

ACH Payment Set Up Guide

How to set up ACH and recurring payments on the Flex Direct Bill Portal

Step 1:

Select Make Payment from the Home Screen

X FLEX		CONTACT US
A Cost State - Last Last		
2 Citily Sinth Case Cogin Case Cogin		
III PROFILE	Welcome Cindy Smith!	
\$ PAYMENT INFO		
95 PREFERENCES	Welcome to the Flexible Benefit Service Corporation self-service portal. Through this portal, you have access to make payments, set up recurring payments, access your demographic and plan information, view messages, and set up your	
ER COMMUNICATION ACTIVITY	preferences for payment, billing, and communications. You can also change information, send an inquiry, or request	
MESSAGES	assistance.	
IS ELECTION	Your next payment of \$550 09 is due New 91, 2024 • MARE NOTABLY • MARE NOTABLY	

Step 2:

Select the I will pay by Checking or Savings Account option from the Payment Methods listed. (Please note, there is a \$20 fee for making a one-time payment by credit card.)

X FLEX	
Cindy Smith Last Login: Sign out	Sign out POY PAYMENT METHOD Vio NOT NOT Vio Not Not
MAKE A PAYMENT PAYMENT METHOD PAYMENT ANOUNT	PAYMENT METHOD You can make a payment online by credit or debit card, or from your checking or savings account. You may pay a maximum of one month's
3. PAYMENT INFO 4. REVIEW 5. THANK YOU	premium in any one online payment transaction. A \$20.00 processing fee will be added to all online payments. If you would like to pay for multiple premium months, you will need to make multiple online payments. A \$20.00 processing fee will be added to each online payment transaction. The Make a Payment option will be available only when you are able to make a timely payment, prior to 11:59 PM US Central Time on the Last Postmark Date. Online payments appear on your card or bank statement as "Health Ins Premium Pmt".
	I will pay by Credit or Debit Card
	I will pay by Checking or Savings Account
	I will send a Check or Money Order through the mail
	NEXT CANCEL

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Step 3:

Select Pay full amount for the Next Premium Month Due and click Next.

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Cindy Smith Last Login: Sign out		
	PAYMENT AMOUNT	
 PAYMENT METHOD PAYMENT AMOUNT 	Pay full amount for the Next Premium Month Due: \$550.00	NOTE
3. PAYMENT INFO 4. REVIEW 5. THANK YOU	Pay Other Amount:	Selected Amount = \$550.00 Processing Fee = \$20.00 Your Total = \$570.00

Step 4:

Add your banking information as requested and click **NEXT**.

ly Smith Last Login: Sign out				
SMAKE A PAYMENT	PAYMENT INFO			
PAYMENT METHOD PAYMENT AMOUNT	Enter your checking or savings account info	rmation and click "Next".		
4. REVIEW	First Name	Mid	Last Name	
5. THANK TOU	Cindy		Smith	
	Required		Required	
	Bank Name			
	First American Bank			
	Required			
	Check Image			
	Memo			
	\$089430098\$ 0014098	431		
	Bank Routing Bank Acco Number Number	unt r		
	Routing Number	Confirm Routing Number		
	123456789	123456789		
	Required	Required		
	Account Number	Confirm Account Number		
	1010101010	1010101010		
	Required	Required		
	Account Type			
	Checking		~	

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Step 5:

Review the Payment User Agreement, check the box to agree to the Terms of Service, and click Make Payment.

dy Smith Last Login: Sign out			
	REVIEW & SUBMIT		
PRYMENT METHOD PRYMENT AMOUNT	Review your payment information. To finalize your paym	rent click "Make Payment" and to exit payment process	s click "Cancel".
4. REVIEW	Method Of Payment	Payment Information	
5. THANK YOU	Member Name: Cindy Smith	Payment Amount	\$550.00
	Routing Number: 3000000777	Online payment processing fee:	\$20.00
	Account Type: Checking	Total payment amount:	\$570.00
		Payment Date	Nov 05, 2024
	Payment User Agreement		e navi
	By clicking the "Make Payment" button, yo account or hoyour creditiveted card. You alt paying remain eligible for participation in th All eligibility, payment, election and other re	u are authorizing funds to be withdrawn or credited flor ocertify that all beneficianes, including yourself, for w e continuation. Submission of payment does not guara requirements still apply.	m the specified from you are antee coverage
	☐ I have read and agree to the Resured	he terms of service.	

