

# 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<br>Pension & Health Plans | MyPlans                              |        |                                     |        |  |
|--------------------------------|--------------------------------------|--------|-------------------------------------|--------|--|
|                                | Coverage – Premium(s)                | MORE > | Health – Latest Claim               | MORE > |  |
| JW                             | \$150.00<br>DUE 03/20/2025           |        | You do not have any health claims.  |        |  |
|                                | PAY                                  |        | FIND A PROVIDER                     |        |  |
| Dashboard                      |                                      |        |                                     |        |  |
| 🎔 Health                       | Coverage – Status                    | MORE > | > Earnings – Pension Contributions  |        |  |
| ✓ Coverage                     | Earped                               |        | <b>+ 0 0 0</b>                      |        |  |
| 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 Pav                               |        |                                     |        |  |
| Resources                      |                                      |        |                                     |        |  |
| Contact Us                     | Not Vested Vested Eligible To Retire | In Pay |                                     |        |  |
|                                |                                      |        |                                     |        |  |

The app screen will look like this:

|                   | PWGA                         |              |               |
|-------------------|------------------------------|--------------|---------------|
| Dashboard He      | ealth Coverage               | n<br>Pension | \$<br>Earning |
| Coverage - Pre    | emium                        |              |               |
|                   | \$150.00                     |              |               |
|                   | 06/15/2021                   |              |               |
|                   | PAY                          |              | ソ             |
| Coverage          |                              |              |               |
| You do not have a | ny coverage data at t        | his time.    |               |
| Pension – Con     | tributions                   |              |               |
| 2021 Pe           | \$0.00<br>nsion Total Report | ed To Date   |               |
| Pension           |                              |              |               |
|                   | In Pay                       |              |               |
| Not Vester        | ł                            |              |               |
| Vested            | Dating                       |              |               |
| In Pay            | Retire                       |              |               |
| - ,               |                              |              |               |
|                   |                              |              |               |
| <b>A</b>          | 10 Card                      | =            | -             |
| nome              | iD Card                      | Sett         | 65            |

3



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<br>Pension & Health Plans | MyPlans | s          |                                                   |                              |         |              |              |
|--------------------------------|---------|------------|---------------------------------------------------|------------------------------|---------|--------------|--------------|
|                                | 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<br>for coverage between: 04/01/ | /2025 - 06/30/2025           |         | 03/20/2025   | \$150.00     |
| Health                         |         |            |                                                   |                              |         | PAV \$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<br>Due Date: 06/15/2021 | \$150.00 |
| РАУ                                       | \$150.00 |
| 2 Payment Method                          |          |
| 3 Pay                                     |          |
| 4 Confirmation                            |          |
|                                           |          |
|                                           |          |
|                                           |          |
|                                           |          |
|                                           |          |
|                                           |          |
|                                           |          |
|                                           |          |



5



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                      |                            | New Payment Method       |
|-----------------------------------------|----------------------------|--------------------------|
| Fo add a new payment method, fill out t | he form helow              | the form below.          |
| to add a new payment method, nir odd i  | ne form below.             | VISA MasterCard DISCOVER |
| VISA MasterCard Di                      | SCOVER AMERICAN<br>BIFREES | Card Number *            |
|                                         |                            | \$1 - CV( Number #       |
| Card Number *                           | 0                          | Ne:                      |
|                                         |                            | Expr Card Expiration *   |
| CVV Number *                            | Card Expiration *          | XX                       |
|                                         | Format: MM/YYYY            | Format: MM/YYYY          |
| Country*                                |                            | Country *                |
| US                                      | •                          |                          |
|                                         |                            | First Name *             |
| First Name *                            | ast Name *                 | On                       |
|                                         |                            | Aut                      |
| Address *                               |                            | Address *                |
|                                         |                            | Aut                      |
|                                         |                            | City *                   |
| City* State*                            | ▼ Zip* ≎                   | has been                 |
| Ico this as the preferred payment math  | and for future payments    |                          |
| ose this as the preferred payment met   | lod 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 8 Review & Pay 8 Confirmation                                                                                                                                                                                                                                                    | Pa                    | yment Method                                                                                                                             |
|                                                                 | Premium Details Credit Card Information                                                                                                                                                                                                                                                                  | Pa<br>Pr<br>Dej<br>Du | y<br>emium Details<br>pendent Premium<br>e Date: 06/15/2021 \$150.00                                                                     |
| sETTINGS     U SIGN OUT     Dashboard                           | type         Due bate         Amount         Number           Dopendent Premium         03/20/2025         \$150.00         Expiration                                                                                                                                                                   | Tot                   | al: \$150.00                                                                                                                             |
| Health                                                          | 02/2028 Total \$150.00                                                                                                                                                                                                                                                                                   | Vis<br>Exp            | a XXXX8888<br>bires 11/2022                                                                                                              |
| <ul> <li>Coverage</li> <li>Pension</li> <li>Earnings</li> </ul> | Billing<br>To<br>Doe X, Jorge                                                                                                                                                                                                                                                                            | En                    | oroll in AutoPay NEW FEATURE                                                                                                             |
| Documents     Form Requests                                     | Address<br>1031 Houston, TX 77073                                                                                                                                                                                                                                                                        |                       | Set this up as a recurring payment<br>for future premium payments to be<br>paid on the 20th of each quarter in<br>the amount of \$150.00 |
| Pay Premium                                                     | Enroll-In AutoPay (NEWEENUR)<br>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                                                                                                                                          | lf y<br>be<br>pay     | our eligibility ends, your premium payments will<br>canceled. You can also cancel your recurring<br>yments at anytime.                   |
| Resources                                                       | Thus 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<br>December IT year eligibility ends, year Ausorbay will be executed. You can also cared you Australy at any time. | 4 co                  | DACK PAY                                                                                                                                 |
| Contact Us                                                      | BACK PAY                                                                                                                                                                                                                                                                                                 |                       |                                                                                                                                          |

6



7

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:



8



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<br>Pension & Flealth Plans | MyPlans                                                         |
|---------------------------------|-----------------------------------------------------------------|
|                                 | PREMIUM ONLINE TRANSACTION HISTORY AUTOPAY SUBSCRIPTION HISTORY |
| JW                              | Active AutoPay                                                  |
| ( SETTINGS) (U SIGN OUT)        | \$150.00 Jun 20 2025 XXXX0027                                   |
| Dashboard                       | Recurring Annount Next rayment Expires 02/2026                  |
| 🖤 Health                        |                                                                 |
| ✓ Coverage                      | CANCEL AUTOPAY UPDATE PAYMENT METHOD                            |
| n Pension                       |                                                                 |
| \$ Earnings                     | AutoDay Transaction Listery                                     |
| Documents                       | AutoPay Italisaction history                                    |
| 🖋 Form Requests                 | Q Search EXPORT LIST                                            |
| Pay Premium                     | Payment No. Processed ↓ Confirmation No. Status Attempt No.     |
| Medical ID Card                 |                                                                 |
| Resources                       |                                                                 |
| L Contact Us                    | i nere 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.