

## To Submit an Online Payment to RPS

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



- Complete the requested information:
  - Agent ID: RPS broker number – A00\*\*\*\*\* or AS0\*\*\*\*\*
  - Zip code: zip code tied to your agency

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

- Once your agent ID and zip code are entered, open invoices will populate.
- Options include: individual invoices, or adding them all.

- Amount due will always reflect net amount owed to RPS – this may be changed if needed.

INVOICES

Displaying Invoices for Risk Placement Services - Scottsdale

Search Invoices

Invoice	Name	Due Date	Amount	
Not Invoiced	Risk Placement Services - Scottsdale		\$0.00	+ Add All
3443745-05	[REDACTED]	3/22/2022	\$915.61	+ Add
Policy Number: [REDACTED]		Effective Date: 03/05/2022		
3443745-06	[REDACTED]	4/22/2022	\$915.61	+ Add
Policy Number: [REDACTED]		Effective Date: 04/05/2022		
3085515	[REDACTED]	8/15/2021	\$142.80	+ Add
Policy Number: [REDACTED]		Effective Date: 07/03/2021		

- 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:

Displaying Invoices for Risk Placement Services - Scottsdale

Search Invoices



Invoice	Name	Due Date	Amount	
Not Invoiced	Risk Placement Services - Scottsdale		\$0.00	+ Add
3443745-05	[REDACTED]	3/22/2022	\$915.61	400.00
Policy Number: [REDACTED]		Effective Date: 03/05/2022		
<input type="button" value="Financing"/> <input type="button" value="Incorrect Invoice Amount"/> <input type="button" value="Other"/>				
Financed - 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**

 <p><b>ACH</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Amount</td><td style="text-align: right;">\$400.00</td></tr> <tr><td>Fee</td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>\$400.00</b></td></tr> </table> <div style="text-align: center; margin-top: 5px;"><input checked="" type="radio"/></div>	Amount	\$400.00	Fee	\$0.00	<b>Total</b>	<b>\$400.00</b>	 <p><b>Credit Card</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Amount</td><td style="text-align: right;">\$400.00</td></tr> <tr><td>Fee</td><td style="text-align: right;">\$11.00</td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>\$411.00</b></td></tr> </table> <div style="text-align: center; margin-top: 5px;"><input type="radio"/></div>	Amount	\$400.00	Fee	\$11.00	<b>Total</b>	<b>\$411.00</b>
Amount	\$400.00												
Fee	\$0.00												
<b>Total</b>	<b>\$400.00</b>												
Amount	\$400.00												
Fee	\$11.00												
<b>Total</b>	<b>\$411.00</b>												

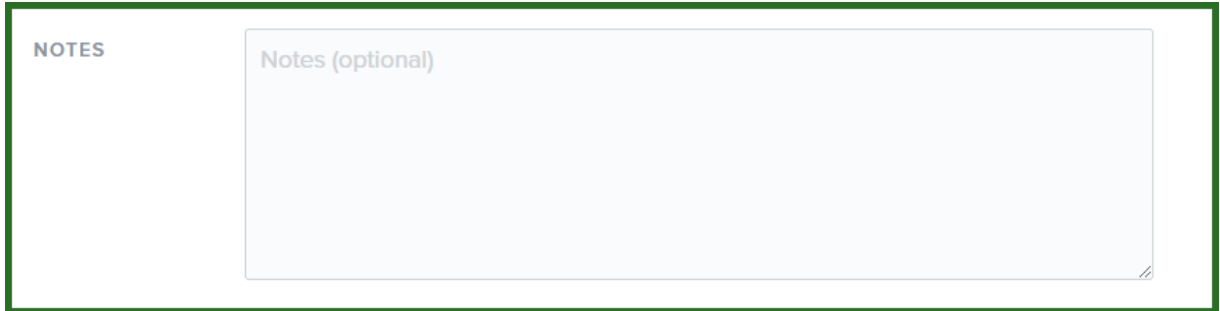
**PAYMENT INFORMATION**

ⓘ 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.

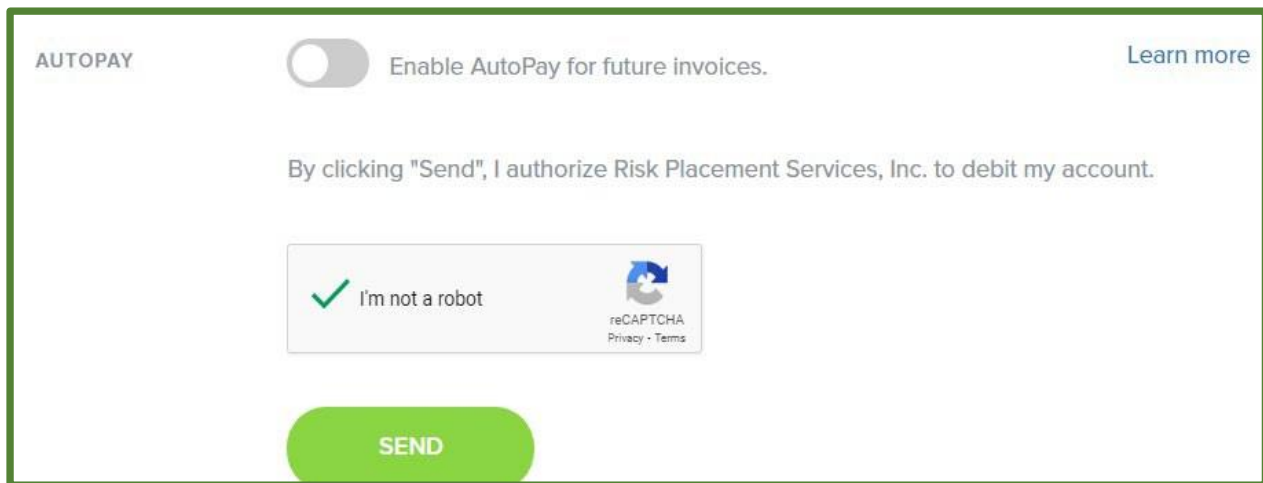
Bank Account Holder
Routing Number
Account Number
Confirm Account Number

Save my bank account for future use

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



- Click “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 2 business days for the paid invoice to drop off the list of available invoices.



**For questions or concerns, please contact**  
**[RPS.accounting@rpsins.com](mailto:RPS.accounting@rpsins.com) or (480)603-0952.**