

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

Independent Mutual's website has an online payment option. Policy Holders can go online to set up reoccurring and one time payments online using our website www.IMFCO.net.

Instructions To Access E-Bill

- Search our website online at www.IMFCO.net
- Click Policy Holder Login



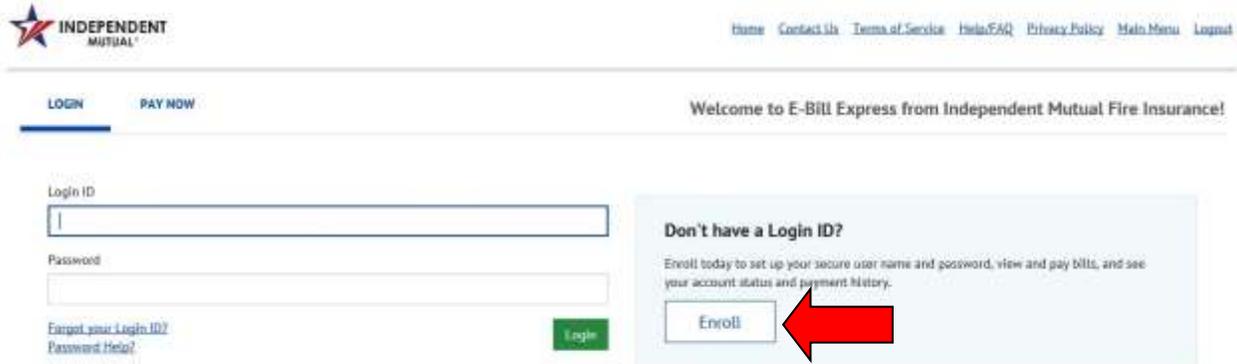
The screen will appear to access the E-Bill Express Payment System

- Click [Here](#) to set up your credit card or bank payments



INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

The insured is now ready to enroll in Independent Mutual's E-Bill Express Service
The insured will enter in their log in information if they already enrolled in the program.
If the insured does not have a log in, click **ENROLL**

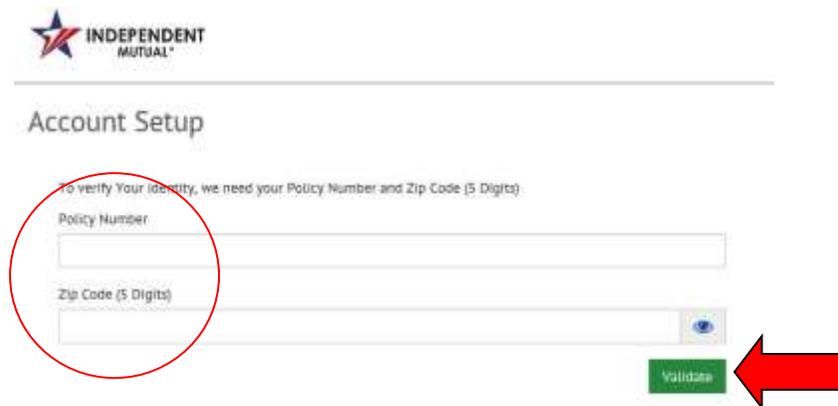


To set up an account, the insured will need the following information:

- Policy Number
- Zip Code

Enter information on the screen

Click **VALIDATE**



The screen will appear with the following information populated:

- Policy Holder Name
- Policy Holder Address

The policy holder will need to enter the following to continue onto the next screen:

- Valid Phone Number
- Valid Email Address

Once the information above has been entered click **CONTINUE TO LOGIN AND PASSWORD**

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

The following is required to set up the account:

- Create Login and Password
- Password will need to be entered twice for confirmation
- Choose a Security Image and label it
- Select 5 security questions and type in the answers
- Click **CONTINUE TO TERMS OF SERVICE**

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

The screenshot shows the 'Account Setup' page for Independent Mutual. The 'CREATE AN ACCOUNT' section is circled in red. Below it, there are fields for 'Last ID', 'Password', and 'Repeat password (not to be used)'. To the right, the 'Choose a Security Image and give it a label' section displays a grid of 12 images. A red arrow points to this grid. Below the grid is a text input field for the image label. Further down, the 'Choose Your Security Questions' section contains five questions with dropdown menus and text input fields. A red arrow points to the 'Continue to Terms of Service' button at the bottom right.

