# **Paying Your Vertafore Sircon Statement Online**

Using Sircon's **Pay Statements Online** service, you can electronically pay some or all of your Vertafore Sircon statement balance online via bank transfer.

Pay Statements Online

To get started, if you are a Sircon Compliance Express subscriber, log in to Compliance Express, and then click the **Administration** menu option. If you are a Sircon Producer Manager client, log into Producer Manager and choose the **Administration** option on the **Express Services** menu.

#### Administration Menu

Vertafore

In the **Billing Management** section, click the **Pay Statements Online** link.

 The Subscriber Payments: Summary page will appear. Check to be sure the information displaying is correct.

Subscriber Name	Sircon Demo
Subscriber ID	17746
Subscriber Representative Last Statement Date	Jane Supervisor
Amount Due	
Due Date	
Payment Amount	\$ *
ten entering your ACH information on the The amount due does not int Amo	e next page, you may enter your business Federal Tax ID in the Driver's Lick Number field. Jude any payments or adjustments since the last statement date. unds aver \$20,000 cannot be paid online.

2. *Required*. Enter the **Payment Amount** in the field provided.

**Note**: You are not required to pay the whole amount due, but be aware that you will not be able to make payments in excess of \$20,000 at one time.

**Warning:** The **Amount Due** reflected on the page is the amount of the last statement. It does **NOT** reflect any payments that you have submitted since the last statement date.

3. Once you have entered the amount you wish to pay (not to exceed \$20,000) click the **Continue** button.

The On-line Subscriber Payment page will display.

