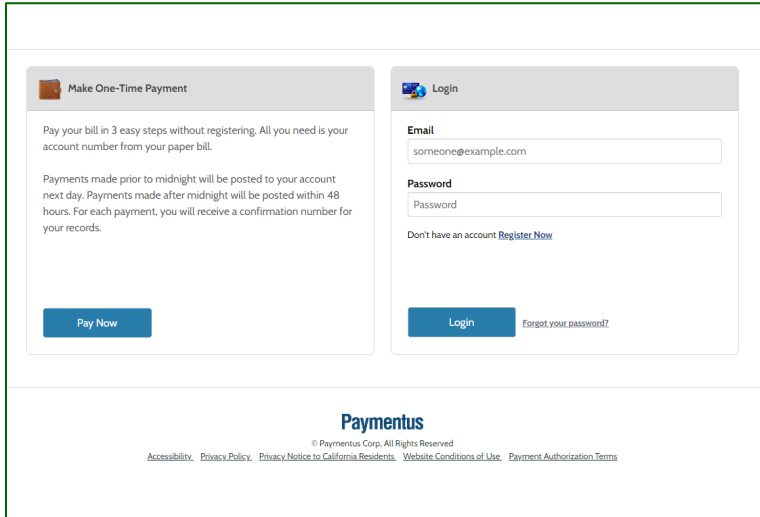


Register for Autopay

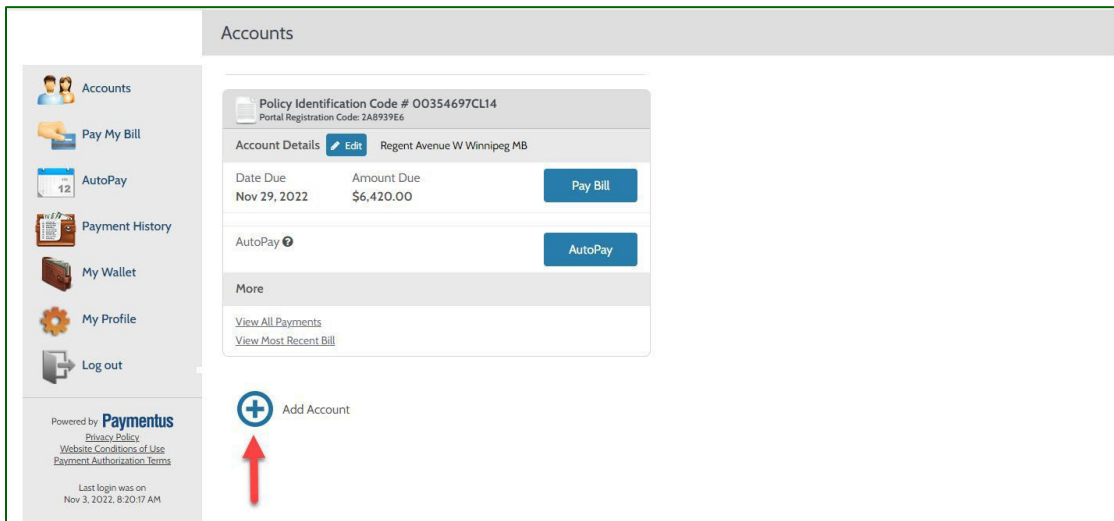
Your insurance invoice will include a new Policy Identification Code and Policy Registration Code each year. You must add a new Account in your profile with the new codes to complete Full Pay or AutoPay for your insurance renewal.

