

Pay Premium and AutoPay Guide

PWGA PAY PREMIUM WITH AUTOPAY

You now have the ability to make dependent premium payments on the website or by using the PWGA app. You can also set up automatic payments of dependent premiums.

You just sign in and select Pay Premium with AutoPay. If you select AutoPay, it's a one-time process, and your dependent premiums will be paid automatically thereafter. You never have to worry about whether or not you remembered to make your payment. Your spouse and dependents are secure.

- One-time registration
- Once registered, the PWGA makes the payment when it is due
- You are automatically notified if a credit card is going to expire soon so you can replace it with a new one
- You can log in any time and check to see that the payment has been made
- The AutoPay will automatically cancel if you don't have coverage in the upcoming quarter

PAY PREMIUM

Participants can now pay their dependent premiums via the PWGA app or the website by selecting Pay Premium, and if they want, they can also set it up to pay that dependent premium automatically via AutoPay. Go to the PWGA [website](#) on Tools, and then [Pay Premium with AutoPay](#) to get started.

AUTOPAY

Every year, writers lose coverage for their spouses and their dependents because they forget to pay their dependent premiums. The consequences can be devastating. Now, this never has to happen again. You can pay your dependent premiums electronically, and if you want, you can set the dependent premium to be paid automatically.

Take a few moments to sign up, and you never have to worry again about whether or not you made your dependent premium payment, or when the next one might be due.

You can make your dependent premium by using the new app or by going to the website – either will work.

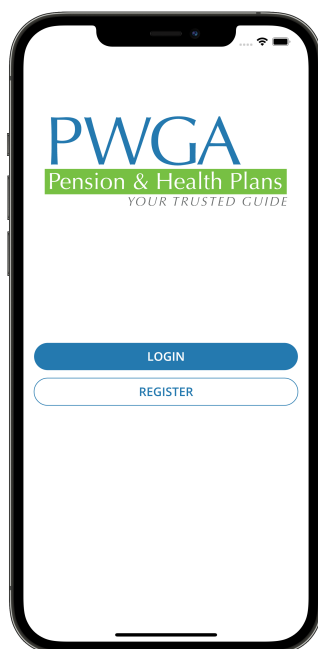
GETTING STARTED

The good news is that it's really simple. All you have to do is log in (or register if you haven't done so already).

If you're logging in (or registering on the website, your screen will look like this:

