



E-Pay Express

Enrollment

Step by Step Enrollment Instructions

- Set up your account here: <https://ww2.e-billexpress.com/ebpp/SSCIP/Enrollment/Validate>
- You will need the following for **Account Setup**:
 - ✓ Email Address
 - ✓ Account Number (an 8 digit number starting with a 4 on your invoice)
 - ✓ Bank Account Number (checking or savings)
 - ✓ Bank ABA Routing Number

Recurring Payments



- Visit SSCIP.org/pay-my-bill/ and click on
- Click on **Automatic Payments**:
 - ✓ PAYMENT INFO: Name your payment and Select the Account Number
 - ✓ SCHEDULE (recommended):
 - When would you like to make your payment? **Upon bill receipt**
 - Payment Amount: **Amount due**
 - Keep Making This Payment Until: **I Stop the Payment**
 - Pay All: **Yes (Pay ALL outstanding invoices at the time of your payment)**
- ✓ PAYMENT METHOD: Choose the payment method entered at enrollment
- ✓ AUTHORIZATIONS: Confirm your Recurring Payment Setup

FAQs

When do Recurring Payments start? The first billing cycle after set up, which could be up to 30 days. Continue to pay as usual until you receive the email notification that Recurring Payments are being processed.

How often will Recurring Payments process? If you chose to make payments "Upon bill receipt," it is when the bill is sent, 3-4 weeks before the installment due date. Payments process the morning of the next business day after the invoice is sent. Your Installment Schedule lists the amounts and due dates for your installments.

How long does it take for E-Pay Express Payments to credit my SSCIP billing account?

The business day after E-Pay Express processing.

How much will Recurring Payments process for?

The amount due on the invoice, which could be different than the installment schedule if you make changes or endorsements during the policy period.

How do I turn off Recurring Payments? Cancel Recurring Payments anytime by logging into E-Pay Express and updating your Recurring Payment Setup.