

Instructions to Set up a Recurring Automatic Payment

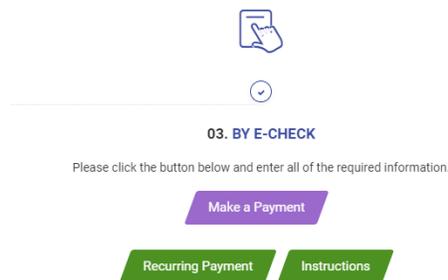
Setting up a recurring payment means that premiums will be debited automatically from your bank account as identified by you. **The instructions can only be set up by first processing a current installment, as a Guest Payment. You will then be prompted to set up a profile and enter information upon completion of the Guest Payment.** This helps with validating the banking information. To reiterate, setting up the recurring payment for premiums (Auto Pay) requires:

- 1) Initiating Guest Payment
- 2) Setting up Profile via Enrollment
- 3) Setting up Recurring Payment Timing and Amount

Any information included here is subject to all payment processing Terms and Conditions, and the policy conditions. You are urged to review the Terms and Conditions regarding payment processing and all policy conditions, and will have to check off your acknowledgement of them.

1. Initiating Guest Payment

Please navigate to our website www.apinational.com and scroll down to the button for **Recurring Payment** under the **Make a Premium Payment Section – By E-Check** section.



This will redirect you to the payment processing page. Please make sure that the **Guest Payment** Tab is highlighted and displayed as seen below. You will be required to identify and confirm your API Policy with the middle five numbers only from your policy. For example, if your API Policy Number is CPP-77001-A25-AAA you would enter “77001”. Then click the **Guest Payment** button.

API Policy Number

Confirm API Policy Number

Guest Payment

As follows you will then have to enter the Named Insured, which should be entered as the **business name** shows on your policy.

American Property Insurance Company Home

Home

Named Insured

Phone Mobile

Email

Payment Amount \$

Payment Method

Pay Date

Please enter the information for the other fields as prompted. The email you enter will be the address used for the payment confirmation. Once you have filled in the fields, please proceed to **Continue to Payment** to complete a method of payment. This will generate the screen below:

Enter a Payment Method

BANK ACCOUNT

Account Type

Banking Type

Name on the Account

Routing Number

Account #

Re-enter Account #

Pay to the Order of

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

Agree and Enter Account

This is available to print via the link in the dialog box. A confirmation will also be sent by email to the address you entered previously.

*****To establish a recurring (Auto Pay) option for this policy, DO NOT CLOSE THIS CONFIRMATION BOX.**

You will need to click on the [Enroll with your Current Information](#) link:



2. Setting Up a Profile via Enrollment

When you click on [Enroll With Your Current Information](#) you will be directed to the **Account Setup** page where Named Insured, phone number, and your email should already be populated as part of your Profile.

Account Setup

[PROFILE](#) [LOGIN & PASSWORD](#) [TERMS OF SERVICE](#) [PAYMENT ACCOUNTS](#)

Name	Contact Info
Named Insured	Phone
<input type="text"/>	<input type="text"/> Mobile ▾
	Add Another Telephone Number
	Email
	<input type="text"/>
	Add Another Email Address

[Continue to Login & Password](#)

If no changes are needed, please click on **Continue to Login & Password**.

You will need to create a login ID and password that meets all security guidelines as shown below. Also needed will be a Security Image as a further measure of identifying yourself and the payments page, as well as security questions which can be used to confirm your identity and reset credentials.

Account Setup

✓ PROFILE LOGIN & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS

Create an Account

Login ID

Password

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more uppercase characters
- 1 or more lowercase characters

Passwords can include only the special characters: *+~/n?*_[]!@#\$

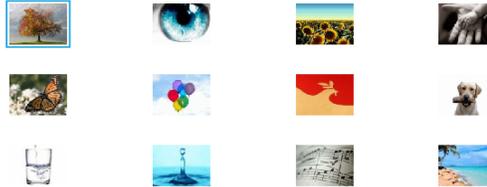
Passwords cannot include:

- the last password
- your name
- your Login ID
- more than 3 repeating characters, numbers or special characters, such as AAAA, 2222 or !!!!
- more than 3 consecutive characters or numbers, such as aBcD or 4567
- the zero character at the start or end

Re-enter password, just to be sure

Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.



Give your image a label

Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1

What is your grandmother's maiden name on your father's side? ▾

Answer 1

Question 2

What is your grandmother's maiden name on your mother's side? ▾

Answer 2

Question 3

How many brothers and sisters did your mother have? ▾

Answer 3

Question 4

What city was your first job in? ▾

Answer 4

Question 5

What was your boss's first name at your first job? ▾

Answer 5

[Go Back](#)

[Continue to Terms of Service](#)

When all has been completed make sure to click on the button for **Continue to Terms of Service**. The **Terms of Service** are posted for your review via the link.

