# Premium Processing – Pay by Debit Card – Quick Reference Guide

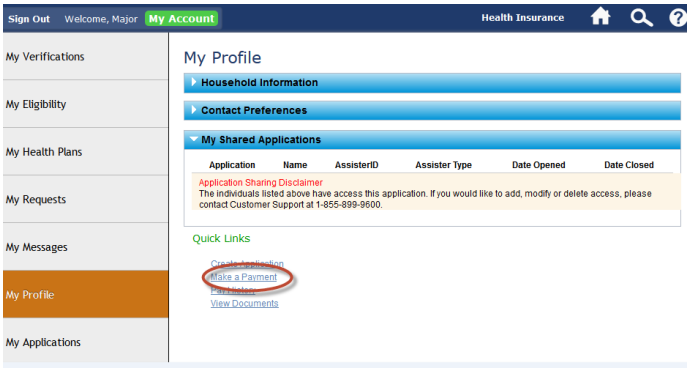
## Pay by Debit Card

### To make a payment using a Debit Card:

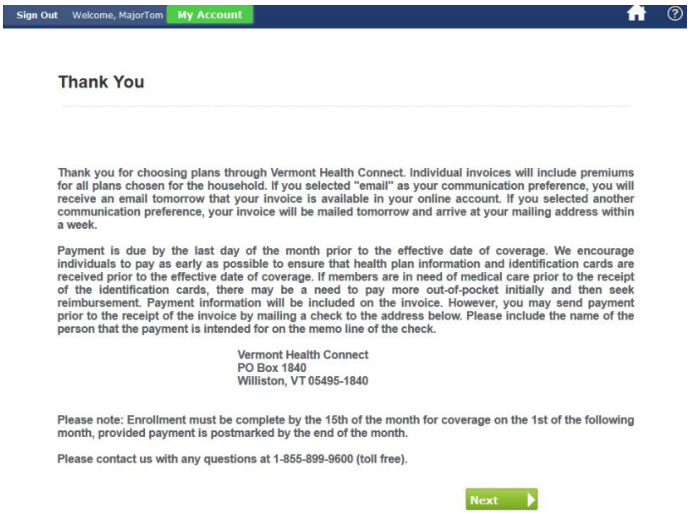
1. Access **My Account – My Profile** after Plan Selection.

   If there is a partial payment pending, that payment must be made first. The current premium may then be paid as a second transaction.

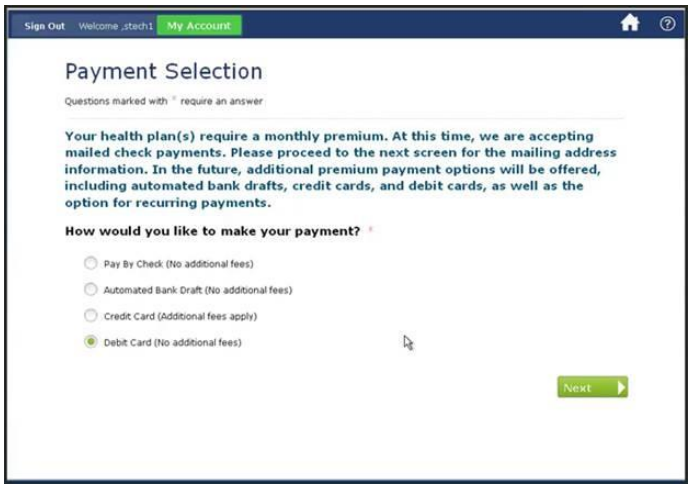
2. Select the **Make a Payment** hyperlink.



