

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 <u>website</u> on Tools, and then <u>Pay Premium with</u> <u>AutoPay</u> 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:

PWGA Pension & Health Plans	MyPlans			
JW	Coverage – Premium(s)	MORE >	Health – Latest Claim	MORE >
	\$150.00 DUE 03/20/2025		You do not have any health claims.	
	PAY		FIND A PROVIDER	
Dashboard				
🎔 Health	Coverage – Status	MORE >	Earnings – Pension Contributions	MORE >
✓ Coverage	Earned		± 0, 0, 0	
n Pension	Covered Until 09/30/2025		\$0.00	
\$ Earnings	1 Covered Dependents		2025 Pension Total Reported To Date	
Documents				
🖋 Form Requests				
📄 Pay Premium	Pension – Status	MORE >		
Medical ID Card	In Pay			
Resources				
Contact Us	Not Vested Vested Eligible To Retire	In Pay		

The app screen will look like this:

	PWGA		
Dashboard He	ealth Coverage	n Pension	\$ Earning
Coverage - Pre	emium		
	\$150.00		
	PAY		ソ
Coverage			
-	ny coverage data at t	his time.	
Pension – Con	tributions		
2021 Pe	\$0.00 nsion Total Report	ed To Date	
Pension			
	In Pay		
Not Vester	ł		
 Not Vester Vested Eligible To In Pay 	Dating		
 Eligible To In Pay 	Retire		
- ,			
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nome	iD Card	Sett	65

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

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

PWGA Pension & Health Plans	MyPlans							
	PREMIUM	PREMIUM ONLINE TRANSACTION HISTORY AUTOPAY SUBSCRIPTION HISTORY						
JVV		٩	Premiums	Payment Method —	3 Revie	w & Pay	Confirmation	
	Ple	ase select	a premium to pay.					
		1	Гуре			Due Date	Amount	
Dashboard			Dependent Premium for coverage between: 04/01/	/2025 - 06/30/2025		03/20/2025	\$150.00	
Health						PAY \$150.00		
✓ Coverage						PAT \$150.00		
Pension								
\$ Earnings								
Documents								
Form Requests								
Pay Premium								
Medical ID Card								
Resources								
🖣 Contact Us								

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

Y Pay Premium	
Select Premium	
Please select a premium to pay.	
Dependent Premium Due Date: 06/15/2021	\$150.00
РАУ	\$150.00
2 Payment Method	
3 Pay	
4 Confirmation	



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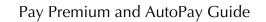


Next, you will need to choose your payment method. You can select an existing credit card or register a new one and use that. We support MasterCard, Visa, Discover, and American Express. Payments can also be made by international payment if you are abroad.

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 o
o add a new payment method, fill out the	a form bolow	the form below.
o add a new payment method, nir odt the	e form below.	VISA MasterCard DISCOVER
VISA MasterCard DISC	OVER AMERICAN BYPRESS	Card Number *
		\$1 CVV Number *
Card Number*	\$	Ne:
]	Exc Card Expiration *
CVV Number *	Card Expiration *	XX
	Format: MM/YYYY	Format: MM/YYYY
Country*		Country *
US	-	
		First Name *
First Name *	t Name *	On Clast Name *
		Aut
Address *		Address *
		Aut
		City *
City* State*	▼ Zip* ≎	
Jse this as the preferred payment method	d for future payments	CANCEL ADD
ise this as the preferred payment method	a for future payments.	CANCEL





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:

	MyPlans	< F	Pay Premium
YOUR TAUSTED COIDE	PREMIUM ONLINE TRANSACTION HISTORY AUTOPAY SUBSCRIPTION HISTORY	🕑 Se	lect Premium
JW	Premiums Payment Method Breview & Pay () Confirmation		yment Method
	Premium Details Credit Card Information	De	y emium Details pendent Premium e Date: 06/15/2021 \$150.00
sETTINGS U SIGN OUT Dashboard	XXXXX027 Visa Dependent Premium for coverage between: 0x01/2023: 0x/39/2023 03/20/2025 \$150.00 Expiration	Tot	al: \$150.00
Health	02/2028 Total \$150.00		a XXXX8888 bires 11/2022
 Coverage Pension Earnings 	Billing To Doe X, Jorge	En	oroll in AutoPay NEW FEATURE
Documents Form Requests	Address 1031 Houston, TX 77073		Set this up as a recurring payment for future premium payments to be paid on the 20th of each quarter in the amount of \$150.00
Pay Premium	Enroll-In AutoPay (NEWEENUR) Set this up as a recurring payment for future premium payments to be paid on the 20th of each quarter in the amount of \$150.00	be	our eligibility ends, your premium payments will canceled. You can also cancel your recurring yments at anytime.
Medical ID Card Resources	Thur quarterly payment of \$150 is due in advance and will be charged on the 20th day of the last month of each quarter which would occur in the months of March, lune, September and Torquinter (Fysee eligibility ends, your Australy will be canceled. You can also cancel you Australy at any time.	4 co	DACK PAY
Contact Us	BACK PAY		

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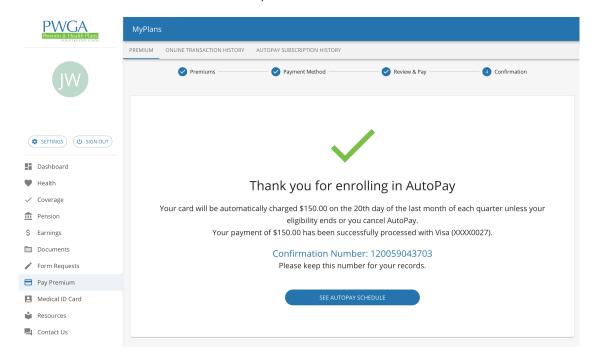


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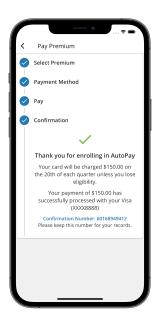
Once you sign up, you're good to go. We support MasterCard, Visa, Discover, and American Express. Payments can also be made by international payment if you are abroad.

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

ension &



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



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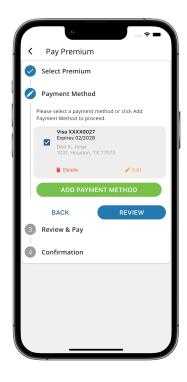


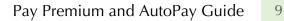
That's all you have to do. Of course, if you wish to cancel or update your payment method, you can simply login, navigate to Pay Premium and manage your AutoPay from there. You will also see a list of all your transactions on that screen.

The website screen to manage your account looks like this:

PWGA Pension & Health Plans	MyPlans							
	PREMIUM ONLINE TRANSACTION HISTORY AUTOPAY SUBSCRIPTION HISTORY							
JW	Active AutoPay							
(SIGN OUT)		0.00	Jun 20 202	5 X				
Dashboard	Recurri	ng Amount	Next Payment		Expires 02/2028			
🎔 Health								
✓ Coverage		C4	INCEL AUTOPAY UPDATE PA	YMENT METHOD				
n Pension								
\$ Earnings	AutoBay Transact	tion History						
Documents	AutoPay Transact	AutoPay Transaction History						
🖋 Form Requests	Q Search				EXPORT LIST			
Pay Premium	Payment No.	Processed ψ	Confirmation No.	Status	Attempt No.			
Medical ID Card								
Resources								
L Contact Us		There are no records to display.						
		Rows per page: 5 ¥ 0-0 of 0 < >						

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.