How to Pay Online

You may pay your COBRA, retiree, or other premiums online by ACH (transfer from your bank).

NOTE: This guide references COBRA premiums, but the payment process is the same for everyone, including retirees, employees on leave, and other premium billing scenarios.

Before you can make payments online, you must first set up your online account. You can find instructions for setting up your account in our Portal User Guide available for download at www.unifyhr.com/participant-portal-guide.

Setting Up Your Payment Account(s)

After logging in to your account, find the Invoices section on your homepage. Choose ACH from the Select Payment Method dropdown and click Pay Now.

Invoices

Total Due - COBRA: $203.99

Credit Balance: $0.00

Make a Payment

-Select Payment Method-

Pay Now

View	Coverage Period	Premium	Previously Paid	Amount Due	Due Date	Grace Period End Date	Type
View	06/01/2022 - 06/30/2022	$102.00	$0.00	$102.00	6/1/2022	7/30/2022	COBRA Coverage
View	05/01/2022 - 05/31/2022	$102.00	$0.01	$101.99	6/1/2022	7/30/2022	COBRA Coverage

This will take you to the Make a Payment section of your account. Click Manage Payment Accounts to set up your payment account(s).

Make a Payment

➜ Manage Payment Accounts   ➜ Make One-Time Payment

➜ View Payment History   ➜ Schedule Automatic Payment

You may use a checking or savings account. Fill in each field, including the routing number and account number for your chosen account. Click the Save button when you're done.

Manage Payment Accounts

Please enter the following information for your new account. All fields marked with an asterisk (*) are required. Click **Save** when you are done.

Your Payment Account(s)

New Payment Account. ▼

[Add New Account] [Edit Account] [Remove Account]

Account Type *

Checking ▼   ☐ Make this the default account for payments

Name as Displayed on Bank Account *

*If bank account does not belong to **COREY COBRA** please* <u>contact us</u> *for assistance.*

Bank or Account Nickname (optional)

To help you easily identify your account(s)

Routing Number *   Confirm Routing Number *

Account Number *   Confirm Account Number *

YOUR NAME   123
1234 Main Street
Anywhere, OH 00000   DATE _____

PAY TO THE
ORDER OF _____ $ [   ]

_____ DOLLARS

⑆044072324⑆ ⑆000123456789⑆ ⑆123⑆

ROUTING   ACCOUNT   CHECK
NUMBER   NUMBER   NUMBER

[Save]   [Cancel]

Paying by ACH

To pay by ACH, select ACH from the Make a Payment dropdown and click the Pay Now button from the Invoices section of your homepage.

You may make a one-time payment or set up automatic monthly payments.

To make a one-time payment, click the Make a One-Time Payment link in the Make a Payment section. Select the account you want to use from the dropdown list and enter the amount you want to pay and the payment date. Then click the Schedule Payment button to make the payment.

To set up automatic payments, click the Schedule Automatic Payment link from the Make a Payment section. Select the account you want to use from the dropdown list and enter the amount you want to pay. Then enter the date you want payments to begin and the date you want payments to end.

When you're done, click the Schedule Payment button to complete the process.