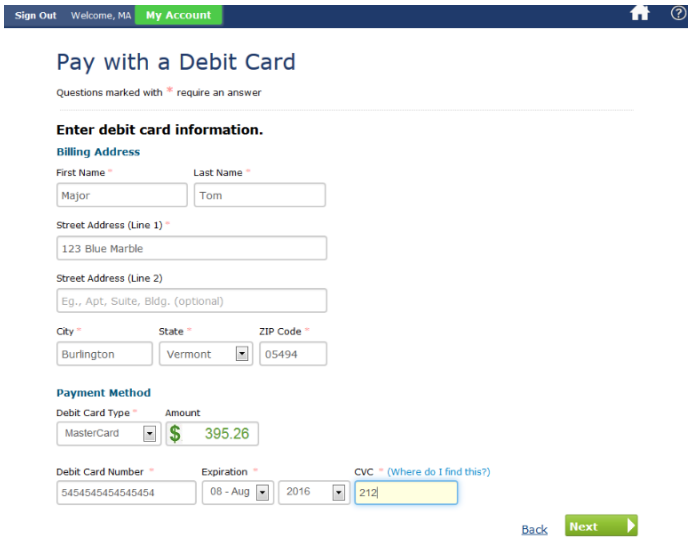

3. After selecting the **Make a Payment** hyperlink, the **Thank You** screen will appear.




4. Click **Next** to continue.
5. On the **Payment Selection** screen, click the **Debit Card** option.



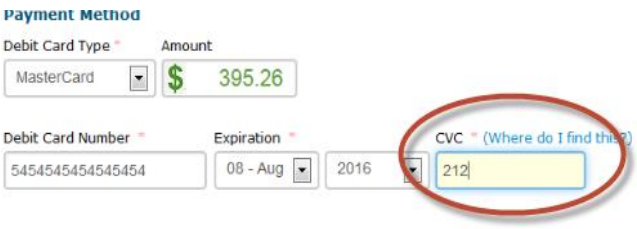

6. Click **Next** to continue.
7. The **Pay with a Debit Card** screen appears.




**Note:** Questions marked with an asterisk ( ***** ) require an answer.

8. **Enter debit card information** including; First and Last Name of debit card holder and Billing Address.
9. Enter **Payment Method** information including; Debit Card Type, Amount, Debit Card Number, Expiration and CVC security code.
10. Click **Next** to continue.

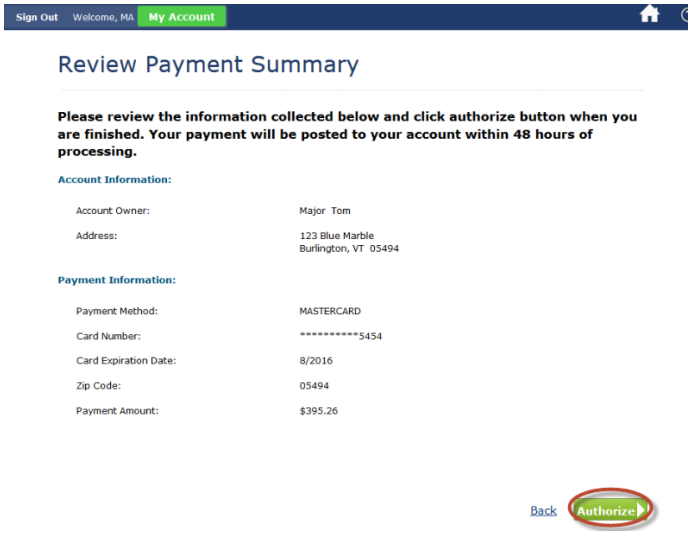
11. The **Pay with a Debit Card** screen also provides a feature to help customers locate their CVC debit card security code number.
12. Select the CVC field (**Where do I find this?)** hyperlink.



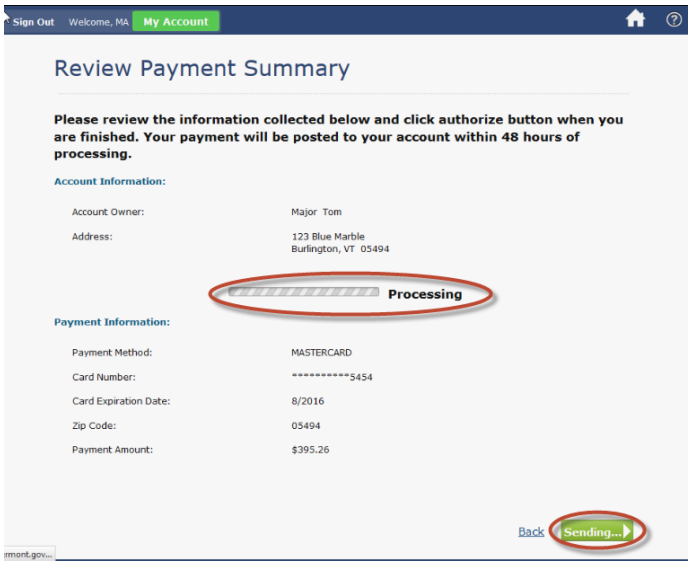

13. The screen displays examples of a debit card Expiration, Card Number and 3 Digit Card Verification Number.

14. Click Close to continue.
15. Click **Next** to continue.
16. After entering all required credit card information, the **User Agreement** screen displays. Read the agreement and select the box located at the bottom of the screen to agree to the terms.

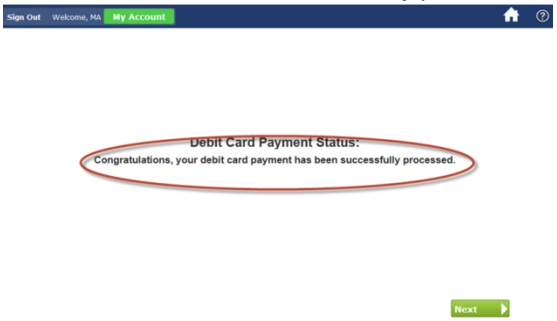
17. Click Next to continue.
18. The Review Payment Summary screen displays.
19. After reviewing the payment information, click Authorize to process debit card.




20. A message will display indicating that the credit card transaction data is Processing, and then Sending. When this happens, authorized payment information is sent to the Premium Processor.




21. A **Debit Card Payment Status** message appears when the debit card transaction has successfully processed.




22. Click **Next** to continue.
23. The **Thank You** screen appears and notifies the customer that no outstanding premium payments exist.