- Visit fourpointsinsurance.ca/payment
- Log in to your account



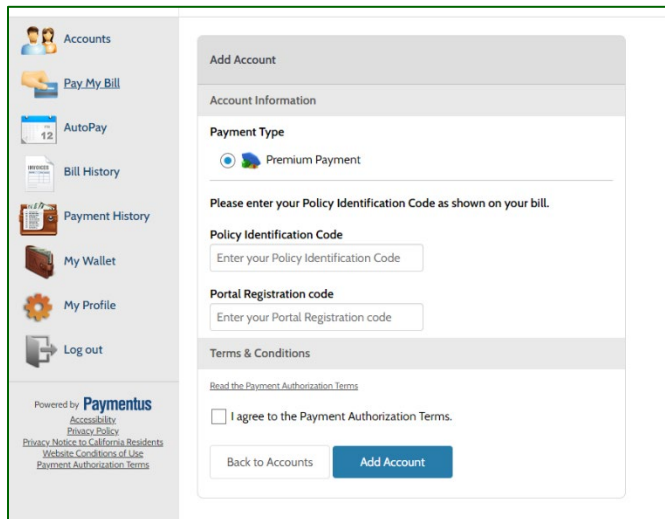
The screenshot shows the Paymentus website interface. On the left, there is a 'Make One-Time Payment' section with a 'Pay Now' button. On the right, there is a 'Login' section with fields for 'Email' (containing 'someone@example.com') and 'Password', a 'Login' button, and a 'Forgot your password?' link. Below the login section, there is a 'Register Now' link for users who don't have an account. At the bottom, the 'Paymentus' logo and copyright information are visible.

- The account screen will appear. Select the plus (+) sign to “Add Account”

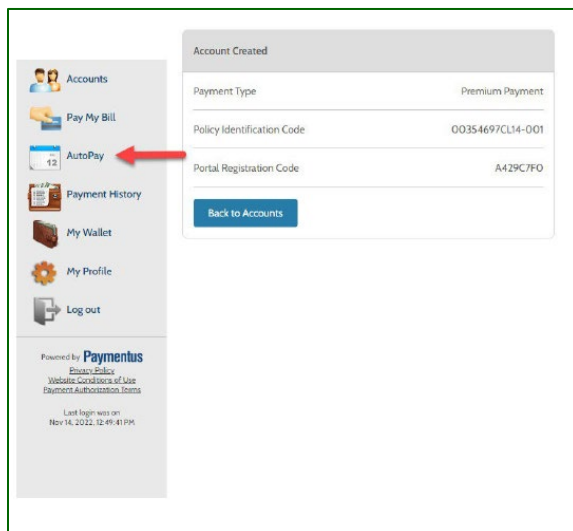


The screenshot shows the 'Accounts' screen in the Paymentus portal. The left sidebar contains navigation links: Accounts, Pay My Bill, AutoPay, Payment History, My Wallet, My Profile, and Log out. The main content area displays account details for 'Regent Avenue W Winnipeg MB', including the 'Policy Identification Code # 00354697CL14' and 'Portal Registration Code: 2A8939E6'. It shows the 'Date Due' as 'Nov 29, 2022' and the 'Amount Due' as '\$6,420.00'. There are buttons for 'Pay Bill' and 'AutoPay'. Below this, there is a 'More' section with links to 'View All Payments' and 'View Most Recent Bill'. At the bottom, there is a blue circular button with a white plus sign and the text 'Add Account', which is highlighted by a red arrow.

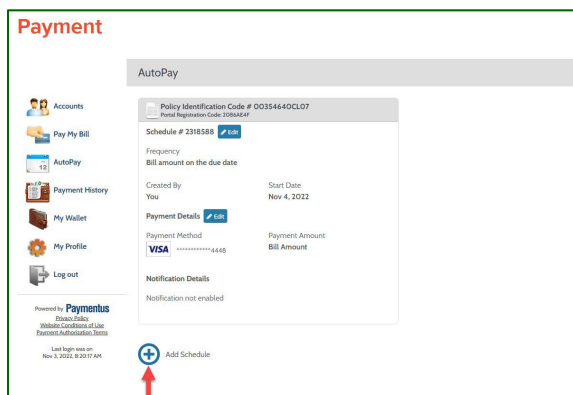
- The “Add Account” window will be displayed.
- Enter the new Policy Identification Code and the Portal Registration Code shown on the Invoice provided with your Insurance Renewal Documents. Select “I agree to the Payment Authorization Terms” and Click Add Account button.



