

How to make a

One Time Payment



Note: You can save time and never miss a bill by setting up recurring payments through HealthSource RI. Please see our recurring payments guide for more information.

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.

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

Step 3: From the group's **Payments Tab**, verify the **Current Amount Due**.

- Write this amount down, as the amount will need to be re-entered when making your one-time payment.

Payments HELP

Home My Info My Employees My Contribution **Payments** Notices

Current Account Activity	Payments
You currently don't have any Activity!	<p>Below is your latest payment information.</p> <p>Last Payment: \$3057.98 Last Payment Date: 07/24/2015 View Full Payment History</p> <p>Current Amount Due: \$3058.00</p> <p>Current Due Date: 08/23/2015</p> <p><input type="button" value="Make a One-Time Payment"/></p>

Step 4: Click on make a **One-Time Payment**.

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Step 5: Select the option of **Electronic Funds Transfer**.

- Be sure to have your checking routing number as well as your checking account number available.

Make a One-Time Payment Close ✕

Please use this page to make a one-time payment by Electronic Funds Transfer or check.

Note
This information will not be saved for future use. This is only a one-time payment.

Choose a Payment Option

Payment Method *

Electronic Funds Transfer

Pay By Check

Step 6: Scroll Down to the Payment Amount and **Confirm** the Payment Amount.

- If the payment amount you would like to pay is different, replace with the new amount.

Make a One-Time Payment Close ✕

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Electronic Funds Transfer Details

Payment Amount *

3058.00

Please note, to establish coverage, you must pay the full amount owed by the payment due date.

Step 7: Confirm the **Account Holder** by **Selecting** the applicable option next to either **Company Legal Name** or **Individual Name**.

- Enter the Company Legal Name or Individual Name as it appears on your check.

Electronic Funds Transfer Details

Payment Amount *
3058.00

Please note, to establish coverage, you must pay the full amount owed by the payment due date.

Account Holder Information

Who should the account billing be addressed to?

Company Legal Name Individual Name

Company Legal Name *
ABC Company

Step 8: Enter the Routing Number and Account Number.

Make a One-Time Payment Close ✕

Please use this page to make a one-time payment by Electronic Funds Transfer or check.

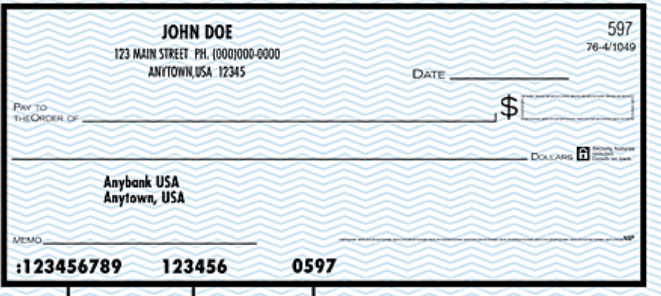
Routing Number *
123456789

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 payment.



Bank Routing Number Account Number Check Number

Step 9: Read the Terms & Conditions Agreement and click the box if you agree.

Terms & Conditions Agreement

Yes, I have read and agree to the terms and conditions of the RI UHIP Exchange payment services

[← CANCEL](#) [SUBMIT PAYMENT →](#)

Step 10: Review all entered information for accuracy. Once confirmed, click **Submit Payment**.

Step 11: You will now see the below message with your **Payment Transaction #**.

- Be sure to write this number down for future reference as you cannot return to this screen.

• **Thank You!**
Your ACH payments request has been received. **Payment Transaction #- 114298**