This job aid assists with submitting certain payments in Policy Center. Refer to the Wellington Premium Finance Job Aid to process a Wellington payment.

Use the chart below to determine the current payment scenario for the policyholder and the corresponding Payment Method dropdown option. Then, proceed to the detailed instructions for each payment method.

<table>
<thead>
<tr>
<th>If your payment scenario is:</th>
<th>In the Payment Method dropdown menu in Policy Center you will select:</th>
<th>See option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafting from policyholder’s account</td>
<td>eCheck ($20,000 limit)</td>
<td>A</td>
</tr>
<tr>
<td>Any check payable to TWIA</td>
<td>Check/Money Order*</td>
<td>C</td>
</tr>
<tr>
<td>Any check payable to agent</td>
<td>EFT (if EFT is not available, select a different option)($20,000 limit)</td>
<td>B</td>
</tr>
<tr>
<td>Premium financed by Wellington (Refer to Wellington Premium Finance Job Aid)</td>
<td>Wellington Premium Finance</td>
<td>Wellington Job Aid</td>
</tr>
<tr>
<td>Premium financed by other finance company (Do not use for Wellington - see above)</td>
<td>Check/Money Order* (composed of check from premium finance company and down payment from the policyholder)</td>
<td>C</td>
</tr>
<tr>
<td>Check from Mortgage Company</td>
<td>Check/Money Order*</td>
<td>C</td>
</tr>
</tbody>
</table>

*Check/Money Order must be received by TWIA or mailed by registered mail, certified mail, USPS Express Mail or hand-cancelled regular mail on or before the desired effective date.
Option A- eCheck - Use this option only when electronically drafting a policyholder’s account

Ensure disclosures have been completed and delivered to policyholder prior to initiating an eCheck payment. These disclosures are found on the Agent Portal-> Help-> Documents and Downloads in the eCheck Payment Processing section.

**eCheck has a $20,000 payment limit. If the premium you are paying is above $20,000, you will need to choose a different payment method.**

- Select eCheck and click eCheck Information button.
- Click the Auto-Fill button if the policy and bank account holder match.
- Complete required fields.
- Acknowledge ACH Terms and Conditions.
- Click Submit to TWIA and follow the prompts to complete your application.

Option B- EFT - Use this option when drafting the Agency’s account

You must be set up and enrolled in EFT to use this payment option. Contact Agent Services at agentservices@twia.org to complete this process.

**EFT has a $20,000 payment limit. If the premium you are paying is above $20,000, you will need to choose a different payment method.**

- Select EFT.
- Click Submit to TWIA. (Only click Submit to TWIA once to avoid multiple EFT transactions)
- Review Documents and Submission Acknowledgement screens.
- Submission Information/Confirmation screen will appear.
- If confirmation screen does not appear, do not resubmit payment, and contact Agent Services.
Option C - Check/Money Order - Use when mailing any check to TWIA, including checks from mortgage companies, online bill payments, and premium finance companies

If your check is from a finance company:

Renewals

On the Qualification Screen, answer “Yes” to this question:

All Transactions

On the Policy Info Screen, complete the following sections:

✓ Click Add->New Business. (under Premium Financier)

✓ Select the Premium Financier from the dropdown menu. Enter the required information for the finance company and click OK.

For all checks, on the Payment Screen, select Check/Money Order.

Click Submit to TWIA and follow the prompts to complete your application. Print Payment Coupon from Documents link and mail the coupon and check (including the down payment check if premium financed) to TWIA. The submission will not be processed until the payment and coupon are received by TWIA.

You are invited, but not required, to upload the Premium Financier Agreement in the documentation section of Policy Center.