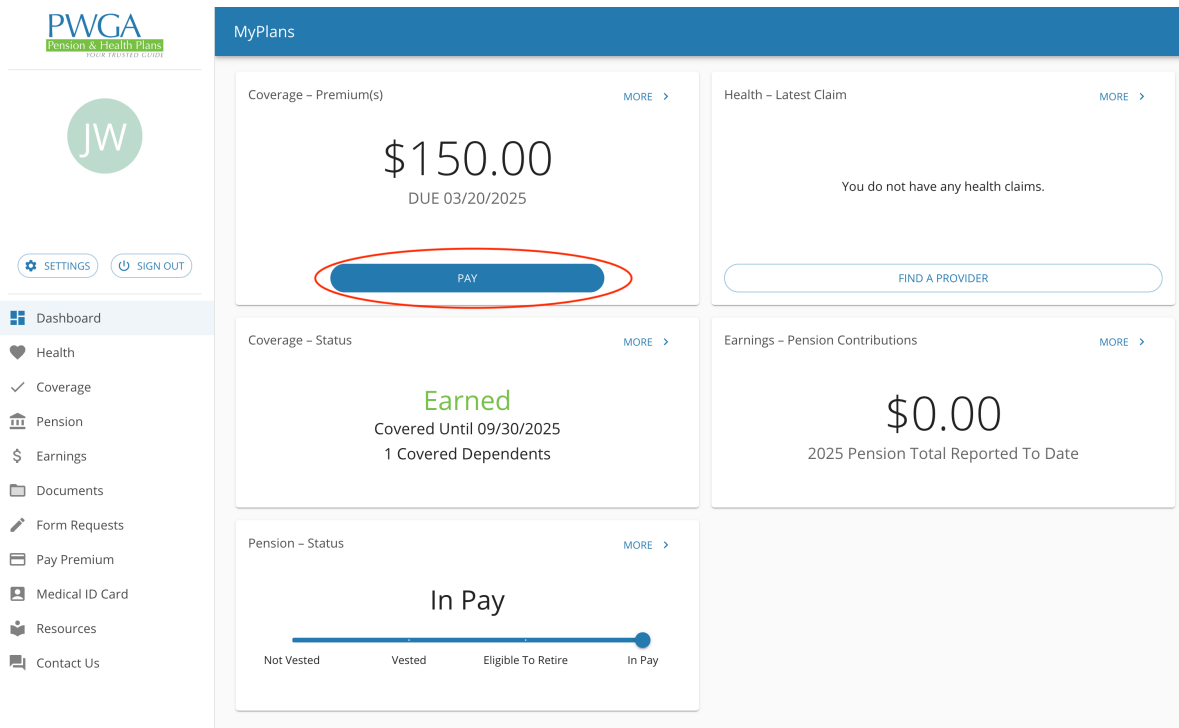


If you're logging on (or registering) via the app, it will look like this:

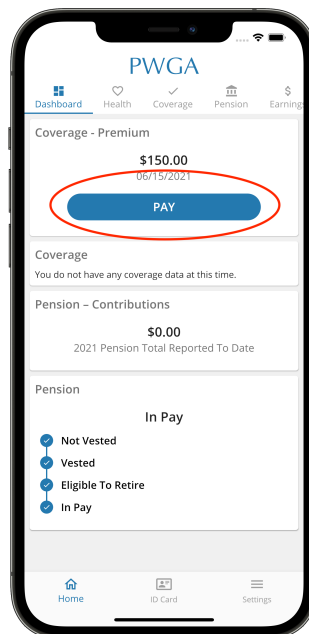


Once you're logged in, you will see all your options on the dashboard menu on the left side of your screen. You can see your premium and autopay in the dashboard.

The website screen will look like this:

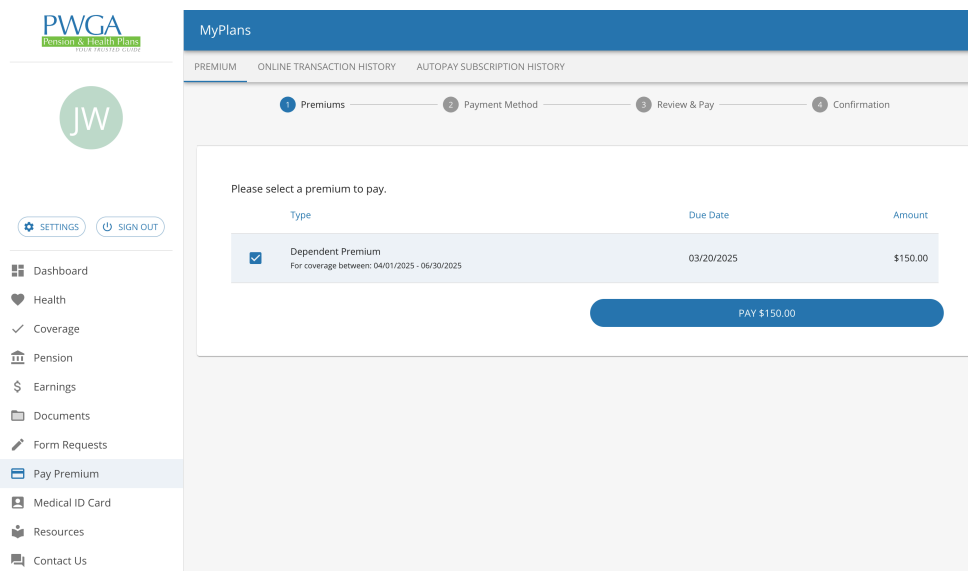


The app screen will look like this:

