

Welcome to the Electronic Payment center for Sunshine State Insurance Company

Step 1 -

The screenshot shows the Sunshine State Insurance Company website. The header includes the company logo and navigation links: Home, Contact Us, Agents Only, About Us, Insurance Products, Our Management, Agent Search, and Policyholders. Below the navigation is a banner image of a family of five holding umbrellas. The main content area features the heading 'Sunshine State Insurance Policyholders' and two sections: 'Online Payment Center' with a 'Click Here' button and 'Instructions' with another 'Click Here' button. A black arrow points from the 'Click Here' button under 'Instructions' to the 'Click Here' button under 'Online Payment Center'. At the bottom of the page, the slogan 'Discover what we do best!' is visible.

To access the payment center to make a payment on your policy select the button under 'Online Payment Center'

STEP 2 -


You have now accessed the payment center.

Below you see a sample policy declarations page that is distributed once a policy is bound with Sunshine State Insurance Company. Here you will enter the Policy Number where indicated followed by the zip code of your **Mailing Address**.

Note: Policy number is indicated by 3 letters for symbol, 7 numbers for policy number, and 2 numbers for module.

Once you have entered all of the required information, please select **'Login'**.

Pay your bill online

 SUNSHINE STATE INS. CO. PO BOX 3918 SARASOTA, FLORIDA 34230-3918 1-877-563-0150	Sample HOMEOWNERS	
	POLICY NUMBER SSJ00404430328	POLICY PERIOD From: 12/26/2010 To: 12/26/2011 <small>12:01 a.m. at the residence premises.</small>
INSURED COPY	Symbol Policy Number Module	
INSURED:	AGENT:	
<input type="text" value="33406"/>	<input type="text"/>	
The residence premises covered by this policy is located at the above insured address unless otherwise stated below:		

Please enter your Policy number below.

*Policy Number:

*Billing Zip Code:

STEP 3 –

You now have access to start the payment processing

On this screen you will notice

- 1) Premium information
- 2) Billing Information
 - a. Previous Payments
 - b. Remaining Balance
 - c. Minimum Payment Due
 - d. Payment Due Date

You can confirm your Agent's name and address here

Make a Payment

Required fields designated by asterisks. Enter required fields and click next to continue.

Annual Premium:	\$2,046.87	Direct Bill 100%
Paid to Date:	\$0.00	Last Payment: \$0.00
Remaining Balance:	\$2,046.87	
Minimum Due:	\$2,046.87	Payment Due Date: 11/24/2011

*Daytime Phone
Please enter...

*Email Address
Please enter...

*Payment Method
Credit Card

Agent

Next

- To continue with the Payment Process you must enter your daytime phone and email address.
- Your email address is needed to provide you with a confirmation message after your payment has been confirmed.

STEP 4 -

You will now enter your Billing Information

Make a Payment by Credit Card

Required fields designated by asterisks. Enter required fields and click next to continue

Annual Premium:	\$2,046.87	Direct Bill 100%	Agent
Paid to Date:	\$0.00	Last Payment: \$0.00	
Remaining Balance:	\$2,046.87		
Minimum Due:	\$2,046.87	Payment Due Date: 11/24/2011	

Please enter your credit card billing address

Same As Property Address

*Billing Address 1

*City

*Postal Code

*First Name

*Last Name

*Type of Card

*Credit Card Number

*Card Verification Number

*Pay \$

Billing Address 2

*State

*Expiration Date

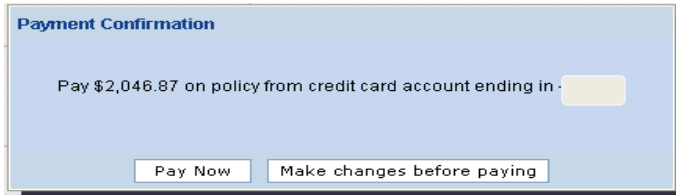
- You can select the **'Same As Property Address'** box if your credit card billing address is the same as the property address for which you have obtained coverage through Sunshine State Insurance Company.

If your billing address is different, please enter your credit card billing address in the spaces provided.

- You will also need to enter the First and Last name as it appears on the card being used for this transaction. Please enter the card information using the spaces and dropdowns provided. If you are uncertain of the Card Verification Number, please select the (?) question button for further details.
- Once all required information is entered and you are ready to submit your payment, select the **Next** button.

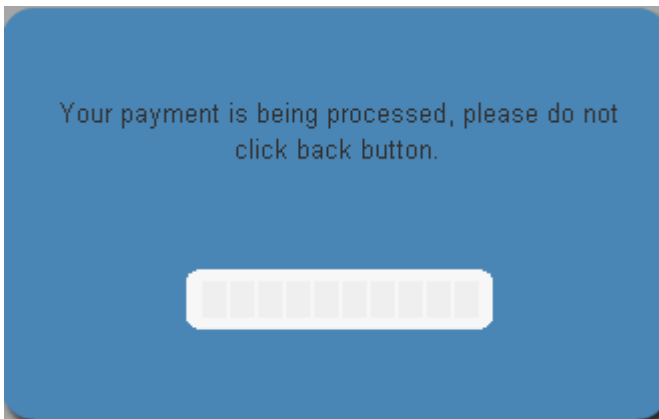
STEP 5 –

You will receive a confirmation statement to verify the processing of your payment.



- Select **Pay Now** to submit payment OR you have the ability to make changes before paying.

NOTE : Once Pay Now is selected **DO NOT CLICK ANY BACK BUTTON.** This may cause duplicate payments to be processed on your account.



- You have now completed the Payment process and will receive a confirmation page. Please **Print Receipt** for your records.

Note: an email confirmation is also sent to the email address that you previously provided

If you have questions or concerns you may email or call our customer service department using the information provided on the screen below. Select **Exit** to return to the Home Page.

Payment Confirmation

Click Print Receipt to print copy of this page.

