

## Making a Payment on the Web

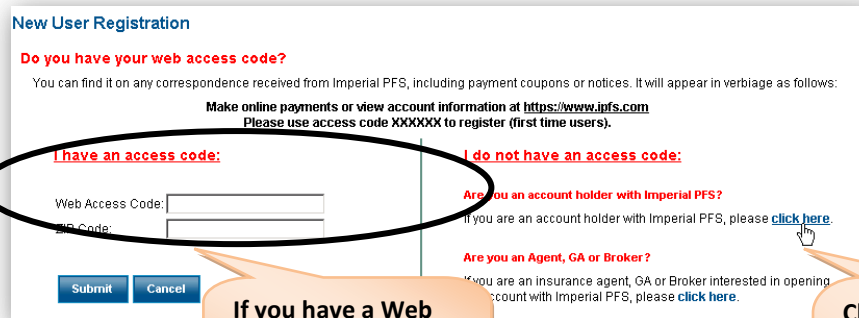
Payments can be made via the IPFS Web.

- You must be a registered user with Imperial PFS to access your account and make a payment.
- If you are a New User, click on the New User Registration
  - You can register using a Web Access Code that can be found on any statement, notice or coupon that you received from Imperial PFS.
- Call IPFS Customer Service to obtain the code if you do not have one.



The screenshot shows the top navigation bar of the IPFS website. On the left is the Imperial PFS logo and the text 'THE NATURAL CHOICE®'. On the right, there are fields for 'Registered Users' with 'Login' and 'Pass' inputs, and a 'Sign In' button. Below these are links for 'Forgot Login or Password?' and 'New User Registration', with the latter link highlighted by a red box.

Click on the New User Registration link.



The screenshot shows the 'New User Registration' page. It has a title 'New User Registration' and a red heading 'Do you have your web access code?'. Below this is a paragraph: 'You can find it on any correspondence received from Imperial PFS, including payment coupons or notices. It will appear in verbiage as follows: Make online payments or view account information at <https://www.ipfs.com>. Please use access code XXXXXX to register (first time users)'. There are two columns of options: 'I have an access code:' with input fields for 'Web Access Code' and 'ZIP Code', and 'I do not have an access code:'. The 'I have an access code:' section is circled in black. Below the 'I do not have an access code:' section are two questions: 'Are you an account holder with Imperial PFS?' with a 'click here' link, and 'Are you an Agent, GA or Broker?' with a 'click here' link. A 'Submit' button and a 'Cancel' button are at the bottom left.

If you have a Web Access Code, enter it here

Click here if you are an Account holder with IPFS and do not have an access code.





# THE NATURAL CHOICE.®

NATIONWIDE STRENGTH, LOCAL PARTNERSHIPS

## Making a Payment

1. Open the Account Status screen from the Home Page.

The screenshot shows the Imperial PFS Home Page. At the top, a navigation bar contains the following links: [Account Status](#), [Message Center](#), [Settings](#), and [Help](#). The [Account Status](#) link is circled in red. Below the navigation bar, the page displays a "Welcome TEST" message. The main content area is divided into two columns. The left column features the Imperial PFS logo and the text "Your Insurance Agency/Broker" followed by the contact information for DLD Insurance Brokers, Inc. (17712 Mitchell North, Irvine, CA 92614; Tel: (949) 221-1788; Fax: (949) 221-1799; Agency Directory). The right column displays "Your PFS Branch" information for Fresno, California (45 East River Park Place, West, Suite 308, Fresno, CA 93720; IVR). Below the main content, there are three menu items: "Account Status" (circled in red), "Message Center", and "Settings".



If there are multiple accounts, you can search using the Account Status search screen. Select the Account #, Insured, Status or Payment Remaining header to change the search criteria or select the Search button to retrieve all of your accounts that have been booked with IPFS.

### Account Status

Active accts     Inactive accts

**Selection Criteria**

Filter Records on: **Insured**

Start with     Contains words

Click on column header to change search field ...

