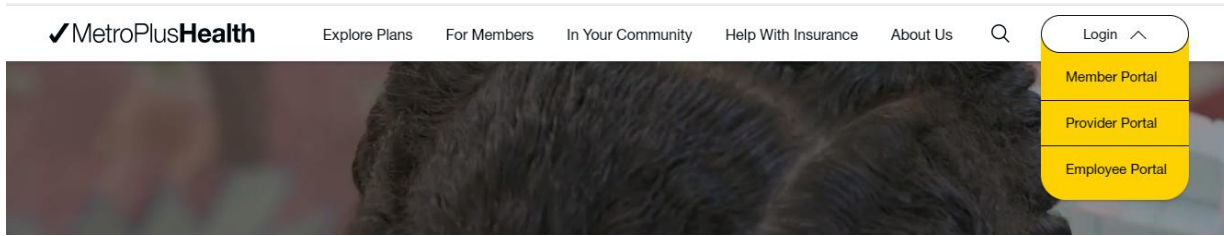
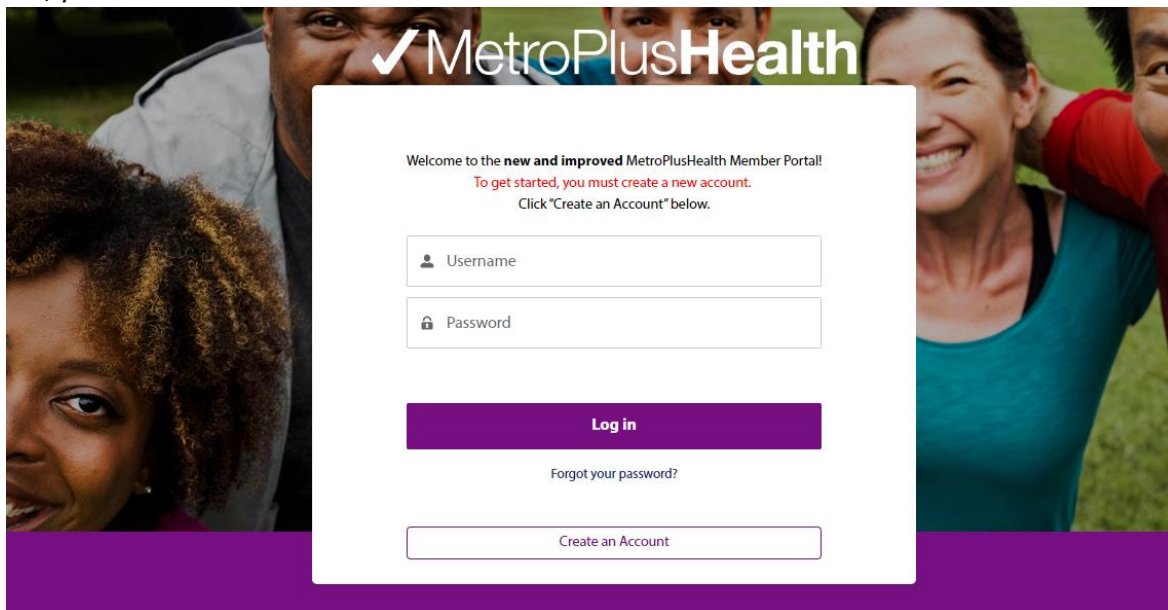


Quick 6 Step Guide for Recurring Payments:

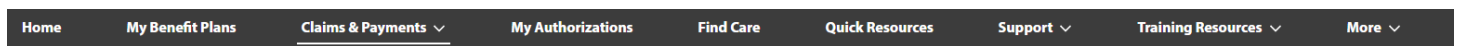
- 1) Visit www.metroplus.org, Click **“Login”** on the top, and Select **“Member Portal”**.



- 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.



- 3) Select **“Claims & Payments”** tab on top and then click the **“Make a Payment and View Statement History”** button. You will be redirected to another page so that you can setup recurring payments.



Home > My Payments

My Payments



Make a Payment and View Statement History

Create a recurring payment to ensure continued health insurance coverage. [🔗](#)

Note: This will take you to an external website.

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: ▼

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*: (highlighted with red box)

eCheck
 Credit/Debit Card

VISA MasterCard DISCOVER

ECHECK ACCOUNT INFORMATION (highlighted with red box)

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: ▼

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: First Payment Date:
Entire Amount Due To Be Determined

Frequency: Duration*:
On Due Date Until Cancelled

PAYMENT METHOD

Saved Account*:
 Select

New Account*:
 eCheck
 Credit/Debit Card

Card Number*:

- 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

End of Step by Step Guide