RECURRING ONLINE PAYMENT

RECURRING ONLINE PAYMENT

Set up an account to manage payments and payment methods using E-Bill Express.

1 Go to **phyins.com**. **Click** "Make a Payment" in the top-right corner of the homepage.

2 **Click** Enroll.

3 **Enter** Account Number/Policy Number and Billing ZIP Code, then **click** Validate.

4 **Fill** in the required profile information, then **click** Continue to Login & Password.

5 **Create** an E-Bill Express Login ID and password, select a security image and security questions, then **click** Continue to Terms of Service. This is different than your Physicians Insurance/MedChoice website credentials.

6 **Read** and **agree** to the Terms of Service, then **click** Continue to Payment Accounts.

7 Add a payment account by **selecting** Bank Account or Credit Card, follow the required prompts, then **click** Continue Payment.
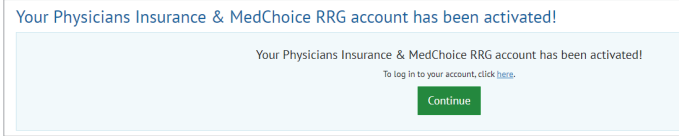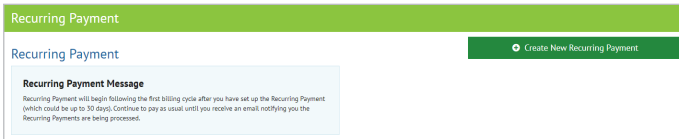
8 Your account is now set up. Activate your account by **clicking** the activation link sent to the email address on file. Once your account has been activated, **click** Continue to log in to your profile.

Your Physicians Insurance & MedChoice RRG account has been activated!

Your Physicians Insurance & MedChoice RRG account has been activated!

To log in to your account, click here.

Continue

9 To set up a recurring payment, **click** Automatic Payments, then **click** Add Recurring Payment.

Recurring Payment

Recurring Payment

⊕ Create New Recurring Payment

Recurring Payment Message
Recurring Payment will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

10 **Enter** a payment name, **select** the terms of the autopayment, and **add** or **select** a payment method. Once you have authorized the autopayment, **click** Finish. You will receive a payment confirmation at the email address on file.

Recurring Payment Setup

✔ PAYMENT INFO   SCHEDULE   PAYMENT METHOD   AUTHORIZATIONS

When would you like to make your payment?

| On Due Date | Upon Bill Receipt | Day of the Month |

The payment will be processed on the date identified in the bill as the Due Date.

Payment Amount

Amount Due

The payment will be processed for the amount due shown on the bill.

Keep Making This Payment Until

| I Stop The Payment | Number of Payments | Specific Date |

The Recurring Payment will continue until it is cancelled.

Physicians Insurance ◯ MedChoice   Pay My Bills   **Recurring Payment**

☑ Recurring Payment has been created.

Recurring Payment

Recurring Payment

| PAYMENT | Review/Edit/Delete |

Paid on Account **500000042**
Paid on Due Date

Physicians Insurance
A MUTUAL COMPANY