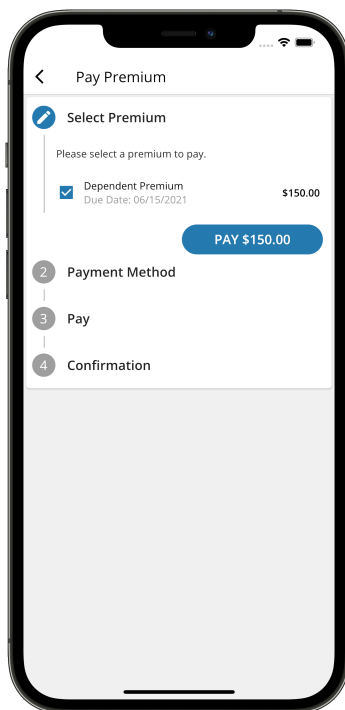


Select the Dependent Premium that's due and click "Pay"

If you're doing this via the website, your screen will look like this:



If you're doing this via the app, your screen will look like this:



Next, you will need to choose your payment method. You can select an existing credit card or register a new one and use that. We support MasterCard, Visa, Discover, and American Express. Payments can also be made by international payment if you are abroad.

Note: You cannot enroll into autopay with a card that will expire before the first payment can be made.

The website and app screen looks like this:

New Payment Method

To add a new payment method, fill out the form below.

VISA MasterCard DISCOVER AMERICAN EXPRESS

Card Number *

CVV Number * Card Expiration *
Format: MM/YYYY

Country *
US

First Name * Last Name *

Address *

City * State * Zip *

Use this as the preferred payment method for future payments. ☐

CANCEL ADD

New Payment Method

To add a new payment method, fill out the form below.

VISA MasterCard DISCOVER AMERICAN EXPRESS

Card Number *

CVV Number *

Card Expiration *
Format: MM/YYYY

Country *
US

First Name *

Last Name *

Address *

City *

CANCEL ADD

Review your payment information that you selected in the previous steps and enroll in AutoPay if you wish, by clicking the checkbox under “Enroll In AutoPay”.

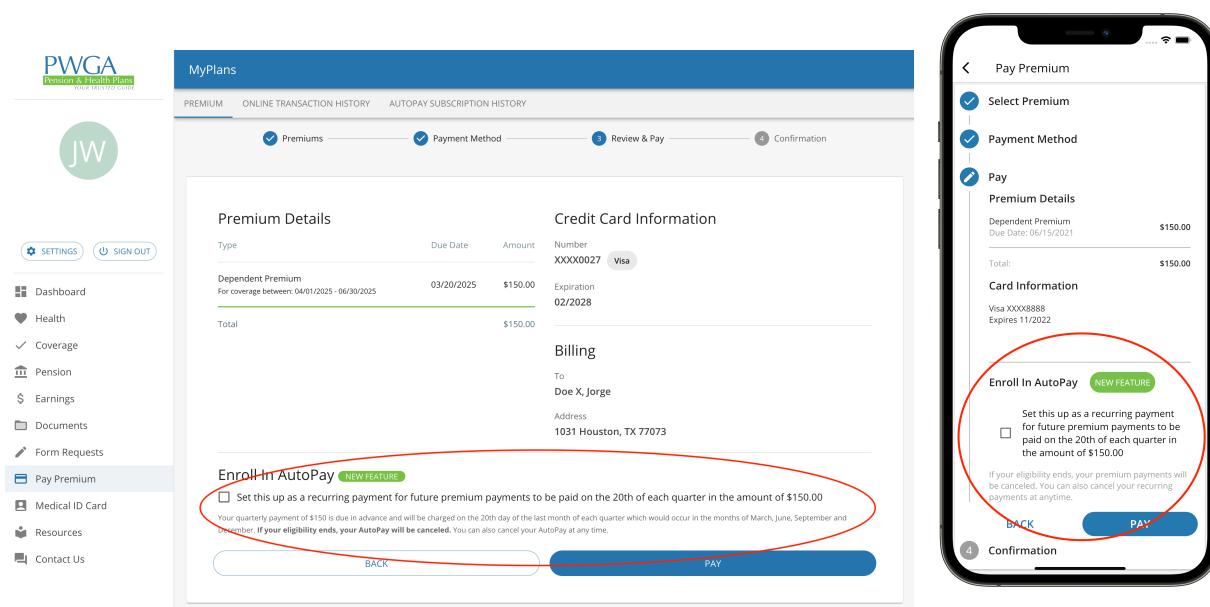
Criteria to enroll in AutoPay:

