## **Recurring Credit Card payments**

How to update your credit card information for recurring payments

## To update your current credit card:

- 1. Go to horacemann.com/myaccount
- 2. Log in to your account
- 3. Select "Your accounts" locate the "manage" button with the associated policy
- 4. Select "Update Automatic Payments"

			Your Accounts	Claims Message	es Documents
Your Accour	nts				AD
	Pay	ment alert	x	WELCOME	
PAYMENTS AND CO	ONTRIBUTIONS	contracts with payments one at this time.		0 New Message	0 Open Claim
Auto -	Amount : \$	Scheduled on:	Manage 🔻	<ul> <li>Send a secure n</li> </ul>	nessage
Auto -	Amount : \$	Schedule Pay Now Manage Wallet Update Automatic Pa	yments	<ul> <li>Change passwo</li> <li>Change your ad</li> </ul>	rd/security setting dress
Auto -	Amount : \$	Scheduled on:	Manage 🔻		
INSURANCE				(Please select a no	licy/contract)
Auto -		ID Card	Manage 👻	Star	1 Chat

5. Select the auto policies that you would like to update the credit card information for and select "Continue"

	_ 2 _	3	- 4 -	5
Select Policies	Details	Payment Method	Review	Confirmation
Automatic payments are a automatically.	convenient, elec	tronic payment option that	t enables you to p	ay your accounts
Select Policies				
To add or update, se	elect the polic	cy(s) below.		
Auto -				
Auto -				
Auto -				

6. Select payment frequency and payment date for each applicable vehicle and select "Continue"

	.,			
<b>O</b>	_ 2 _	3	- 0 -	6
Select Policies	Details	Payment Method	Review	Confirmation
Payment Details	S			
Select your paymen	t frequencies	s and date(s) below	6	
Auto -				
0222-				
How often do you want	t to make a par	vment?		
- Frequency	r to make a pa	ymenty		
1 i o quonoj				
Monthly				•
Monthly What day do you want - Day 15	to make your	payment?		•
Monthly What day do you want Day 15 Your request is being pro you a deduction estimate	to make your p pocessed, howeve e at this time.	payment? r, this policy has pending t	transaction(s), an	d we are unable to give

7. Select the pencil icon to edit the card information

Automatic Pa	yments			
Select Policies	Details	3 Payment Method	Review	Confirmation
Payment Method	T CARD		BANK AC	COUNT
Cards				
AMERICAN EXPRES	S - CREDIT C	ARD		2

## 8. Enter your updated card information

9. Select "Save Card"

**************************************	*1234 //YY VISA CO DECIVIR
Card Number	CVV
Expiration Cardholder Name	
SAVE	CARD
	Cancel

- 10. Select "continue"
- 11. Verify that information listed is correct, review and accept the terms and conditions and then select "schedule"

Automa	atic Pay	ments			
	9	0	<b>Ø</b>	- 4 -	- 6
Select	Policies	Details	Payment Method	Review	Confirmation
Review					
Please ver	ify your sele	ections			
Auto -					
Payment	t Details				
How often d	o you want to	make a pay	ment?		
Monthly					
What day do	you want to	make your p	payment?		
15					
Payment M	lethod				
AMERICA	N EXPRES	S - CREDI	T CARD		
*****					
I acce	pt on behalf	of the cus	tomer terms and co	Inditions	
After scheo confirmatio	duling the a on email at conditions o	utomatic pa	ayments on a client Please d est.	's behalf, the irect the clier	client will receive a nt to accept the
	Back		SCHEDULE		Cancel

## To add a new credit card:

Please note if you are adding a new credit card to replace your existing credit card, the new credit card information needs to be added first before an existing card is deleted.

- 1. Follow previous steps 1 through 6
- 2. Select "new payment method" and "credit card"

Available payment method(s) below.	
Cards	
MASTER CARD - CREDIT CARD	/ 8
New Payment Method	
Bank Account BACK	
Credit Card	
Debit Card	

3. Enter new credit card information and select "save card"

**************************************	*1234	
Customer Name	VISA Corrections	ļ
Card Number	CVV	_
Expiration		
Cardholder Name		_
SAVE (	ARD	

4. Delete previous card listed my selecting the trash can icon

Manage Wallet Available payment method(s) below.	
Cards	
MASTER CARD - CREDIT CARD	/ ā
New Payment Method	
BACK	

NOTE: If you choose to stop the Recurring Credit Card payments, be advised the recurring credit card payment plan is removed and cannot be added back to the policy.

AM-C04470 (Feb. 20)