Step 6:

You will receive payment confirmation as indicated in the screenshot below. Click **Close**.

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Step 7:

X FLEX

B PROFILE 5 PAYMENT INFO

4 PREFERENCES

MESSAGES

1 Cindy Smith Last Login: Sign out

EE COMMUNICATION ACTIVITY

To set up Recurring Payments, select **Recurring Payments**.

Step 8:

Select I would like to set up a recurring ACH payment and click NEXT.



Step 9:

Review your payment information and click **NEXT**.

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Cindy Smith Last Login: Sign out				
SRECURRING PAYMENTS	RECURRING PA	YMENTS		
PAYMENT METHOD	The first recurring payn will occur every month	nent will be created on December 04, following the first payment.	2024. Your recurring payments	
A PAYMENT INFO A PAYMENT SCHEDULE	The first payment will in	clude the following amounts:		
5. PAYMENT SUMMARY	Payment Date	Payment Due Date	Amount Due	
	Dec 04, 2024	Dec 01, 2024	\$550.00	
		Total Payment An	nount: \$550.00	
				NEXT CANCEL

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Step 10:

Review your **Recurring Payment Schedule** and click **NEXT**.

PROLINEING PAYMENTS > PRANEAT METHOD RECURRING PAYMENTS PRANEAT INFO + PAYMENT SOMEDULE 5	RECURRING PAY Your first recurring payer \$550.00.	MENT SCHEDULE rent scheduled for December 04	, 2024 will be in the amount of
	Payment Date	Payment Due Date	Amount Due
	Dec 04, 2024	Dec 01, 2024	\$550.00
	Jan 03, 2025	Jan 01, 2025	\$550.00
	Feb 04, 2025	Feb 01, 2025	\$550.00
	Mar 04, 2025	Mar 01, 2025	\$550.00
	Apr 04, 2025	Apr 01, 2025	\$550.00
	May 02, 2025	May 01, 2025	\$550.00
	Jun 04, 2025	Jun 01, 2025	\$550.00
	Jul 04, 2025	Jul 01, 2025	\$550.00
	Aug 04, 2025	Aug 01, 2025	\$550.00
	Sep 04, 2025	Sep 01, 2025	\$550.00
		< Page 1 GO	of 3 🖌 🕨

Step 11:

Review your **Recurring User Agreement**, check the box to agree to the **Terms of Service**, and click **SUBMIT**.

RECURRING PAYMENTS	RECURRING PAYMENT SUMMARY
PAYMENT METHOD RECURRING PAYMENTS PAYMENT INFO PAYMENT SCHEDULE S. PAYMENT SUMMARY	To finalize the setup of your recurring payments, please review the payment information below and click "SUBMIT". In order for the first and subsequent recurring payments to be processed, the account must be paid through the current period at the time the recurring payment is setup. This can be done by mailing a check or money order or making a one-time online checking/savings or cellisticity approximate. Please be sure to confirm when your recurring payment will begin before stopping other payment methods to ensure you remain current.
	Method Of Payment
	Member Kanne, Chody Smith Bank Kanne, First American Bank Account Holder Name, Chody Smith Rodump Number: X000000777 Account Type: Checking
	PLEASE READ THIS ADRESSENT CAREFULLY. IT DOVERTIG YOUT ACCESS TO AND USE OF THE APPLICATION and the services and makinas provided in the Application. In this generices below and in but Privacy Parity. The terms "set" and "set" refs "to "Publication/ethics/access. Recurring Poyment User Agreement
	I authorize Flexible Benefit Service Corporation ("Company") to initiate a debit them my checking or savings account or a charge to my debit or credit card (a "payment transaction") for my recurring schedule payment. agree that the payment transactions I am authorizing comply with applicable law. If the required premium payment changes to ray reason, this authorization may be automatically amended to authorize a payment transaction of the amount equal to the new required premium payment plus any additional service field. The However, my account must be hilly paid for payment transactions to continge pointants to this authorization. If changes are made to my paid (nickiding, without limitation, a change in my first day of coverage) or any other event docurs mession in a realisaction of east newments.
	□ I have read and agree to the terms of service.

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