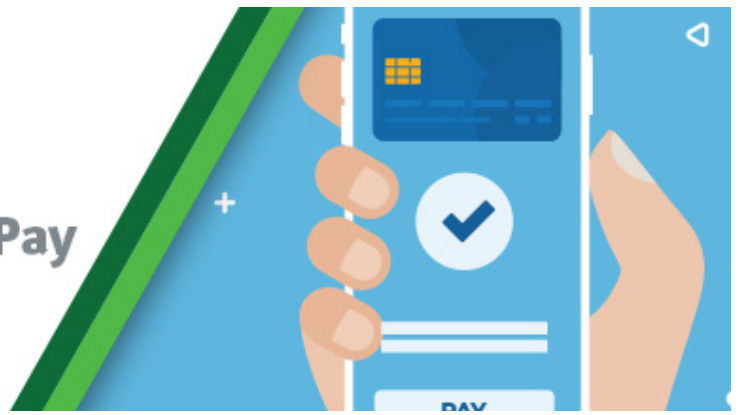


# OUM Instructions for Changing or Removing Auto-Pay



1. Log in to your website portal using your credentials, select My Payments from the left navigation menu, and then click Manage Payments.

A screenshot of the OUM website portal. The top navigation bar includes links for HOME, PRODUCTS, RISK MANAGEMENT, ABOUT OUM, PARTNERS, and CONTACT. On the left, a navigation menu lists MY POLICY, DOCUMENTS, DOCUMENT PREFERENCES, MY PAYMENTS (highlighted with a red box), and CERTIFICATES OF INSURANCE. The main content area shows a 'Billing Summary' section with the following details: Current Policy Term (02/22/2019 - 02/22/2020), Total Balance (\$1,354.00), Amount Due (\$0.00), and Due Date. Below this, a message states: 'You are currently not enrolled in automated payments.' A blue banner below the message contains the text: 'To make a payment, manage auto-payment, or update your notification preferences, use the "Manage Payments" link below.' A red box highlights the 'Manage Payments' button.

2. When the pop-up window appears, click Continue.

A screenshot of a 'Confirm Leaving Website' pop-up window. The window title is 'Confirm Leaving Website' and it has a close button (X) in the top right corner. The text inside the window reads: 'By clicking "continue" below, you are acknowledging that you are leaving our website to visit a secure third party processor, Clearwater Payments.' At the bottom of the window, there are two buttons: 'Cancel' and 'Continue' (highlighted with a red box).

3. Once on the Clearwater Payments page, select AutoPay from the left navigation menu.

A screenshot of the Clearwater Payments website. The top navigation bar includes links for Payment Details, Verify Payment, and Thank you. On the left, a navigation menu lists My Accounts, My Wallet, Pay My Bill, AutoPay (highlighted with a red box), and Payment History. The main content area shows the 'Payment Details' section with the following information: Account: 2CH0062279.