



Registering and Logging In! Follow these steps to learn how.



**1** Login using your credentials at following URL:

<https://www.billitnow.com/Apps/SignIn.aspx?show=ServiceLloyds>

**2** Once you login, you will come to the home page.

**1** To access the policy summary screen, click on the policy on the home page

**2** You will then select a policy from the list of results.

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

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



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 for MONTHLY REPORTING, please follow these easy steps.



**1** You will receive a monthly email including a link notifying you that its time to report payroll.

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

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

In this section, please enter payroll by class code.

This section will show any additional charges.

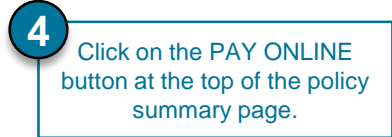
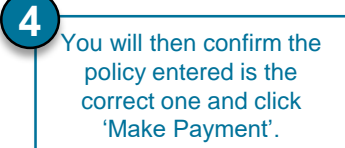
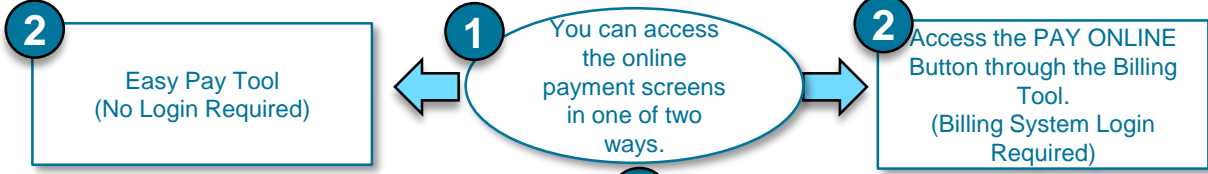
**3** You will then choose the payroll report you are reporting for.

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

**5** YOU ARE DONE!!!!



Lets Make a Payment!



Let's pay by ACH Account