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD **TERMS OF SERVICE** PAYMENT ACCOUNTS

Terms of Service

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

[Go Back](#)

[Continue To Payment Accounts](#)

Please check off the box confirming your enrollment and agreement per the Terms of Service once they have been read, and then click on the **Continue to Payment Accounts** button.

Next you will have to confirm your payment method information as follows:

Add A Payment Method

You may select a default payment method now. After enrollment you can manage your payment methods.

BANK ACCOUNT

Account Type
Personal Business

Banking Type
Checking Account Savings Account

Give This Account a Nickname

Name on the Account

Routing Number
Routing number is required

Account #

Re-enter Account #

Pay to the Order of

123456789 100123456 1111
Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By selecting 'Agree and Add Account', you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

Agree and Add Account

Any information you entered as part of a Guest Payment may be populated, and you are permitted to use the same bank account for recurring payments (Auto Pay). Once completed, please read the important messaging at the bottom of the page, and then check off the box next to **Agree and Add Account**. Please proceed with any further prompts and then click on the **Finish Enrollment** button.

An email confirmation that your account is set up will then be issued. Please click on any included link in the email to make sure that activation is fully set. The display page confirming activation is also shown below:

Your Account is Set Up!

Activate Your Account

We've sent an activation link to
Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

After activating your account, click here to login

[Account Login](#)

Resend Activation Email

Didn't get our email? We can resend it to the Email on file or an alternate address.

Send Email to another Email Address

Alternate Address

[Send Activation Email](#)

3. Setting Up Recurring Payment Timing and Amount

The last step now that your bank account has been set up is to choose the recurring (Auto Pay) timing and amounts. Click on any prompts to get to the Login page in the portal. Enter your Login ID and password and click the **Login** button to get to the **Home** page.

Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100726885	ACH	2/8/2022	100.00	Paid
▶ 3100726895	ACH	2/8/2022	150.00	Paid

Please then click on the **Auto Pay** link at the top right corner.

Auto Pay Message
Auto Pay 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.

Click on the **Create New Auto Pay** button. Fill in a payment name of your choice that can help identify the payment on any bank statements, transaction receipts, or otherwise. Using terms such as insurance payment, API, and/or your policy name are most helpful.

Auto Pay Setup

PAYMENT INFO SCHEDULE PAYMENT METHOD AUTHORIZATIONS

Payment Name

Select Policy Number

Auto Pay for Policy Number

Auto Pay 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.

Continue

Click on the **Continue** button.

You must then select the payment plan option that matches the payment plan confirmed with your agent and/or API when the policy was bound. If you do not know the payment plan, please call in to your agent or the Company for clarification. The Quarterly Plan will debit your account every three months. **For API policies on the 9-Pay Plan, please select “Day of the Month”.** Enter the starting date and the payment amount. The Payment amount needs to include the \$6 installment charge.

***If you need assistance with the amounts, please ask your agent or the Company for a Billing Schedule. We will be happy to provide one to avoid any unintended mismatch between recurring payments and the amounts due to the Company.*

When would you like to make your payment?

Day of the Month Quarterly

Select a valid starting date using the calendar

3/9/2022

Auto Pay will execute every 3 calendar months on the selected day of the month.

Payment Amount

Fixed Amount

Pay \$ each time.

Auto Pay will pay a specific amount.

Keep Making This Payment Until

I Stop The Payment

The Auto Pay will continue until it is cancelled.

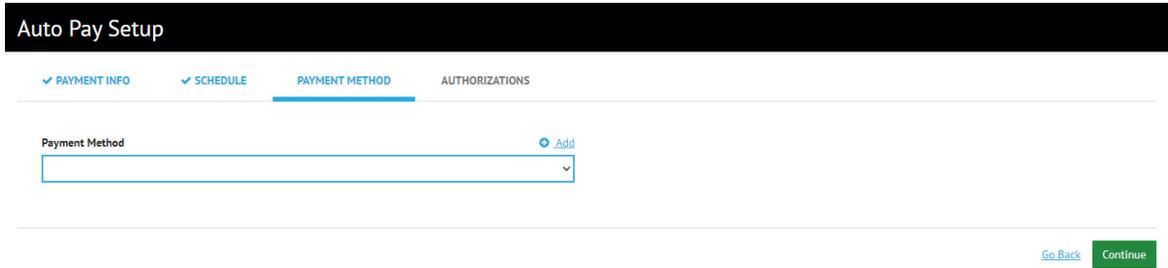
Send me a reminder days before payment is to be processed.

Disclaimer: We recommend you record this payment schedule as a reminder in the event the email is overlooked or not delivered to your email address.

