

Bill Pay Setup

Step 1: Login to the member section of the CIRSA website

ONLINE TRAINING REPORT A CLAIM REQUEST A QUOTE LOGIN

JOIN CIRSA COVERAGE & PROGRAMS CLAIMS TRAINING & PREVENTION NEWS & EVENTS

LOGIN

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Member Login

username

password

LOGIN

[Forgot username or password?](#)

Step 2: Select the Bill Pay link

EMPLOYEES COVERAGE CENTER BILL PAY CLAIMS TRAINING & PREVENTION NEWS & EVENTS BOARD

SAFER TOGETHER

Great coverage, fewer claims, member owned – that's CIRSA.

Member Dashboard

Access your membership information below

VISIT MY DASHBOARD

UPCOMING EVENTS

AUG 21 Confined Space Awareness

AUG 21 Confined Space Entry/Rescue

AUG 22 Hazardous Operations

Find out how CIRSA helps you minimize risk, protect your entity and makes your job easier. [Contact Us >](#)



Step 3: Select the Add A Payment Method link

The screenshot shows the 'Pay My Bills' interface. At the top, there are navigation links for 'Home' and 'Pay My Bills', along with a 'Campo' button. Below this is a search bar and an 'Advanced Search' link. The main content area is divided into two tabs: 'UNPAID AND PARTIALLY PAID' (selected) and 'HISTORY'. The 'UNPAID AND PARTIALLY PAID' tab displays a table with columns: Invoice Date, Due Date, Invoice Number, Amount Due, Payment Amount, and Short Pay Reason. A table row shows an invoice from 7/01/2018 due on 8/15/2018 for \$1,773.00, with a payment amount of \$1,773.00. To the right, a 'MESSAGES' section is visible. Below it is a 'PAYMENT SUMMARY' section. The summary shows '0 Invoices' and a 'Total Payment' of '\$0.00'. A red circle highlights the 'Add A Payment Method' link in the 'Payment Method' dropdown menu. Below the summary, there is a 'Pay Date' field set to 8/08/2018 and a disclaimer: 'By submitting your payment you are agreeing to a service fee of 3% that will be collected by a third party to cover transaction processing fees. You may cancel this transaction and make alternative payment arrangements with us to avoid the service fee.' At the bottom of the sidebar are 'Cancel' and 'Continue to Payment' buttons.

| Invoice Date | Due Date | Invoice Number | Amount Due | Payment Amount | Short Pay Reason |
|--------------|-----------|----------------|------------|----------------|------------------|
| 7/01/2018 | 8/15/2018 | 181221 | 1,773.00 | 1,773.00 | |

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Step 4: Enter requested banking information

The screenshot shows the 'Add A Payment Method' dialog box. It has two main sections: 'Bank Accounts' (selected) and 'Card Accounts'. The 'ADD BANK ACCOUNT' section contains the following fields and options:

- Account Type:** Personal (selected), Business
- Banking Type:** Checking Account (selected), Savings Account
- Give This Account a Nickname:** (empty text field)
- Name on the Account:** Campo
- Routing Number:** (empty text field)
- Account #:** (empty text field)
- Re-enter Account #:** (empty text field)

Below the fields is a sample card image with the text 'Pay to the Order of' and 'Routing Number' and 'Account Number' labels. A disclaimer states: 'By continuing this action, you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.' At the bottom right of the dialog are 'Cancel' and 'Add' buttons.

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