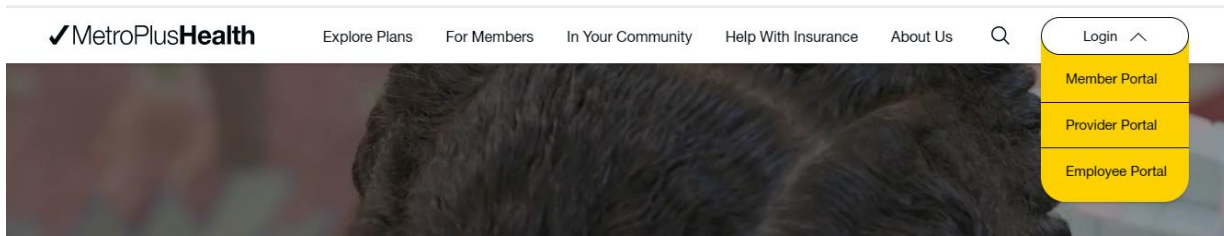
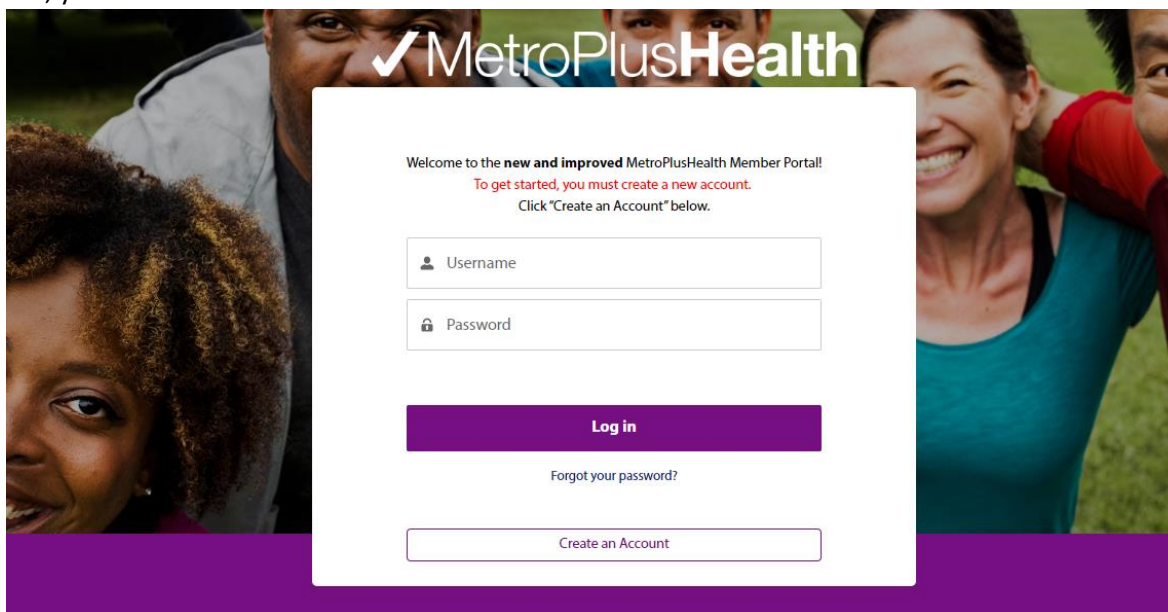


## Quick 6 Step Guide for Recurring Payments:

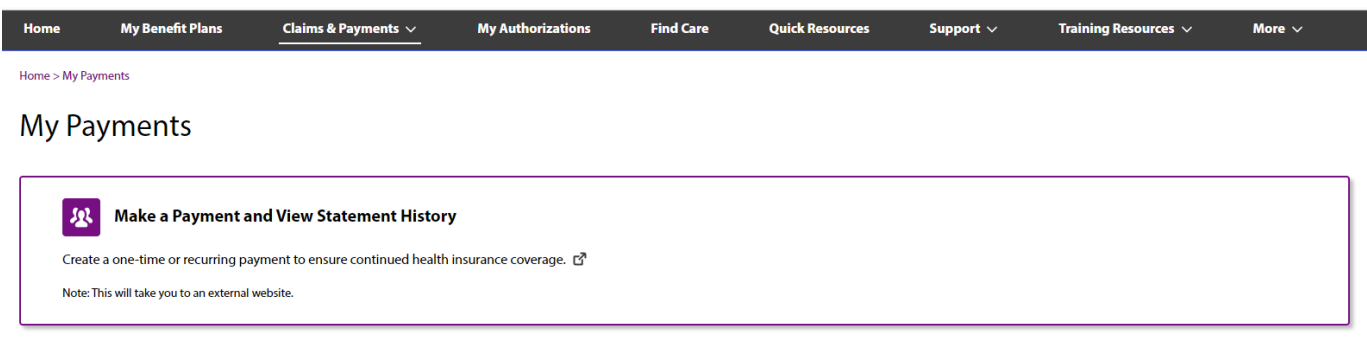
- 1) Visit [www.metroplus.org](http://www.metroplus.org), Click “**Login**” on the top, and Select “**Member Portal**”.



- 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"

The screenshot shows the Chase website interface for making a payment. On the left is a navigation menu with options: Make Payment, Manage Accounts, Pending Payments, Recurring Payments, Payment History, and Statement History. The main content area is titled "Make a Payment - your insurance premium" and includes links for Privacy and Customer Service. A note states "Bold fields with \* are required." The page is divided into three sections: PAYMENT INFORMATION, PAYMENT DETAILS, and PAYMENT METHOD. In the PAYMENT DETAILS section, the "Recurring Payment" radio button is selected and highlighted with a red box. Other details include "Payment Amount: Entire Amount Due", "Frequency: On Due Date", "First Payment Date: To Be Determined", and "Duration\*: Until Cancelled". The PAYMENT METHOD section shows "Saved Account\*" with a "Select" dropdown and "New Account\*" with options for eCheck and Credit/Debit Card, including logos for VISA, MasterCard, and DISCOVER.

[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:

Continue Cancel

- 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:  
 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

VISA        DISCOVER

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](mailto:noreply@payconnexion.com)

*End of Step by Step Guide*