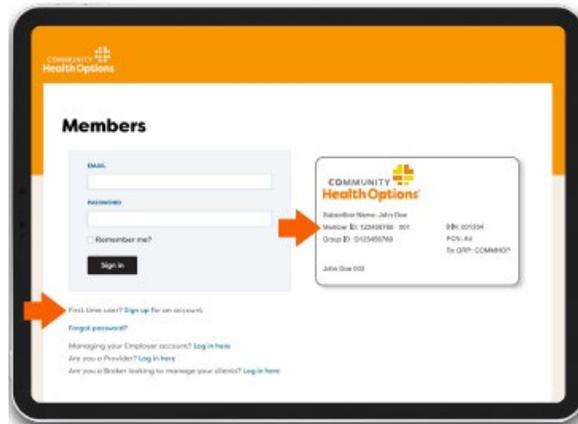


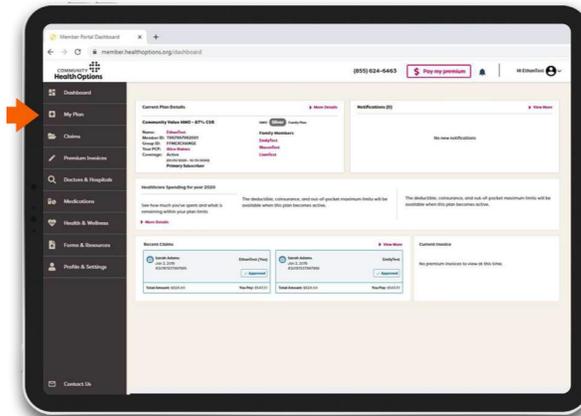
## Managing Online Payments

Members can access the Health Options Online Payment System by logging into the Member Portal.

- Go to [healthoptions.org](http://healthoptions.org) and click on "Sign in" at the upper right side of the screen.
- Select "Member Login."
- If you are new to the portal, click on "First Time User? Sign up for an account."
- At the next screen, enter your Member ID number, last name, and date of birth, as shown below.



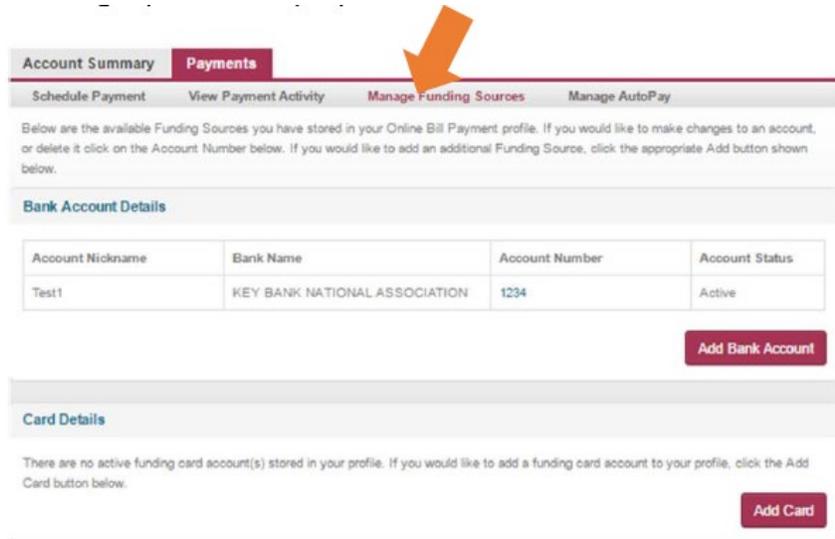
- From your dashboard, click the "Pay my premium" button as shown in the image below.



**Please Note:** The first time you enter the new payment portal, you will be asked to read and acknowledge our Terms and Conditions. You will have to do this only once.

## Payments Tab

Use the Payments tab to Schedule and View payments, Manage Funding Sources, and Manage your autopayments.



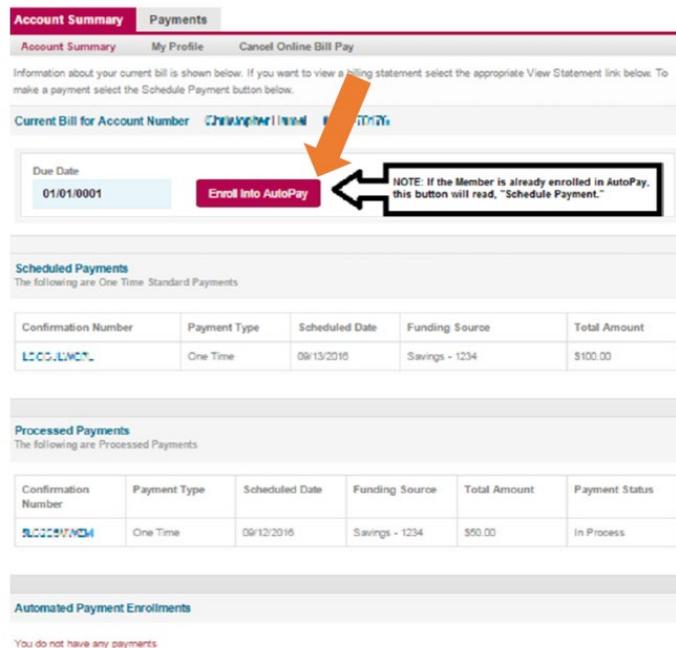
The screenshot shows the 'Payments' tab selected in the navigation bar. Below the navigation bar, there are links for 'Schedule Payment', 'View Payment Activity', 'Manage Funding Sources', and 'Manage AutoPay'. A text block explains that the available funding sources are listed below. The 'Bank Account Details' section contains a table with one row: 'Test1', 'KEY BANK NATIONAL ASSOCIATION', '1234', and 'Active'. Below the table is an 'Add Bank Account' button. The 'Card Details' section contains a text block stating there are no active funding card accounts and an 'Add Card' button.

