SIMNSA
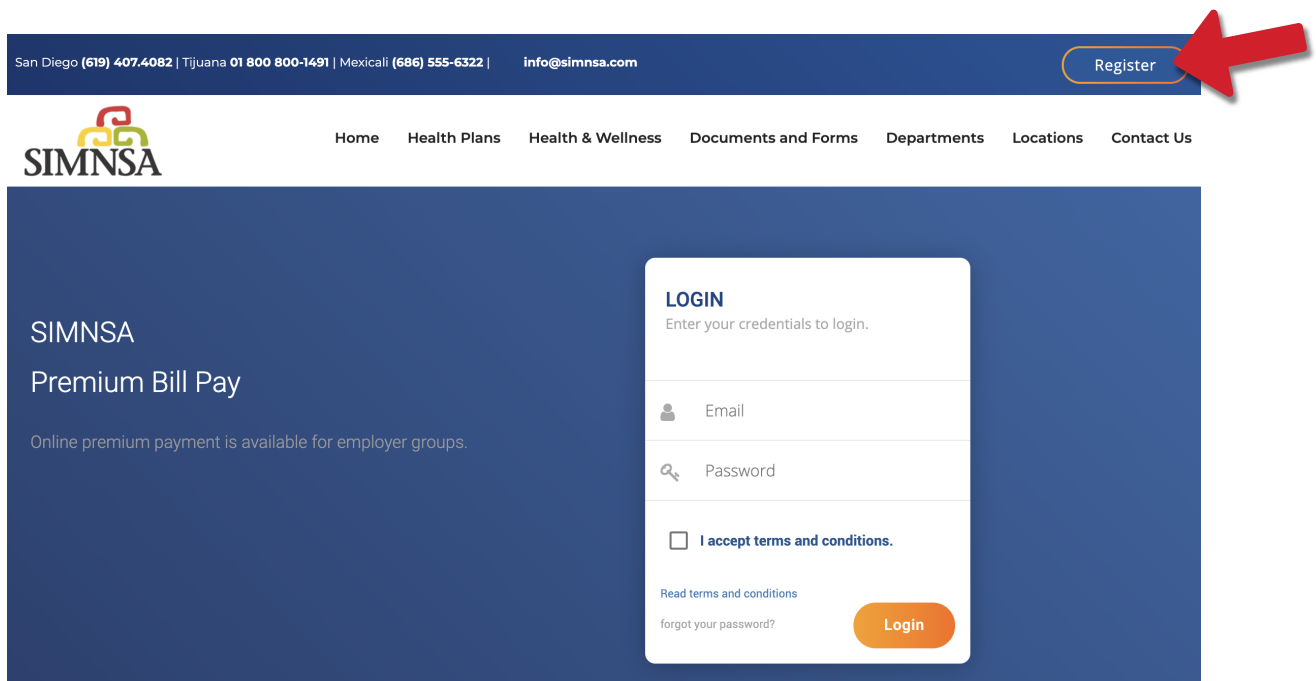
HOW TO:
ISSUE PAYMENT THROUGH OUR BILL PAY WEBSITE

How to use our new bill pay website

Go to **billpay.simnsa.com** and click on the top right "**Register**" button.

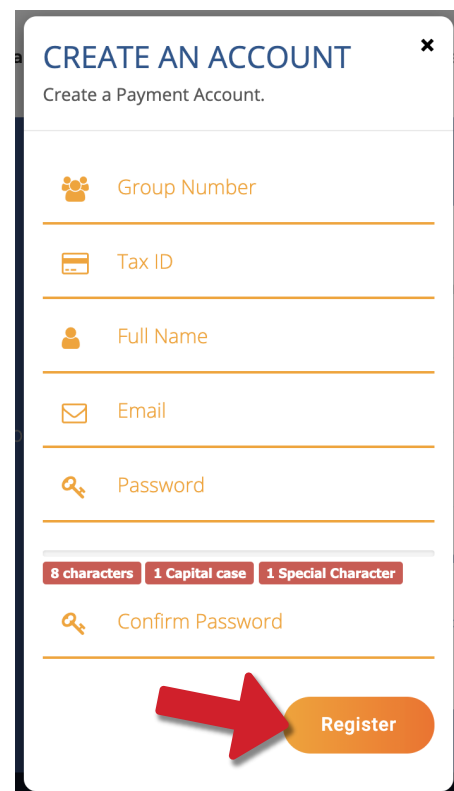Enter your Group Number, Tax ID, Full Name, Email and create a password.

