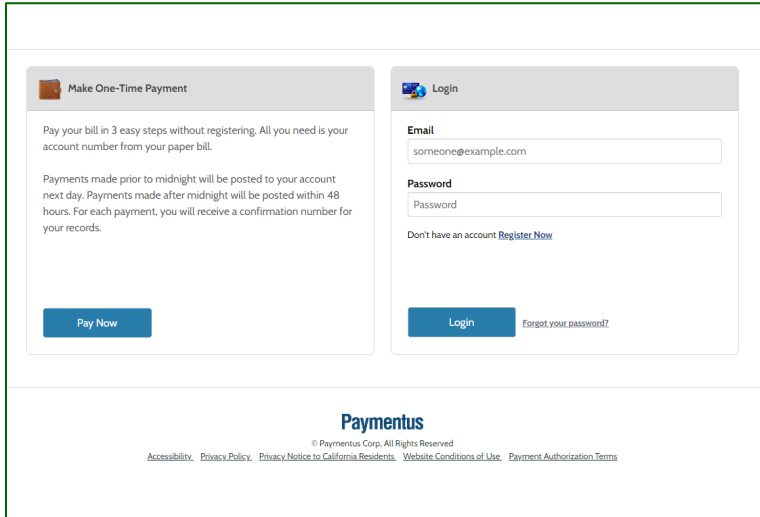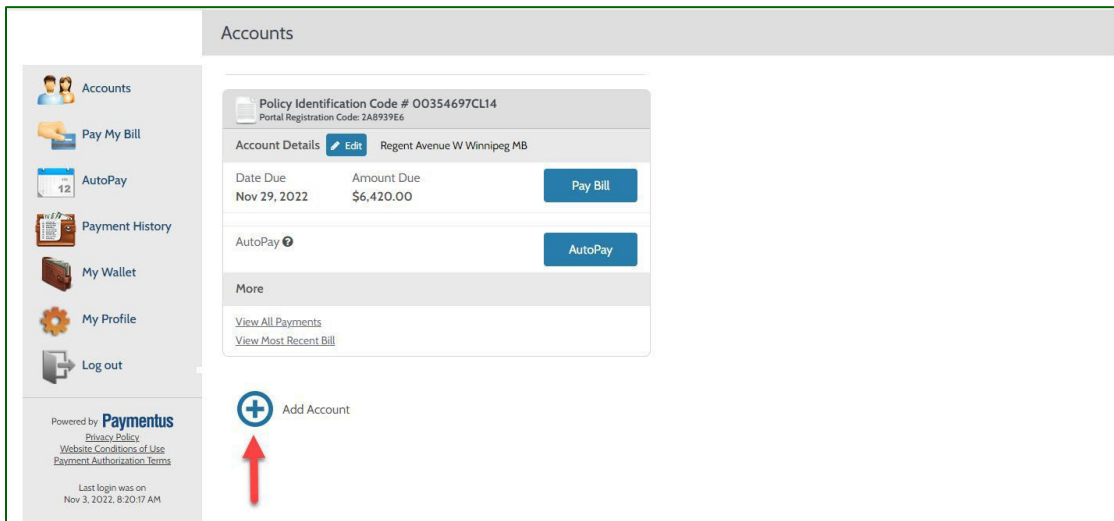# Register for Autopay

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.

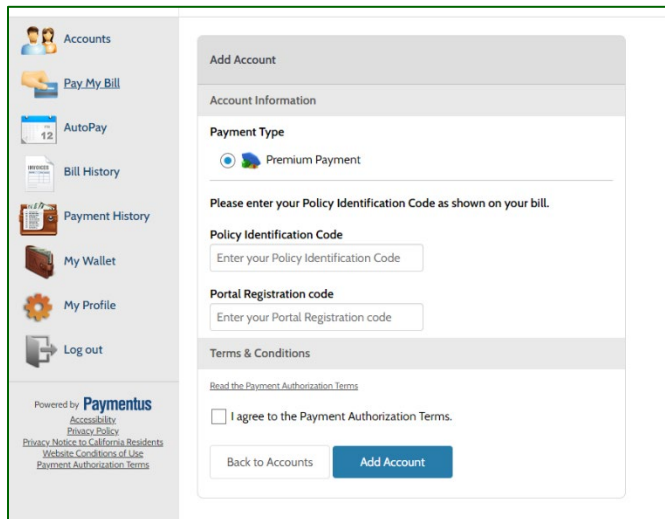- Visit fourpointsinsurance.ca/payment
- Log in to your account

