

Member Portal

WEALTHCARE COBRA Consumer Portal Paying Premiums

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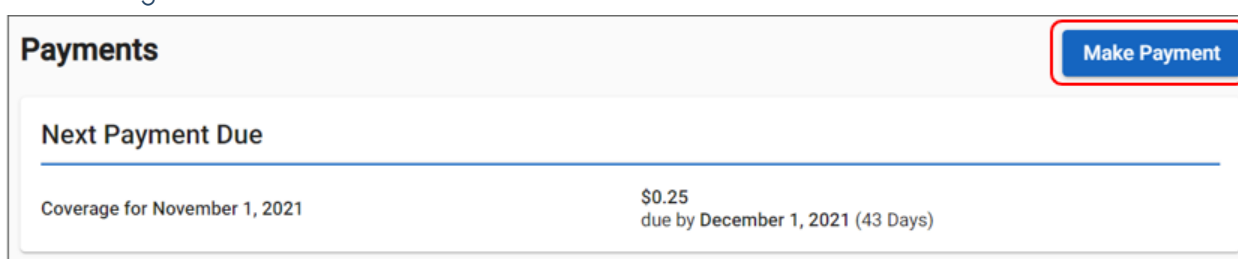
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Getting Started

This guide is designed to help you navigate and setup available payment options..

Make a One-Time Payment

1. From the Member Portal, click **View Account** for your desired **Employer** and **Qualifying Event Date**.
(**Note:** You will only need to click **View Account** if you have multiple Qualifying Event records or if this is the first time you are accessing the Member Portal)
2. Click **Make a Payment** in the upper-right corner. You will be taken through a 3-step wizard including the following sections.



Payments Make Payment

Next Payment Due

Coverage for November 1, 2021	\$0.25 due by December 1, 2021 (43 Days)
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3. Select either **Total Amount Due** or **Other Amount**. If you select **Other Amount**, enter the amount you wish to pay toward your next premium.
4. Select your **Payment Method**, either 'Bank Account' or 'Credit Card'.
5. Check the 'I agree to pay the convenience fee' box. There is a \$25.00 convenience fee for all one-time payments. When using a bank account as the payment method, the convenience fee may show as a separate transaction on your bank statement.

6. Click **Next**.

Select payment amount and method for a one time payment.

Next Payment Due

Coverage for November 1, 2021	\$0.25 due by December 1, 2021 (43 Days)
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Payment Amount

☒ Total Amount Due: \$0.25

☐ Other Amount

Payment Method

☒ Bank Account

☐ Credit Card

There is a \$25.00 convenience fee for one time payments.

☒ I agree to pay the convenience fee

Next

7. Enter the following information based on which **Payment Method** was selected:
8. *Bank Account* (no wallet saved): You will see these fields if you are either 1) making a bank account payment for the first time or 2) setting up a different bank account from what was previously saved for your account.
9. *Account Type*: Select either 'Checking' or 'Savings'.
10. *Name on Bank Account*: Enter the name on your bank account.
11. *Routing Number*: Enter your bank's routing number.
12. *Account Number*: Enter your bank's account number.
13. *Re-Enter Account Number*: Re-enter your bank's account number.
14. *Save payment information for future payments*: Check this box if you want WEALTHCARE COBRA to save this bank account information for future payments. If selected, you will be prompted to enter a **Payment Nickname**.

Account Type
☒ Checking
☐ Savings

Account Holder's Name

9/100

Routing Number

9/9

Account Number

12/17

Re-Enter Account Number

12/17

☐ Save payment information for future use

15. *Bank Account* (wallet saved): You will see these fields if you are making a bank account payment using a previously saved bank account.
16. *Payment Information*: Select an existing bank account to make this payment or click 'Use different payment' to enter all the fields from above.
 - *Credit Card:*
 - *Card Holder Name*
 - *Card Number*
 - *Expiration Month*
 - *Expiration Year*
 - *Security Code*
 - *Postal Code*

Enter your payment details.

Card Holder Name

Card Number

Expiration Month

Expiration Year

Security Code

Postal Code

Clear

Pay \$25.25

17. Click **Make Payment** if you are making a Bank Account payment or click **Pay [XXX]** (replace [XXX] with your payment amount) if you were making a Credit Card payment.
18. From this screen you will see your payment confirmation information including:
 - Payment Confirmation Number
 - Payment Date
 - Payment Method
 - Payment Amount
 - Convenience Fee
 - Total
 - If desired, click **Go to Payments Summary** to go back to the **Payments** tab.

Set Up Auto Recurring Payments

1. From the Member Portal, click **View Account** for your desired **Employer** and **Qualifying Event Date**.
(**Note:** You will only need to click View Account if you have multiple Qualifying Event records or if this is the first time you are accessing the Consumer Portal)

924 Employer	October 1, 2021	Retiree	View Account
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2. You will be taken to the **Payments** screen. (**Note:** If you elected coverage just prior to attempting to make a one-time payment, you will need to click the **Payments** tab first.) Click **Setup Recurring Auto Payments** from the **Recurring Auto Payments** section.

Benefits Payments Sign Out	
Payments Make Payment	
Next Payment Due	
Coverage for January 1, 2022	\$102.00 due by January 31, 2022 (48 Days)
Recurring Auto Payments	
There are no scheduled payments. Click Setup Recurring Auto Payments to schedule auto payments.	
Setup Recurring Auto Payments	

3. On the setup screen enter your bank account information and then click **Setup Recurring Auto Payments**. (**Note:** Your account must be paid to full in order to set up recurring payments. If you have an outstanding balance from a previous billing period, you will be prompted to make a one-time payment to get your account current and then you can proceed to set up recurring payments.)

Account Type
☒ Checking
☐ Savings

Account Holder's Name

 9/100

Routing Number

 9/9

Account Number

 14/17

Re-Enter Account Number

 14/17

[Setup Recurring Auto Payments](#)

4. Read the authorization message and then click **Setup Recurring Auto Payments**.

Recurring Auto Payment Authorization

I authorize onsource to electronically debit my account (and, if necessary, electronically credit my account to correct erroneous debits) for the total monthly premium amount from institution routing number **124003116** and account **1111111111111** on **the 8th day of each month**. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify onsource of any changes in my account information or termination of this authorization. I acknowledge that any changes made online by me or on my behalf will be considered written notice of change and will constitute authorization of change.

I agree that ACH transactions I authorize comply with all applicable law.

It is recommended that you print a copy of this authorization and maintain it for your records.

By clicking "Setup Recurring Auto Payments", you are agreeing to the above authorization.

[Close](#) [Setup Recurring Auto Payments](#)

- Review the confirmation screen and click **Go to Payments Summary**.

Setup Recurring Auto Payments

✓ Setup Recurring Auto Payments

2 Recurring Auto Payment Confirmation

Recurring Auto Payments has been setup successfully.

Recurring Payment Date	Payment will be made on the 8th of the coverage month.
Payment Method	Checking ****1111
Payment Amount	Amount due for coverage.

Your enrollment with the insurance carrier may take up to 7-10 business days. For help, please call our support at 4243-243-422-4224.

Go to Payments Summary

- From the **Payments** screen, you can see that recurring payments have been set up. Click **Cancel** if you want to cancel recurring auto payments.

Payments

Make Payment

Next Payment Due

Coverage for January 1, 2022	\$102.00 due by January 31, 2022 (48 Days)	↻ Recurring Payment Scheduled
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Recurring Auto Payments

Checking ****1111

↻ Payment will be made on the **8th** of the coverage month.

Cancel