

Things to remember - policy billing and payment plans



- Commercial Lines (artisan and BOP) policy numbers change when they are renewed in our new system and the new policy numbers must be referenced on payments and other correspondence.
- If your policy number BEGINS WITH QAR, QBO or CONTAINS ONLY NUMBERS access our new system (**Finys**) to make your payment.
- If your policy number CONTAINS LETTERS AND NUMBERS make your payment in **Agent Xpress**.
- Down payments are REQUIRED to bind and issue accounts.
- The down payment required for 9 pays is now 25%.
- **New Business** applications for Artisans and BOPS must have the payment form submitted.

Please direct any questions to your Territory Manager.

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