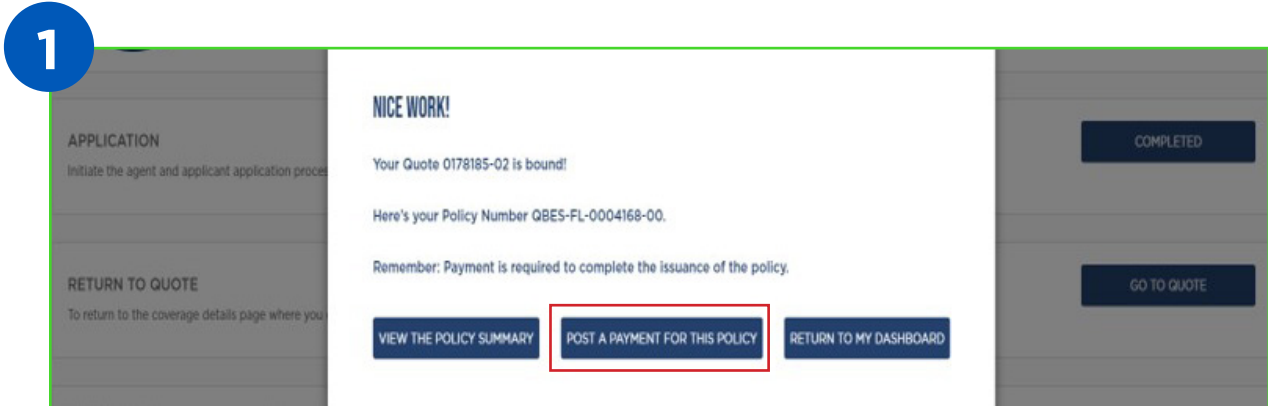
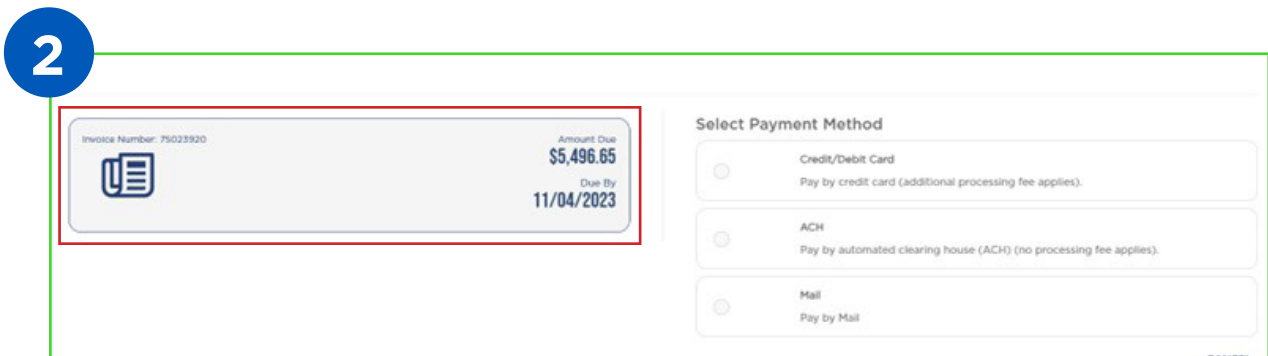


MAKING A PAYMENT



Once the Binder has been issued, you will have the opportunity to make a payment on behalf of the insured or direct the insured to the Orchid Payment Portal to process on their own.

First, we will look at the steps you would follow to make the payment. From the screen, select “Post A Payment For This Policy”.



It will bring you to a page that shows the pending invoice outlined in blue.

Notes:

3

PAYMENT DETAILS
Select Invoice and choose payment method

Insured
Paula Pirozzi
642 Southwest Starflower Avenue, Fort St. Louis, FL 34983

Policy Number
QBES-FL-0003854-00

Due By
12/01/2023

Balance Due
\$5,458.85

Invoice Number
75025856

Effective Date
11/01/2023 - 11/01/2024

Total Invoice Amount
\$5,458.85

Select Payment Method

- Credit/Debit Card
Pay by credit card (additional processing fee applies).
- ACH
Pay by automated clearing house (ACH) (no processing fee applies).
- Mail
Pay by Mail

CANCEL

Select the invoice by clicking on the box. The box will become blue and the radio buttons for the payment methods will be activated. Select the payment method by clicking the corresponding radio button.

4

MAKE A PAYMENT CLOSE

Dear **Paula Pirozzi**, welcome to your payment center. Make your payment choices below to keep your Insurance Policy active.