Your new password must contain:

8 characters
At least one capital case
At least one special character

Proceed to click on the "**Register**" button.

SIMNSA

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SIMNSA

Premium Bill Pay

Online premium payment is available

Succesfully created user!

Ok

I accept terms and conditions.

Read terms and conditions

forgot your password?   Login
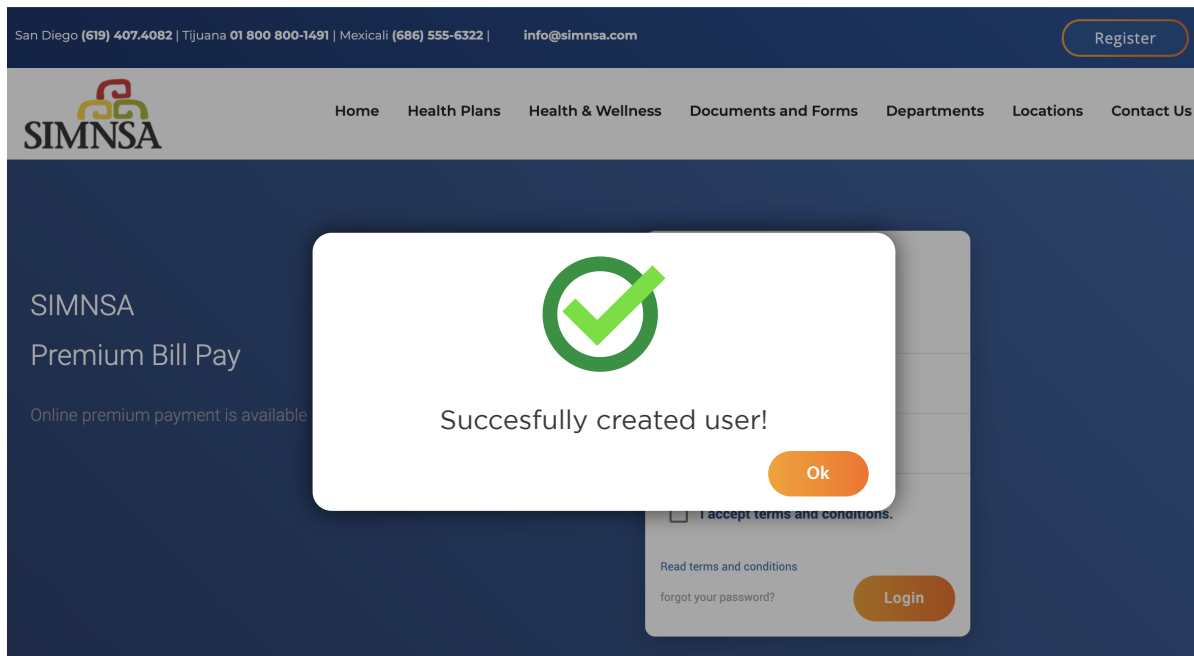
Go to the login area and enter your email, password, and check the "I accept terms and conditions" box.
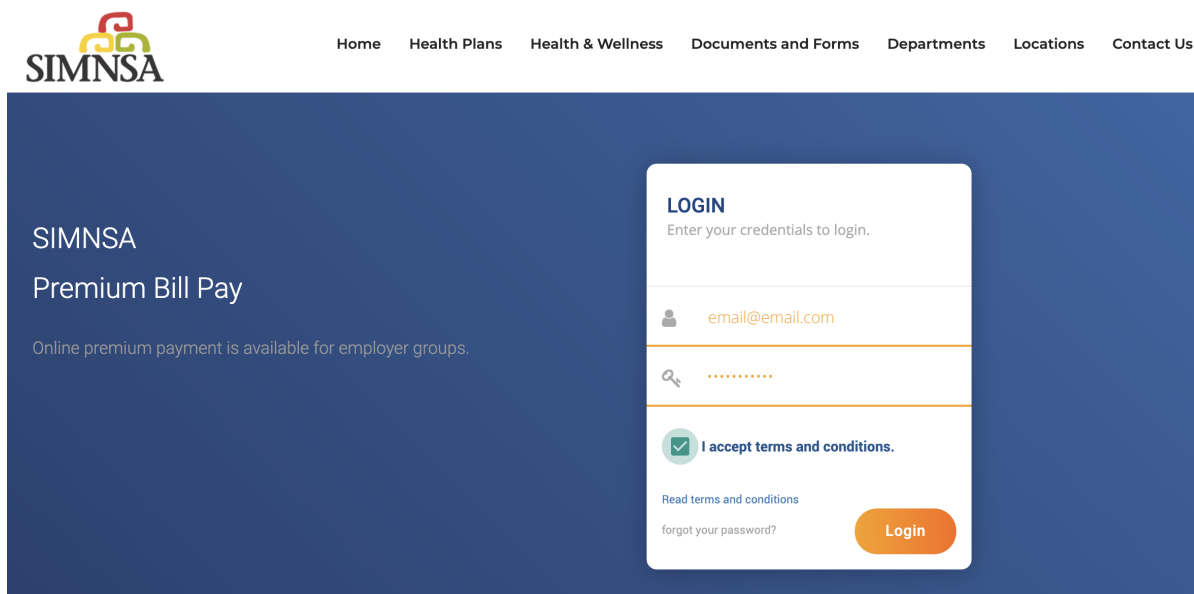
SIMNSA

