

Making Payments in the New Agent Portal

This job aid demonstrates the payment methods in the New Agent Portal.

PAYMENT OPTIONS SUMMARY

Payment Methods	Funding Source	Amount Paid
EFT (only if agency is enrolled)	Uses the Agency's Banking Information to pay the premium.	100% of total premium is due at the policy's inception. System only allows 100% of premium to be paid.
eCheck	Uses the Insured's Routing and Account Numbers to make the payment.	Payment Plans Available
Insured Direct Pay	See Job Aid for Policyholder: Making-Payments-in-TWIA-Policyholder-Portal.pdf for more information.	Payment Plans Available
Mortgagee Escrow	Funds paid by Mortgagee out of Escrow Account. For the first year, it is up to the agent to bill the mortgage company and collect the payment. At renewal, any mortgagee on file will automatically be sent a renewal offer (billing info included) 35 days before the policy's renewal date.	100% of Premium due at inception. If anything less is received, it will be returned.
Premium Finance-Other	Premium Finance Company pays 75% of the premium and the Insured pays 25% of premium + any waiver surcharge on the policy. Any partial payments sent in will be returned. ***The insured's down payment and the premium finance company's check need to come in together. **Also, Wellington is no longer a premium finance option with TWIA.	100% of Premium Due at inception; anything less than 100% paid will be returned.



GENERAL STEPS FOR ALL PAYMENT METHODS

1. On the Payment Details screen, click the drop-down arrow to see the available payment methods (see red box below). **Note: EFT will not show as payment option unless your agency is enrolled in the plan.**

Account: [redacted]
Dwelling and Personal Property Quote
([redacted])

Payment Details

Total Premium including Credits and Surcharges
\$4,769.00

Payment Method ▾

Please Select

- EFT
- eCheck
- Insured Direct Pay
- Mortgage Escrow
- Premium Finance - Other

Please note that cancellation of the policy premium in an amount equal to 90 days of premium earned on the effective date of the policy.

Cancel Previous Submit

2. You will be asked to confirm your payment method and warned you will be unable to switch the method once submitted. Select "OK" when ready.

Confirm Payment Method

The Payment Method cannot be changed after submission. Do you wish to continue?

Cancel OK

3. Last, you will see the Submission Successful message.

Submission Successful

TWIA has received this application. Coverage will be bound and a policy issued upon TWIA's receipt of payment. The applicant will receive an email with instructions on how to make a payment, if needed. This offer will expire in 30 days.

Click [here](#) to review and download the following documents:

- Offer Letter and Payment Coupon
- Application

Summary



EFT PAYMENT METHOD

1. Select "EFT" and then select "Submit." Next you will see a "Confirm Payment" notice followed by a "Submission Successful" screen.

Payment Details


Total Premium Including Credits and Surcharges
\$3,389.00

Payment Method *

Payment Plans

NAME	DOWN PAYMENT	INSTALLMENT	TOTAL
<input checked="" type="radio"/> TWIA Full Pay	\$3,389.00	\$0.00	\$3,389.00

Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy



eCHECK PAYMENT METHOD

1. Select "eCheck" and then select "Submit."

Account: [REDACTED]
Dwelling and Personal Property Quote
([REDACTED])


Payment Details

Total Premium Including Credits and Surcharges
\$8,437.00

Payment Method *

Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy

EFT
eCheck
Insured Direct Pay
Mortgage Escrow
Premium Finance - Other





- Fill in all fields with an ***asterisk** and choose the payment plan. After all required fields have been completed, select "Submit." Next you will see a "Confirm Payment" notice followed by a "Submission Successful" screen.

Account
Dwelling and Personal Property Quote
 ([REDACTED])

Payment Details

Total Premium including Credits and Surcharges
\$8,437.00

Payment Method *

eCheck Information

Required eCheck Payment Authorization Forms and Guidelines are found [here](#).
 Payment via eCheck is NOT available for checks from Mortgage Companies.

Account Holder Information

First Name * [REDACTED]
 Last Name * [REDACTED]
 Address Line 1 * [REDACTED]
 Address Line 2 (Apt/Bldg/Suite) [REDACTED]
 Address Line 3 [REDACTED]
 County [REDACTED]
 City *
 State *
 ZIP Code *
 Country *
 E-Mail Address * [REDACTED]
 Confirm E-Mail Address * [REDACTED]
 Confirmed

Phone Number *

Bank Account Information

Routing # *
 Account # *
 Confirm Account # *
 Account Type * Checking Savings
 Account Category * Business Consumer

eCheck Terms and Conditions

Please Read and Approve the Following Information

By clicking "I have read and acknowledge the Terms and Conditions for ACH payment processing", I affirm that I have received authorization from the account holder stating that TWIA may electronically debit the account holder's bank account for the amount(s) on the scheduled payment date shown on the payment screen. This authorization is valid for this transaction only.

