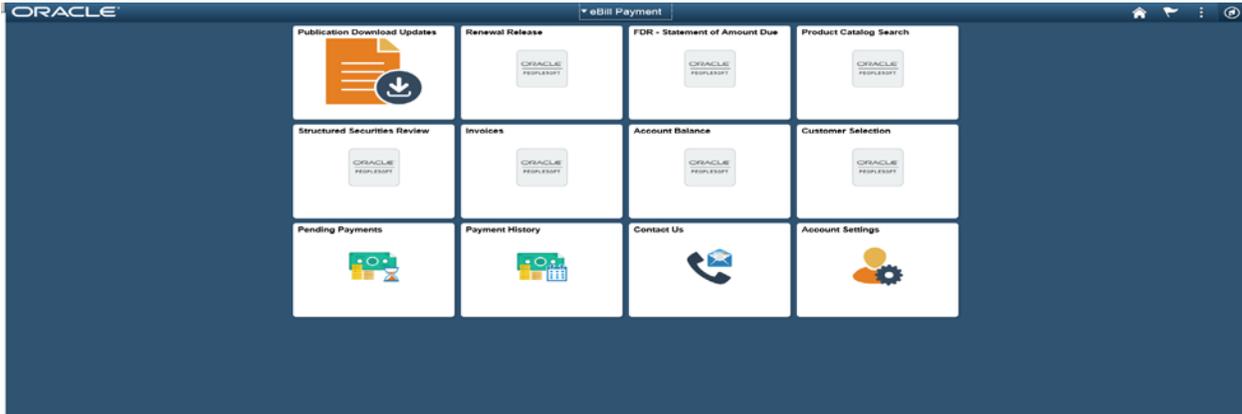


PeopleSoft Account Manager Pay Invoice via ACH

Customer receives notification of Billing Invoice available for Payment and proceeds to NAIC Account Manager to review and pay the Invoice

- Logs into Account Manager
- Click on Invoices



You can only pay invoices that have a current balance.

- Click on the invoice number you wish to pay

Invoices
ACIG Ins Co
Select the invoice you wish to view.
If the invoice you are looking for does not appear in the list below, click on the Invoice Search link to change your search criteria.

Invoice Search

Invoice List

Select	Invoice	Invoice Date	Due Date	Pay Method	Invoice Amount	Current Balance	Currency
<input type="checkbox"/>	SF 143437	05/18/2018	05/18/2018	Check	40.50	40.50	USD
<input type="checkbox"/>	SS031500BR	04/10/2018	04/10/2018	Check	-300.00	-300.00	USD
<input type="checkbox"/>	SF 141793	03/31/2018	03/31/2018	Check	40.50	40.50	USD
<input type="checkbox"/>	SF 141101	02/28/2018	02/28/2018	Check	108.00	0.00	USD
<input type="checkbox"/>	SF 140200	01/31/2018	01/31/2018	Check	148.50	0.00	USD
<input type="checkbox"/>	SF 138457	12/31/2017	12/31/2017	Check	120.00	0.00	USD
<input type="checkbox"/>	SF 137635	11/30/2017	11/30/2017	Check	60.00	0.00	USD
<input type="checkbox"/>	SS031599	11/01/2017	11/01/2017	Check	640.00	0.00	USD
<input type="checkbox"/>	SF 136796	10/31/2017	10/31/2017	Check	160.00	0.00	USD

Email Selected Invoices

“You can either email your-self a copy of the invoice from here or you can Add to Cart “

- Click Add to Cart

Invoices
Invoice Summary

Invoice SF141793

Invoice Summary

Invoice Date: 03/31/2018, Due Date: 03/31/2018, Current Balance: 40.50 USD

Invoice Details

Line	Description	Quantity	UOM	Unit Price	Discount/Surcharge	Tax Amount	Total Amount
1	SERFF Pay-as-You-Go Filing Fee	3.00	EA	13.50	0.00	0.00	40.50
Subtotal							40.50
Total Discounts							0.00
Total Surcharges							0.00
Net Extended Amount							40.50
Total Sales/Use Tax							0.00
Total Invoice Amount							40.50

Have a question about this invoice? Call 816-783-8787.

