



How to sign up for Safety Insurance's AutoPay

Need help? Please contact your agent or the Safety Billing Department at 800-951-2100 ext. 3200



- 1 Login or Create a My Account at [SafetyInsurance.com/myaccount](https://www.safetyinsurance.com/myaccount)**
 - If you received the AutoPay Welcome Email for a new policy, please follow the instructions on the email and skip to step 4.
 - If you already have an existing My Account, skip to step 4.
 - If you're creating a new My Account, make sure to validate your new My Account via the link in your validation email.

The first screenshot shows the 'Welcome to My Account by Safety Insurance' page. It lists options like 'Pay your bill', 'Access your policy information', and 'File a Claim 24/7'. The 'Create My Account' button is circled in red. The second screenshot shows a confirmation message: 'Congratulations! Your account was created successfully. In order to validate your account, please follow these simple steps: 1. A confirmation email has been sent to your email address... 2. Login to My Account and add policies to your account.' The 'Login to My Account' step is circled in red. The third screenshot shows an email titled 'Safety Insurance Registration Confirmation' addressed to 'Dear andrea'. It says 'Thank you for registering for My Account with www.safetyinsurance.com.' and 'Please click here to confirm your email address. For security purposes, this link will be valid for 24 days.' The 'click here' link is circled in red.

- 2 After validating your new My Account, you'll be asked to **Login**. Once logged in, click on **Billing** in the blue navigation bar and click on the green **+Add a Policy** icon on the top right of the web page. When prompted, type the policy number and zip code, then click on **Add Policy** button to submit your policy. You will then be asked to activate your policy by entering the Online Access Code found on your monthly paper bill. Enter the code, then click the **Activate Policy** button to activate your policy.**

The first screenshot shows the 'Welcome to My Account' page after login. The 'Login to My Account' button is circled in red. The second screenshot shows the 'Add Policy' form with fields for 'Policy Number or Combined Bill Account:' and 'ZIP Code:'. The 'Add Policy' button is circled in red. The third screenshot shows the 'Activate Your Policy' page with a 'Pay Now' button for \$1,497.00. It says 'Activate Your Policy' and 'Activate your policy by entering your Online Access Code to see more information on your Bill History, Claims, and Policy Details.' The 'Activate Policy' button and the 'Online Access Code' field (containing '1234AG') are circled in red.

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My Account

- 3 If you have more than one policy with Safety, you can add more policies by clicking on the **+ Add a Policy** in the “My Other Policies” box along the left side.. For every policy added, you must activate the policy by entering the **Online Access Code** found on your monthly paper bill. Enter the code, then click the **Activate Policy** button to activate your policy.

The first screenshot shows the 'Welcome to My Account by Safety Insurance' page. On the right side, there is a form with fields for 'Policy Number or Combined Bill Account:' and 'ZIP Code:'. A red circle highlights the 'Add Policy' button at the bottom of the form.

The second screenshot shows the 'My Policy' section for a 'COM' policy. It displays the minimum payment of \$300.20 and the due date of 09-15-2024. A red circle highlights the 'Add a Policy' button at the bottom of the 'My Policy' card. Below this, the 'Activate Your Policy' section is shown, with a red circle highlighting the 'Online Access Code:' input field and the 'Activate Policy' button.

The third screenshot shows the 'My Other Policies' section. It lists two policies: 'HMA' (Homesteaders) and 'COM' (Comm Auto). A red circle highlights the 'Add a Policy' button at the bottom of the 'My Other Policies' card.

- 4 Once you've added your policies or you've logged into your existing account, you can enroll in AutoPay by clicking **ENROLL NOW** on the **Sign Up for AutoPay** banner.

The screenshot shows the 'Sign up for AutoPay' banner at the bottom of the page. The banner features a calendar icon with a dollar sign and a circular arrow. The text reads 'Sign up for AutoPay' and 'Pay your premium automatically each month'. A red circle highlights the 'Enroll Now!' button.