In the event that a payment is returned for insufficient funds, the policy will be cancelled

I have read and acknowledge the Terms & Conditions for ACH payment processing. *

Payment Plans

	NAME	DOWN PAYMENT	INS/ALLMENT	TOTAL
<input type="radio"/>	TWIA 2 Pay	\$4,218.50	\$4,218.50	\$8,437.00
<input type="radio"/>	TWIA 4 Pay	\$2,531.10	\$1,968.64	\$8,437.00
<input checked="" type="radio"/>	TWIA Full Pay	\$8,437.00	\$0.00	\$8,437.00

Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy.

Cancel Previous **Submit**



INSURED DIRECT PAY PAYMENT METHOD

1. Select "Insured Direct Pay" from the drop-down menu, choose a payment plan and then select "Submit." You will then see a "Confirm Payment" notice followed by a "Submission Successful" screen. *****Please note the policyholder is the only one who may enroll in the TWIA 10 Pay Plan. The policyholder may also select any of the payment plans; your choice does not lock them in.**

Account: [REDACTED]

Tenant Personal Property Only Quote ([REDACTED])

Payment Details

Total Premium including Credits and Surcharges
\$228.00

Payment Method *

Payment Plans

	NAME	DOWN PAYMENT	INSTALLMENT	TOTAL
	TWIA 10 Pay (Auto Pay)	Customers must register and make a down payment in the TWIA CustomerEngage Portal for TWIA 10 Pay. Auto Pay is required for this Payment Plan.		
<input type="radio"/>	TWIA 2 Pay	\$114.00	\$114.00	\$228.00
<input type="radio"/>	TWIA 4 Pay	\$68.40	\$53.20	\$228.00
<input checked="" type="radio"/>	TWIA Full Pay	\$228.00	\$0.00	\$228.00

Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy



MORTGAGE ESCROW PAYMENT METHOD

1. **Select Mortgage Escrow, then you may select from three available payment options. ***Please note: for new business submissions, it is still up to the agent to invoice and collect the premium from any mortgagee on file. The process will be automated starting with the first renewal. Renewal offers are sent to any mortgagee on file 35 days before the policy's renewal date.**

Account: [REDACTED]
Dwelling and Personal Property Quote
([REDACTED])

Payment Details

Total Premium including Credits and Surcharges
\$1,376.00

Payment Method *

Payment Option *

A Mortgagee must be added as an Additional

Payment Plans

NAME	DOWN PAYMENT	INSTALLMENT	TOTAL
<input checked="" type="radio"/> TWIA Full Pay	\$1,376.00	\$0.00	\$1,376.00

Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy

2. **In this case, Mortgagee Billed was selected. Once submitted, you will see the payment confirmation notice followed by the successful submission screen.**

Account: [REDACTED]
Dwelling and Personal Property Quote
([REDACTED])

Payment Details

Total Premium including Credits and Surcharges
\$5,100.00

Payment Method *

Payment Option *

A Mortgagee must be added as an Additional Interest on the [Additional Information](#) screen.

Payment Plans

NAME	DOWN PAYMENT	INSTALLMENT	TOTAL
<input checked="" type="radio"/> TWIA Full Pay	\$5,100.00	\$0.00	\$5,100.00

Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy



PREMIUM FINANCE PAYMENT METHOD

1. Select "Premium Finance Other" and then "Submit."

Please note: If a premium finance company is not listed on the submission, you will see the "Additional Information" link on the screen. Select the link to add the Premium Finance Company to the submission. You will not be able to submit the Premium Finance- Other payment method if a premium finance company is not listed on the submission.

Account:

Tenant Personal Property Only Quote

()

Payment Details

Total Premium including Credits and Surcharges
\$162.00

Payment Method * Premium Finance - Other ▼

A Premium Finance Company must be added as an Additional Interest on the [Additional Information](#) screen.

Payment Plans

	NAME	DOWN PAYMENT	INSTALLMENT	TOTAL
<input checked="" type="radio"/>	TWIA Full Pay	\$162.00	\$0.00	\$162.00

Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy

Cancel Previous Submit

2. Add the Premium Finance information in the Additional Interests Section. Once added, select "Next." ***Please note Wellington is no longer a premium finance option with TWIA.



Account: [REDACTED]

Tenant Personal Property Only Quote

([REDACTED])

Additional Named Insureds
✓

Additional Interests
✓

Add +

NAME	INTEREST TYPE	LOAN/CONTRACT NUMBER		
ABC Premium Finance	Premium Finance	001		

Upload Documents
✓

Cancel

Previous

Next

3. Navigate through the submission screens until you return to the Payment Details page. When ready, select "Submit." You will see the payment confirmation notice followed by the successful submission screen.

Account: [REDACTED]

Tenant Personal Property Only Quote

([REDACTED])

Payment Details

Total Premium including Credits and Surcharges
\$162.00

Payment Method * Premium Finance - Other

Premium Finance Company ABC Premium Finance

Loan/Contract Number 001

Please refer to your Premium Finance Agreement for all agreement-related details. Finance charges or fees are not included in the amount quoted by TWIA.

Payment Plans

NAME	DOWN PAYMENT	INSTALLMENT	TOTAL
<input checked="" type="radio"/> TWIA Full Pay	\$162.00	\$0.00	\$162.00

Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy

Cancel

Previous

Submit