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SIMNSA

Premium Bill Pay

Online premium payment is available for employer groups.

LOGIN
Enter your credentials to login.

email@email.com

••••••••••

I accept terms and conditions.

Read terms and conditions

forgot your password?   Login

To make a payment

Once you've logged in, click on the "**Submit Payment**" button located on the homepage.
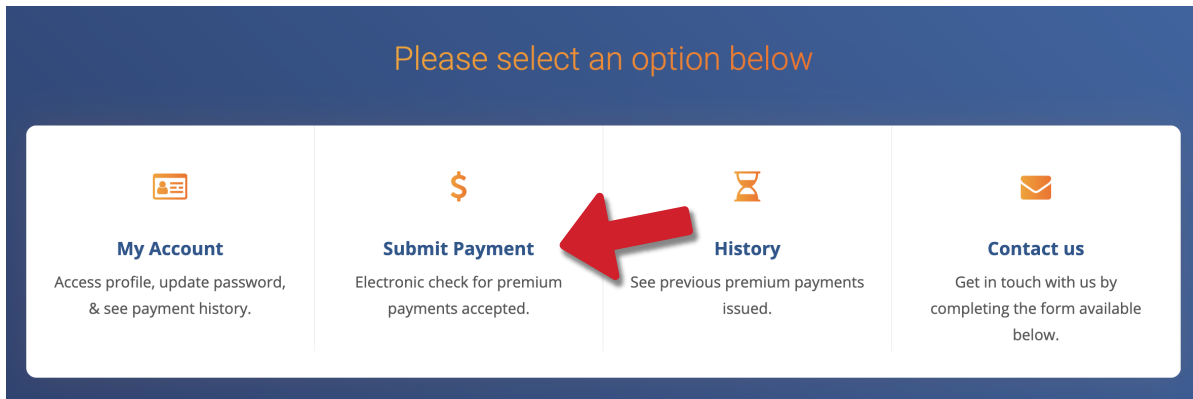