- A confirmation will display Account Added
- **Set Up Automatic Renewal Payments**
- Click Autopay in the left-hand menu



- The AutoPay window will display the previous term policy tile
- Select “Add Schedule” and a new AutoPay window will display all Accounts under your profile



- Choose the Policy Identification Code and Registration Code that matches your Invoice. Select continue.

Payment

Create New AutoPay

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**
[Privacy Policy](#)
[Website Conditions of Use](#)
[Payment Authorization Terms](#)
 Last login was on
 Nov 14, 2022, 12:49:41 PM

Select an Account

☐ Policy Identification Code # 00354697CL14, Regent Avenue W
 Portal Registration Code: 2A8939E6

☐ Policy Identification Code # 00354697CL14-001, Regent Avenue W
 Portal Registration Code: A429C7FO

How to set up AutoPay

1. Select the account.
2. Choose your preferred payment method.
3. Determine the frequency of payment best suited for your needs.
4. Configure the payment details.
5. Choose how and when to be notified of upcoming payment.
6. Select "I Authorize"

- The Payment window will display

Create New AutoPay > Policy Identification Code # 00354697CL14-001

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**
[Privacy Policy](#)
[Website Conditions of Use](#)
[Payment Authorization Terms](#)
 Last login was on
 Nov 14, 2022, 12:49:41 PM

Payment Method

My Wallet

☐ VISA *****4448 | Exp 10/25

☐ *****5454 | Exp 02/26

How to set up AutoPay

1. Select the account.
2. Choose your preferred payment method.
3. Determine the frequency of payment best suited for your needs.
4. Configure the payment details.
5. Choose how and when to be notified of upcoming payment.
6. Select "I Authorize"

- The Credit Card in your wallet will display and can be used for the new term or a new card may be added

Payment

Create New AutoPay > Policy Identification Code # 00354640CLO7

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**
[Privacy Policy](#)
[Website Conditions of Use](#)
[Payment Authorization Terms](#)
 Last login was on
 Nov 3, 2022, 8:20:17 AM

