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.

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

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

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

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.

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

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.

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.

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 www.sircon.com.

Need More?

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