

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

PART I—BIND/PAY BY CREDIT CARD / ISSUE POLICY:

From the Select Payment Frequency page:

1. Click on the **Next** button. The credit card payment page displays.
2. Type the applicant's credit card number into the designated field.
3. Click to select the applicant's expiration date month and year from the designated dropdown menus.
4. Type the applicant's three-digit security code into the designated field.
5. Click on the **Next** button. The click to pay page displays.

From the Click To Pay page:

1. Click on the **Pay** button. The Payment Confirmation page displays.
2. Use the browser's print option to print the payment confirmation screen.
3. Click on the **Next** button. The coverage confirmation page displays.
4. Use the browser's print option to print the coverage confirmation.
5. Click on the **Quit** button in the top right corner of the screen to exit.