## **GNY E-Bill Instructions**



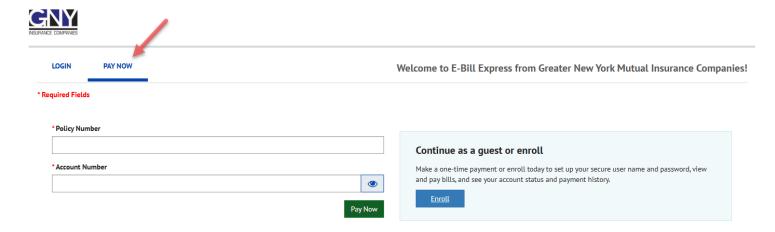
**FAOS** 

**INSTRUCTIONS** 

Select 'Click Here to Make a Payment' When the new window opens, select *Enroll* in the light blue area of the E-Bill Express login page.

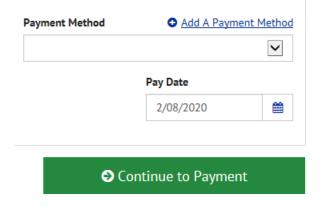
## To pay your policy without enrolling:

Click on Pay Now and enter your policy number and the first eight digits of your account number.



Your current invoice will display. Click on the policy number drop down to select a policy number. Click on "View Invoice" to view the invoice details.

Click on "Add a Payment Method" to add your banking information. This will not be saved unless you enroll. You can change the pay date by clicking on the calendar icon. Click on "Continue to Payment" to verify your payment.



After verifying your payment summary, enter your email address and click on the box to agree to the terms and conditions. Click on "Make Payment" to complete your payment transaction. A confirmation will display, and you will also receive an email.

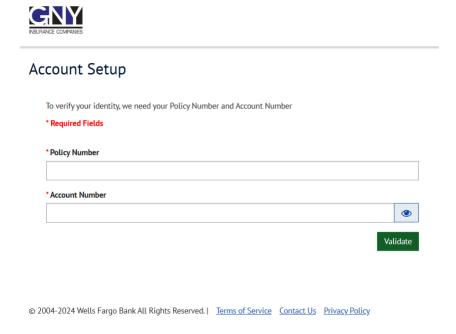
You can enroll with your current information from this confirmation screen. Click on "Enroll with Your Current Information".

Enroll With Your Current Information Return to Home Log Out

You can pay another policy by clicking on "Return to Home" or exit the system by clicking on "Log Out".

## Enrolling in the system

You can enroll from several places in the system. One place is on the confirmation screen above. Another place is the main payment screen. The steps below are the same regardless of which screen is used. Click on the "Enroll" button to save your banking information and activate recurring payments.



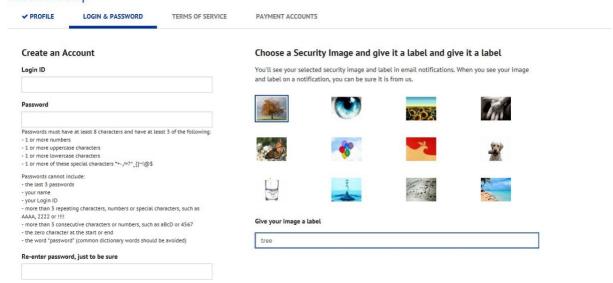
Enter a policy number and the first eight digits of the account number and click Validate.

Email	
Add Another Email Address	
	Continue to Login & Password
	Continue to Edgin & 1 assivora

Enter an email address and click Continue to Login & Password.

Enter a Login ID and Password and choose a Security Image and key in an identifier label.

## Account Setup



Scroll down and reply to the security questions. Click Continue to Terms of Service.

Review the Terms of Service by clicking on the hyperlink, click on the Terms of Service checkbox and click Continue to Payment Accounts.

Click Bank Account and enter the account information or click Add Later. Click Finish Enrollment.

You will receive an email to Activate your account. Once you activate your account, log in using the Login ID and password.

