



Final Step for Insurance Enrollment

SET UP AUTOPAY

Once your insurance plan is effective, within the first two weeks of coverage, you **MUST** set up (or confirm the correct set up) of autopay in your insurance carrier portal (app or online.)

You should have received an email from Mi-Benefits about setting up auto pay with your insurance carrier. It's important to do this to ensure your premiums are paid from the company account each month. **YOU MUST SET UP AUTOPAY WITHIN THE FIRST TWO WEEKS OF YOUR EFFECTIVE DATE OF COVERAGE.**

Note: We, as your broker, cannot always set up auto pay with certain carriers on your behalf. You must register for an account directly with your insurance company/carrier to set up/confirm autopay is activated.

Step 1: Register for an Account with your Carrier

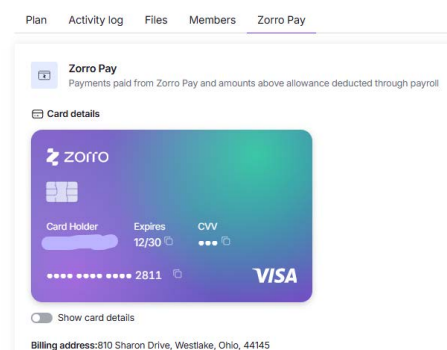
1. Visit your insurance company/carrier's website or download their app for your mobile device.
2. Use your **Member ID** to create an account (if your insurance company/carrier has not yet provided you with a Member ID, you may contact them directly via phone to get that information.)

Step 2: Log In and Enable Auto Pay

1. Log into the Member Portal/Account that you just created with your insurance company/carrier.
2. Go to the **Billing and Payments** section.
3. Click on **Make a Payment**.
4. Select **Enable AutoPay**.

Step 3: Add Payment Information

- **Payment Method:** Use the Visa debit card or ACH account information that can be found in your Zorro Account under the Payments Tab.
- **Virtual Visa Debit Card Example:**



- **Virtual ACH Account Example:**

The screenshot displays the 'Zorro Pay' section of a web application. At the top, there is a navigation bar with links for 'Plan', 'Activity log', 'Files', 'Members', and 'Zorro Pay'. Below the navigation bar, the 'Zorro Pay' section is titled with a sub-header 'Payments paid from Zorro Pay and amounts above allowance deducted through payroll'. Underneath, there is a section titled 'Your payment account' which contains a table of account details. The table has two columns: 'Account number', 'Routing number', 'Bank name', 'Bank address', 'Name on account', and 'Account type'. The 'Account number' and 'Routing number' fields are masked with dots. The 'Bank name' is 'Anchor State Bank', the 'Bank address' is '246 2nd St, Anchor, IL 61720', the 'Name on account' is partially visible as '...', and the 'Account type' is 'Checking'. At the bottom of the table, there is a toggle switch labeled 'Show account details'.

Account number	Routing number
*****	*****
Bank name	Bank address
Anchor State Bank	246 2nd St, Anchor, IL 61720
Name on account	Account type
...	Checking

☐ Show account details

Do not use your personal payment method; use the debit card provided in your Zorro account only.

Completing these steps will ensure your premium payments are processed correctly and on time each month. Your premium payments are funded by your employer and include their contribution and your payroll deduction (if any.)

Failure to complete autopay set up may result in a lapse in or cancellation of coverage.