

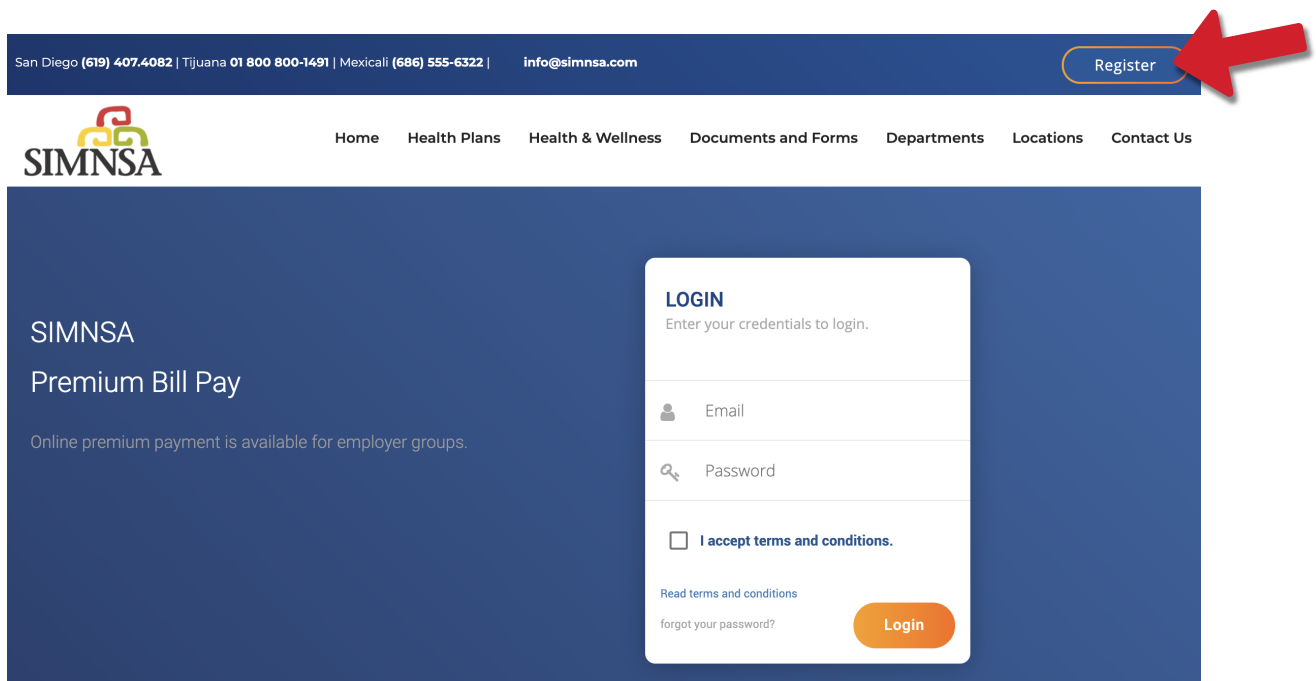


MEXICALI . TIJUANA . TECATE

HOW TO: ISSUE PAYMENT THROUGH OUR BILL PAY WEBSITE

How to use our new bill pay website

Go to billpay.simnsa.com and click on the top right “Register” button.



San Diego (619) 407-4082 | Tijuana 01 800 800-1491 | Mexicali (686) 555-6322 | info@simnsa.com

Register

SIMNSA
Premium Bill Pay

Online premium payment is available for employer groups.

LOGIN
Enter your credentials to login.

Email

Password

☐ I accept terms and conditions.

[Read terms and conditions](#)
[forgot your password?](#)

Login

Enter your Group Number, Tax ID, Full Name, Email and create a password.

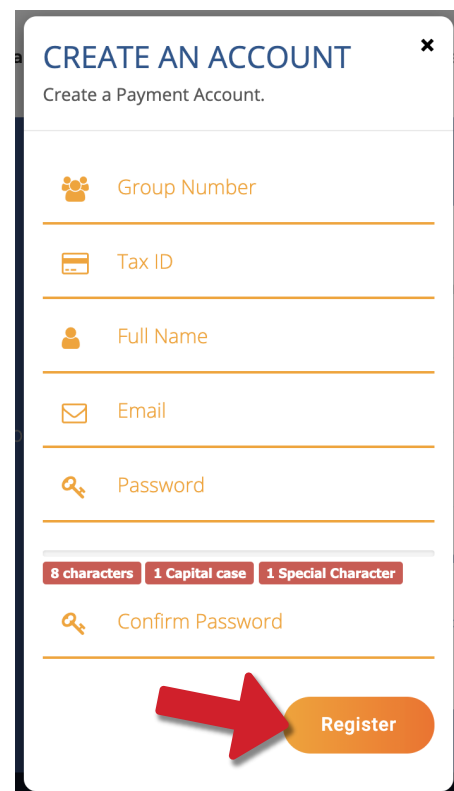
Your new password must contain:

8 characters

At least one capital case

At least one special character

Proceed to click on the “**Register**” button.



