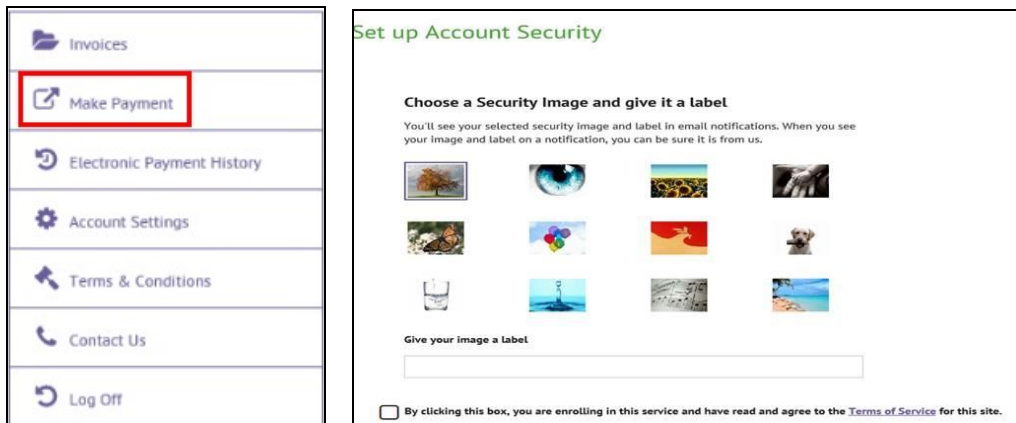


Job Aid – Make a Recurring Payment

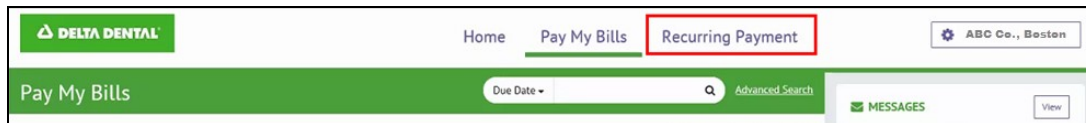
1. Click **Make Payment** to make a recurring payment.

Notes:

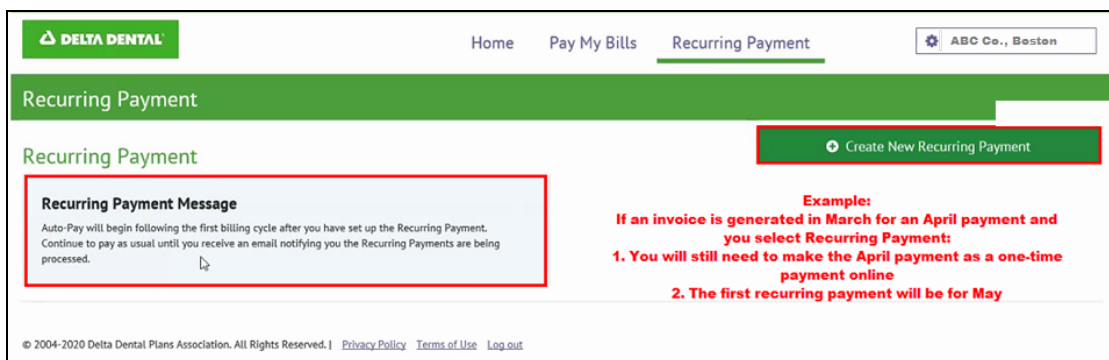
- This only displays if you have the necessary security to make a payment.
- The first time you are making a payment, you will be asked to choose a security image and give it a label. This will insure you that the notification is from us.



2. Click **Recurring Payment**.



3. Click **Create New Recurring Payment**.



4. Enter a name for the payment in the **Payment Name** box (i.e. ABC Company, Monthly Dental Payment).

Note: You must set up recurring for each subgroup separately.

5. Click **Continue**.

6. Select the day of the month you want Delta Dental to withdraw the money, in the **When would you like to make your payment** box.
7. In the **Payment Amount** section, select the Amount Due.
Note: The amount due on the bill is the total amount due, including any past due balances shown on the invoice.
8. In the **Keep Making This Payment Section**, select one of the following:
 - a. **I Stop the Payment:** the recurring payment will continue until it's cancelled.
 - b. **Number of Payments:** allows you to enter a specific number of payments.
 - c. **Specific Date:** allows you to enter a specific date when you want to stop recurring payments. The recurring payment will execute up to and including the date entered.
9. Optional: Click the box to **Send a reminder** a certain number of days before the payment is processed.
10. Click **Continue**.
11. On the Recurring Payment Setup screen:
 - a. Select a payment method from the dropdown, if it is already created **or**
 - b. Click **Add a Payment Method** to create a new one.
 - i. Enter the bank information.
 - ii. Click **Add**. This will bring you back to the Payment page.

Add A Payment Method

BANK ACCOUNT

Account Type: Personal, Business

Banking Type: Checking Account, Savings Account

Give This Account a Nickname: Delta Dental Payment

Name on the Account: ABC Company

Routing Number: 123456789, Anybank USA

Account #: 123456

Re-enter Account #: 123456

Pay to the Order of: _____

123456789 1000123456 1111

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

Agree and Add Account

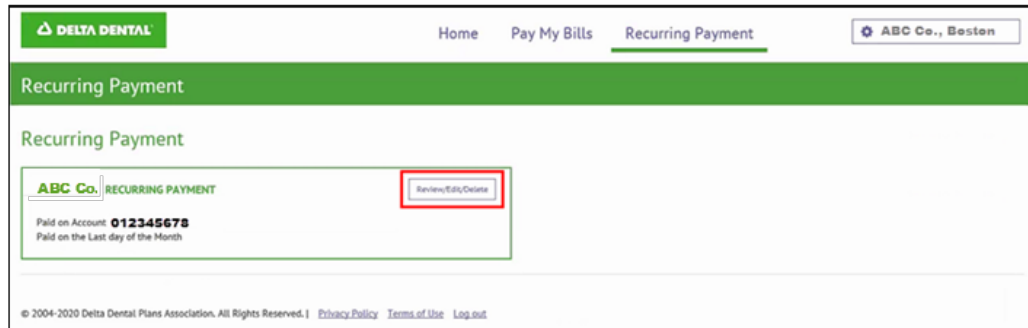
Add

12. The **Recurring Payment Setup – Payment Method** section will reappear. If there is more than one payment method, select the correct banking information from the drop down.
13. Click **Continue**.

14. On the **Billing Authorization** screen, click **By checking this box you agree to the terms and conditions stated above.**

15. Click **Finish.** A confirmation page will appear.

Note: Click the **Review/Edit/Delete** button if you want to review, make changes or delete the recurring payment.



16. Click **Pay My Bills** if you want to return to the main payment screen. You must pay any outstanding balances before Recurring Payment begins.