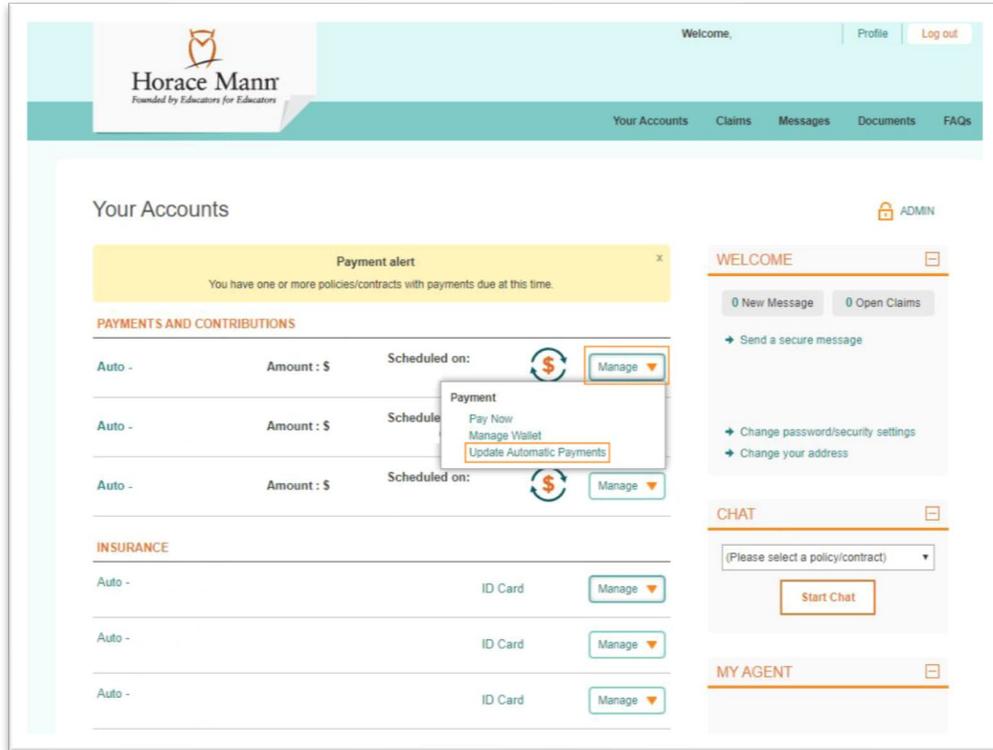


Recurring Credit Card payments

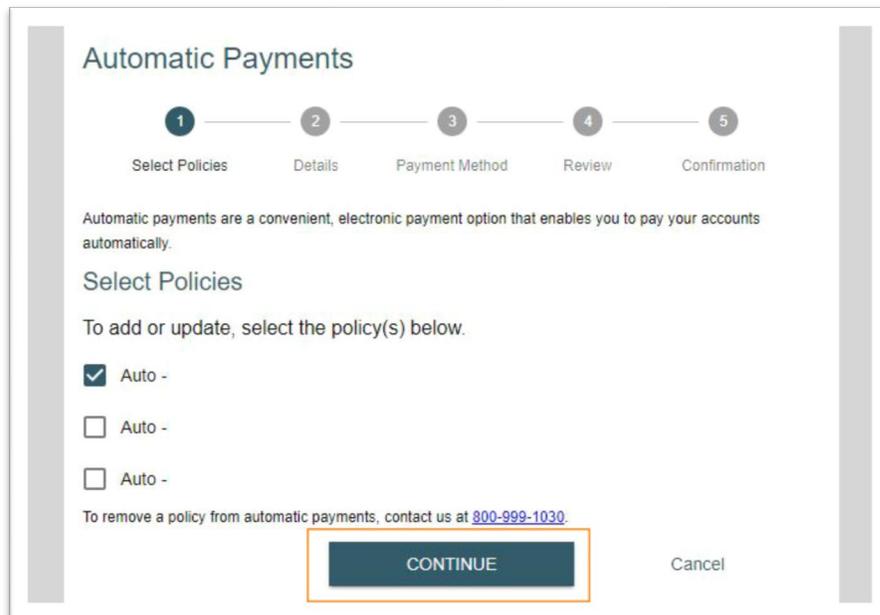
How to update your credit card information for recurring payments

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"



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



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

Automatic Payments

1 2 3 4 5
Select Policies Details Payment Method Review Confirmation

Payment Details
Select your payment frequencies and date(s) below.

