

To Submit an Online Payment to RPS

- Go to www.rpsins.com/payonline
- Payment methods:
 - e-check (free of charge)
 - Visa, MasterCard, American Express, Discover (2.75% service fee)
- Scroll down to “Policyholders/Insureds”
- Select the orange button that states “PAY MY BILL” under “Policyholders/Insureds”
- The site will redirect you to the ePay system



- Complete the requested information:
 - Insured ID: 8 or 9 digit number, no alpha characters, typically found on your quote or binder. If you have trouble locating your insured ID, please contact RPS at the email or phone number below.
 - Zip code: zip code tied to your policy or mailing address

PAYER	<input type="text" value="Payer"/>
EMAIL ADDRESS	<input type="text" value="Email Address"/>
INSURED ID	<input type="text" value="Insured ID"/>
ZIP CODE	<input type="text" value="Zip Code"/>

- Once your insured ID and zip code are entered, open invoices will populate.
- Options include: individual invoices, or adding them all.
 - Items in red are overdue

INVOICES Displaying invoices for [REDACTED]

Invoice	Name	Due Date	Amount	+ Add All
4161571-02	[REDACTED]	1/17/2023	\$150.60	+ Add
Policy Number: [REDACTED]		Effective Date: 01/27/2023		
4161571-03	[REDACTED]	2/17/2023	\$150.60	+ Add
Policy Number: [REDACTED]		Effective Date: 02/27/2023		
Not Invoiced	[REDACTED]		\$0.00	+ Add

- To change the amount being paid:
 - Select “add” then backspace the amount auto populated and type in the amount you are wanting to be paid
 - Once the amount is changed, you will be required to type a comment. Choose the most fitting option and comment on reason for change of the amount. An example is shown below:

4161571-03 [REDACTED] 2/17/2023 \$150.60 **100.00** X



Policy Number: [REDACTED] Effective Date: 02/27/2023

Down Payment

- Once you have chosen the invoices being paid, “total of selected invoices” field will be updated and reflected

TOTAL OF SELECTED INVOICES	400.00
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- Scroll down and select the payment type
- Enter your payment information.
 - There is an option to save your bank account for future use

PAYMENT TYPE	 ACH	 Credit Card
	Amount \$400.00 Fee \$0.00 Total \$400.00	Amount \$400.00 Fee \$11.00 Total \$411.00
PAYMENT INFORMATION	<p><i>There is no fee for making an ACH payment directly from your bank account but you may also choose the convenience of paying by credit card. The credit card fee is 2.75%. All credit card fees are retained by ePayPolicy for their payment processing services.</i></p>	
	Bank Account Holder	
	Routing Number	
	Account Number	
	Confirm Account Number	
	<input type="checkbox"/> Save my bank account for future use	

- If you have additional comments, you may include this in the “Notes” section

- Click the “I’m not a robot”
- Then hit the green send button
- Once you click “Send” a receipt of your payment will be sent to the email address provided and payment will be sent to RPS. Please note, it may take two business days for the paid invoice to drop off the list of available invoices.

For questions or concerns, please contact
RPS.accounting@rpsins.com or (480)603-0952.