1 PAYMENT AMOUNT

CURRENT AMOUNT DUE
\$5,458.85 EDIT

Split payment between two cards

REVIEW CANCEL

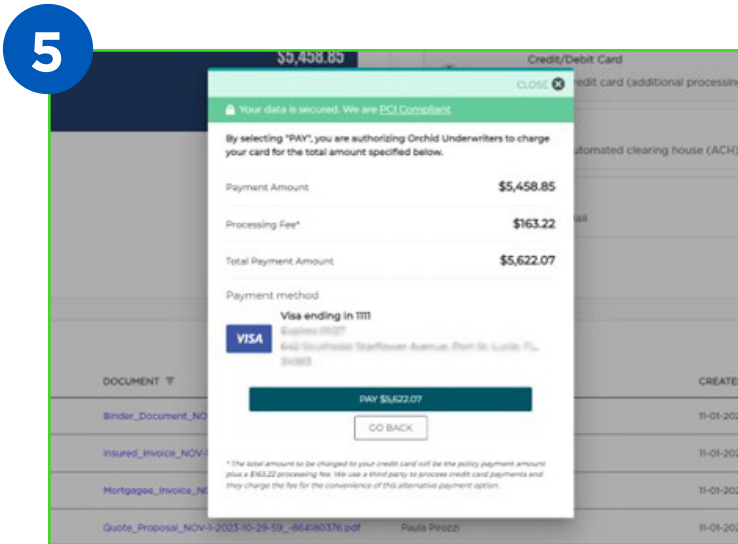
Once a payment method is selected, a window will open for you to complete your payment.

The option to split a payment between two cards has been added. You can also select "Edit" to adjust the amount.

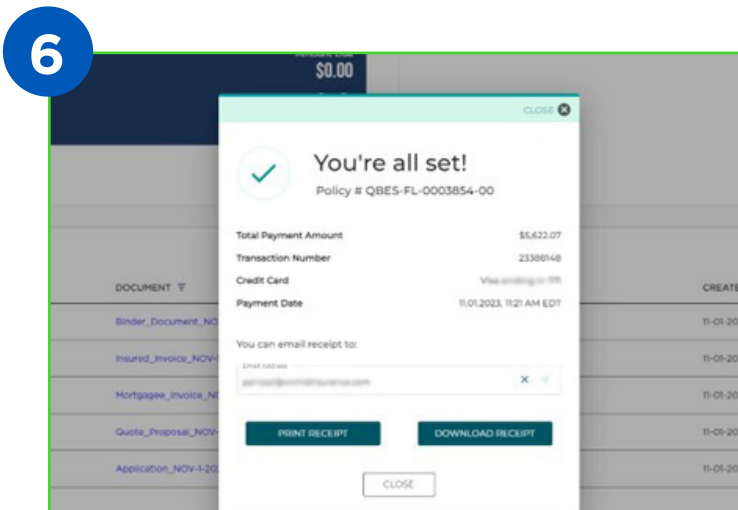
NOTE: There is an additional fee added by the processing vendor for payments made with credit or debit cards.

Notes:

Making A Payment



After entering your ACH or credit card information, you will see this screen showing the payment amount, processing fee (if any), and total payment. Select “Pay \$5,622.07” to proceed with payment or “Go Back” to choose another method.



After your payment has been processed, you will have the option to email, print, or download a copy of your receipt.

NOTE: Once the window is closed, there is no way to retrieve your receipt.

Notes:

7

ORCHID INSURANCE

INSURANCE PAYMENT RECEIPT

Policy Information

Customer Name:	Paula Pirozzi
Confirmation Number:	23388148
Invoice Number:	75025856
Policy Number:	QBES-FL-0003854-00
Payment Date:	11/01/2023 11:21:48 AM
Payment Account Type:	Web Payers

Payment Transaction

Payment Amount:	\$5,458.85
Processing Fee:	\$163.22
Total Amount Charged:	\$5,622.07

ADDITIONAL INFORMATION

Thanks for choosing Orchid!
Call us (772) 226-5546
Visit us: orchidinsurance.com

Your receipt will look like this.

8

\$5,458.85 PREMIUM

QBE

STATUS
Issued

PAYMENT DETAILS
Select invoice and choose payment method

Insured
Paula Pirozzi
642 Southwood Starliner Avenue, Port St. Lucie, FL, 34983

Policy Number
QBES-FL-0003854-00

Effective Date
11/01/2023 - 11/01/2024

Invoice Number: 75025856

Amount Due
\$0.00
Due By
12/01/2023

Select Payment Method

Credit/Debit Card
Pay by credit card (additional processing fee applies).

