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”

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 and 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