<ul> <li>You must select the appropriate Account Type for your banking account: Corporate Checking, Checking, or Savings.</li> <li>Before you submit an ACH payment online, you may need to make sure your bank account is setup to send ACH payments to Sircon. You will need to instruct your bank to accept payment requests for Sircon's ACH Payment ID: 9044018823</li> </ul>						
Payment Details						
Description						
All fields in bold are req	uired.					
Check						
Account Number		What's this?	DIGITAL SECURITY by			
Routing Number			Entrust			
Account Type	Corporate Checking	-	** VERIFY			
Check Number						
Driver's License / State						
Date of Birth By entering my accou processed as an electri unpaid, I authorize you - electronic funds transfe	unt number above and o onic funds transfer or drat or your service provider to	(yyyy-mm-dd) clicking Authorize, I auth t drawn from my account. collect the payment and m my account Click her	norize my payment to b If the payment is returnen ny state's return item fee b			
Date of Birth By entering my accou processed as an electri unpaid, I authorize you u electronic funds transfe returned item fee if authorized corporate re rules. Authorize	unt number above and o onic funds transfer or drat or your service provider to r(s) or draft(s) drawn from this payment is from a c presentative and agree th	(yyyy-mm-dd) clicking Authorize, I auth t drawn from my account. collect the payment and m n my account. Click her orporate account, I make at the entity will be bound	norize my payment to b If the payment is returne ny state's return item fee b <b>e to view your state'</b> these authorizations as a d by the NACHA operatin			
Date of Birth By entering my accou processed as an electri unpaid, I authorize you - electronic funds transfe returned item fee if authorized corporate re rules. Authorize Billing Information	unt number above and onic funds transfer or dral or your service provider to r(s) or draft(s) drawn fron this payment is from a c presentative and agree th	(yyyy-mm-dd) clicking Authorize, I auth t drawn from my account. collect the payment and n n my account. <u>Click her</u> orporate account, I make at the entity will be bound	norize my payment to b If the payment is returne ny state's return item fee b <b>e to view your state'</b> these authorizations as a d by the NACHA operatin			
Date of Birth By entering my accor- processed as an electr unpaid, I authorize you electronic funds transfe <b>returned Item fee</b> If authorized corporate re rules. Authorize Billing Information First/Last Name	int number above and, onic funds transfer or drat or your service provider to (r(s) or draft(s) drawn from this payment is from a c presentative and agree th	(yyyy-mm-dd) clicking Authorize, I auth t drawn from my account. collect the payment and m n my account. <u>Click her</u> orporate account. I make at the entity will be bound	horize my payment to the If the payment is return vy state's return item fee to to to view your state's to view your state's these authorizations as a d by the NACHA operation			
Date of Birth By entering my accor processed as an electr unpaid, I authorize you electronic funds transfe <b>returned Item fee</b> If authorized corporate re rules. Authorize Billing Information First/Last Name Company	unt number above and, onic funds transfer or drat or your service provider to (r(s) or draft(s) drawn from this payment is from a c presentative and agree th	(yyyy-mm-dd) Clicking Authorize, I auth t drawn from my account. collect the payment and m n my account. <u>Click her</u> orporate account. I make iat the entity will be bound	horize my payment to t If the payment is return y state's return item fee te to to view your state's to view your state's these authorizations as a d by the NACHA operation			
Date of Birth By entering my accor processed as an electr unpaid, I authorize you electronic funds transfe authorized corporate re rules. Authorize Billing Information First/Last Name Company Street Address 1	unt number above and onic funds transfer or dirat or your service provider to (r(s) or draft(s) drawn from this payment is from a c presentative and agree th	(yyyy-mm-dd) Clicking Authorize, I auth t drawn from my account. collect the payment and m n my account. <u>Click her</u> orporate account. I make at the entity will be bound	horize my payment to t If the payment is return y state's return item fee to these authorizations as a d by the NACHA operation by the NACHA operation			
Date of Birth By entering my accor processed as an electr unpaid, I authorize you electronic funds transfe <b>returned Item fee</b> If authorized corporate re rules. Authorize Billing Information First/Last Name Company Street Address 1 Street Address 2	unt number above and onic funds transfer or diration r(s) or draft(s) drawn from (r(s) or draft(s) drawn from presentative and agree th	(yyyy-mm-dd) clicking Authorize, I auth t drawn from my account. collect the payment and m n my account. <u>Click her</u> orporate account, I make at the entity will be bound	horize my payment to t If the payment is return y state's return item fee te to to view your state's to to view your state's these authorizations as a d by the NACHA operation by the NACHA operation to the temperature of temperature of the temperature of temper			
Date of Birth By entering my accor processed as an electr unpaid, I authorize you electronic funds transfe returned item fee. If authorize do authorize Billing Information First/Last Name Company Street Address 1 Street Address 2 City/State/Postal Code	unt number above and onic funds transfer or drait or your service provider to (r(s) or draft(s) drawn from this payment is from a c presentative and agree th	(yyyy-mm-dd) clicking Authorize, I auth t drawn from my account. collect the payment and m n my account. <u>Click her</u> orporate account, I make at the entity will be bound	horize my payment to t If the payment is return y state's return item fee te te to view your state's these authorizations as d by the NACHA operation by the NACHA operation			
Date of Birth By entering my accor processed as nelectr unpaid, I authorize you electronic funds transfe returned item fee. If authorized corporate re rules. Authorize Billing Information First/Last Name Company Street Address 1 Street Address 2 City/State/Postal Code Country	unt number above and do noic funds transfer or drait or your service provider to ryour service provider to tris payment is from a c presentative and agree th	(yyyy-mm-dd) clicking Authorize, I auth t drawn from my account. collect the payment and m n my account. <u>Click her</u> orporate account, I make at the entity will be bound	horize my payment to t If the payment is return y state's return item fee te te to view your state' these authorizations as a d by the NACHA operation			
Date of Birth By entering my acco processed as nelectr unpaid, I authorize you electronic funds transfe returned item fee if authorized corporate re rules. Authorize Billing Information First/Last Name Company Street Address 1 Street Address 2 City/State/Postal Code Country Phone Number	In number above and include the service of the service provider to (s) or draft(s) drawn from this payment is from a c presentative and agree the	(yyyy-mm-dd) clicking Authorize, I auth t drawn from my account. collect the payment and m n my account. <u>Click her</u> orporate account, I make at the entity will be bound	norize my payment to t If the payment is return y state's return item fee te te to view your state' these authorizations as a d by the NACHA operation d by the NACHA operation			

Copyright @ 1998-2012 Sircon Corp. | Email Support | 877-876-4430 | 1500 Abbot Rd Ste. 100 | East Lansing, MI 48823

### Enter Payment Information

Choose the appropriate radio button to indicate you wish to pay via check. Fields in bold indicate required fields.

• Check: Enter your Account Number and Routing Number, and choose an Account Type from the dropdown menu. You must also click to check the Authorize checkbox to allow funds to be drawn from the account.

For the Corporate Checking Account Type, you are

Page 1 of 2



required to enter a Federal ID number OR a driver's license number and state.

• **Billing Information**: All other information will likely default to information on your subscriber account, but you should check to verify its accuracy.

If all of the information on the screen is correct, click the **Submit** button.

## **Payment Confirmation**

The **Payment Confirmation** page appears next, and displays the following sections:

- **Subscriber Information** displays information about your account.
- Payment Information displays information about the payment that was just made, and which representative of the subscriber made the payment.

n Demo
Supervisor
2012
NE: 3396157226120178147616
0.00

It is not a bad idea to print a copy of this confirmation page for your records. Simply click the **Print** link in the upper right corner of the page.

When you have finished, click the **Done** button.