CREATE AN ACCOUNT
Create a Payment Account.

Group Number

Tax ID

Full Name

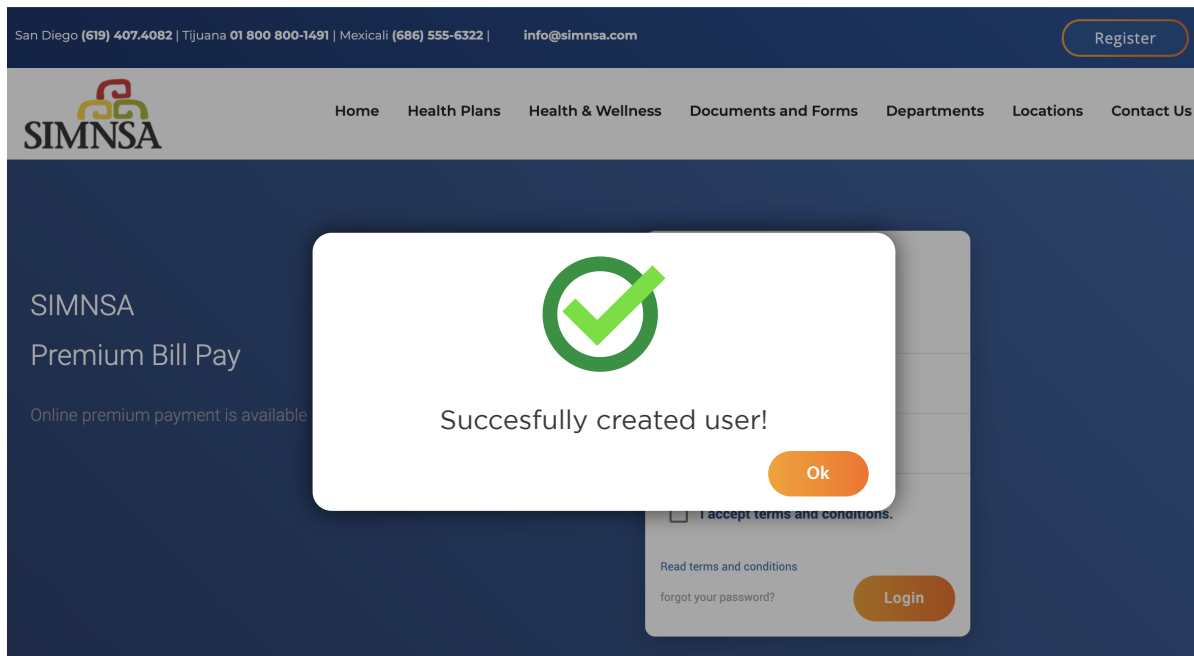
Email

Password

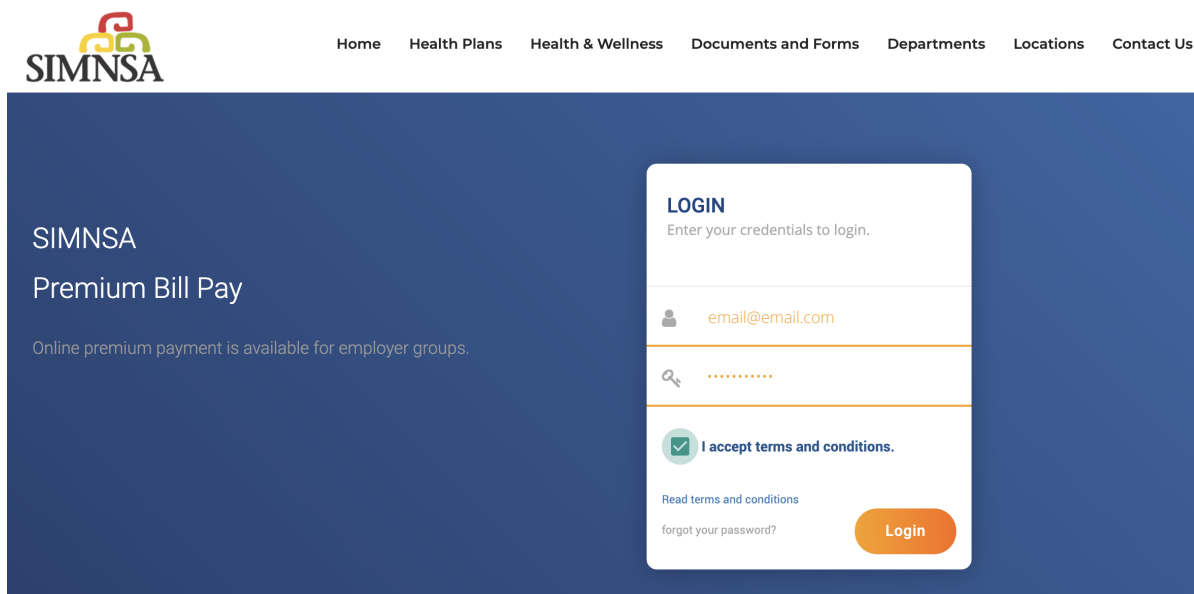
8 characters 1 Capital case 1 Special Character

Confirm Password

Register



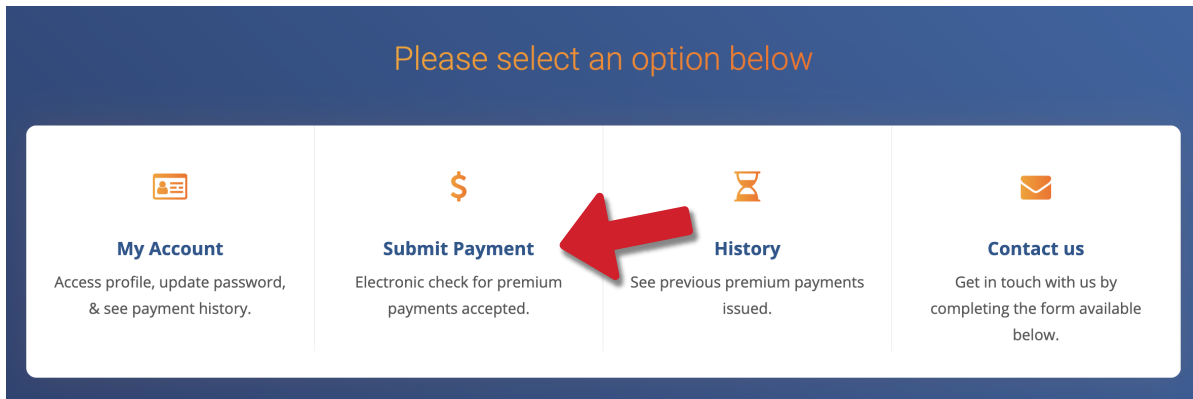
Go to the login area and enter your email, password, and check the “I accept terms and conditions” box.



Disclaimer: Some information/images may vary according to your browser or device.
SIMNSA | To obtain tech support regarding our system, contact us at: soporte@simnsa.com

To make a payment

Once you've logged in, click on the “**Submit Payment**” button located on the homepage.



Company name will auto-populate.

Reference: any details you want to include (required: may put na)






Month: Premium month

Invoice: reference invoice #(s)

