

Purpose: This tutorial is meant to serve as a supplement to the Bind / Pay By Check | Issue Dental Policy tutorial.

PART I-BIND/PAY BY CHECK / ISSUE POLICY:

From the Select Payment Frequency page:

1. Click to select the applicant's desired payment plan.
2. Click on the **Next** button. The EFT payment entry page displays.
3. Type the applicant's ABA/routing and account number into the designated field.
4. Click on the **Next** button. The click to pay page displays.
5. Click on the **Pay** button. The payment confirmation page displays.
6. Use the browser's print option to print this page as a receipt.
7. Click on the **Next** button. The coverage confirmation page displays.
8. Use the browser's print option to print the coverage confirmation.
9. Click on the **Quit** button in the top right corner of the screen to exit.