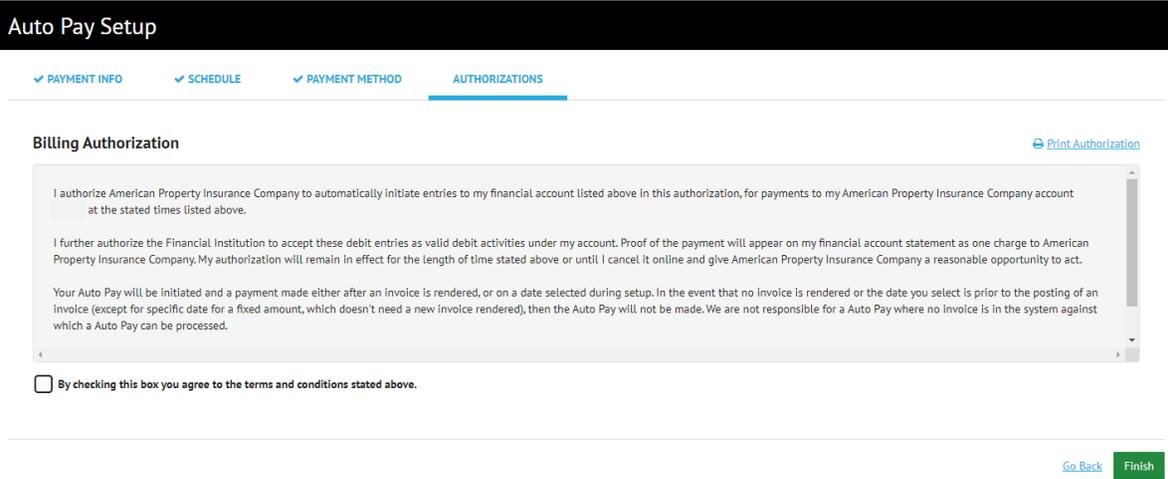
Go Back Continue

At the bottom you will see an option to have a reminder message sent by email to notify you a payment is about to be processed. Please note: the reminder email, or the failure of a reminder message to be delivered to you, does not serve to relieve your duties to ensure all monies due to the Company for your policy are received.

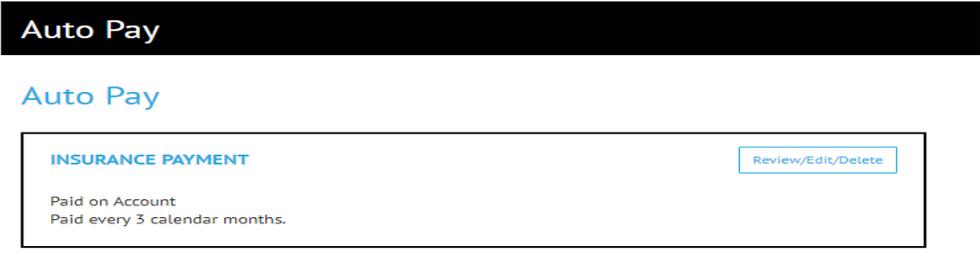
After clicking **Continue** your existing bank information should be displayed as the default **Payment Method**. You can add multiple bank accounts to your profile as needed.



After clicking **Continue** you will see the **Billing Authorization** wording and confirmation as shown below. Please read all messaging and then click the checkbox to agree and accept.



Once clicking **Finish** you will receive a confirmation message. Editing of your profile can be performed by clicking on the **Review/Edit/Delete** button, or otherwise where an Edit link is found. Please be sure any changes are saved by pressing the Save Changes button.



Manage Auto Pay

PAYMENT INFO													
<p>Payment Name</p> <input type="text" value="Insurance Payment"/>	<table><tr><td>Next Payment Amount</td><td>Next Payment Date</td></tr><tr><td>\$1500.00</td><td>6/9/2022</td></tr><tr><td>Payment Schedule</td><td>Pay Until</td></tr><tr><td>\$1,500.00 will be paid every 3 calendar months.</td><td>The Auto Pay will continue until it is cancelled.</td></tr><tr><td>Setup Date</td><td>Email Reminder</td></tr><tr><td>3/8/2022</td><td>3 days before payment is to be processed.</td></tr></table>	Next Payment Amount	Next Payment Date	\$1500.00	6/9/2022	Payment Schedule	Pay Until	\$1,500.00 will be paid every 3 calendar months.	The Auto Pay will continue until it is cancelled.	Setup Date	Email Reminder	3/8/2022	3 days before payment is to be processed.
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<p>Select Policy Number</p> <input type="text"/>													
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PAYMENT METHOD													
<p>Payment Method</p> <input type="text"/>	Add												
AUTHORIZATIONS													

[Go Back](#) [Delete](#) [Save Changes](#)

With any questions please contact your agent or API. We appreciate your business!