Payment Method

My Wallet

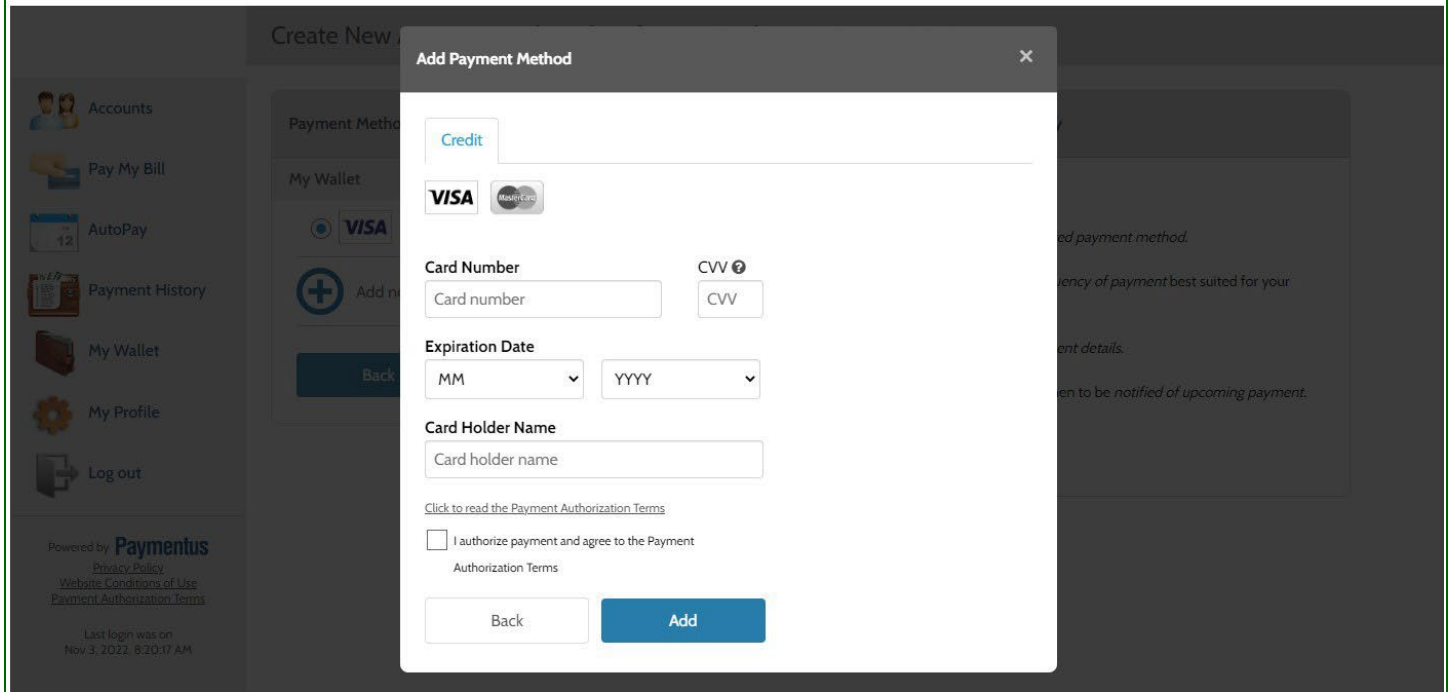
☒ VISA *****4448 | Exp 10/25

How to set up AutoPay

1. Select the account.
2. Choose your preferred payment method.
3. Determine the frequency of payment best suited for your needs.
4. Configure the payment details.
5. Choose how and when to be notified of upcoming payment.
6. Select "I Authorize"

- If the credit card on file is desired card, click Continue and proceed. If you would like to add a different card, click the plus sign to Add New

