EZPay Enrollment & Reauthorization
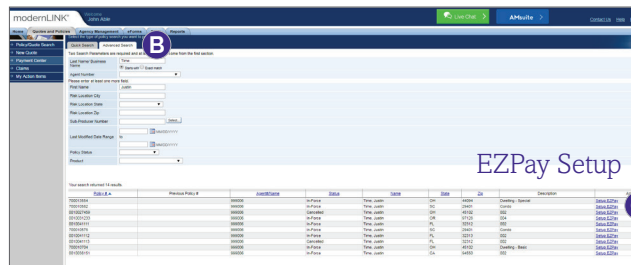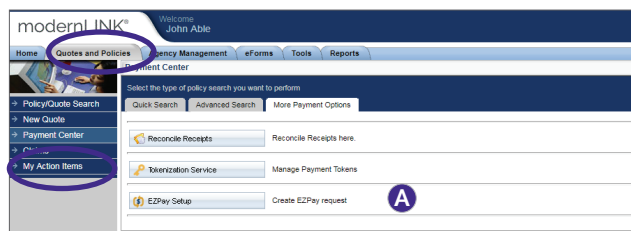## Guide for Existing Policyholders in AMsuite® and modernLINK®

POLICYHOLDER SELF-SERVE - FAST AND EASY!

The easiest way to enroll or reauthorize an existing policyholder is to direct them to amig.com/mypolicy. If they do not have their activation code or policy number from an invoice or recent mailing, you can find them on the billing page in AMsuite or modernLINK.

AGENT ASSISTED - ENROLLMENT

Go to the Payment Center to get the enrollment process started.

A Select More payment options tab and EZPay setup.

B Enter policy number, find policy.

C Then click on setup EZPay.

D Select payment options, date, and payment method on the EZPay application.

E Enter all additional information needed.

F Select signature method (E-signature or Print and Sign) and continue.

G If you selected Print and Sign, you MUST print the form from the payment center. You can upload the form, however you MUST also send the forms in one of the following ways: Email: ezpay@amig.com; Mail: P.O. Box 5323, Cincinnati, OH 45201; Fax: 1-800-217-5150. If you fail to send forms by email, fax, or mail - automatic payments will not be set up. If you select E-signature, an email is sent to the customer directing them through the DocuSign process.

AGENT ASSISTED - REAUTHORIZATION

All existing EZPay customers must have a current authorization form on file with us. It's easy to help your policyholder stay current on their plan - you just start the process by following the same steps to enroll a policyholder in EZPay. In this process, if you keep all the payment details the same – frequency, method of payment, withdrawal date, etc. – the customer can be easily reauthorized. If you change any of the payment details, the customer will be re-enrolled in EZPay and their payment schedule may change.

Submitting the form:

From Payment Center, select signature method (E-signature or Print and Sign) and continue. If you selected Print and Sign, you MUST print the form from Payment Center. You can upload the form, however you MUST also send the forms in one of the following ways:

• Email: ezpay@amig.com;

• Mail: P.O. Box 5323, Cincinnati, OH 45201;

• Fax: 1-800-217-5150.

If you fail to send forms by email, fax, or mail - automatic payments will not be set up. If you select E-signature, an email is sent to the customer directing them through the DocuSign process.

If you already have a form on file and wish to send it to us by mail, fax or email, please ensure it is either form version 2-19 or 6-20. No other forms will be accepted.

NOTE: Please allow up to 72 hours from receipt of the form for changes to be reflected on the policy. Any changes made here today may not take effect until the next billing cycle. If these changes need to take place immediately, call Customer Service at 800-543-2644.

For more info on EZPay go to amig.com/agents/ezpay