Company name will auto-populate.
**Reference:** any details you want to include (required: may put na)
Month: Premium month
Invoice: reference invoice #(s)
Choose File: premium backup report if applicable
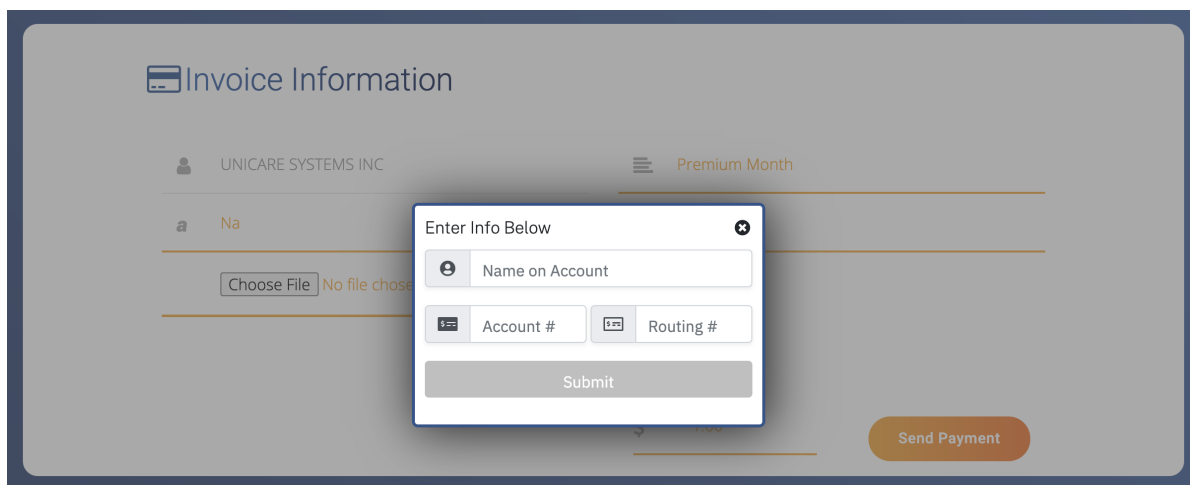
Then click on "**Send Payment**".
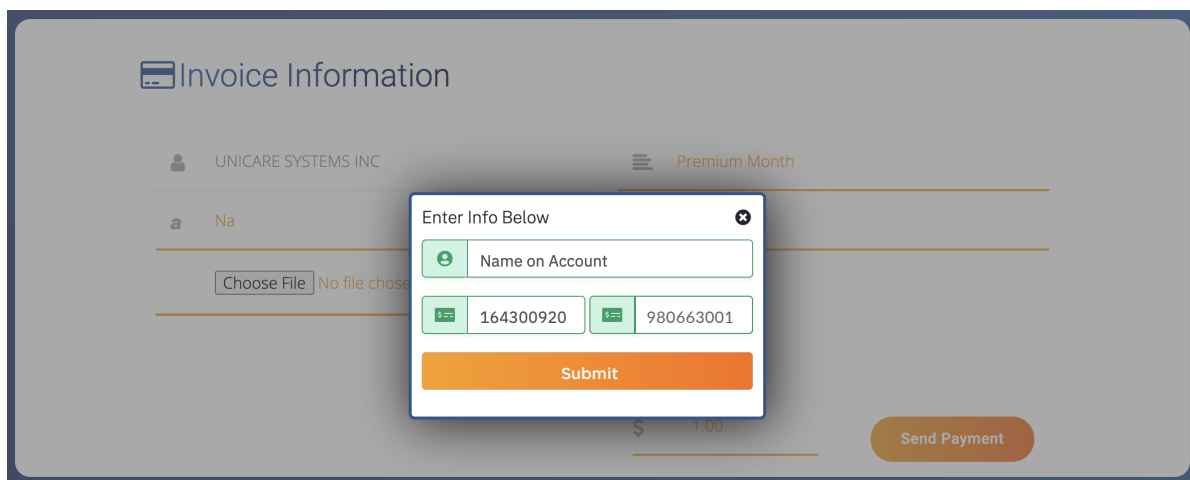
Check information window will pop up.

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

Please wait – it may take several moments to process.