



## Payments

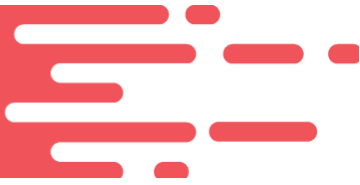
On this page you will find instructions on how to:

- Manage your payment methods
- Enroll and Manage AutoPay
- Enroll and Manage Recurring Payments

\*Please note, all payments will occur on or after 5:00 PM EST\*

### 1. Managing your payment methods:

The screenshot shows the GWI Payments page. At the top left is the GWI logo. To its right are navigation buttons: Account Summary, Payments, Accounts, and My Account. Below this is a section titled "Payment Options" with three cards: "Make a One-Time Payment", "Set Up a Recurring Payment", and "Enroll in AutoPay". Each card has a corresponding button. Below this are sections for "Bank Account(s) On File", "Credit Card(s) On File", "Scheduled Payments", and "Payment History". Each of these sections has a table header and a "No payments were found." message. At the bottom of the screenshot is a "View Payment History" button.



2. Making a One Time Payment:

At the top of the page select "Make One Time Payment" and follow the prompts.

### Make a One-Time Payment

Account # [REDACTED]

Select Payment Method ▼

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**Payment Amount**

Current Balance \$0.00

Specify Amount \$

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**Payment Date**

Choosing a payment date

Date \*  Pay Today 07/26/21

Other Date



### 3. Enrolling or Managing Your Auto Pay:

Auto Pay is a scheduled payment that automatically charges your billing amount owed.

At the top of the payments page you will select “Enroll In Auto Pay” and follow the prompts.

Please note, if you have a previous balance owed, you will need to initiate a one time payment as auto pay will not be effective until your next statement is generated.

**\*\*If you change your card on file for any reason, you will need to go in and adjust the primary card linked to auto pay; the system will not automatically update the card linked to Auto Pay. \*\***

## Manage AutoPay

To enroll in automatic payments, you must first create a stored payment method.

[Add a new stored credit card](#)

[Add a new stored bank account](#)

### *Automatically pay your statements and invoices.*

**Note:** When you first establish your Automatic Payment, please pay your current statement or invoice manually. Monthly Payment will take effect when your next month's statement is created. The statement balance will be automatically paid.

**Note:** Your AutoPay payment will be scheduled for the next day after your statement is issued, and will be automatically debited from your payment method.

You are currently: **Not Enrolled**

Enroll in AutoPay

Payment Method

[Enroll](#)



4. Enrolling and Managing Recurring Payments:

**\*\*Please Note Recurring payments are NOT the same as Auto Pay. Recurring Payments deducts fixed amounts whereas AutoPay deducts the amount of your invoice. We recommend that you only use Recurring payments when enrolled in a payment arrangement approved by an agent to avoid any unpaid balances if there are changes to your billing amount. \*\***

**Payment Options - Manage Recurring Payment Methods - Add Stored Credit Card - Select Payment Frequency (i.e. weekly, monthly etc.) - Starting and Ending ( based on # of payments or specified date)**

## Payment Options

**Make a One-Time Payment**  
Pay now or in the future using a major credit card or bank account

Make a One-Time Payment

**Set Up a Recurring Payment**  
Add or review recurring payments and schedules

Manage Recurring Payments

**Enroll in AutoPay**  
Automatically pay your balance each month

Manage AutoPay

## Manage Recurring Payments

*A recurring payment automatically pays the same dollar amount at the same point in time, ongoing until it is cancelled or your credit card expires.*

To create a recurring payment, you must first create a stored payment method.

Add a Stored Credit Card

Add a Stored Checking Account