

# Jet Insure – Making a One-Time Payment

Last Updated: Monday May 04, 2020

## Step 1: Click Payment Options

**COMMON GROUND**  
HEALTHCARE COOPERATIVE

Welcome John Doe

### Member Portal

- Home
- Add Dependent
- Enrollment History
- Member Invoices
- Transaction History
- Member Payments
- Payment Options**
- Notifications
- View Plan Details
- View Plan SBC
- View Plan SOB
- Documents
- ID Card Request
- Communication Preferences

### Enrollment Summary - John Doe

Member ID	Member Responsibility	Effective Date	Agent	Coverage	Paid Through Date
8888888888	\$100.00	07/18/2019		Plan Information	8/31/2019

Download Temporary Card Outstanding Balance: \$0.00

Member Name	Type	Member ID	Gender	Date of Birth	Effective Date	Termination Date	Monthly Plan Cost	Current APTC	Member Responsibility	Status
John Doe	Subscriber	8888888888	Male	05/15/1979	07/18/2019	12/31/2019	\$40.00	\$0.00	\$40.00	Covered
Jane Doe	Spouse	8888888889	Female	01/27/1979	07/18/2019	12/31/2019	\$40.00	\$0.00	\$40.00	Covered <span style="color: red;">✗</span>
Johnny Doe	Child	8888888880	Male	05/30/1999	07/18/2019	12/31/2019	\$20.00	\$0.00	\$20.00	Covered <span style="color: red;">✗</span>

### Coverage Information

Plan Name	Plan Type	Effective Date
Plan Information	EPO	07/18/2019

[Back](#) [Terminate Policy](#)

Step 2: Select 'Outstanding Balance' or 'Monthly Premium' and then click 'Pay Now'

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**John Doe**

Member ID	Member Responsibility	Effective Date	Agent	Coverage	Paid Through Date
8888888888	\$100.00	07/18/2019		Plan Information	8/31/2019

**Payment Options**

**One Time Payment**

Member ID: 8888888888  
Member Name: John Doe  
Billing Month: August 2019  
Due Date: 07/25/2019

I want to pay (select an option below)

- Outstanding Balance \$0.00
- Monthly Premium \$100.00

Note: e-check will be posted to your bank account within 2-3 days whereas credit card will be charged immediately.

**Pay Now**

**Set Up Recurring Payment**

Step 3: Review Member Information and select 'Next'

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**John Doe**

**Member Information**

Member ID: 8888888888

First Name: John

Last Name: Doe

Email Address: email@domain.com

**CLOSE** **NEXT**

Step 4: Enter in Payment Information and select "Next"

The screenshot displays the Common Ground Healthcare Cooperative Member Portal. The user is identified as John Doe. A modal window is open for selecting a payment method, with two options: "CREDIT/DEBIT CARD" and "BANK ACCOUNT". The "CREDIT/DEBIT CARD" option is selected. The form fields include: Name on Card, Card Number (with Visa, Mastercard, and American Express logos), Exp Date (with a dropdown arrow), CVN, and Zip. A checkbox labeled "Save Payment Method to My Wallet" is checked. A "NEXT" button is highlighted with an orange circle. The background shows a "Paid Through Date" of 8/31/2019 and a message: "for the current request has been processed." A footer bar at the bottom of the modal area reads "Step 1: Click to Enter Payment Method".

Step 5: Review information and select “Confirm”

The screenshot shows a web portal for Common Ground Healthcare Cooperative. A modal window titled "Review & Confirm" is open, displaying the following information:

- Title:** Review & Confirm
- Message:** Please confirm payment to Common Ground Healthcare Cooperative - One Time Payment of \$100.00
- Member Information:** John Doe (8888888888) \$100.00
- Payment Method:** VISA John Doe, Ending in 7777 (Exp: 02/23)
- Agreement:** I agree to pay the above amount according to my card holder agreement.
- Buttons:** BACK and CONFIRM (highlighted with a red box)

The background shows a "Member Portal" sidebar with options like Home, Enrollment History, Member Invoices, Transaction History, Member Payments, Payment Options, Notifications, View Plan Details, View Plan SBC, View Plan SOB, Documents, ID Card Request, and Communication Preferences. The top right corner says "Welcome John Doe".

Step 6: Payment confirmation screen will advise the payment was approved.

Select 'Done' to exit or select 'View Receipt'

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HEALTHCARE COOPERATIVE

Welcome John Doe

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**John Doe**

### Payment Summary

✓ Payment Approved

Your payment has been successfully processed for \$100.00

**Member Information**

John Doe (8888888888)	\$100.00
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**Payment Method**

**VISA** John Doe  
Ending in 7777 (Exp: 02/23)  
Date: Apr 3 2020 9:19:00 AM CST  
Auth. Code: CGHC999  
Response: APPROVAL999

Your receipt has been email  
email@domain.com

[SHARE RECEIPT](#) [DONE](#) [VIEW RECEIPT](#)

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Healthcare Payments Simplified

Follow the steps below to set up recurring payments. Recurring payments help you avoid the hassle of making payments each month. If you have set up your recurring payment method the changes will be effective in 1-2 business days.

Step 1: Click to Enter Payment Method

Here are screenshots of what the receipt looks like. The member can choose to print a summary of this receipt at the end by clicking 'Print'.

**John Doe**

Authorization Amount  
\$100.00

Authorization Code  
CGHC999

Name on Card  
John Doe

Card Type  
VISA

Card Number  
\*\*\*\*\* 7777

Response Message Code  
APPROVAL999

Mode  
Issuer

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Healthcare Payments Simplified

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Card Type  
VISA

Card Number  
\*\*\*\*\* 7777

Response Message Code  
APPROVAL999

Mode  
Issuer

I agree to pay the above amount according to my card holder agreement.

Email Receipt To:  
email@domain.com

**SEND**

**BACK** **PRINT**

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