



Convenient Ways to Pay Your Monthly Premiums

There are multiple ways to pay your HMAA premiums - by phone, text, online, or by check.

HMAA's bill pay system with Paymentus, an intuitive self-service portal, features:

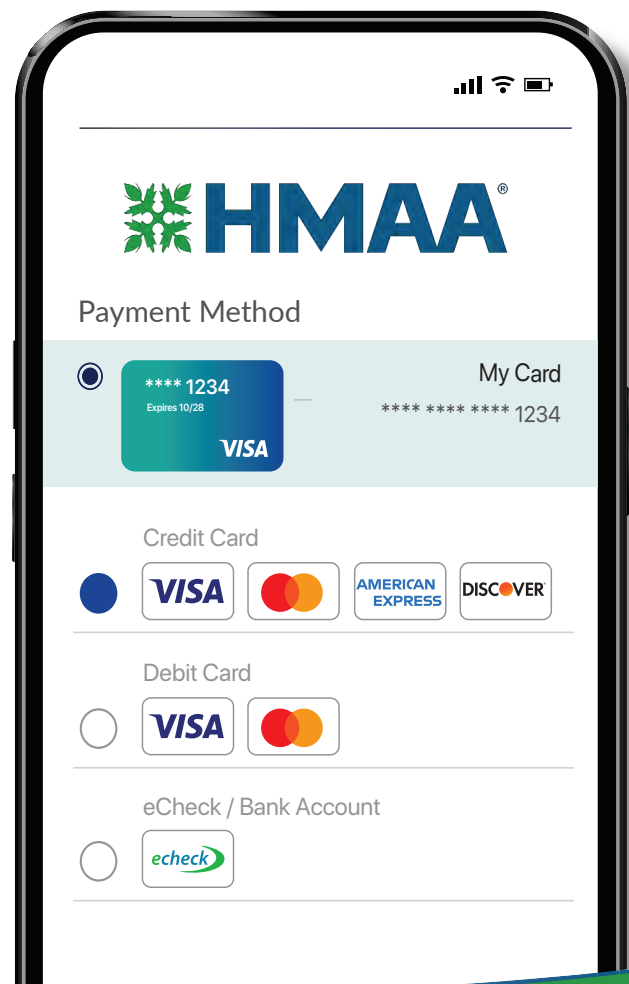
- Pay by phone, text, or online 24/7
- Visa, Mastercard, American Express, and Discover credit and debit cards*
- Traditional checking and savings accounts
- Set-it-and-forget-it Autopay
- Unlimited users

To view bills online, store your payment method, or enroll in Autopay, customers must create a bill pay account if you have not yet done so. You will need the following, located at the top of your most recent bill:

- Your policy and division number(s).
- Each division must be set up separately.
- The division PIN from your most current (latest) bill. Each division has a separate PIN, which may change on each bill.

For further information, see the next page or visit hmaa.com/employers/online-services.

* Credit card payments are subject to a 3% surcharge.
Terms and conditions apply.



Set Up a Bill Pay Account and Make a Payment

Bill Pay Account Setup

- Visit HMAA's bill pay system with Paymentus at hmaa.com/billpay.
- Select **Register Now**.
- Fill in the required account information and select **Enroll**.
- Input **Policy Number** and **Division Number** separated by a hyphen (ex: 12345-1), and the division **PIN** from your **current HMAA bill**.
 - Each division must be added to your bill pay account separately.
 - The PIN is required for initial setup and remains valid until the next billing cycle, around the 12th of the month, then changes to a new PIN.
- Enter an **Account Alias** of up to 50 characters such as the Policy/Division Name to help you identify it (optional).
- Select your desired preferences for **E-Bill** and **Bill Summary Notifications**.
- Select **Add Account**. Once created, you can edit your preferences at any time or add another policy/division to your bill pay account.



Scan this
QR code for
HMAA's Bill Pay
User Guide.

Make a Payment

- **AUTOPAY (Recurring Payment)**
 - Login to your bill pay account.
 - Select **AutoPay** and **Add Schedule**.
 - Select an **Account** or **Add New**, input your desired payment method*, then **Continue**.
 - Select **Frequency** (e.g., bill amount on a specified day of the month, then **Create AutoPay**.
 - Once created, your Autopay Schedule will appear in your account. It will take effect within 5 business days or on the next billing cycle.
- **ONE-TIME PAYMENT ONLINE**
 - Visit hmaa.com/billpay.
 - Select **Pay Now** or **Login** to your bill pay account.
 - Input the required account and payment information.*
- **ONE-TIME PAYMENT BY PHONE**
 - Call **866-793-0242**.
 - To make selections, use your keypad or voice.*
- **SEND A CHECK**
 - Make a check payable to HMAA.
 - Mail or drop off your payment along with the stub from your bill.

* HMAA accepts ACH, e-check, and debit card payments with no fees, or you can pay by credit card with a 3% surcharge to Paymentus that is applied toward your HMAA premium. HMAA does not accept credit card payments from Connecticut, Maine, or Massachusetts.

To access our bill pay system, please visit hmaa.com/billpay or scan this QR code.

For more information or assistance, contact HMAA Account Management at (808) 791-7654 or AccountManager@hmaa.com.