- You must have a valid credit card that will not expire before the first payment is made
- You must have coverage for the next quarter.

Other Notes:

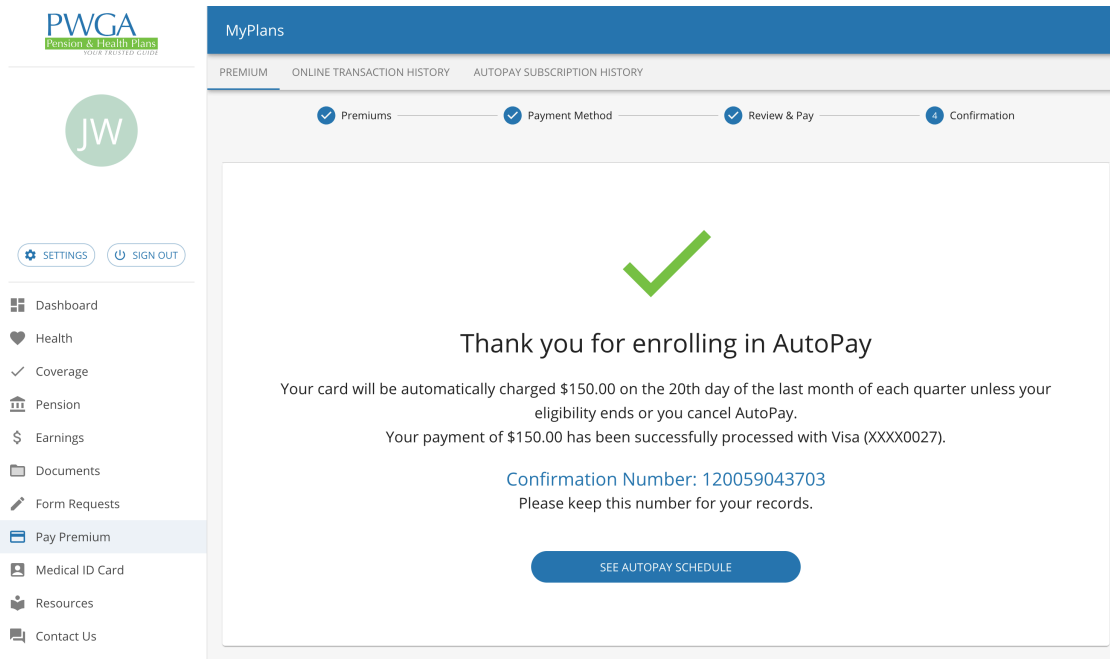
- You can manage your AutoPay at any time by logging in and navigating to Pay Premium.
- If you lose coverage, we will automatically cancel your AutoPay to avoid overpayment.
- You can also see a history of all your past AutoPay subscriptions along with the transactions made during that time under “AutoPay Subscription History” tab.

