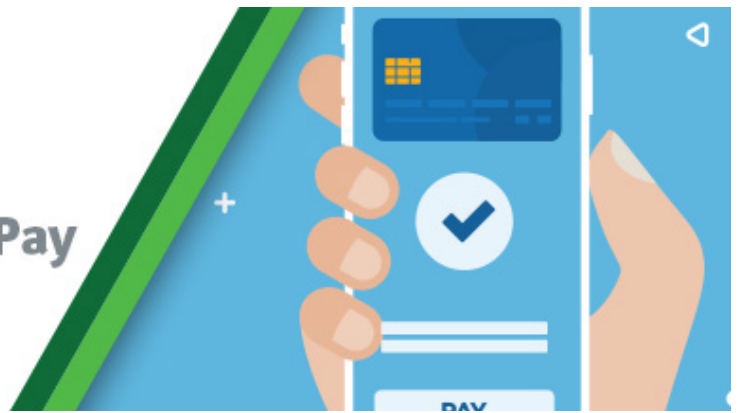


# PICA Instructions for Changing or Removing Auto-Pay



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

A screenshot of the PICA website portal. On the left is a dark grey navigation menu with the following items: 'Welcome, Larry Gecko (Logout)', 'Policy Number 1PD0062280', 'PAYMENTS' (highlighted with a red box), 'ACCOUNT SUMMARY', 'CERTIFICATES OF INSURANCE', 'POLICY RENEWAL', and 'POLICY DOCUMENTS'. The main content area has a yellow warning banner at the top: 'Amounts may not reflect payments or policy changes made in the last 48 hours'. Below it is a 'Billing Summary' section with the following details: 'Current Policy Term: 02/21/2019 - 02/21/2020', 'Total Balance: \$9,210.00', 'Amount Due: \$0.00', and 'Due Date'. A message states: 'You are currently not enrolled in automated payments.' At the bottom, a blue banner contains the text: 'To make a payment, manage auto-payment, or update your notification preferences, use the "Manage Payments" link below.' The 'Manage Payments' link is highlighted with a red box.

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

A screenshot of a 'Confirm Leaving Website' pop-up window. The window has a title bar with a close button (X). The main text 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 right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is 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 header shows 'Payment Processing powered by Clearwater Payments' and three tabs: 'Payment Details', 'Verify Payment', and 'Thank you'. The 'Payment Details' tab is active. On the left is a navigation menu with the following items: 'My Accounts', 'My Wallet', 'Pay My Bill', 'AutoPay' (highlighted with a red box), and 'Payment History'. The main content area displays 'Payment Details' with the following information: 'Account: 2CH0062279'.