Sign Up for AutoPay



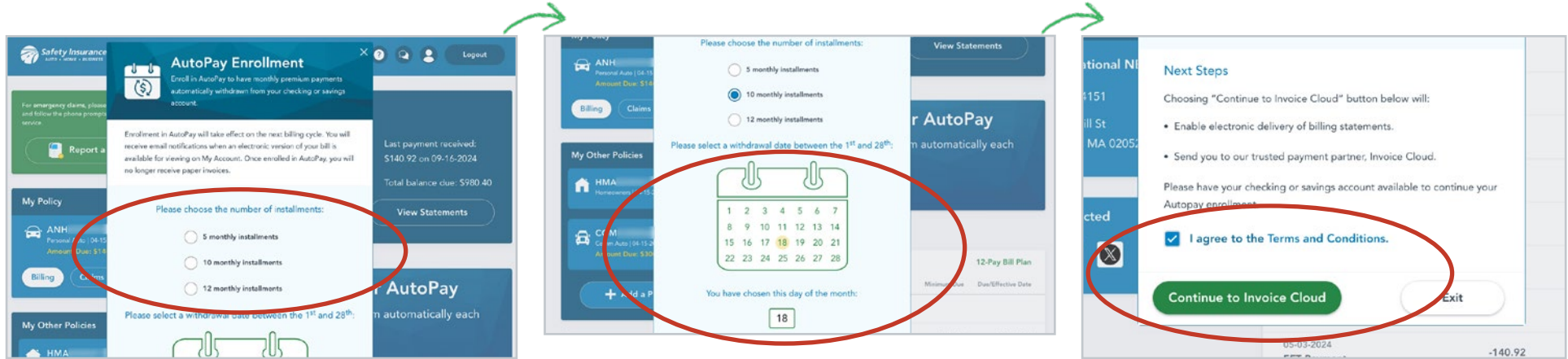
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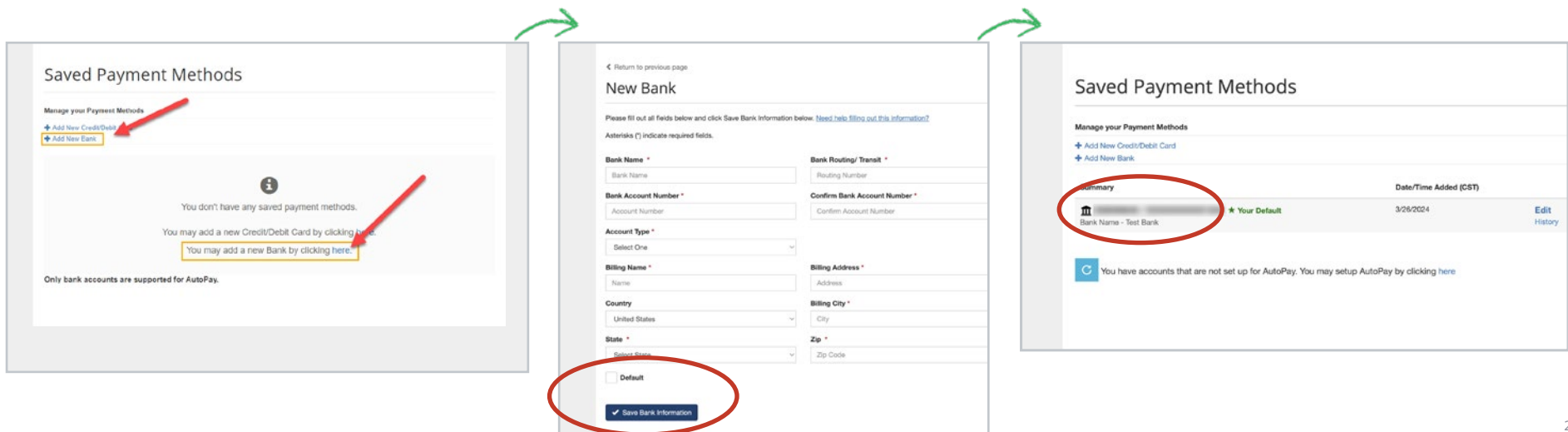
Sign Up for AutoPay