The website and app screen for the option to enroll AutoPay looks like this:

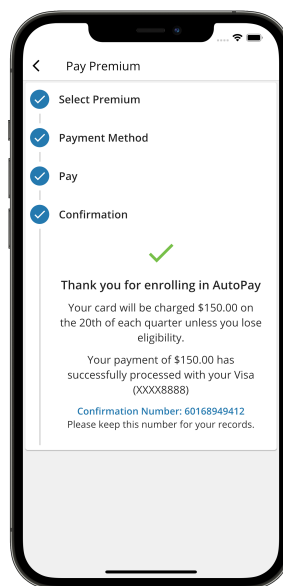


Once you sign up, you're good to go. We support MasterCard, Visa, Discover, and American Express. Payments can also be made by international payment if you are abroad.

The website screen looks like this once you're done:

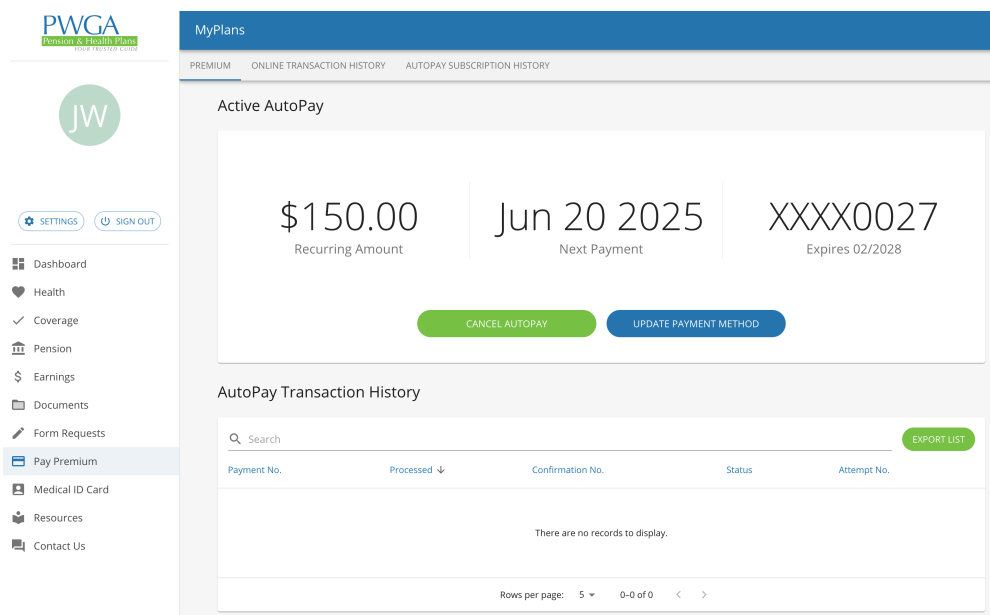


The app screen looks like this once you're finished:

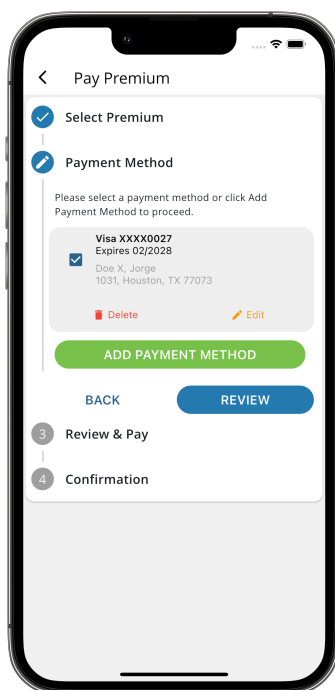


That's all you have to do. Of course, if you wish to cancel or update your payment method, you can simply login, navigate to Pay Premium and manage your AutoPay from there. You will also see a list of all your transactions on that screen.

The website screen to manage your account looks like this:



The app screen looks like this:



CONCLUSION

Setting up Pay Premium and AutoPay is easy, and reliable. It only takes one time to set up AutoPay, and you never have to worry about making a dependent premium again. Your spouse and other dependents will be protected automatically.