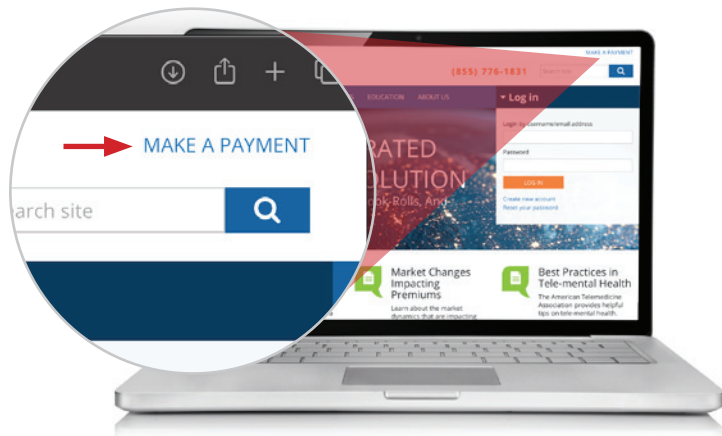


RECURRING ONLINE PAYMENT

Set up an account to manage payments and payment methods using E-Bill Express.

- 1 Go to medchoicerrg.com. Click "Make a Payment" in the top-right corner of the homepage.



- 2 Click Enroll.
- 3 Enter Account Number/Policy Number and Billing ZIP Code, then click Validate.

Account Setup

To verify your identity, we need your Account Number/Policy Number and Billing Zip Code

Account Number/Policy Number [?](#)

Billing Zip Code [?](#)

[Validate](#)

- 4 Fill in the required profile information, then click Continue to Login & Password.
- 5 Create an E-Bill Express Login ID and password, select a security image and security questions, then click Continue to Terms of Service. **This is different than your MedChoice/Physicians Insurance website credentials.**

✓ PROFILE LOGIN & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS

Create an Account

Login ID

Password

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more special characters
- 1 or more uppercase characters
- 1 or more lowercase characters
- 1 or more of these special characters: ~, !, @, #, \$, %, ^, &, *, (,), =, +, -, _

Remember certain cautions:

- Do not 3 passwords
- Your name
- Your login ID
- Do not use repeating characters, numbers or special characters, such as AAAA, 2222, or !!!
- Do not use 2 consecutive characters or numbers, such as ABCD or 4567
- Do not use either at the start or end
- Do not "password" (password dictionary words should be avoided)

Remember password, just to be sure

- 6 Read and agree to the Terms of Service, then click Continue to Payment Accounts.

- 7 Add a payment account by **selecting** Bank Account or Credit Card, follow the required prompts, then **click** Continue Payment.

Your Account is Set Up!

Activate Your Account

We've sent an activation link to Swilliams@phyins.com. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

After activating your account, click here to login

[Account Login](#)

- 8 Your account is now set up. Activate your account by **clicking** the activation link sent to the email address on file. Once your account has been activated, **click** Continue to log in to your profile.

Your Physicians Insurance & MedChoice RRG account has been activated!

Your Physicians Insurance & MedChoice RRG account has been activated!

To log in to your account, [click here](#).

[Continue](#)

- 9 To set up a recurring payment, **click** Automatic Payments, then **click** Add Recurring Payment.

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 20 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

- 10 Enter a payment name, **select** the terms of the autopayment, and **add** or **select** a payment method. Once you have authorized the autopayment, **click** Finish. You will receive a payment confirmation at the email address on file.

Recurring Payment Setup

✓ PAYMENT INFO **SCHEDULE** PAYMENT METHOD AUTHORIZATIONS

When would you like to make your payment?

On Due Date Upon Bill Receipt Day of the Month

The payment will be processed on the date identified in the bill as the Due Date.

Payment Amount

Amount Due

The payment will be processed for the amount due shown on the bill.

Keep Making This Payment Until

I Stop The Payment Number of Payments Specific Date

The Recurring Payment will continue until it is cancelled.

Physicians Insurance MedChoice [Pay My Bills](#) [Recurring Payment](#)

Recurring Payment has been created.

Recurring Payment

Recurring Payment

PAYMENT [Review/Edit/Delete](#)

Pay on Account: 000000042

Pay on Due Date