



PROCESSING A PAYMENT IN THE RATER

Payment options are only available on Quotes that have been submitted and have NOT been flagged for underwriting OR Carrier approval.

When ready to bind, Agent MUST click “Click Here to Finish” button to submit the risk for review. ***If this button is NOT clicked, then the risk will not be submitted to Ibgreen and payment options will not be available.***

Back Print Application Invoice Print This Summary Page Upload Photos And Documents

Back to Start of Quote **Click Here to Finish**

Once the Quote is Submitted and it does not require underwriting or carrier approval, the screen will refresh and payment options are available at the bottom of the screen.

The agent will then be able to select a payment type from 3 available options. The first option “Mail Check” is for information purposes only. Option 2 and 3 allow payment online.

The user must select a payment option and hit the Submit button to process an online payment.

Payment By: Mail Check/Money Order Payment ACH/Credit Card Payment – FULL PAYMENT ACH/Credit Card Payment – DOWN PAYMENT

Print Application Invoice Upload Photos And Documents **Submit**

Verify the payment amount is correct in next screen shown. You may override this figure in the Amount Box if needed.

Shopping Cart • Billing & Payment • Confirm Payment	
Description	Amount
Irvin B. Green and Associates, Inc., State of Florida Online payment, 01/10/2020, TESTING TESTING	\$1642.61

LIMIT PER ONLINE CHECK PAYMENT IS \$7,500

Proceed to payment Return to IBGA

By continuing, you expressly accept this site's [Terms and Conditions](#)

The next screen will automatically fill in the insured name and address for you.

- An email address auto fills – this is the main agency email address we have on file. You may override this info if desired. A confirmation receipt will be sent to this email address.
- Select the type of payment and provide the payment info.
- Fee break downs listed on this page as well.
- Once all info filled in, hit Continue

Shopping Cart • **Billing & Payment** • Confirm Payment

Billing Information

Please provide the first and last name [or company name] and address for the account used to make this payment.

FIRST NAME* TESTING
 LAST NAME* TESTING
 COMPANY
 ADDRESS* 123 Lee Street
 ADDRESS 2
 This is a P.O. Box
 CITY* Wildwood STATE* Florida ZIP CODE* 34785
 PHONE* 211.312.3121 EMAIL* ibgreen@ibgreen.com
 ex. XXX-XXX-XXXX Your email address will be used only to deliver a receipt for this payment

Select a Payment Method

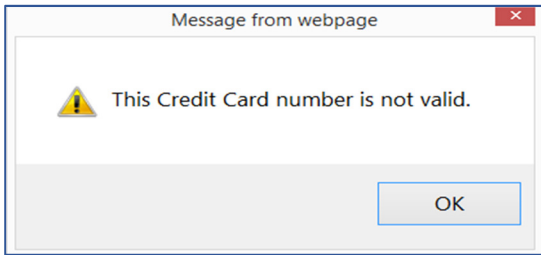
Credit/Debit Card Total: \$1,679.57 (bill payments of \$1,642.61 + \$36.96 site fee)
 eCheck Total: \$1,642.61 (bill payments of \$1,642.61 + \$0.00 site fee)

CREDIT/DEBIT CARD* CREDIT/DEBIT CARD NUMBER* CSV# * EXPIRATION DATE*
 MM YYY

[What is CSV?](#)

* indicates a required field

If the Credit Card number is wrong a pop up appears like the one below. The agent can correct the problem and hit continue again. If error continues to occur, information is incorrect.



If all is well, the next screen you will have to read/acknowledge statement and check available check box. Hit Process Payment.

Shopping Cart • **Billing & Payment** • **Confirm Payment**

What to do
 These are the bills you have selected for payment. To finalize your payment, click **process payment**.

Description	Amount	Interest	Total
Irvin B. Green and Associates, Inc., State of Florida Online payment, 01/10/2020, TESTING TESTING	\$1,642.61	\$0.00	\$1,642.61
		Subtotal:	\$1,642.61
		Site fee:	\$36.96
		Payment total:	\$1,679.57

All Xpress-pay transactions are final. Your payment will result in a transaction credited directly to the entity you have designated to receive the funds. Since they receive the funds directly, Xpress-pay cannot provide refunds. Any questions or disputes should be directed to the organization you are paying.

I acknowledge and accept these terms.

Once payment is completed you'll be redirected back to the Rater and should see a similar pop up like the below.

Your quote has been submitted successfully and payment has been processed.
Please forward the signed and completed application along with any applicable forms to our office.

OK

Helpful Tip: If a quote requires underwriting or carrier approval then no payment options will be available on the final summary page. Once underwriting or carrier approval has been given via email then the agent may process the payment directly through www.ibgreen.com via the Make A Payment Menu option.

Helpful Tip: Payments processed in the Rater are for NEW BUSINESS quotes ONLY. Renewal payments must be processed directly through www.ibgreen.com via the Make A Payment Menu option.

Helpful Tip: There will be some slight variances in the pop up messages depending on if you are processing a payment for a GL Quote or a Mobile Home Quote but the overall process is the same.

Questions? Please call our office at (352) 638-9400.