

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.

Subscriber Payments: Confirmation Jun 13, 2012 2:28 PM CDT [Print](#)

✔ Your payment was submitted successfully. Your payment will be reflected on next month's statement, and on the Payment Activity page.

NOTE: if the payment is rejected, you may incur a fee.

Subscriber Information

Subscriber Name	Sircon Demo
Subscriber ID	17746

Payment Information

Subscriber Representative	Jane Supervisor
Payment ID	33806
Payment Date	06-13-2012
Reference ID	ONLINE: 3396157226120178147616
Payment Amount	\$1,000.00

You may wish to print this page for your records.

[Done](#)

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.

View Payment Activity						
Type	Date	Pmt ID	Reference ID	Subscriber Representative	Comment	Amount
Payment	02-03-2010	16833	ONLINE: 2652345019140176056203	Scott B Gillahan		\$1,000.00
Payment	01-29-2010	16813	ONLINE: 2647772043520176056203	Eric Mulcahy		\$1,566.00
Adjustment	01-26-2010				Payment reversed: Incorrect routing or account number	-\$443.00
Payment	01-22-2010	16793	ONLINE: 2641707768160176056203	Dan H Van Valin		\$1,000.00
Adjustment	01-22-2010				Payment reversed: Bank will not allow e-check	-\$10,000.00
Payment	01-22-2010	16800	ONLINE: 2641925660370176056203	Dan H Van Valin		\$222.00
Payment	01-22-2010	16794	ONLINE: 2641711772710176056203	Dan H Van Valin		\$100.00
Payment	01-19-2010	16775	Check 48378			\$1,002.00

[Done](#)

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.