ACH

Once the payment has been posted, the status will change to “Issued” and the amount due will show \$0.00.

Notes:

9

Important Notice: Admitted HNW carriers such as Chubb, AIG, Vault, etc. MUST use the carrier specific payment addresses below.

Online Payments

ENTER POLICY NUMBER

Please enter your policy number exactly as it appears on your policy documentation or invoice. Please include hyphens, numbers, and letters.

Policy Number*	Invoice Number*
CHUE-FL-0000754-00	75017366

If you need assistance, please call Orchid at 866-370-6505

If the insured prefers to make the payment themselves through Orchid's Payment Portal, they will need the policy number and the invoice number.

10

ORCHID INSURANCE

About Us + Products + Get Appointed Claims Payments Contact Agent Login

PAYMENT DETAILS

Choose your payment method.

Policy Number	Total Invoice Amount	Effective Date
CHUE-FL-0000754-00	\$23,967.98	08/21/2024

Invoice Number
75017366

Invoice: 75017366 Amount Due: \$23,967.98

- Credit/Debit Card
Pay by credit card (additional processing fee applies).
- ACH
Pay by automated clearing house (ACH) (no processing fee applies).
- Mail
Pay By Mail

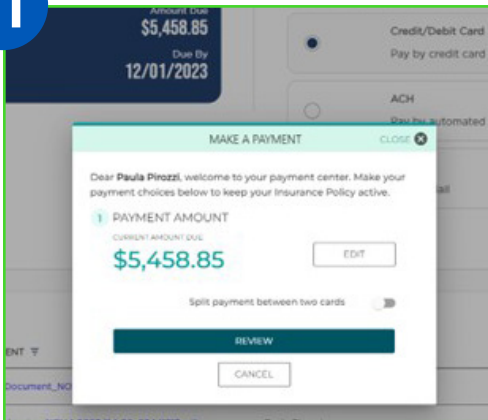
Cancel

The insured will select the payment method by clicking the radio button.

NOTE: There is an additional fee added by the processing vendor for payments made with credit or debit cards.

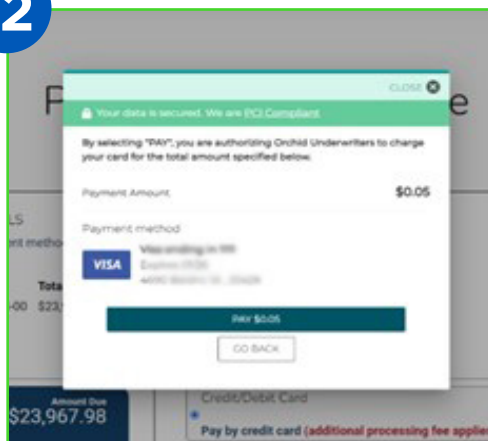
Notes:

11



If paying by credit or debit card, the insured will be able to split the payment between two cards by selecting the button. To make the payment on one card select “Review”.

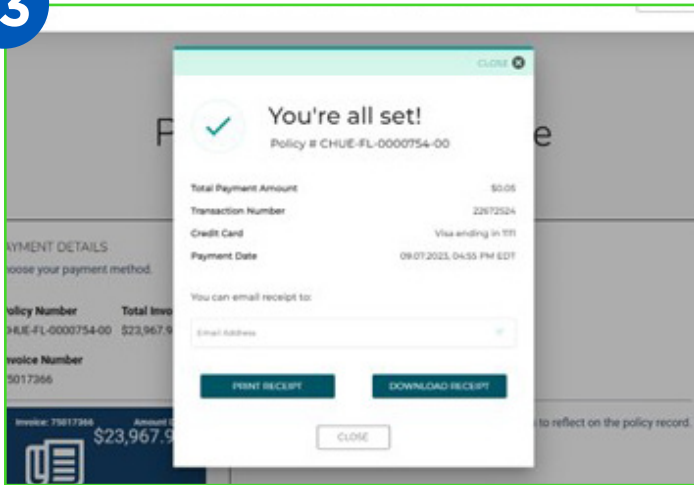
12



After entering their credit card information, the insured will see this screen showing the payment amount, processing fee (if any), and total payment. Select “Pay” to proceed with payment or “Go Back” to choose another method.

