Additional Information for Premium Payments

ENHANCED EMAIL NOTIFICATIONS

- Email address must be on the payment vendor's site. Entry occurs during payment processing.
- Email notifications include:
  - Invoice notifications and reminders
  - One-time and recurring payment reminders
  - Payment confirmations
  - Preference management changes
  - Card expiration date reminders

SCHEDULED PAYMENTS

- Sign in to ExpressServe to schedule a payment.
- Available for current premium payments.
- The system sends an email reminder three days before the scheduled payment date.

SELF-REPORTING FOR WORKERS COMPENSATION

- Log in to ExpressServe:
  - Choose Self-Reporting
  - Enter Exposure
  - Make Payment
- Billing accounts with self-reporting policies are not eligible for pay by text, paperless, or autopay features.
- Monthly reporters must submit exposure information and payment by the 15th of each month.
- For other reporting frequencies, submit exposure information and payment within 5 days after the reporting period ends.

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