Next will be the TERMS OF SERVICE

- The policy holder is able to review the terms of service by clicking the blue link **TERMS OF SERVICE** before checking the box that they have received and reviewed.
- After the terms of service have been reviewed, click the box and click the green button **CONTINUE TO PAYMENT ACCOUNTS**

The screenshot shows the 'Terms of Service' page. A red arrow points to the 'Terms of Service' link. Below the link is a checkbox with the text 'By clicking this box, you are accepting the service and have read and agree to the Terms of Service for this site'. A red arrow points to the 'Continue to Payment Accounts' button at the bottom right.

Policy Holder can now enter in the payment type they would like to have the premium payment collected from.

There are 2 choices to choose from:

- Bank Account
- Credit Card

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

Bank Account

- Click Account Type – Personal or Business
- Click Banking Type- Checking Account or Savings Account
- Enter in an Account Nickname – ie. John Doe Checking Account
- Enter in Name on the Account
- Enter Routing # - this is the first set of numbers on the check from left to right
- Enter in Account # - this is the middle set of numbers (do not include the check number which is the third set of numbers)
- Re-Enter the Account Number for verification
- Check the box Agree and Add Account
- Click **FINISH ENROLLMENT**

Policy Holder has set up a Bank Account for the payment to be drafted.

The screenshot shows the 'Account Setup' page for Independent Mutual. The 'PAYMENT ACCOUNTS' tab is selected. Below the navigation tabs, there are three options: 'Bank Accounts' (selected), 'Card Accounts', and 'Add Later'. The 'ADD BANK ACCOUNT' form is displayed, with fields for Account Type (Personal/Business), Banking Type (Checking Account/Savings Account), Give This Account a Nickname, Name on the Account (Independent Mutual Fire Insurance Company), and Routing Number. A sample check image shows the Routing Number 123456789 and Account Number 100123456. A 'Finish Enrollment' button is visible at the bottom right, highlighted by a red arrow.

Credit Card

Click the Card Accounts Tab at the top to enter in a credit card or debit card for payment.

If setting up a credit/debit card the policy holder must remember that when the card expires they must log in to update the card expiration date before the expiration so the policy does not lapse.

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

- Give the Account a Nickname – ie. John Doe’s Credit Card
- Enter Full Name on the Card
- Enter the Card Number
- Enter Expiration Date
- Enter in Address information
- Check the box Agree and Add Account
- Click FINISH ENROLLMENT
- The credit card is now stored for future payments

INDEPENDENT MUTUAL

Home Contact Us Terms of Service Help/FAQ Privacy Policy

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD ✓ TERMS OF SERVICE **PAYMENT ACCOUNTS**

You may select a default payment method now. After enrollment you can manage your payment methods.

Bank Accounts Link to Bank Accounts **Card Accounts** Link to Card Accounts **Add Later** Add your payment method later

ADD CARD ACCOUNT

Card Info

Give This Account a Nickname

Full Name on Card

Card Number

Expiration Date

Card Billing Address

Country

CITY

ADDRESS

STATE

Street Address Line 2

ZIP

By selecting 'Agree and Add Account', you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