Notes:

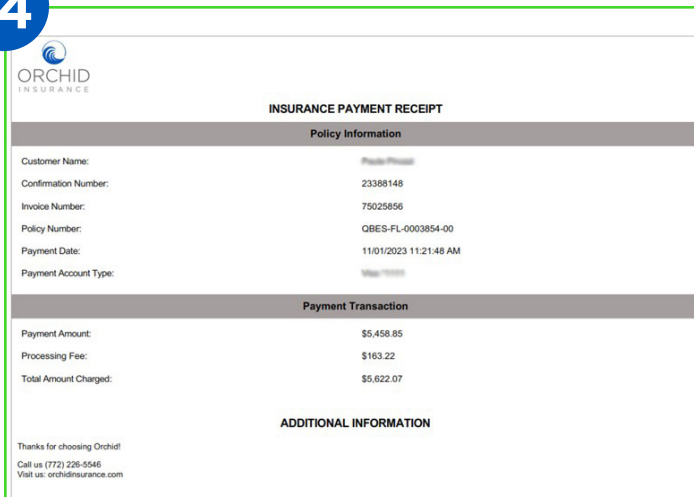
13



After their payment has been processed, they will have the option to email, print, or download a copy of your receipt.

NOTE: Please advise the insured that once the window is closed, there is no way to retrieve their receipt.

14



Their receipt will look like this.

Notes:

DASHBOARD

1

ORCHID MARKETPLACE Start Quote **Dashboard**

SUBMISSIONS

Search [] Display [] Created in [] Status [] [Q]

CREATED DATE	NAME	SUBMISSION #	ADDRESS	STATUS
11/07/2023	Fih03 Canopus7	SN276575	1610 19th Avenue Southwest, Vero Beach, FL 32962	Submission In Progress
11/07/2023	Fih06 Canopus3	SN276692	1612 19th Avenue Southwest, Vero Beach, FL 32962	Submission In Progress
11/07/2023	Fih06 Canopus3	SN276464	1610 19th Avenue Southwest, Vero Beach, FL 32962	Submission In Progress
11/07/2023	RateTest46 Canopus	SN276336	190 Ocklawaha Road, Wewahitchka, FL 32465	Submission In Progress
11/07/2023	Canopus Test1	SN276577	101 18th Avenue South, Naples, FL 34102	Submission In Progress

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 ...

Selecting “Dashboard” from the top toolbar allows you to search Submissions and Policies using the submission number, policy number, or insured’s name. You can change the display to show the number of items to search, the time frame it was created, or processing status. Please note that there may be many pages to scroll through.

2

POLICIES

Search [] Display [] Created in [] Status [] [Q]

CREATED DATE	NAME	POLICY#	ADDRESS	STATUS	QUOTE TYPE
2023-11-07 09:53:24	Paula Prozzi 11.7.23	REN-FL-0001080-00	203 Northwest 12th Terrace, Coral Springs, FL 33071	Pending Payment	New Business
2023-11-07 09:51:53	Robert Velazquez	QBES-NY-0003946-00	918 Hudson Avenue, Peekskill, NY 10566	Pending Payment	New Business

Once you have entered your criteria, click the search button on the right to conduct your search. When you have located the policy or submission, click anywhere in the row to select the policy.

Notes:

3

Policy #QBES-FL-0003854-00

\$5,458.85

PREMIUM

STATUS

Issued

COMPLETE PAYMENT

Click here to view completed payments.

[VIEW PAYMENTS](#)

ENDORSEMENTS

[NEW ENDORSEMENT](#)

After selecting a policy, you will be directed to the policy information page. Here you will be able to view payments or look at open invoices by selecting “View Payments”, or initiate a new endorsement by selecting “New Endorsement”. Any endorsements that have already been processed will appear in the Endorsements section. Coverage and policy details are displayed under the Endorsements section.

3

Documents

NAME	DOCUMENT	CREATED BY	CREATED
Binder Document	Binder_Document_NOV-1-2023-11-1-56_647637570.pdf	Paula Phipps	11-01-2023 11:01:55
Insured Invoice	Insured_Invoice_NOV-1-2023-11-1-56_88441217.pdf	Paula Phipps	11-01-2023 11:01:55
Mortgagee Invoice	Mortgagee_Invoice_NOV-1-2023-11-1-55_1199932579.pdf	Paula Phipps	11-01-2023 11:01:55
Quota Proposal	Quota_Proposal_NOV-1-2023-10-29-59_-864180376.pdf	Paula Phipps	11-01-2023 10:29:58

The Documents section at the bottom of the page will list all documents associated with the policy. Selecting any of the hyperlinks will open that document for your review.

Notes:
