


# Jet Insure – Setting up Recurring Payments

Last Updated: Monday, May 04, 2020

## Step 1: Select “Payment Options”

Welcome John Doe ▾

### Member Portal

- 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
- Communication Preferences

### Enrollment Summary - John Doe

Member ID	Effective Date	Monthly Plan Cost	APTC	Member Responsibility	Paid Through Date
8888888888	1/01/2020	\$100.00	0.00	\$100.00	4/30/2020
Agent			Plan		
Your agent's Information			Plan Information		


[Download Temporary ID Card](#) Outstanding Balance: \$0.00

Member Name	Type	Member ID	Gender	Date of Birth	Age	SSN	Effective Date	Termination Date	Monthly Plan Cost	Status
<a href="#">John Doe</a>	Subscriber	8888888888	Male	02/11/1956	63	XXXXX 9999	01/01/2020	12/31/2020	\$40.00	Covered
<a href="#">Jane Doe</a>	Spouse	8888888888	Female	01/14/1963	56	XXXXX 9998	01/01/2020	12/31/2020	\$40.00	Covered
<a href="#">Johnny Doe</a>	Child	8888888888	Male	07/24/2002	17	XXXXX 9997	02/01/2020	12/31/2020	\$20.00	Covered

### Coverage Information

Plan Name	Plan Type	Effective Date	Expiration Date	Line of Business	Monthly Plan Cost	APTC	Member Responsibility
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## Step 2: Select "Step 1: Click to Enter Payment Method"

Welcome John Doe ▾

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### John Doe

Member ID	Effective Date	Monthly Plan Cost	APTC	Member Responsibility	Paid Through Date
8888888888	1/01/2020	\$100.00	0.00	\$100.00	4/30/2020

Agent \_\_\_\_\_ Plan \_\_\_\_\_

Your agent's Information \_\_\_\_\_ Plan Information \_\_\_\_\_

### Payment Options

#### One Time Payment

Member ID: 8888888888  
Member Name: John Doe  
Billing Month: April 2020  
Due Date: 03/25/2020

I want to pay (select an option below)

Outstanding Balance \$0.00  
 Monthly Member Responsibility \$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

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](#)

1 2 3 4 5 6

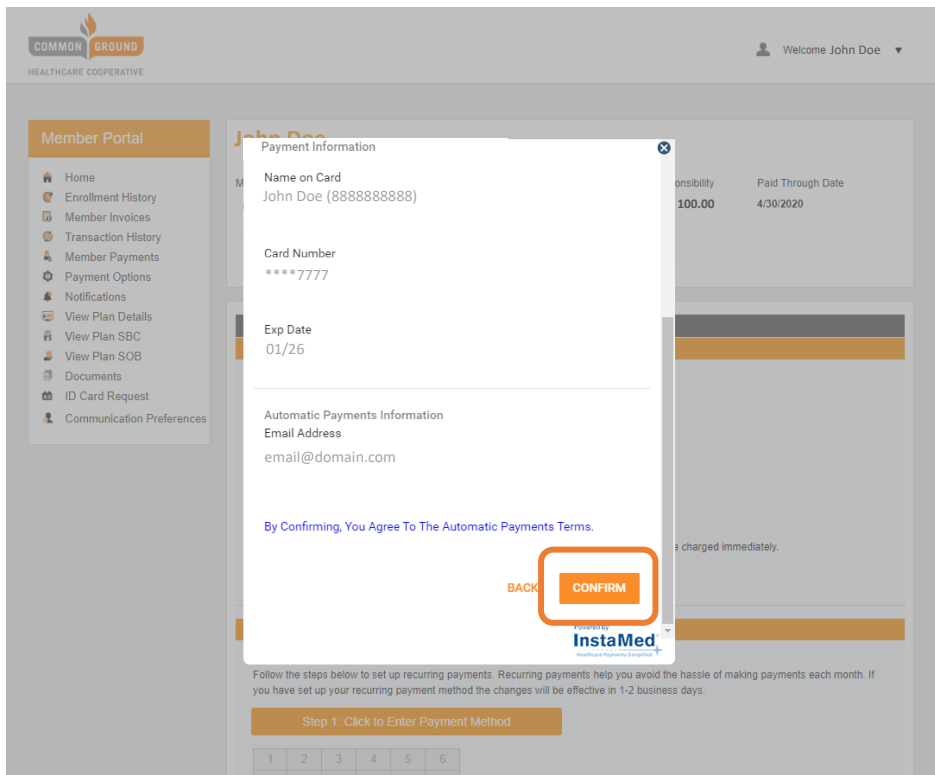
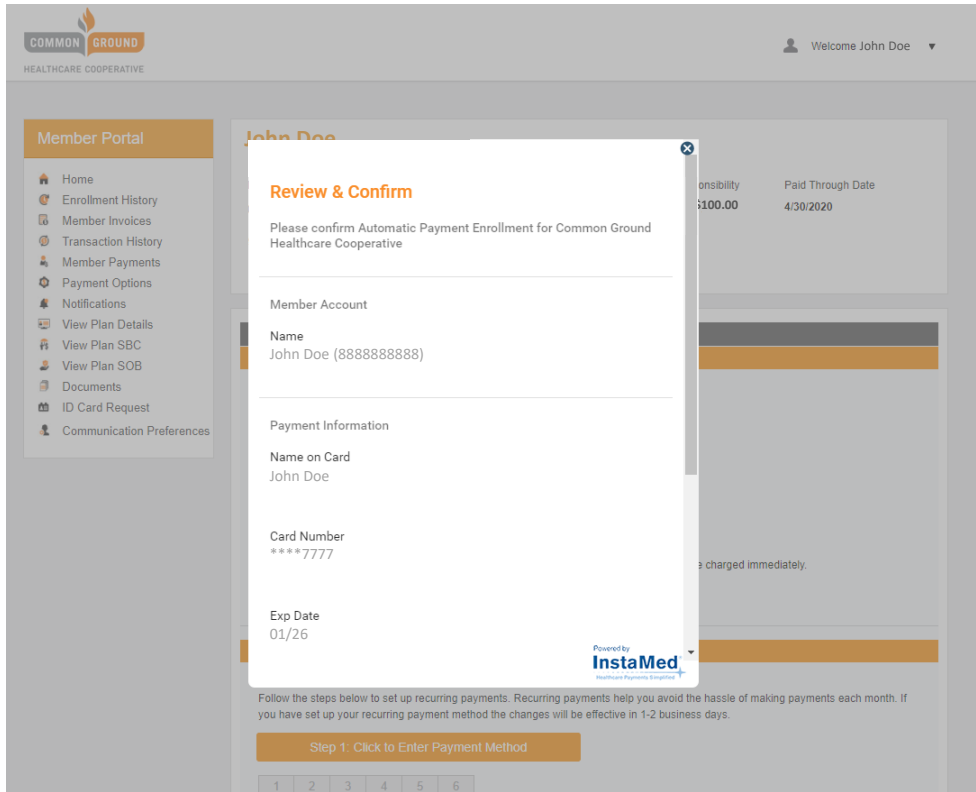
Step 3: Members can choose to use a Debit/Credit card or a Bank Account (Checking or Savings). The appropriate banking information needs to be added or the selection of a previously made payment profile.

