

EZPay Enrollment

New Policy in AMsuite®

- A** Make sure Billing Type is set to Recurring Electronic. The system defaults to this.
- B** Enter the date payment will be taken.
- C** Select the payment plan.
- D** Define the payment method.

Choose either

- E** An electronic signature (next business day, an email will be sent to your customer with an online authorization to complete).

OR

- F** A traditional signature. Click the View/Print button for the EZPay form. Do not use forms saved outside of the system; only system-generated forms are acceptable.
- G** Scan and upload the signed EZPay form. It MUST be printed from the Policy Center. 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.

- H** Click the Buy Now button to issue the policy.

NOTE: Once submitted, the EZPay process takes 72 hours from the receipt of the form to reflect in the AMsuite system. Please disregard warning messages that may still appear.

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



Dwelling Special - Quote (0000033104)
Missy Stewart
 Click the Named Insured above to access mailing/account address

[Print Binder](#)

Payment Details

Total Annual Premium:
\$1,210.00

Billing

Billing Method * Direct Bill ▾

Renew Method * Direct Bill ▾

Billing Type * Recurring Electronic ▾

Date of Payment * 23 ▾

Bill To * Missy Stewart ▾

EZPay form signed? * No

EZPay form version *

C Payment Plans

SELECT	NAME	PAY NOW	AMOUNT OF INSTALLMENT (EXCLUDING FEE)	INSTALLMENTS	INSTALLMENT FEE	TOTAL COST (INCLUDING FEES)
<input type="radio"/>	Pay in Full	\$1,210.00	\$0.00	0	\$0.00	\$1,210.00
<input type="radio"/>	2 Pay	\$605.00	\$605.00	1	\$1.00	\$1,211.00
<input type="radio"/>	4 Pay	\$302.50	\$302.50	3	\$1.00	\$1,213.00
<input type="radio"/>	6 Pay	\$242.00	\$193.60	5	\$1.00	\$1,215.00
<input checked="" type="radio"/>	Monthly Electronic	\$242.00	\$107.66	9	\$1.00	\$1,219.00

[View Payment Schedule](#)

Pay Now Details

Amount *

Payment Method * D ACH/EFT Checking (xxxx3456) ▾

Check Number

Automatic Future Withdrawals (Recurring Electronic)

Payment Method * ACH/EFT Checking (xxxx3456) ▾

Required Signature Forms

Signatures on required forms can be obtained two ways
 1) Emailed to Primary Named Insured for electronic signature, or
 2) Printed for traditional signature by Primary Named Insured. Please choose an option below.

Note: If electronic signature is selected, the electronic envelope may first be emailed to the Producer for signature before being forwarded to the Primary Named Insured.

E Electronic Signature - Mobile Device Required

Traditional Signature

You may either print the documents requiring signature now or after issuance. If you print now, you must write the policy number on the form(s) when a number gets assigned at issuance. Coverage is not bound until a policy has been issued.
 To print now, use the button below, print locally, issue the policy, fill in the policy number by hand, and collect the signature(s).
 To print after issuance, issue the policy, go to the Documents page of the issued policy, select which documents to print, print locally, and collect the signature(s).
 Retain signed copies of documents, or scan and attach them to the policy.

[View/Print All](#)

FORM #	DESCRIPTION
View/Print	DW-CW-O-0001 Dwelling Application
View/Print	EFT AUTH EZPay Enrollment and Authorization

F [Attach Signed EZPay Form](#) [Cancel](#) [Previous](#) **H**

G

New Policy in modernLINK®

Access the EZPay authorization form and print

- A** Finish quote and bind it.
- B** Under print, select EZPay form. Remember it MUST be the form generated by the system.
- C** Have customer sign form. Scan and upload the signed EZPay 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.

NOTE: Once submitted, the EZPay process takes 72 hours from the receipt of the form to reflect in the modernLINK system. Please disregard warning messages that may still appear.

The screenshot displays the 'Billing Info' form in the modernLINK system. The form includes fields for Payment Plan (EZPay(CC)/Monthly), Down Payment Method (Credit Card), Payment Amount Received, Send all remaining bills to: (Insured), Send renewal bill to: (Insured), Credit Card Number (masked), Card Expiration Date (masked), Authorization Code, and Reference Number. Below the form are 'Previous' and 'Submit' buttons, with a circled 'A' next to the Submit button. A note below the buttons states '(Your Information will be saved.)'. Below the form is the modernLINK header with the user name 'Josh Smith' and navigation tabs for Home, Quotes and Policies, Agency Management, eForms, and Tools. A dropdown menu is open under 'Quotes and Policies', showing options: Return to New Quote, Save, Print, Submit, Delete, Decline, Quote, Application, Binder, Paid Receipt, Credit Notice, CLUE Notice, FCRA Letter, EZPay form, and Downspay Changed. A red arrow points to the 'Print' option. Below the dropdown, there are several bullet points, including 'PLEASE BE...', 'An inspect...', 'Group man...', 'A represen...', and 'identificat...'. A circled 'B' is next to the 'EZPay form' option, and a circled 'C' is next to the 'Downspay Changed' option.

