Quick 6 Step Guide for Recurring Payments:

1) Visit www.metroplus.org, Click "*Login*" on the top, and Select "*Member Portal*".
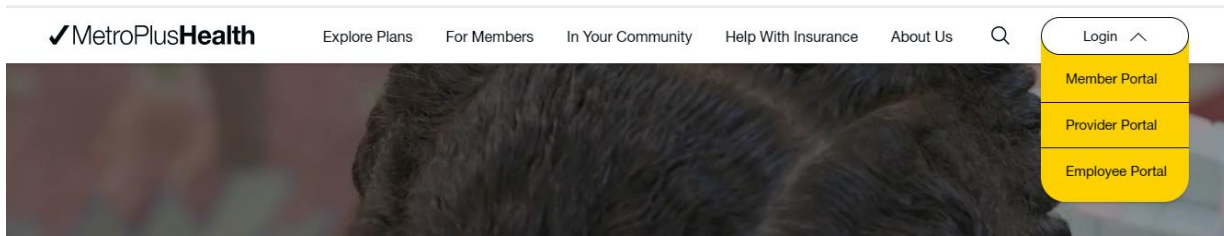
2) Complete the Member Portal sign in process by entering in your Username and Password. If you do not have one, you can create one.
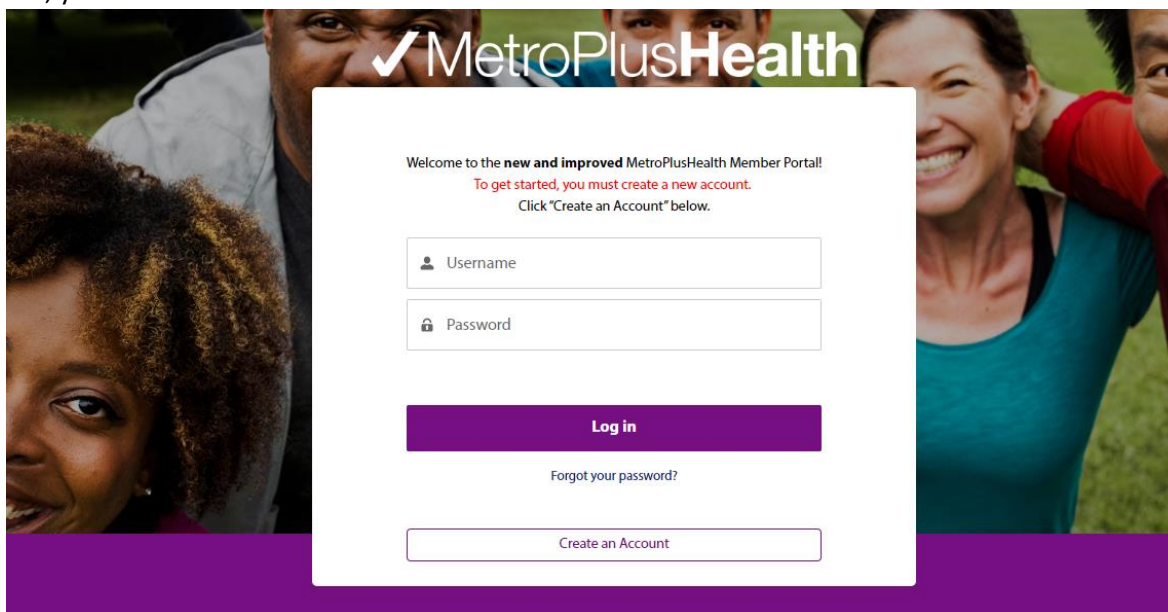
3) Select "**Claims & Payments**" tab on top and then click the "Make a Payment and View Statement History" button. You will be redirected to another page so that you can setup recurring payments.
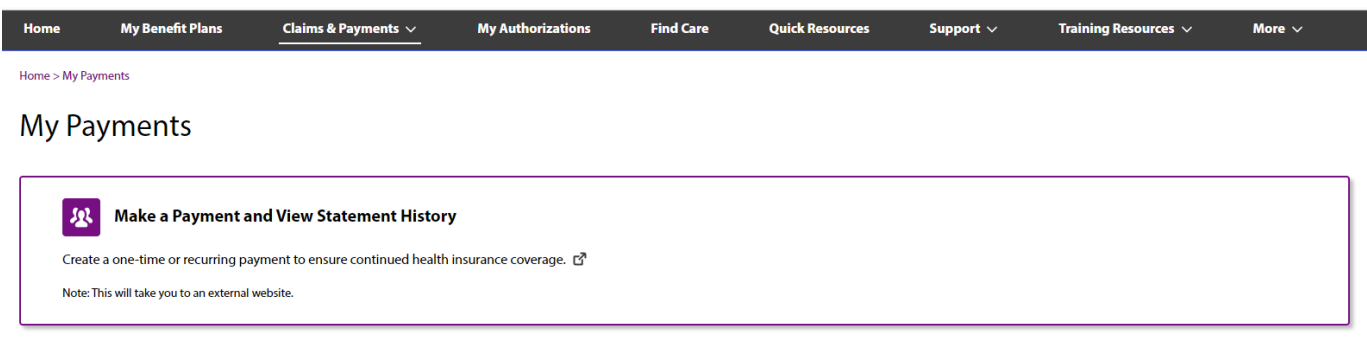
4) Select *"Recurring Payment"*

Make Payment	**Make a Payment – your insurance premium**
Manage Accounts	
Pending Payments	Bold fields with * are required.
Recurring Payments	
Payment History	**PAYMENT INFORMATION**
Statement History	Filter by: All

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: First Payment Date:
Entire Amount Due   **To Be Determined**
Frequency: Duration*:
On Due Date   **Until Cancelled**

PAYMENT METHOD

Saved Account*:
◉ Select [Choose One....]

New Account*:
○ eCheck
○ Credit/Debit Card

VISA MasterCard DISCOVER

[Continue] [Cancel]

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.

b If you want to set up recurring payments with your Visa, MasterCard, or Discover Card, select "**Credit/Debit Card**" under New Account an provide your 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