

PRODUCER BULLETIN

ONLINE PAYMENTS FOR RENEWALS AND ENDORSEMENTS

In July the Association introduced the process to obtain a premium quote from our website and turn that quote into an online application that could be paid by either a credit card or ACH check payment. **We are now ready to introduce the next phase of our goal to accept credit card and ACH check payments on any open invoice for a policyholder at the producer location.**

Using the same portal currently used to access the quick quote/application system, you will go to www.NJIUA.org and click on the Producer tab. You will then click on the first link, Quick Quote and Application Submission which will take you to the main screen

A new **“MAKE A PAYMENT “** tab has been added to the menu. Click on that tab and enter the same login information you use for the quick quote /application process. If you do not have your login information, please call customer service at 973-622-3838 to obtain your login credentials.



The screenshot shows a web browser window titled "Make A Payment - Windows Internet Explorer". The address bar shows the URL "https://online.njiua.org/MakeAPayment.aspx". The page content includes the NJIUA logo and the text "New Jersey Insurance Underwriting Association". A navigation menu has tabs for "Board Members", "QuickQuote/Application", and "Make A Payment". Below the menu, there is a search bar and a message: "Welcome to the NJIUA Agency Web Portal. Please login to access the site." The "Producers Login" section contains a form with fields for "User Name:" and "Password:", a "Login" button, a "Remember Login" checkbox, and a "Forgot Password?" link. The footer of the page includes "Privacy Statement | Terms Of Use" and "Copyright 2011 by NJIUA".

Upon entering you will see all your policyholders who have an open invoice for renewal payments, an additional premium endorsement or miscellaneous invoices such as a bill for unpaid renewal installment fees.

WELCOME PRODUCER | Logout

NJIUA
New Jersey Insurance Underwriting Association

NJIUA INVOICE PAYMENT

POLICY SEARCH
CHOOSE A POLICY TO PAY (Double Click The Desired Row)

POLICYNO	INSUREDS NAME	INVOICE DUE	AMOUNT DUE
▼	▼	▼	▼
Clear Filter	<i>John Doe</i>	12/7/2011	\$927.00
Equals	<i>John Doe</i>	12/12/2011	\$419.00
Does Not Equal	<i>John Doe</i>	12/13/2011	\$353.00
Begins With	<i>John Doe</i>	12/15/2011	\$10.00
Ends With	<i>John Doe</i>	12/17/2011	\$376.00
Contains	<i>John Doe</i>	12/18/2011	\$1,106.00
Does Not Contain	<i>John Doe</i>	12/18/2011	\$2,415.00
Is Null	<i>John Doe</i>	12/18/2011	\$590.00
Is Not Null	<i>John Doe</i>		
DWF0000000			

You have several options to search for the invoice you want to pay. The easiest are the policy number or insured's name. To search by either method, click the filter icon and select "begins with" and enter the policy number or name. Press "enter" and the policyholder information will appear. Click on that and the **Financial Transaction** payment screen will appear. You are now ready to pay by either credit card or ACH check. After your payment is successfully submitted, you will receive a confirmation number for your records and the invoice will no longer appear on the list.

If you paid a new business application online, you will notice the Financial Transaction screen is similar to that one. **The amount due for a renewal will show the gross premium amount for the full payment or the installment option. Although the gross amount is shown, the system will accept the net amount. If paying by installment, the second installment invoice will appear on your list as soon as the first payment is made. If a policy has multiple invoices, you must choose the invoice that you will be paying. Additional premium endorsements will show the gross and net premium.**

If you have any questions about this bulletin, please call customer service at 973-622-3838.