

Announcing ... New & Improved Online Bill Pay Service

You Can Now Go Paperless. Plus, Save Time with Automatic Payments!



SHARED PURPOSE. MUTUAL VALUES.

- View your bills online anytime
- Pay online, by phone or by text with credit card or ACH
- Conveniently set up automatic payments
- Schedule payments for a future date
- Go paperless and receive bills via email
- Get email reminders when a payment is due
- Pay by Text - sign up to get text notifications and make a payment by text with your default payment method

Go to www.gcwins.com to make a payment and manage your account/policy

Registering/Managing Your Online Billing Account

How to Make a One Time Payment:

- Go to www.gcwins.com and select the Pay My Bill button.
- Pay or View Bills screen is displayed, select Pay Now option
- Enter Account Number and then select Search Invoice
- Click the box to select the Invoice on which you want to make a payment, then select Add selected Invoices to cart
- Review your selected invoice for payment then select Proceed to Checkout
- Enter your payment information and select Continue to Payment Information
- Confirm all the payment information is correct then select Process Payment option

How to Register Your Account:

- Go to www.gcwins.com and select the Pay My Bill button.
- Pay or View Bills screen is displayed, select Register Now option
- Enter Account/Policy Number (preceded by 3 zeros), Name and Secure Code then select Search Invoices
- Select the checkbox for the account you would like to register
- Select the Register Selected Invoices option
- Fill out all of the information on the Registration Screen
- The Paperless option for bills is defaulted to checked. If you do not want paperless billing to uncheck the paperless option
- Select the Complete Registration button
- Your account is now registered. The username and password can be used when you would like to login to your account

How to set up and remove Electronic Reminders (text and email) after registering your account:

- Go to www.gcwins.com and select the Pay My Bill button.
- Pay the View Bills screen is displayed. Select the Sign In Option at the top right of the screen. You must have already registered your account to update text and email reminders

- Enter your email address, password and secure code
- After signing into your account select My Profile option at the top right of the page
- Select the Update My Account Info option
- The Update Account Information page is displayed
- If you would like to receive Email Only notifications select that option from the dropdown list under the 'How would you like to receive Invoice Notifications?' Enter the Email Address for the notifications to be sent to then select the Save my Changes button
- If you would like to receive Email and Phone Text notifications select that option from the dropdown list under the 'How would you like to receive Invoice Notifications?' Enter the email and mobile phone number for the notifications to be sent to then select Save my changes
- To turn off electronic notifications select the checkbox to Unsubscribe from Invoice Notification then select the Save my Changes button

How to link multiple accounts to manage all accounts with one login:

- Go to www.gcwins.com and select the Pay My Bill button.
- Pay or View Bills screen is displayed, select Register Now option
- The Please Locate Your Account page is displayed. Enter Account/Policy Number (preceded by 3 zeros), Name and Secure Code then select Search Invoices
- Select the checkbox for the account you would like to register/link
- Select the Register Selected Invoices option
- Enter the email address and password using the same email and password that your other account(s) use and the secure code
- The Paperless option for bills is defaulted to checked. If you do not want paperless billing uncheck the paperless option
- Select the Complete Registration button
- User will be taken to the Home Screen (Your Accounts at a glance)
- At the top of the page select My Profile and Linked Accounts
- The Linked Accounts screen displays which shows all of your linked accounts including the account you just added