## Viewing Payment Activity

Now that you've made one or more payments online, you may wish to review these payments. You can do this from the **Administration** menu by clicking the **View Payment Activity** option.

Date	Pmt ID	Reference ID	Subscriber Representative	Comment	Amoun
02-03-2010	16833	ONLINE: 2652345019140176056203	Scott B Gillahan		\$1,000.0
01-29-2010	16813	ONLINE: 2647772043520176056203	Eric Mulcahy		\$1,566.0
01-26-2010				Payment reversed: Incorrect routing or account number	-\$443.0
01-22-2010	16793	ONLINE: 2641707768160176056203	Dan H Van Valin		\$1,000.0
01-22-2010				Payment reversed: Bank will not allow e-check	-\$10,000.0
01-22-2010	16800	ONLINE: 2641925660370176056203	Dan H Van Valin		\$222.0
01-22-2010	16794	ONLINE: 2641711772710176056203	Dan H Van Valin		\$100.0
01-19-2010	16775	Check 48378			\$1,002.0
	Date           02-03-2010           01-29-2010           01-26-2010           01-22-2010           01-22-2010           01-22-2010           01-22-2010           01-22-2010           01-22-2010           01-22-2010	Date         Pmt ID           02-03-000         6633           01-22-020         6633           01-22-0200         16793           01-22-0200         16900           01-22-0200         16900           01-22-0200         16900           01-22-0200         16900           01-22-0200         16900           01-22-0200         16900           01-22-0200         16900           01-22-0200         16900	Date         Pint Di         Reference ID           02-03-010         06.03         0.02.03.01         0.02.03.02           01-23-0210         06.03         0.02.07720.035.00176.056.02.03           01-22-0210         16703         0.NLI.NE: 0.62.170.776.056.02.03           01-22-0210         16703         0.NLI.NE: 0.62.170.776.056.02.03           01-22-0210         16804         0.NLI.NE: 0.61.170.776.056.02.03           01-22-0210         16804         0.02.11.NE: 0.01.172.710.176.056.02.03           01-22-0210         16705         0.NLI.NE: 0.01.172.710.176.056.02.03           01-22-0210         16705         0.NLI.NE: 0.01.172.710.176.056.02.03           01-22-0310         16705         0.NLI.NE: 0.01.172.710.176.056.02.03           01-22-0310         16705         0.NLI.NE: 0.01.172.710.176.056.02.03	Date         Pmt ID         Reference ID         Subpresentative Representative           02-03-201         16833         ONLINE: S562345019104076056203         Scott B Gilahan           01-26-2010         16833         ONLINE: S411007768160176056203         Enic Mulcahy           01-22-2010         16733         ONLINE: S411007768160176056203         Dan H Van Valin           01-22-2010         16903         ONLINE: S411007768160176056203         Dan H Van Valin           01-22-2010         16904         ONLINE: S41102770176056203         Dan H Van Valin           01-22-2010         16905         ONLINE: S41102770176056203         Dan H Van Valin           01-22-2010         16793         ONLINE: S41102770176056203         Dan H Van Valin           01-22-2010         16793         Check 48376         Dan H Van Valin	Date         Pmt ID         Reference ID         Representative Representative         Comment           02-03-010         1683         OHLINE: Se53245019140176056203         Scott B Gillahan         -           01-26-2010         1681         OHLINE: OHLINE: Se5324501776056203         Enc Mulcahy         Payment reversed: Incorrect routing or account number           01-22-2010         1673         OHLINE: Se11707768180176056203         Dan H Van Valin         Payment reversed: Bank will not allow e-check           01-22-2010         16780         OHLINE: Se11925E60370176056203         Dan H Van Valin         Payment reversed: Bank will not allow e-check           01-22-2010         16780         OHLINE: Se11925E60370176056203         Dan H Van Valin         Payment reversed: Bank will not allow e-check           01-22-2010         16790         OHLINE: Se11912770176056203         Dan H Van Valin         Encomposition           01-22-2010         16776         Check 48378         Dan H Van Valin         Encomposition

The page will open to display a history of payments you have made, including any payments you have made by check. It will also display any reversals due to insufficient funds or incorrect information on your account.

**Note**: This page will NOT display credits to your account made by Vertafore, such as a refund of a transaction fee. Credits of this type will show up on your next invoice.

When you have finished reviewing payment activity you may press the **Done** button. You will be returned to the **Administration** menu page.

For more Sircon services, visit your state's Sircon portal page, or visit <u>www.sircon.com</u>.

#### **Need More?**

If you need further assistance with Vertafore Sircon products or services, contact your assigned account representative, send an email to <u>plmsupport@vertafore.com</u>, or open a case in the Self-Service Portal.