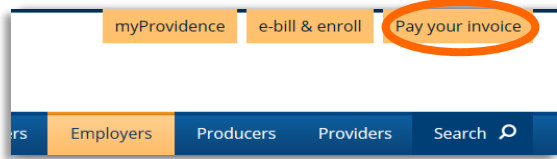


## How to Set Up and Cancel Auto-Pay

Begin at our website <https://healthplans.providence.org/employers/>

Select the **Pay your Invoice** option at the top right of the window



Log in using your Group Number and Subgroup Number as found on your invoice. There are instructions on what is required to complete the login process above the required fields.

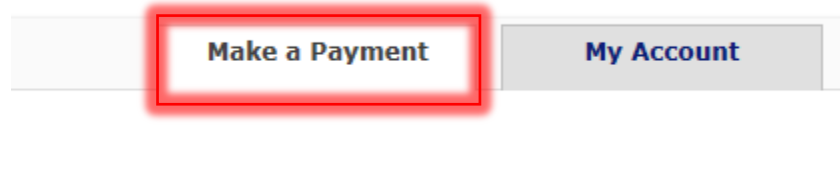
### Welcome to the Electronic Payment System

Please enter your 6 digit group# followed by your 4 digit subgroup# using all Caps with no space in between. Your password will be PHP (all caps) followed by your 6 digit group# and 4 digit subgroup# as entered above. The group# and subgroup# are on your premium billing statement.

**Log In**

### Setting Auto-Pay Up

Once you log in, locate the Make a Payment Tab as shown below.



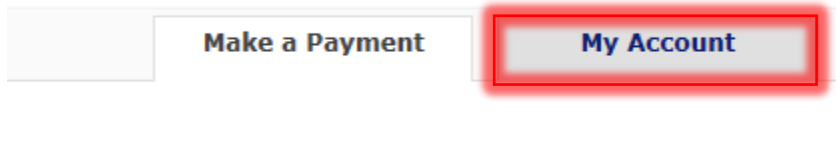
Under **Payment Information**, select from the drop down menu of **Frequency** to be **Recurring Payment**. Follow the prompts by selecting Continue to confirm your choice.

#### Payment Information

<b>Frequency</b>	Recurring Payment
<b>Frequency Options</b>	On the Due Date
<b>Payment Amount</b>	Full Amount Due
<b>Next Payment Date</b>	10/9/2018
<b>Duration</b>	Continue until cancelled

### Cancelling Auto-Pay

Once you log in, locate the **My Account Tab** as shown below.



Select **Scheduled Payments** under **My Account** as shown below.

## My Account

My Profile | [Payment Methods](#) | [Scheduled Payments](#) | [Electronic Payment History](#)

You will want to select **Stop** as shown below.

Last Payment Date	Next Payment Date	Amount	Status	Actions
10/02/2018	TBD	TBD	ACTIVE	<a href="#">Edit</a> <a href="#">Stop</a>

You will be directed to a window that will ask you to confirm this request. Select **Stop Payment** again at the bottom of the screen. You will receive a confirmation number once complete.

**Please Note:** This must be completed at least 5 business days prior to when payment is scheduled to avoid payment processing.