The screenshot displays the 'Member Portal' for 'Common Ground Healthcare Cooperative'. A user named 'John Doe' is logged in. A modal window titled 'Automatic Payment' is open, showing the following fields and options:

- Member ID: 8888888888
- First Name: John
- Last Name: Doe
- Payment Method Selection: Two buttons, 'CREDIT/DEBIT CARD' and 'BANK ACCOUNT', are highlighted with orange borders.
- Name on Card: [Empty field]
- Card Number: [Empty field]
- Logos: VISA, MasterCard, and InstaMed logos are visible.
- Footer: 'Powered by InstaMed Healthcare Payments Simplified'.

Below the modal, a text block reads: '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.' A button labeled 'Step 1: Click to Enter Payment Method' is positioned at the bottom of the modal area.

Step 4: A confirmation screen will appear to allow a final review of information entered. If information is correct, scroll down to select “Confirm” at the bottom.



Step 6: Once “Confirm” is selected, the banking information for the recurring payment will appear under “Set Up Recurring Payment” .

### Set Up Recurring Payment

Automatic Scheduled Payment:

Name: JOHN DOE  
Reference Number: \*\*\*\*\*7777  
Payment Mode: Credit Card

Premium payments are due on the 25th of each month for the upcoming month of coverage. For example, payment for June coverage is due by May 25th.

**Step 1: Click to Change or Cancel Payment Method**

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

**Step 2: Click to Change Recurring Payment Date**

The default date for recurring payments is the 25th of each month. You can choose a different date by selecting a new date and then click on Change Recurring Payment Date button.

**Disclaimer:**  
By signing up for this recurring payment process, you are authorizing CGHC to withdraw money from the account identified below, and for the full balance due, until the termination of the health insurance coverage or termination of the recurring payment process. Please note this will include any outstanding balance as well as any adjustments in your monthly premium.

**Notice:**  
We do not accept payments from third parties on behalf of any member except in limited circumstances. We will accept payments from 1) a member's parents, spouse, sibling, aunts, uncles, grandparents or legal guardian; 2) a local, state or federal government program; 3) a Native American or tribal organization; 4) the Ryan White HIV/AIDS program or 5) another foundation that is pre-approved by CGHC. All other payments will be returned to the member on whose behalf the payment is being made.

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Step 7: The default date for recurring payment to draft is the 25<sup>th</sup> of each month. To change the date of the recurring payment select the monthly date preferred on the calendar, then select “Step 2: Click to Change Recurring Payment Date”

### Set Up Recurring Payment

Automatic Scheduled Payment:

Name: JOHN DOE  
Reference Number: \*\*\*\*\*7777  
Payment Mode: Credit Card

Premium payments are due on the 25th of each month for the upcoming month of coverage. For example, payment for June coverage is due by May 25th.

**Step 1: Click to Change or Cancel Payment Method**

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Step 8: Pop up will appear on screen notifying the member that the reoccurring payment will go into effect during the next month's billing cycle

