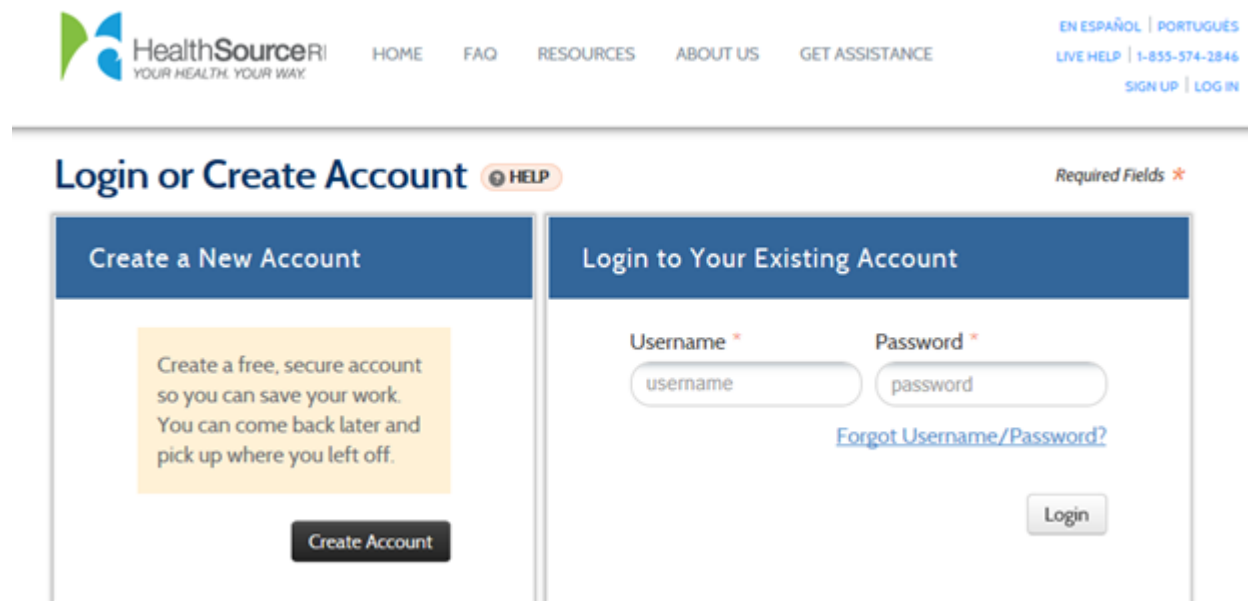


Recurring Payments HealthSourceRI YOUR HEALTH. YOUR WAY.

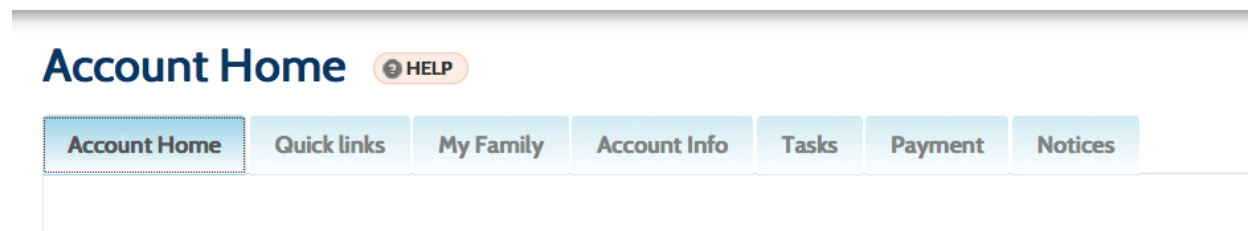
Step 1: Go to HealthSourceRI.com and click on the “Account Sign-in” link in the upper right hand corner.

- Log in by using your login username and password.



Step 2: Select the **Payments Tab** from your **Home** page.

- Select the **Payments** Tab from your Home Page.




Step 3: From the **Payments Tab**, click on **Set-up** Recurring Payment.

- A recurring payment allows for monthly payments to be automatically withdrawn from your bank account on the 18th of every month. Prior to setting up a recurring payment, you must

make a one-time payment. Once this payment has been accepted, you may then proceed with setting up a recurring payment.

Account Statements			Recurring Payment
Statement for 07/30/2015	Statement for 06/26/2015	Statement for 05/29/2015	A recurring payment will allow you to pay your bill each month on a specified date. This will help avoid any missed payments. <input type="button" value="Set Up Recurring Payment"/>
Statement for 04/28/2015	Statement for 03/26/2015	Statement for 02/27/2015	
<input type="button" value="View All Statements"/>			

 **Note**

A recurring payment will allow you to pay your bill each month on a specified date. This will help avoid any missed payments.

When you set up recurring payments below, we will pay your insurance premium automatically, on the 18th of each month. The amount deducted from your bank account will be your current balance due.

Step 4: From the **Pop-up** window, complete the **Payment Details** form with the following:

- Account holder information (Enter the Individual Name as it appears on your check.)

Payment Details		
Account Holder Information		
First Name *	Middle Name	Last Name *
<input type="text" value="Victoria"/>	<input type="text" value="Gillian"/>	<input type="text" value="Smith"/>

- Routing Number and Account number for your bank account (you can find these numbers on your check book).

Routing Number *

123456789

Account Number *

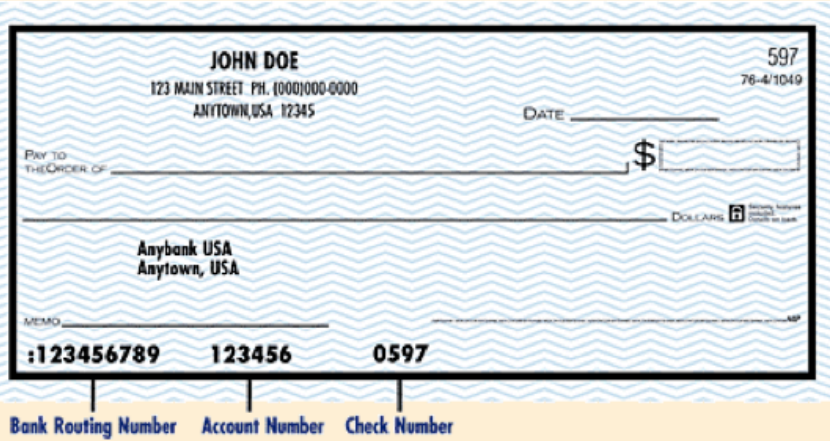
01323456789

Verify Account Number *

01323456789

Sample Check

Here is an example of a check where you can find your bank routing and account numbers. These numbers must be filled in to set up a recurring payment.



Step 6: Please read the following **Important Note** and click **Next**. You have now successfully set up Recurring Payments.



Important Note

We will pay your insurance premium automatically on the 18th of each month. If the date falls on a weekend or a holiday, the payment will be the next business day. There is no need to make any additional payments.

Payment Start Date

05/18/2015

[← CANCEL](#)

[NEXT →](#)