

ePayPolicy Quick Reference Guide

Step 1 | Visit Website

Visit the website located [here](#)

- Enter your name, email, agent ID (*located on your invoice and statement*), and zip code
- Your open invoices will appear on the screen

PAYER	<input type="text" value="Payer"/>
EMAIL ADDRESS	<input type="text" value="Email Address"/>
AGENT ID	<input type="text" value="Agent ID"/>
ZIP CODE	<input type="text" value="Zip Code"/>

Step 2 | Add Invoice(s)



Select "+Add" for each invoice that you want to pay

- You will see a Total for your selections

TOTAL OF SELECTED INVOICES	<input type="text" value="0.00"/>
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Step 3 | Payment Method

Select your payment method of Credit Card (3.25% fee to ePayPolicy) or ACH (\$0 fee to ePayPolicy) and complete your payment information

PAYMENT TYPE	 Credit Card	 ACH
Amount	\$0.00	Amount \$0.00
Fee (3.25%)	\$0.00	Fee \$0.00
Total	\$0.00	Total \$0.00


Step 4 | Send Payment

Include any comments that you would like SeaCoast Underwriters to receive then review the disclaimer and select "Send"

- You will receive a payment receipt at the email address provided

NOTES	<input type="text" value="Notes (optional)"/>
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We now offer online payment options via ACH or credit card. For credit card payments, ePayPolicy charges a 3.25% processing fee. This fee is charged for credit card transactions only. You will only see one charge to your credit card, which will include the fee and the charges incurred from paying your SeaCoast Underwriters, Inc. invoice or statement. Same day receipt of payment by SeaCoast Underwriters, Inc. is not guaranteed. Direct Notice of Cancellation will be issued for payments not received by the Due Date. By clicking "Send", I authorize SeaCoast Underwriters to debit my account.

<input type="checkbox"/> I'm not a robot	
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SEND