- 5** An **AutoPay Enrollment** window will pop up asking the number of payment installments you'd like and your preferred withdrawal date. *Please note: policyholders who elect 12 installments will have a withdrawal date that corresponds to the policy effective date.* After choosing the number of payment installments you'd like and your preferred withdrawal date, you will then move to **Next Steps**. Please read and accept the Terms and Conditions. When done, click the **Continue to Invoice Cloud** button. You will now enter the Invoice Cloud website.



- 6** On the Invoice Cloud **Saved Payment Methods** screen, click the **Add New Bank** link. This will take you to a screen where you enter your bank account information for the AutoPay withdrawal. *Please note: only checking and savings accounts are eligible. Credit and debit cards are not supported for AutoPay.* Once you complete this process, please select **Default** and click **Save Bank Information** to proceed. The next screen will show you the account you just entered.

Invoice Cloud



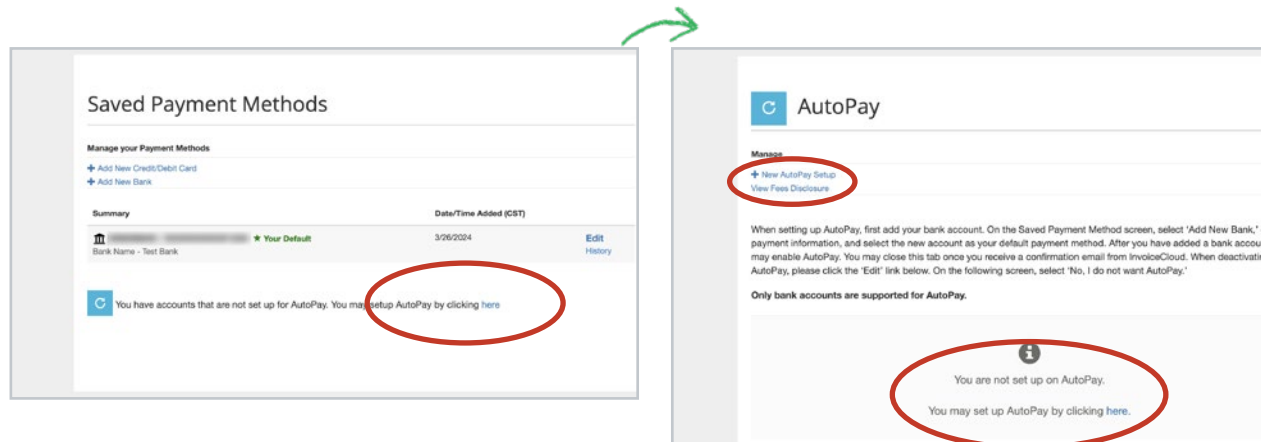


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- 7 Once your bank account information is entered, you will be brought back to the **Saved Payment Methods** screen. You've got your bank account in the Invoice Cloud! Now you must link that account up to Safety's AutoPay. Click the link at the bottom of the screen to enroll your account in AutoPay. This will take you to the AutoPay screen.



- 8 On the Auto Pay screen click the link on the bottom of the screen to continue to **New AutoPay Setup**. On the **New AutoPay Setup** screen, confirm the payment method from the drop-down menus. Please select **Yes, put me on AutoPay**, and read the Terms and Conditions. Click **Save this AutoPay Setup** when you're done. You will be brought back to the AutoPay screen where you should see "Signed Up" under status. Congratulations, you've enrolled in AutoPay!

Please note: If you have multiple policies, each one will need to be enrolled in AutoPay individually.