Auto -

How often do you want to make a payment?
Frequency
Monthly

What day do you want to make your payment?
Day
15

Your request is being processed, however, this policy has pending transaction(s), and we are unable to give you a deduction estimate at this time.

Back **CONTINUE** Cancel

7. Select the pencil icon to edit the card information

Automatic Payments

1 2 3 4 5
Select Policies Details Payment Method Review Confirmation

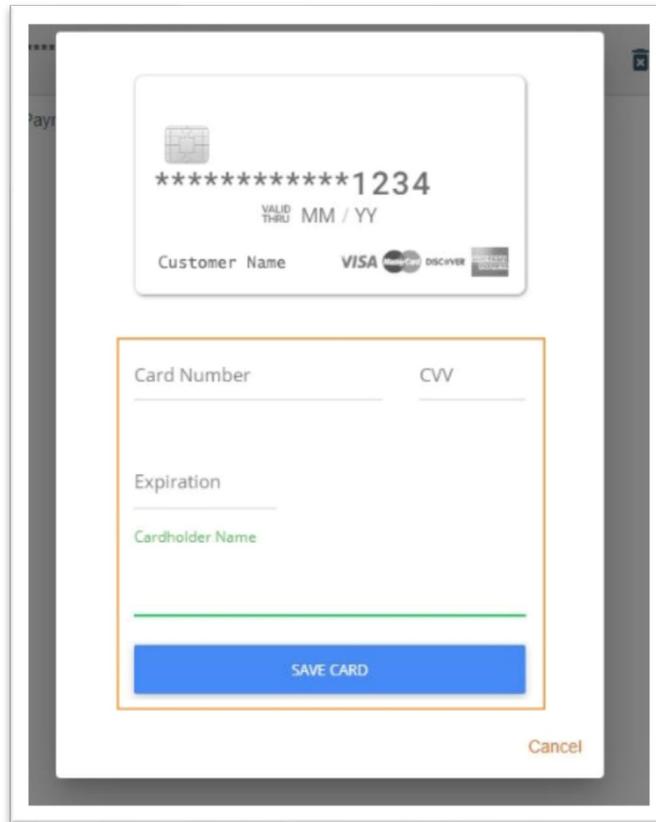
Payment Method

CREDIT CARD BANK ACCOUNT

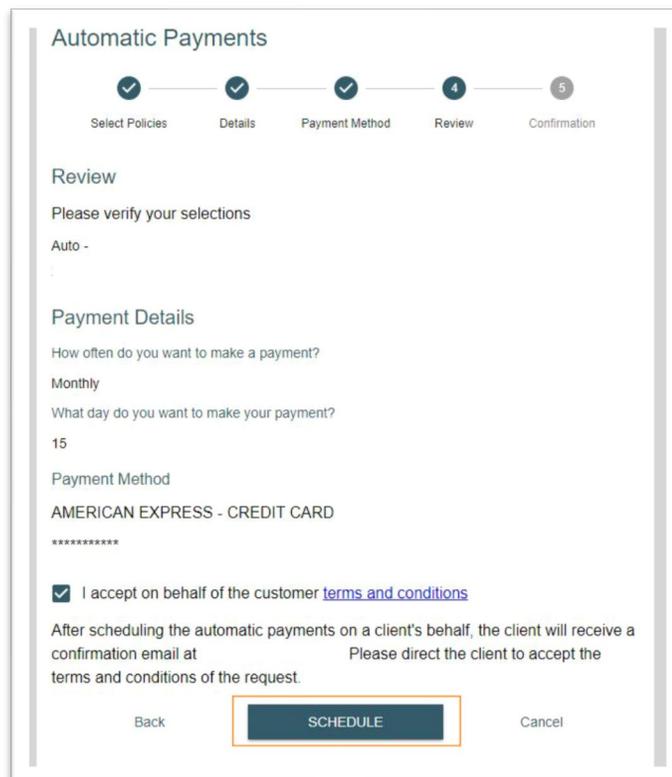
Cards

AMERICAN EXPRESS - CREDIT CARD

- 8. Enter your updated card information
- 9. Select "Save Card"



