

New York State Insurance Fund

Online Premium Payment Guide

created by

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RISK MANAGEMENT

How Do I Access Online Payment Options?

Customers can access online payment options for the New York State Insurance Fund (NYSIF), by going to www.NYSIF.com and clicking on the **PAY MY BILL** Quick Link on the right hand side of the home page (*circled below*).

The screenshot shows the NYSIF website interface. At the top left is the NYSIF logo. To the right, it lists the Governor (Andrew M. Cuomo), Chairman (Kenneth R. Theobalds), and Executive Director & CEO (Eric Madoff). A blue banner below the header contains a maintenance notice: "Please note: NYSIF online services will be unavailable on Wednesday, November 18, from 7:00 p.m. - 9:00 p.m. for maintenance. We apologize for any inconvenience." Below this is a navigation bar with links for EMPLOYER, CLAIMANT, INSURANCE REPRESENTATIVE, MEDICAL PROVIDER, WHERE'S MY CHECK?, REPORT PAYROLL, LOGIN, and SEARCH. The main content area is split into two sections. On the left, a photo of four people is overlaid with a blue box that says "Looking for Insurance? Use Our New Combined eQuote/eApp" and a "GET A QUOTE" button. On the right, a teal "QUICK LINKS" section contains six icons: "PRINT A CERTIFICATE", "GET A QUOTE", "PAY MY BILL" (circled in orange), "REPORT AN INJURY", "GET POLICY HELP", and "GET CLAIMS HELP".

How Can I Pay My Bill Online?

NYSIF offers users the option to pay their bill online by logging in with an existing account or pay their bill as a guest (*see below*).

Log in to your online account to take advantage of AutoPay, our new recurring payment option for your monthly premium bill!

Pay and Manage Your Bills Online

LOG IN TO MAKE A PAYMENT

Enroll in AutoPay, view bills, make a payment, save a payment method to your wallet and more.

MAKE A PAYMENT WITHOUT LOGGING IN

No login required: You'll need your policy number and your zip code.

To use the online payment system, you need:

- Your workers' compensation policy number (*example: 123 456-7*)
- Premium amount
- Debit/credit card or bank information (*including account and routing numbers*)

Successful payments will display total amount paid (*including convenience fee*) and issue an on-screen confirmation and printable receipt. The payment will be reflected on your bank or credit card statement as **NYSIF/EZPAY**. KUBRA, NYSIF's electronic payment vendor, charges a 2.25% convenience fee for each credit card transaction (*fee will be listed as **KUBRA/NYSIF FEE***).

Electronic payments made before 2:00 p.m. Eastern will be posted to your account the same business day. Payments made after 2:00 p.m. may take a full business day to post to your NYSIF policy account.

The following pages include sample screenshots of using the online payment system without logging into an account.

Paying Your Bill Online Without Logging In

The screenshot shows the 'Look Up' step of a four-step process. At the top, a progress bar indicates steps: 1 Look Up, 2 Add, 3 Check Out, and 4 Done. The NYSIF logo is in the top left, and contact information (888-875-5790 and Website) is in the top right. A message box on the left says 'A Message from NYSIF: Thank you for using our payment portal to make a payment. This service allows you to pay using your credit card, debit card, or bank account. Consider creating an online account where you can view bills, save a payment method and enroll in AutoPay, our new recurring payment option!' Below this, the 'Enter your account info below' section has two input fields: 'Policy Number' with the value '123 456-7' and 'Zip Code' with the value '12345'. An orange circle with the number '1' points to both fields. To the right, a 'Where is my policy number?' section explains that the policy number is on the recent bill and provides a sample bill image with the policy number '1234 567-8' highlighted. A 'Look Up' button is at the bottom right.

1 Enter your policy number and zip code for the policy and click **LOOK UP** to get started.

2 Enter the desired payment amount. Click **ADD TO CART**.

3 This screen will also show any balance remaining and the balance due date for your policy.

The screenshot shows the 'Add' step of the payment process. The progress bar at the top shows: 1 Look Up, 2 Add, 3 Check Out, and 4 Done. The NYSIF logo and contact information are in the top left and right. The 'Overview for Policy Number 1234567' section shows 'Policy Balance \$0.00' and 'Due Date Sep 26, 2020'. An orange circle with the number '3' points to both the balance and due date. To the right, the 'Select Option' section has a radio button selected for 'Enter a payment amount' and an input field labeled 'Enter the Amount' with a dollar sign. An orange circle with the number '2' points to this input field. A 'Back' button is at the bottom left, and an 'Add to Cart' button is at the bottom right.

Paying Your Bill Online Without Logging In (continued)

Look Up **2 Add** 3 Check Out 4 Done

✓ 1 item(s) added to the cart

Payee	NYSIF
Insurance Product	WC
Policy Number	1234567
Minimum Payment Due	\$0.00
Bill Number	87654321
Due Date	Sep 26, 2020
Payment Amount	\$2.00

Payment Subtotal (1 Item) \$2.00

Go to Checkout

Edit Cart >

Pay Another Item >

4 Once the payment is added to your cart, a screen will display information about your payment including: amount due, policy number, minimum due, and due date.

5 You will have the option to **GO TO CHECKOUT**, **EDIT CART**, or **PAY ANOTHER ITEM**. If there are no changes, click **GO TO CHECKOUT**.

Look Up Add **3 Check Out** 4 Done

Payment Options

Cart Items 1 Payment Amount \$2.00

Payee	Policy Number	Bill Number	Amount
NYSIF	1234567	87654321	\$2.00
Total			\$2.00

How would you like to pay?

Bank Account >

Debit / Credit Card >

Back

6 Upon selecting **GO TO CHECKOUT**, the next screen will also show the payment(s) you have placed in your cart along with your policy and bill numbers.

7 On this screen, you will be able to choose your payment method.

Paying Your Bill Online Without Logging In (continued)

Look Up Add **3** Check Out 4 Done

Enter Bank Account

Bank Account Type
 Checking Savings

Routing Transit Number
Routing Transit Number

Bank Account Number
Bank Account Number

Confirm Bank Account Number
Confirm Bank Account Number

Account Holder Name
Account Holder Name

Back Next

8

Where do I find my bank info?
Your bank account info can be found on a check for the account.

MEMO
⑆331674485⑆ 1456874801 1⑆ 3321

Routing Number Account Number Check #
⑆331674485⑆ 1456874801 1⑆ 3321

8 If you chose to pay by **BANK ACCOUNT**, you will be directed to this page to fill out your bank account and routing information. Once completed, you will be able to click the **NEXT** button to submit your payment and receive a receipt for confirmation.

Look Up Add **3** Check Out 4 Done

Enter Card Information

Card Number
Enter your card number

Cardholder Name
Enter cardholder's name

Back Next

9

Supported Cards

MasterCard VISA AMERICAN EXPRESS DISCOVER
Diners Club NYCE pulse STAR

9 If you chose to pay by **DEBIT/CREDIT CARD, EDIT CART**, you will be directed to this page to fill out your credit card's information. Once completed, you will be able to click the **NEXT** button to submit your payment and receive a receipt for confirmation.