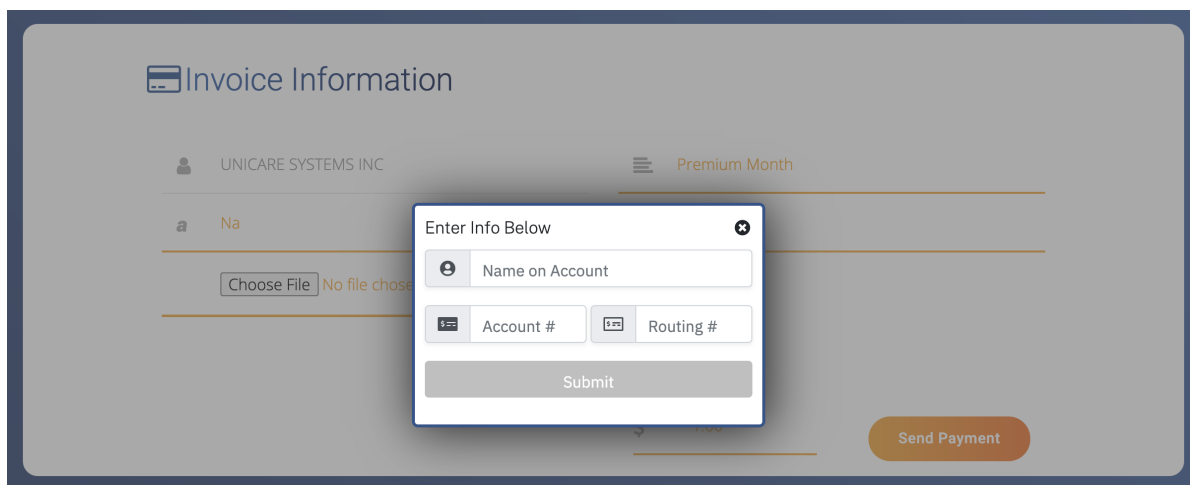
Choose File: premium backup report if applicable

Then click on “**Send Payment**”.

A screenshot of a form titled 'Invoice Information'. The form contains several input fields: 'YOUR COMPANY'S NAME', 'Month', 'Reference', 'Invoice', and a file upload section with a 'Choose File' button and 'No file chosen' text. At the bottom right, there is a 'Send Payment' button. A large red arrow points to the 'Send Payment' button.

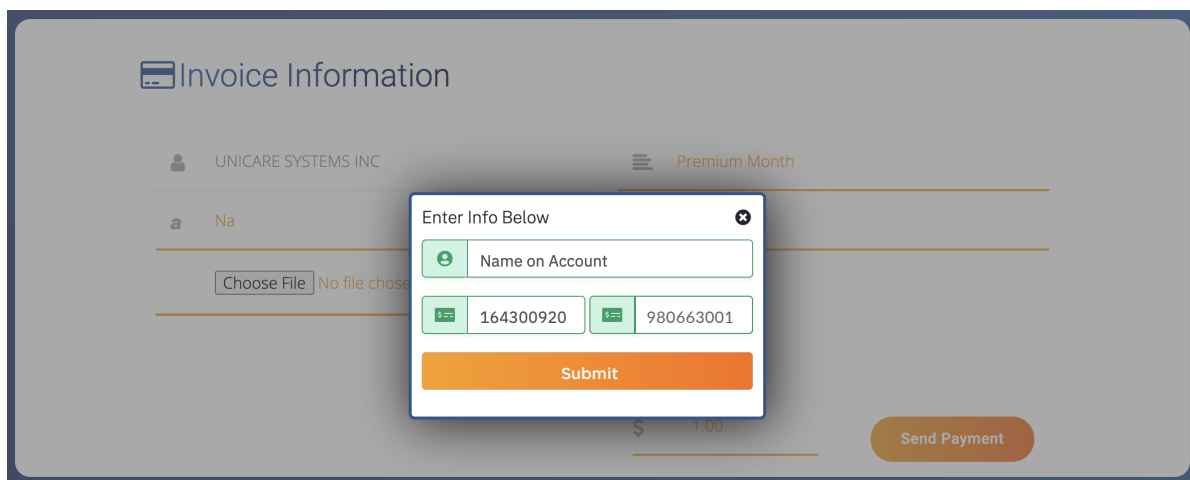
Invoice Information	
 YOUR COMPANY'S NAME	 Month
 Reference	 Invoice
 Choose File No file chosen	
\$ 0.00	Send Payment

Check information window will pop up.



The screenshot shows a web interface titled "Invoice Information". In the background, there is a form with fields for "UNICARE SYSTEMS INC", "Premium Month", and a file upload section with a "Choose File" button and "No file chosen" text. A modal window titled "Enter Info Below" is centered on the screen. This modal contains three input fields: "Name on Account", "Account #", and "Routing #". Below these fields is a grey "Submit" button. In the bottom right corner of the background form, there is a "Send Payment" button.

Enter your account name, account number, routing number and click on the **“Submit”** button.



This screenshot shows the same "Invoice Information" form as the previous one, but the modal window "Enter Info Below" now contains filled-in data. The "Name on Account" field is empty. The "Account #" field contains "164300920" and the "Routing #" field contains "980663001". The "Submit" button in the modal is now orange. The background form also shows a dollar sign and the number "1.00" near the bottom.

Please wait – it may take several moments to process.