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

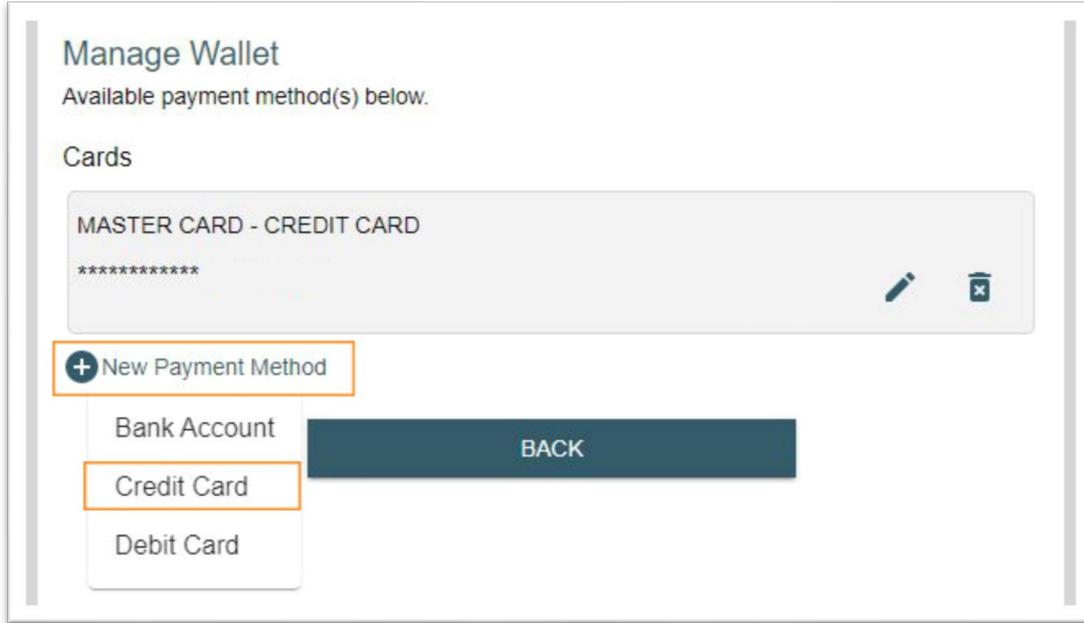


- 12. You will receive an email and be taken to a confirmation page confirming changes are submitted

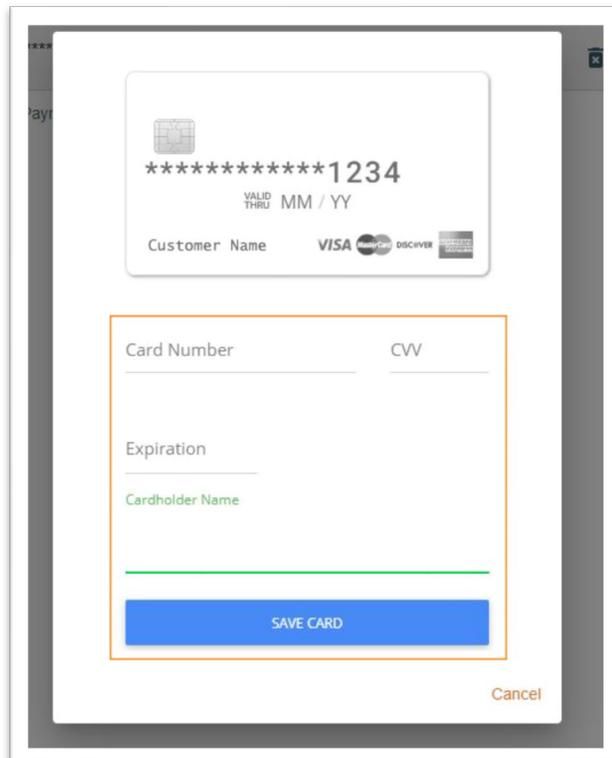
To add a new credit card:

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.

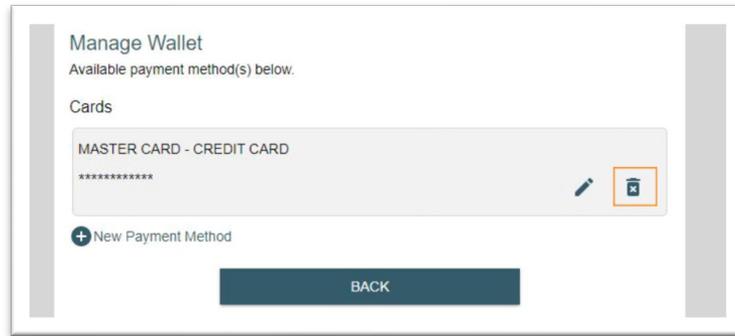
1. Follow previous steps 1 through 6
2. Select "new payment method" and "credit card"



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



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



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)