- The account screen will appear. Select the plus (+) sign to "Add Account"
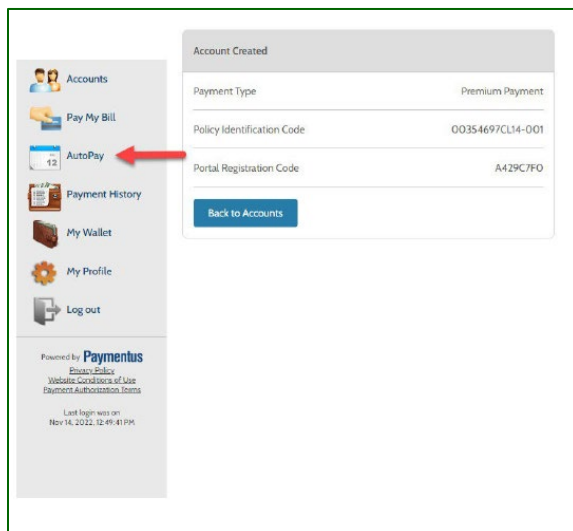
- The "Add Account" window will be displayed.
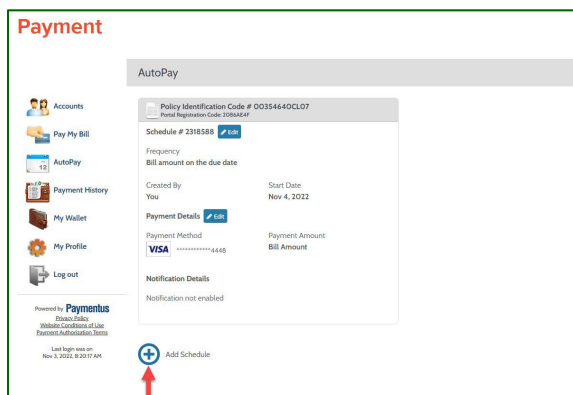- Enter the new Policy Identification Code and the Portal Registration Code shown on the Invoice provided with your Insurance Renewal Documents. Select "I agree to the Payment Authorization Terms" and Click Add Account button.
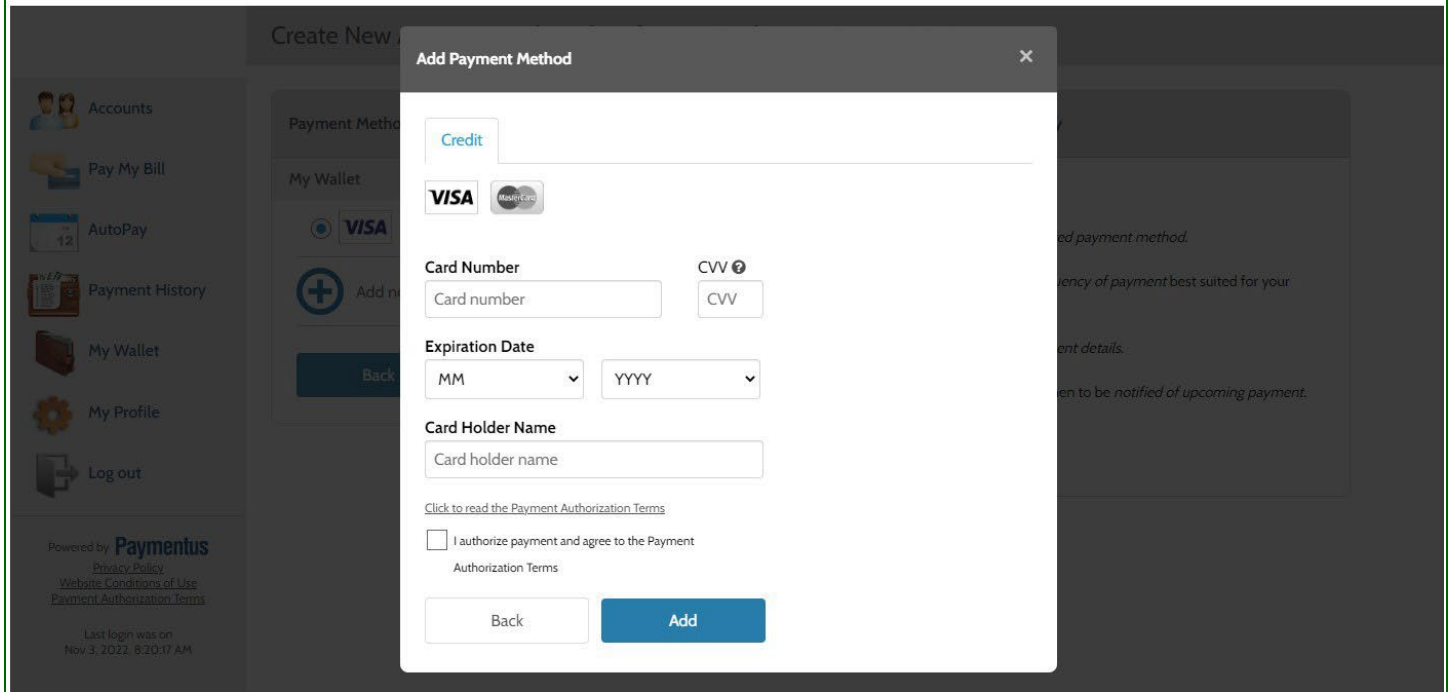
- A confirmation will display Account Added

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.

- The Payment window will display

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

- 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

FOUR POINTS INSURANCE

Payment

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

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

- Payment details will display.

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