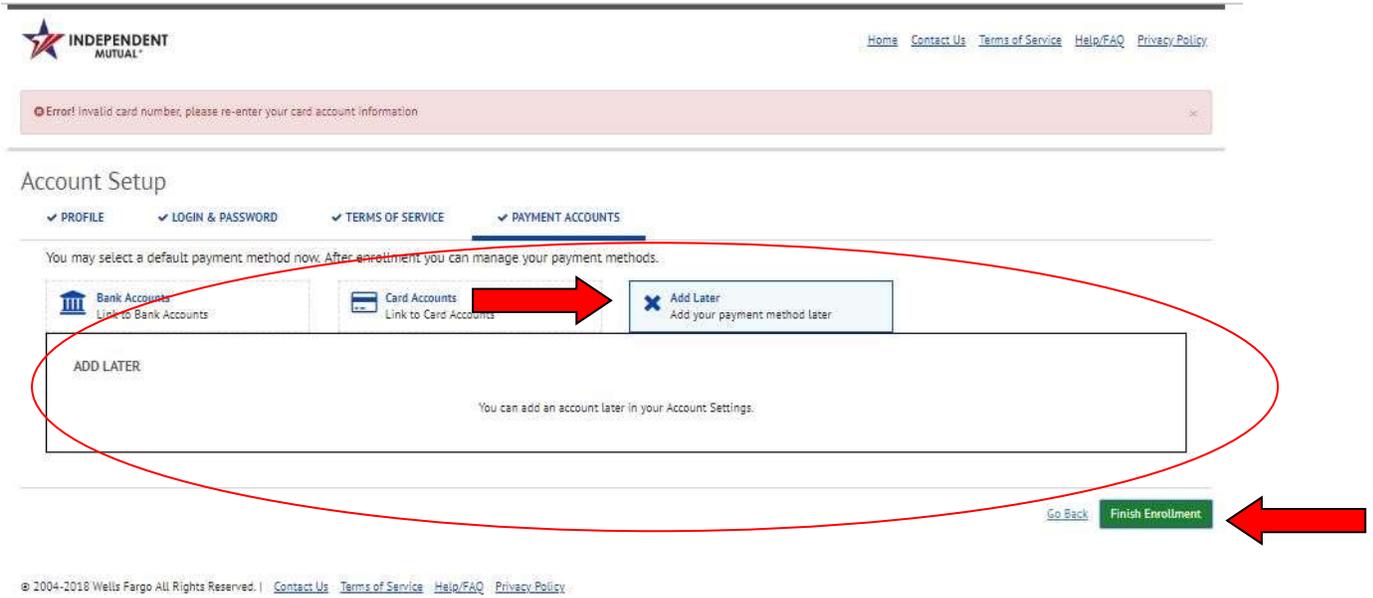
Agree and Add Account

[Go Back](#) **Finish Enrollment**

If the policy holder is not ready to enter in any payment information, the option to **ADD LATER** is available.

- Click the tab Add Later
- Click Finish Enrollment

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Once the enrollment is finished, the policy holder will receive an email to **ACTIVATE** the account.

Click **ACTIVATE**



Policy Holder will be directed to the log in screen to enter in their log in information to view their account.

- Enter Log In ID
- Enter Password
- Click Login

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

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Home Contact Us Terms of Service Help/FAQ Privacy Policy

LOGIN PAY NOW

Welcome to E-Bill Express from Independent Mutual Fire Insurance!

Login ID

Password

[Forgot your Login ID?](#)
[Password Help?](#)

Login Enroll

Don't have a Login ID?
Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

This will direct the policy holder to their account information.

Policy Holder can do many things when they are enrolled:

- See Payment History
- Add a Payment Method (the payment method that was entered during enrollment will be available to choose from in the Payment Method Drop Down Box)
- Check Paid to Date
- Make a onetime payment
- Set up Recurring Monthly Payments

INDEPENDENT MUTUAL

Home Pay My Bills AutoPay

Pay My Bills

Statement Date: 7/15/2016

Advanced Search

MESSAGES

THE INFORMATION BELOW REPRESENTS YOUR ACCOUNT AS OF THE STATEMENT DATE SHOWN AND WILL NOT INCLUDE ANY SUBSEQUENT

STATEMENT SUMMARY

Balance: \$4.30

Payment Method: Auto Pay (Payment History)

Pay Date: 7/15/2016

Payments confirmed before Friday, July 23, 2016 8:00 PM ET will be posted on Friday, July 23, 2016. Payments confirmed after Friday, July 23, 2016 8:00 PM ET will be posted on Monday, July 25, 2016.

Cancel Continue to Payment

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Make a Onetime Payment

Policy Holder will log into the Ebill system.

- Enter Log In ID
- Enter Password

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

- Click Login

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Home Contact Us Terms of Service Help/FAQ Privacy Policy

LOGIN PAY NOW

Welcome to E-Bill Express from Independent Mutual Fire Insurance!

Login ID

Password

[Forgot your Login ID?](#)
[Password Help?](#)

Don't have a Login ID?
Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Enroll

Login

The below screen will appear once the Policy Holder logs in.

