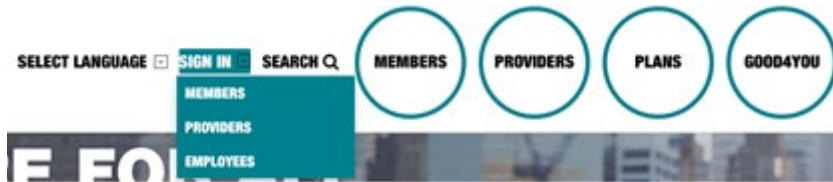


## Quick 6 Step Guide for Recurring Payments:

- 1) Visit [www.metroplus.org](http://www.metroplus.org), Click "**Sign In**" on the top, and Select "**Members**".



- 2) Complete the Member Portal sign in process by entering in your Username and Password. If you do not have one, you can create one.

### Welcome to the NEW MetroPlus Member Website

#### 24/7 Secure Online Access to:

- Access your Health Rewards
- Message with MetroPlus staff to answer your questions
- Track your spending and view claims
- Refill a prescription
- Print a temporary ID card or order a new one
- Find a nearby doctor, hospital or pharmacy
- Change your contact information
- Find what services are covered and how much they cost
- And much more!

#### Sign into your account

Username

Password

Sign in

Create account

[Forgot your username or password?](#)

**Please re-register to access the NEW MetroPlus Member website. Your login and password from the old site will not work.**

- 3) Select "**MAKE A PAYMENT**" tab on top and then click the Make a Payment button. You will be redirected to another page so that you can setup recurring payments.



4) Select "Recurring Payment"

[Privacy](#) [Customer Service](#)

**Make a Payment - your insurance premium**

**Bold fields with \* are required.**

**PAYMENT INFORMATION**

Filter by:  ▼

Statement Number ▼	Statement Date	Statement Amount	Due Date ▼	Amount Paid	Status
You do not have any statements to view at this time.					

**PAYMENT DETAILS**

Payment Type\*:  
 Single Payment  **Recurring Payment**

Payment Amount:  
**Entire Amount Due**

Frequency:  
**On Due Date**




First Payment Date:  
**To Be Determined**

Duration\*:  
**Until Cancelled**

**PAYMENT METHOD**

Saved Account\*:  
 Select

New Account\*:  
 eCheck  
 Credit/Debit Card

5) Complete the payment information: You can make recurring payments with your Checking or Savings account or with your Visa, MasterCard, or Discover Card.  
(We do not accept American Express)

- a If you want to set up recurring payments with your Checking or Savings account, select “eCheck” under New Account and fill in your checking account details.

[Privacy](#) [Customer Service](#)

**Make a Payment - your insurance premium**

**Bold fields with \* are required.**

**PAYMENT INFORMATION**

Filter by: All

Statement Number	Statement Date	Statement Amount	Due Date	Amount Paid	Status
You do not have any statements to view at this time.					

**PAYMENT DETAILS**

Payment Type\*:  
 Single Payment  Recurring Payment

Payment Amount: Entire Amount Due  
Frequency: On Due Date

First Payment Date: To Be Determined  
Duration\*: Until Cancelled

**PAYMENT METHOD**

Saved Account\*:  
 Select Choose One...

**New Account\*:**

eCheck  
 Credit/Debit Card

VISA MasterCard DISCOVER

**ECHECK ACCOUNT INFORMATION**

Bank Routing Number\*:  
 ?

Bank Account Number\*:

Re-enter Bank Account Number\*:

Bank Account Type\*:  
 Checking  Savings

Bank Account Category\*:  
 Consumer  Business

Bank Account Nickname:

- b If you want to set up recurring payments with your Visa, MasterCard, or Discover Card, select **“Credit/Debit Card”** under New Account and provide your card number.

Privacy Customer Service

**Make a Payment - your insurance premium**

Bold fields with \* are required.

**PAYMENT INFORMATION**

Filter by: All

Statement Number	Statement Date	Statement Amount	Due Date	Amount Paid	Status
You do not have any statements to view at this time.					

**PAYMENT DETAILS**

Payment Type\*:  
 Single Payment  Recurring Payment

Payment Amount: Entire Amount Due  
Frequency: On Due Date

First Payment Date: To Be Determined  
Duration\*: Until Cancelled

**PAYMENT METHOD**

Saved Account\*:  
 Select Choose One...

New Account\*:  
 eCheck  
 Credit/Debit Card

VISA MasterCard DISCOVER

Card Number\*:  
[Input Field]

Continue Cancel

- 6) After completing all these steps, an email confirmation for recurring payment enrollment will be sent. Deductions for the amount due will occur on the invoice due date.

Please check your mailbox for communications from Alert from MetroPlus [noreply@payconnexion.com](mailto:noreply@payconnexion.com)

End of Step by Step Guide