Account Nickname	Bank Name	Account Number	Account Status
Test1	KEY BANK NATIONAL ASSOCIATION	1234	Active

- To make any online payments, you must first enter funding sources (credit card, debit card, bank account), in the Manage Funding Sources tab. Here you can also update, view, edit, or delete funding sources associated with your account. Once this step is done, you can choose the tabs to schedule a one-time online payment or set up Autopayment for monthly premium payments by following the prompts.

## Accounts Summary Tab

- To set up your AutoPay account, click the red button "Enroll into Auto Pay."
- Use the "My Profile" link to review and/or change your email address.
- Use the "Cancel Online Bill Pay" link to stop AutoPay on your account. Any unprocessed payments, including Auto Pay, will be cancelled.



The screenshot shows the 'Accounts Summary' tab selected. Below the navigation bar, there are links for 'Account Summary', 'My Profile', and 'Cancel Online Bill Pay'. A text block explains that the current bill information is shown below. The 'Current Bill for Account Number' section contains a 'Due Date' of '01/01/0001' and an 'Enroll into AutoPay' button. A callout box points to the button with the text: 'NOTE: If the Member is already enrolled in AutoPay, this button will read, "Schedule Payment."' Below this are sections for 'Scheduled Payments' and 'Processed Payments', each with a table of payment details.

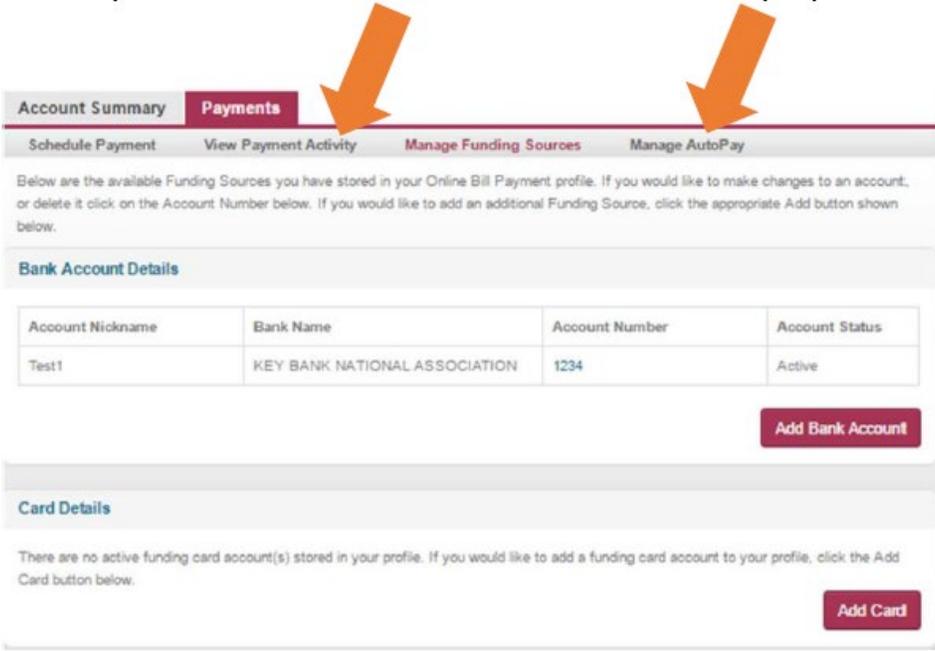
Confirmation Number	Payment Type	Scheduled Date	Funding Source	Total Amount
LCC-LWC	One Time	09/13/2016	Savings - 1234	\$100.00

Confirmation Number	Payment Type	Scheduled Date	Funding Source	Total Amount	Payment Status
LCC-LWC	One Time	09/12/2016	Savings - 1234	\$50.00	In Process

## View Payment Activity

- Use the "View Payment Activity" tab shown below to view scheduled, processed, automated, and refunded payments on your account.



Account Summary **Payments** Schedule Payment View Payment Activity Manage Funding Sources Manage AutoPay

Below are the available Funding Sources you have stored in your Online Bill Payment profile. If you would like to make changes to an account, or delete it click on the Account Number below. If you would like to add an additional Funding Source, click the appropriate Add button shown below.

**Bank Account Details**

Account Nickname	Bank Name	Account Number	Account Status
Test1	KEY BANK NATIONAL ASSOCIATION	1234	Active

[Add Bank Account](#)

**Card Details**

There are no active funding card account(s) stored in your profile. If you would like to add a funding card account to your profile, click the Add Card button below.

[Add Card](#)

## Manage Auto Pay

- Auto Pay allows you to use your funding sources to pay your monthly premium automatically or cancel an existing Auto Pay enrollment. Please note: If you try to schedule a single payment or use AutoPay but have not previously added a funding source, (credit card, debit card, bank account), you will be redirected to the "Manage Funding Sources" screen where you can update, view, edit, or delete funding sources associated with your account.