- Click the circle to indicate to select the invoice to make a payment.
- Enter in payment amount.

ALL HISTORY

Hide Account Groupings Export

Statement Date	Paid-to-Date	MODE	Amount Due	Payment Amount
7/13/2018	4/07/2018	ANNUAL	24.48	0.00

POLICY NUMBER B00000047

0 INVOICES \$0.00

Remove All

Payment Method

Add A Payment Method

testtest M & T BANK ****

Pay Date

7/20/2018

Payments confirmed before Friday, July 20, 2018 8:00 PM ET will be posted on Friday, July 20, 2018. Payments confirmed after Friday, July 20, 2018 8:00 PM ET will be posted on Monday, July 23, 2018.

Cancel

Continue to Payment

- Choose payment Method.
 - Add a Payment Method and complete information for Policy Holder Bank Account or Credit Card.
 - Check Agree to Add Account
 - Select Continue To Payment

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

If account information has been added select Continue To Payment.

- Verify information
- Check box to agree to terms and condition
- Click Make Payment

- Policy Holder will receive a confirmation
- Print for personal records

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Friday, July 20, 2018 8:00 PM ET will be posted on Friday, July 20, 2018.
Payments confirmed after Friday, July 20, 2018 8:00 PM ET will be posted on Monday, July 23, 2018.

If you have any further questions about payments to Independent Mutual Fire Insurance Company, please contact our office at 800-248-7072 Colleen Patrick-Thomas.

Policy Number	Confirmation #	Payment Amount
B00000047	3100087538	\$24.00

[Return to Pay My Bills](#)

[Log Out](#)

Set Up Reoccurring Payments

- Click **AUTO PAY** tab at the top of the screen
- Click **CREATE NEW REOCCURRING PAYMENT**

INDEPENDENT MUTUAL

Home Pay My Bills **AutoPay** Independent Mutual Fire

AutoPay

Recurring Payment **Create New Recurring Payment**

Recurring Payment Message
Recurring Payment will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

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Policy Holder will need to enter the following information:

- Select Policy Number

INDEPENDENT MUTUAL E-BILL ONLINE PAYMENTS

- Type in a Payment Name – FOR EXAMPLE: Fire Insurance
- Click Day of Month to choose what day you want the payment to be drafted
- Click FIXED AMOUNT to input the payment amount
- **DO NOT CLICK “I STOP THE PAYMENT”**
- Choose Payment Method Type
- Choose how many days prior to the payment being drafted for the system to send a reminder to the policy holder letting them know what date the payment will go out
- Check the agree to terms and conditions box under BILLING AUTHORIZATION
- Click Agree and Submit

The policy has now been set up on reoccurring payments.

The screenshot shows the 'Set Up Recurring Payment' page for Independent Mutual Fire. The page includes a navigation bar with 'Home', 'Pay My Bills', 'AutoPay', and 'Independent Mutual Fire'. The main content area is titled 'Set Up Recurring Payment' and contains the following sections:

- Select Policy Number:** A dropdown menu showing '900073519'. A red arrow points to this field.
- Recurring Payment for Policy Number 900073519:** A text box explaining that recurring payments will begin following the first billing cycle after setup. A red arrow points to this text.
- Payment Name:** An empty text input field. A red arrow points to this field.
- When would you like to make your payment?:**
 - Day of the Month:** A dropdown menu. A red arrow points to this field.
 - Payment Amount:** A dropdown menu with 'Fixed Amount' selected. A red arrow points to this field.
- Keep Making This Payment Until:** A dropdown menu with 'I Stop The Payment' selected. A red arrow points to this field.
- Payment Method:** A dropdown menu with 'Add a Payment Method' button. A red arrow points to this field.
- Send me a reminder:** A checkbox and a dropdown menu for days before payment. A red arrow points to this section.
- Disclaimer:** A text block stating the recommendation to record the payment schedule as a reminder. A red arrow points to this text.
- Billing Authorization:** A text area containing the terms and conditions for automatic payments. A red arrow points to this text area.
- Agree and Submit:** A green button at the bottom right. A red arrow points to this button.

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