[Search](#)

Total records: 1 Items per page: 25

Acct #	Invoice	Insured ▲	Online Pymt	Status	Amt Due	Pymt Remaining	Eligible Cancel Date
ABC-123456	INVOICE	DEMO USER	PAY NOW	CURRENT	DUE NOW	6	--

\* Clicking on the column headers will sort the data in the indicated direction. It will also change your active search column.

You can make a payment from the Account Status screen by selecting the Pay Now link or open the Account Details screen and use the Pay Now button.

### Account Details

<p><b>Agent</b></p> <p>XXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXX</p>	<p><b>Insured</b> <a href="#">Edit</a></p> <p>XXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXX</p>
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**Account Data Display** [Pay Now](#)

Acct #: 123456	Current: \$2,910.07	First Pymt: 03/25/2011
Status: CURRENT	Principal: \$2,776.27	Next Pymt: 06/25/2011
Accepted: 02/25/2011	Unearned: \$133.80	Maturity: 11/25/2011
APR: 15.500 %	Credit: \$0.00	Received: 3 of 9
		Installment Amt: \$500.79
Bill: Coupon	Late Charge: \$0.00	
Type: Commercial	NSF Charge: \$0.00	Broker Fee: \$0.00
Cancel Date:	Default Charge: \$0.00	Check Charge: \$0.00

When the Pay Now screen opens, you can choose to pay via ACH or Credit Card. If Credit Card is selected, you will be redirected to the Western Union Speed Pay website to process your payment. An additional charge will be assessed when paying online.



Account Status Message Center Settings ► Help

### Payment Gateway

**ACH**

If you want to pay your account by ACH, press the "Pay Via ACH" button. If you pay via ACH, your payment will be posted to your account on 02/27/2012 .

[Pay Via ACH](#)

**Credit Card**

If you want to pay by Credit Card, press the "Pay Via Credit Card" button and you will be transferred to the Western Union website. If you pay by Credit Card, the payment will be posted on 02/28/2012 .

[Pay Via Credit Card](#)

[Cancel](#)

## ACH Payment

When you select the Pay Via ACH button, you will be directed to the Online Payment screen.

You can add your bank account information or delete an existing bank account from this screen. The Bank Account information will be saved for future ACH payments unless deleted.

1 — Bank Info —

Routing #:	Acct #:	Bank Name:	Acct Type:	Is Proxy:

[New bank account](#) [Delete bank account](#)

**Choose the New Bank Account button to add a bank account.**

Add the Bank Account information and select the Submit button. Routing numbers will be validated.

**Add New Bank Account**
✕

**Routing #:**  [Click to see example](#)

**Bank Acct #:**

**Bank Name:**

**Bank Acct Type:**

**Select either Checking or Savings account**

When the Bank account information has been selected, place a check mark next to the bank account that will be used for the ACH. The Amount due will be calculated for you. A Processing Fee may be added when using ACH to make a payment.

**1 — Bank Info**

	Routing #:	Acct #:	Bank Name:	Acct Type:	Is Proxy:
<input checked="" type="checkbox"/>	123456789	123123423453	Demo Bank	Checking	No

**2 — Payment Amount**

Amount Due:  Min(\$500.79)-Max(\$2,819.03)

Processing Fee:

Total Payment:

**Click on the Pay Now button to complete the transaction**

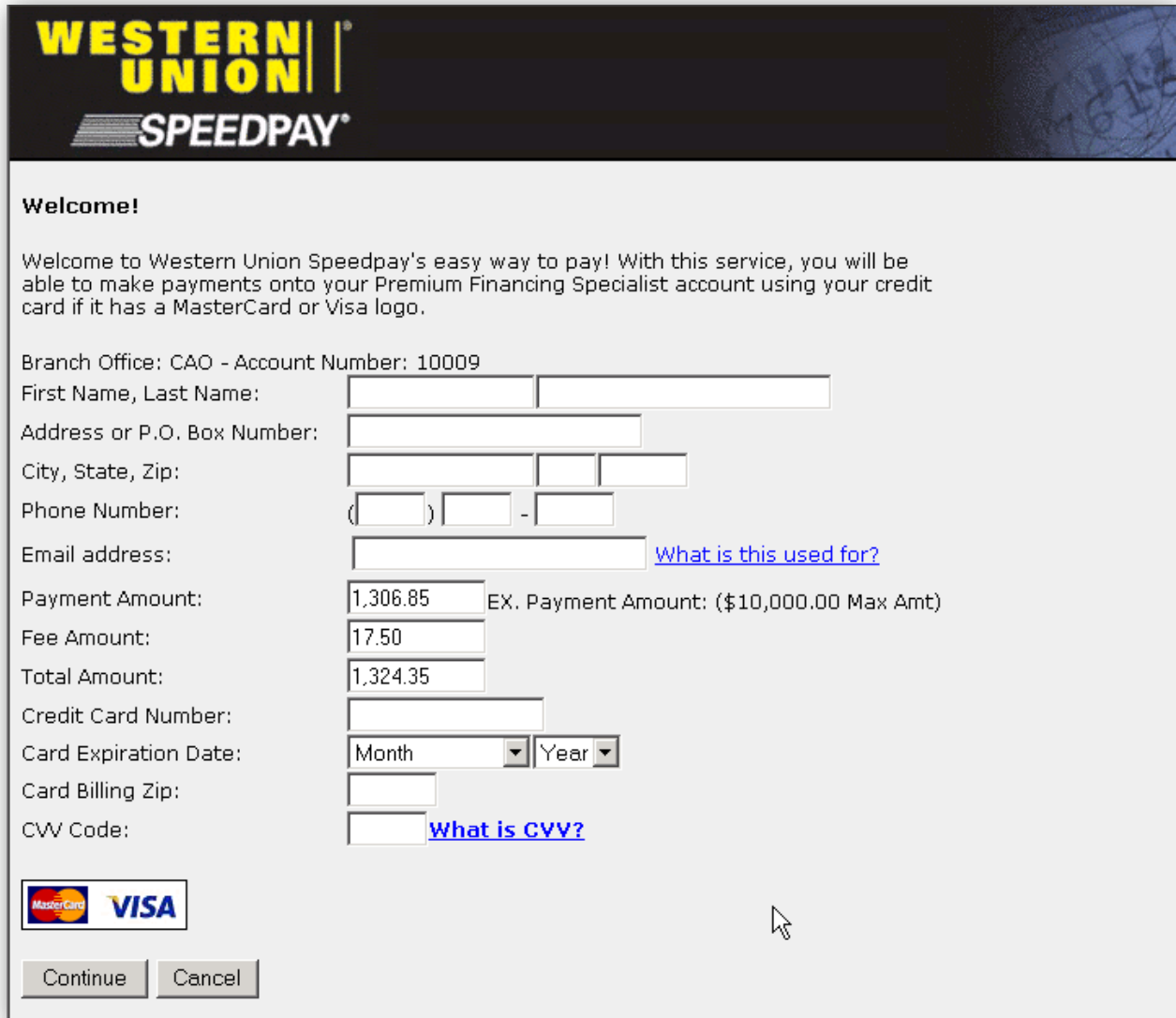
**A Processing Fee is added to the Total Amount Due.**



**Credit Card Payment**

When the Pay Via Credit Card button is selected, you will be redirected to the Western Union Speedpay screen. This is an external website. A fee will be charged when the Credit Card option is selected.

All fields are required to initiate the credit card transaction.



**WESTERN UNION**  
**SPEEDPAY**

**Welcome!**

Welcome to Western Union Speedpay's easy way to pay! With this service, you will be able to make payments onto your Premium Financing Specialist account using your credit card if it has a MasterCard or Visa logo.

Branch Office: CAO - Account Number: 10009

First Name, Last Name:

Address or P.O. Box Number:

City, State, Zip:

Phone Number: (  )  -

Email address:  [What is this used for?](#)

Payment Amount:  EX. Payment Amount: (\$10,000.00 Max Amt)

Fee Amount:



Total Amount:

Credit Card Number:

Card Expiration Date: Month  Year

Card Billing Zip:

CVV Code:  [What is CVV?](#)

Credit card information is not saved and must be re-entered each time a payment is made via credit card.