Payment



Add Payment Method

Credit

VISA MasterCard

Card Number **CVV**

Card number CVV

Expiration Date

MM YYYY

Card Holder Name

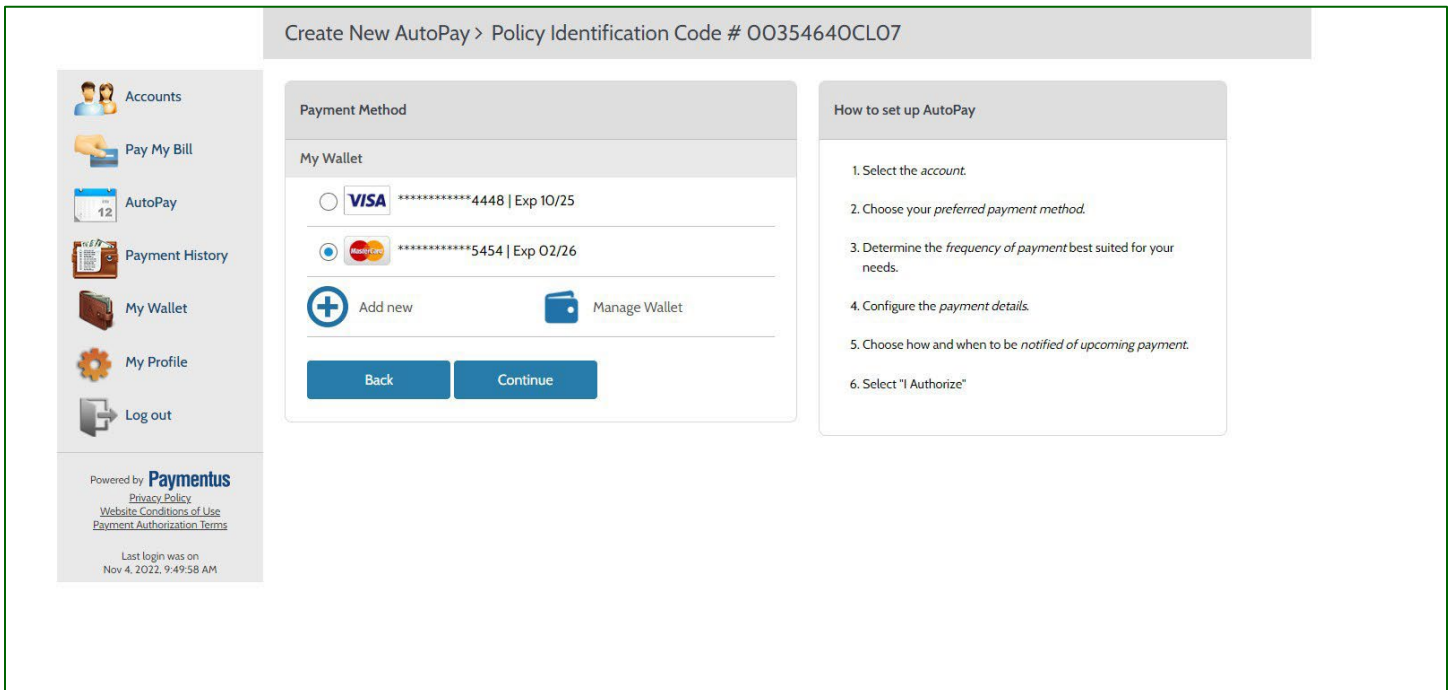
Card holder name

[Click to read the Payment Authorization Terms](#)

☐ I authorize payment and agree to the Payment Authorization Terms

Back Add

- Add Payment Method will display. Enter information, select authorization, and click Add button



Create New AutoPay > Policy Identification Code # 00354640CLO7

Payment Method

My Wallet

VISA *****4448 | Exp 10/25

MasterCard *****5454 | Exp 02/26

+ Add new Manage Wallet

Back Continue

How to set up AutoPay

1. Select the account.
2. Choose your preferred payment method.
3. Determine the frequency of payment best suited for your needs.
4. Configure the payment details.
5. Choose how and when to be notified of upcoming payment.
6. Select "I Authorize"

- Wallet will display the newly added credit card as the default method for the renewal term
- Click Authorization and Create AutoPay

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**

[Privacy Policy](#)
[Website Conditions of Use](#)
[Payment Authorization Terms](#)

Last login was on

Nov 4, 2022, 9:49:58 AM

Create New AutoPay > Policy Identification Code # 0035464OCL07

Payment Details

Frequency

☒ Bill amount on the due date

End Date (Optional)

Select end date

Payment Amount

Bill Amount

Total Amount

Bill Amount

Payment Type

MasterCard

Account Number

*****5454

Schedule Notification Preferences

Do not remind me

in advance of a scheduled payment

☐ By selecting the box, you authorize the above scheduled payments from the account shown. This authorization is valid until you cancel it through the customer portal or by calling your biller's customer service number. Cancellation requests must be received at least 3 business days before the next scheduled payment due date.

Back

Create AutoPay

How to set up AutoPay

1. Select the account.
2. Choose your *preferred payment method*.
3. Determine the *frequency of payment* best suited for your needs.
4. Configure the *payment details*.
5. Choose how and when to be *notified of upcoming payment*.
6. Select "I Authorize"

- Payment details will display.

Accounts

Pay My Bill

AutoPay

Payment History

My Wallet

My Profile

Log out

Powered by **Paymentus**

[Privacy Policy](#)
[Website Conditions of Use](#)
[Payment Authorization Terms](#)

Last login was on

Nov 14, 2022, 12:49:41 PM

Create New AutoPay > Policy Identification Code # 00354697CL14-001

Schedule Created

Confirmation #

2325506

Payment Type

Premium Payment

Policy Identification Code

00354697CL14-001

Payment Method

Visa *****4448

Start Date

Nov 15, 2022

Frequency

Bill amount on the due date

Payment Amount

Bill Amount

Total Amount

Bill Amount

Print

Back to AutoPay

How to set up AutoPay

1. Select the account.
2. Choose your *preferred payment method*.
3. Determine the *frequency of payment* best suited for your needs.
4. Configure the *payment details*.
5. Choose how and when to be *notified of upcoming payment*.
6. Select "I Authorize"

- Schedule Created window will display with Confirmation # on successful AutoPay set up.