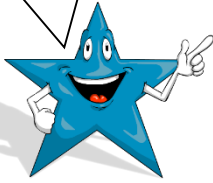
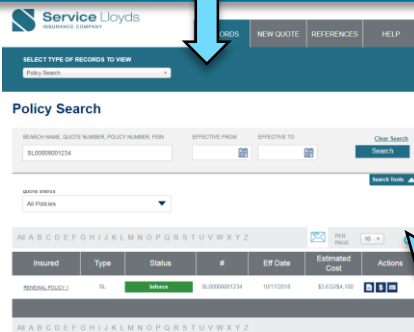




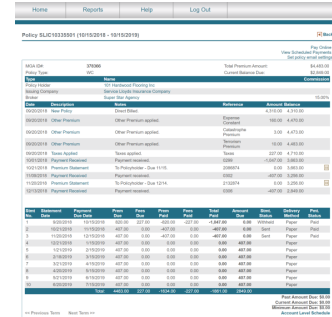
Logging in! Follow these steps to learn how.



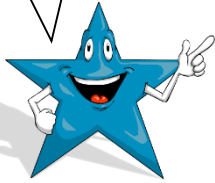
1 To locate a policy, go to the Policy Search page in the FasQuote tool.



2 Once the policy is pulled up, click on the button to take you to the billing summary page.



The billing summary page allows you to manage all your policy's billing needs.

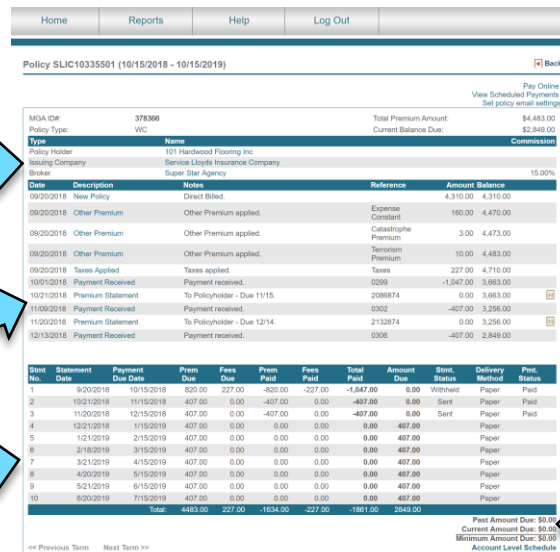


The Policy Billing Summary Page shows all the billing details for the selected policy.

This section will show the policyholder name, insuring company, and broker info.

This section will break down a policy's transactional details.

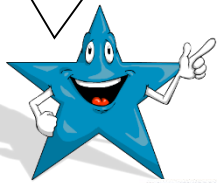
The bottom section will show all the installment details.



This button allows you to download any statement that has been generated.

This will show you a breakdown of what is currently due.

To report payroll on behalf of the insured, follow these easy steps:



1 The insured will receive a monthly email including a link notifying them its time to report payroll.

2 Once you are ready to report, go into the home screen and click report payroll.

4 You will now enter all the needed payroll information and review the premium due..

In this section, please enter payroll by class code.

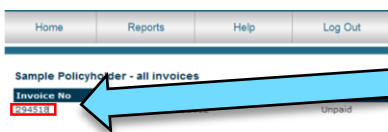
This section will show any additional charges.

3 You will then choose the payroll report you are reporting for.

5 YOU ARE DONE!!!!



You will then choose how you want to pay. (Payroll will be finalized upon clicking a payment option.)





Lets Make a Payment!



2 Easy Pay Tool (No Login Required)

3 Once in the Easy Pay Tool, you will enter the policy number.

1 You can access the online payment screens in one of two ways.

2 Access the Pay Online Button through the Billing Tool. (FasQuote Login Required)

3 You can get to the online payment screen in one of two ways.

4 You will then confirm the policy entered is the correct one and click 'Make Payment'.

4 Directly through the FasQuote Tool on the Policy Search Screen.

#	Eff Date	Estimate Cost	Actions
SL0008001234	10/17/2018	\$3,632/\$4,100	

4 Directly through the Billing Summary Screen.

Let's pay by ACH Account!



2 This is where you will review or enter the new ACH information.

4 To finalize your payment, please review and click on PAY ONLINE to confirm.

1 This is where you will choose to either enter a new ACH account or use a saved account.

3 Please enter payment amount

5 Payment is complete.