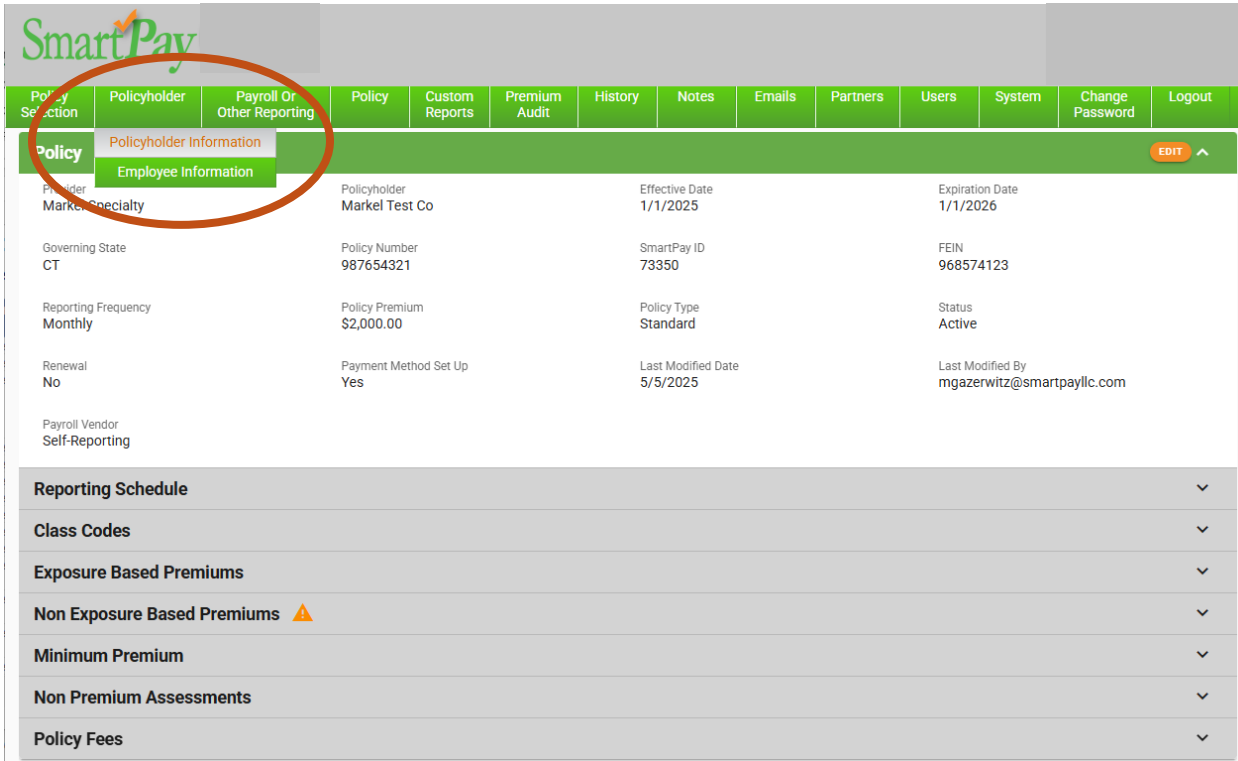


The Payment Method of choice – Credit Card number or ACH Routing and Account numbers – need to be entered into your Market PayGo portal for premium billing.

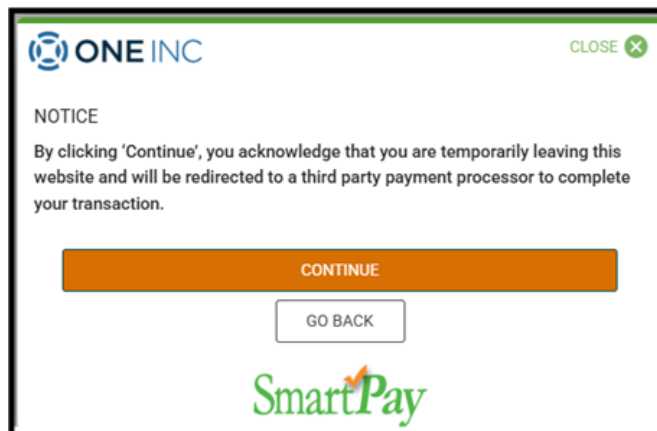
Log into your PayGo account at smartpayllc.com/portal

Select the **“Policyholder”** tab across the top green line (2nd tab from the left) and dropdown to the **“Policyholder Information”** selection.



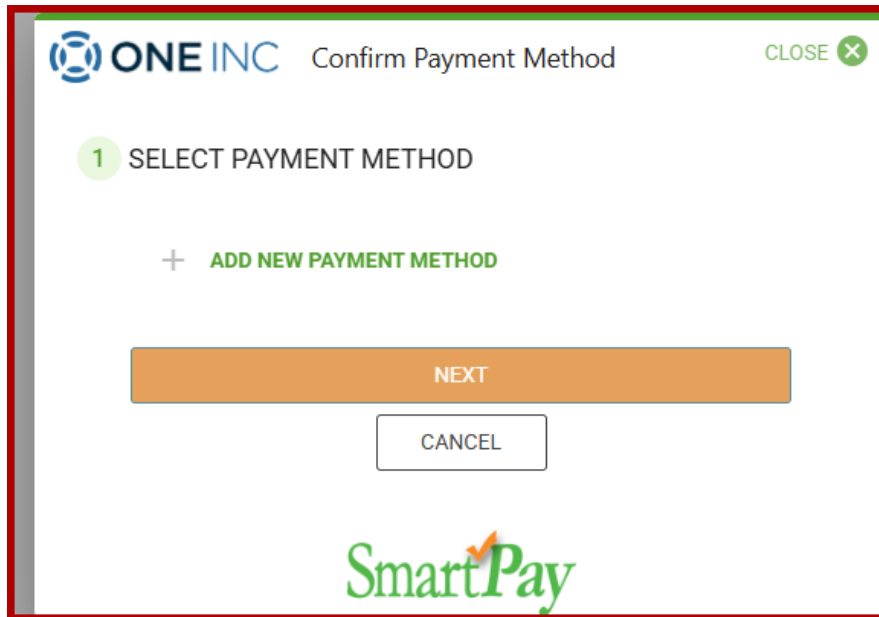
The screenshot shows the SmartPay portal interface. The top navigation bar is green and contains several tabs: Policy Selection, Policyholder, Payroll Or Other Reporting, Policy, Custom Reports, Premium Audit, History, Notes, Emails, Partners, Users, System, Change Password, and Logout. The 'Policyholder' tab is selected, and a dropdown menu is open, showing 'Policyholder Information' and 'Employee Information'. The 'Policyholder Information' option is highlighted. Below the navigation bar, the main content area displays policy details for 'Market Test Co'. The details include: Effective Date (1/1/2025), Expiration Date (1/1/2026), Governing State (CT), Policy Number (987654321), SmartPay ID (73350), FEIN (968574123), Reporting Frequency (Monthly), Policy Premium (\$2,000.00), Policy Type (Standard), Status (Active), Renewal (No), Payment Method Set Up (Yes), Last Modified Date (5/5/2025), and Last Modified By (mgazerwitz@smartpayllc.com). Below the details, there are several expandable sections: Reporting Schedule, Class Codes, Exposure Based Premiums, Non Exposure Based Premiums (with a warning icon), Minimum Premium, Non Premium Assessments, and Policy Fees.

Scroll down to the bottom of that page and select the **“Manage Payment Methods”** and **“Continue”**.



A notice dialog box with a white background and a black border. At the top left is the 'ONE INC' logo. At the top right is a 'CLOSE' button with a green 'X' icon. The text reads: 'NOTICE' followed by 'By clicking 'Continue', you acknowledge that you are temporarily leaving this website and will be redirected to a third party payment processor to complete your transaction.' Below the text are two buttons: a large orange 'CONTINUE' button and a smaller white 'GO BACK' button with a black border. At the bottom center is the 'SmartPay' logo.

Select **“ADD NEW PAYMENT METHOD”**



1. You have the choice of either credit card payments (additional 2.99% fee) or ACH payments (no additional fee).
2. Fill in the required information, check box **“MAKE THIS MY PREFERRED PAYMENT METHOD”**, and **“Submit”**.
3. The system will also need you to **“Confirm”** the payment information, so it’s saved in your PayGo account for future billing.

