



Login to ipfs.com

- Select **Account Status**.
- Find the account and click on the Acct # link.

Acct #	Policy #	Invoice	Customer #	Insured
COR-530487	XYZ	INVOICE	-	Demo Client

Enroll in Credit Card AutoPay

Account Data Display **AP** **Hold** **Initiate AutoPay ACH** **Enroll Card** **Pay Now**

- Select **Enroll Card**.
- Enter the credit card details and billing address.
 - Enter data in all required fields denoted with a red asterisk *.
- Complete enrollment by selecting **Confirm Purchase**.

Payment Method

CARD

Card Details

* NAME ON CARD

* CARD NUMBER VISA AMEX DISCOVER MARQUEE MASTERCARD

* EXPIRATION DATE

* SECURITY CODE

Billing Address

* ADDRESS

SUITE/UNIT

* CITY

* COUNTRY OR REGION
USA

* STATE OR PROVINCE
AK-Alaska

* POSTAL CODE

Update/Uenroll in Credit Card AutoPay

Account Data Display **AP** **Hold** **Pay Now** **Uenroll** **Update Card**

When the Insured is currently enrolled in Credit Card AutoPay.

- **Update Card** allows the Credit Card used for AutoPay to be changed.
- **Uenroll** will remove the insured from Credit Card Autopay and change their billing type back to the default.



Please note an account cannot be enrolled in AutoPay if it has a balance due or a credit on the account.

The information contained herein is confidential and proprietary. Recipients will respect the confidentiality of this material and not disclose to any third party any of the contents of this document without first obtaining written approval from Imperial PFS.