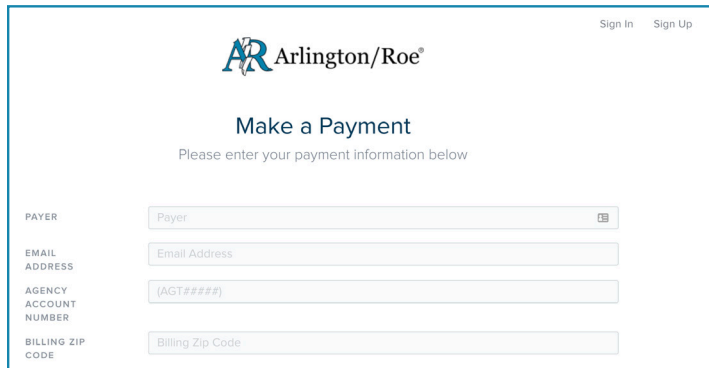


STEPS FOR ONLINE PAYMENT PROCESSING VIA ePayPolicy

1. Navigate to the ePayPolicy website one of two ways: going directly via arlingtonroe.epaypolicy.com or the Arlington/Roe website.



2. You can create a sign-in account, but it is not required. If you create an account, it is in ePayPolicy's system and Arlington/Roe does not retain any of the information.

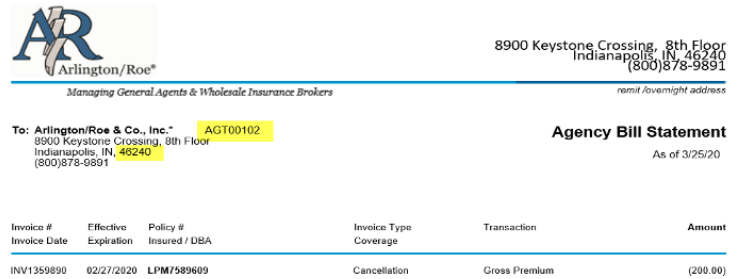
3. Fill out the first four fields:

- **Payer** - Your name or agency name
- **Email Address** - The receipt will be sent to the entered email address
- **Agency Account Number** - put the AGT#### you have with Arlington/Roe
- **Agency Billing Zip Code**

You can find this on your invoice and/or monthly statements as shown in the following examples.



AGENCY BILL INVOICE
 Invoice #: INV1281954
 Date: 07/02/2019



Agency Bill Statement
 As of 3/25/20

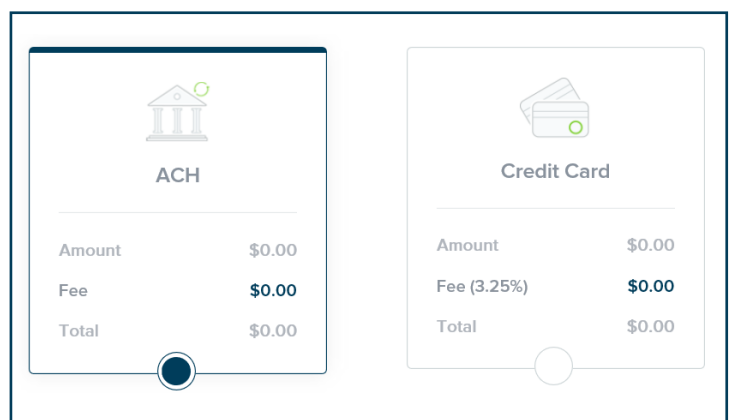
Invoice #	Effective Date	Policy #	Invoice Type	Transaction	Amount
Invoice Date	Expiration	Insured / DBA	Coverage		
INV1359890	02/27/2020	LPW589609	Cancellation	Gross Premium	(200.00)

4. Once you enter the required information, ePay will show you all invoices you have open based on your name and zip code. The amount due should be the same as on your invoice and statement. Invoices are shown for Agency Bill only. You may also see open credit invoices. Select "+ Add" to open a box for the selected payment amount.

5. Click on ACH or Credit Card to select your payment type. **ACH is free to use.** Please note the fee to pay by credit is charged by ePayPolicy and the financial institutions involved, not Arlington/Roe.

6. Enter your ACH or Credit Card information in the payment information section. You can enter notes if you need to.

7. Click the reCAPTCHA checkbox, and hit send.



Amount	
Amount	\$0.00
Fee	\$0.00
Total	\$0.00

Amount	
Amount	\$0.00
Fee (3.25%)	\$0.00
Total	\$0.00