Add to Cart

Return to Invoice List | Email Invoice Copy

- Select Payment Method Customer Originated ACH(system defaults to CC)
- Click Update Cart
- Click Make a Payment

Payment Cart [Review Messages](#) [Contact Us](#)

The invoices shown are currently in your Payment Cart. Please note that your changes may not be saved until you click on the Update Cart button. When you select Make Payment, the selected invoices will be paid.

*Payment Method Customer Originated ACH

Invoices in the Cart

Pay	Invoice	Due Date	Invoice Balance	Remaining Balance	Payment Date	Payment Amount	Currency	Remove
<input checked="" type="checkbox"/>	SF141793	03/31/2018	40.50	40.50	05/23/2018	40.50	USD	

Select All Deselect All Update Cart Clear Cart

Totals

Count	Selected	Invoice Balance	Remaining Balance	Payment Date	Payment Amount	Currency
1	1	40.50	40.50	05/23/2018	40.50	USD

Make Payment

[Return to Menu](#)

* Required Field

- Click pay this Amount

Make Payment

The payment is done by combination of payment date and currency. If you want to pay only the amount for this combination, click on the "Pay This Amount" button to continue.

Payment Method Customer Originated ACH

Payment Amounts by Currency and Payment Date

Currency	Payment Date	Payment Amount	Pay This Amount
USD	05/23/2018	40.50	Pay This Amount

[Return to Payment Cart](#)

- Confirm that the email address is correct
- Click Submit for Payment

Make Payment

Customer Originated Payment - Email Verification

Email address information

Please confirm the email address is correct as this address must be an accurate address in order to receive additional payment processing information.

Email ID

Previous Submit for Payment

You will send this information to your bank so that they can make the payment using the addenda information provided

Make Payment Payment Confirmation

Thank you for selecting these items for payment by ACH. The following information will be needed in order to complete your ACH transaction. You will need to contact your bank in order to initiate this ACH payment. You will receive an email giving you detailed payment instructions and information to include on the ACH transaction.

Currency	Payment Amount
USD	40.50

Banking Transaction Information

Bank Account NAIC [UMB BANK, NA](#)

Bank Account # 9870877295

Bank ABA # 101000695

Addenda: RMR*ZZ*CIP0001972*PO*0000040.50\

[Return to Make Payment](#)

You will also receive an email with the above information

From: NAIC Finance Department
To: Barnes, Linda S.; Wiltschko, David C.; PSDMAIL15F <psdmail15f@naic.org>
Cc:
Subject: NAIC Account Manager Customer Originated Payment
Sent: Wed 5/23/2018 7:44 AM

Dear Valued NAIC Customer:

Thank you for selecting Customer Originated ACH as the payment method for the selected invoice(s). You will need to contact your banking institution in order to complete this transaction. Please have your bank send an ACH funds transfer to:

National Association of Insurance Commissioners (NAIC)
Bank ABA# 101000695
Account Number 9870877295
Transaction Number CIP0001972
Transaction Amount \$ 40.50

The following information is also to be included as an Addenda record in the ACH **RMR*ZZ*CIP0001972*PO*0000040.50**.

The payment will be applied to the selected invoice(s) upon the NAIC's receipt of these funds from your banking facility. Please insure these funds are transmitted via the ACH process. If you find you cannot process your payment via ACH transfer please access your Account Manager account to complete unlocking your invoices for other payment method options.

If you are not the person authorized to prepare and transmit ACH payments through your bank, we ask that you please forward this e-mail to the person who is authorized to make this type of transaction.

For Payment Inquiries, please call 816-783-8089 or email [NAIC Finance Department](#)

PLEASE DO NOT REPLY. This is an automated message generated from NAIC Account Manager.