

## Direct Bill Payment Information

### General Information

- An invoice will be sent 30 days prior to each installment due date.
- An \$8 per installment fee shall apply per installment invoice. The fee is waived if paid in full on the first invoice.
- Endorsements are due in full, payable on the next invoice. If the current balance is zero, a separate invoice will be generated for full payment of the endorsement.
- Any taxes fees or assessments are due in full with the down payment.

### Payment Plans

The following payment plans are currently available for the Programs shown below.

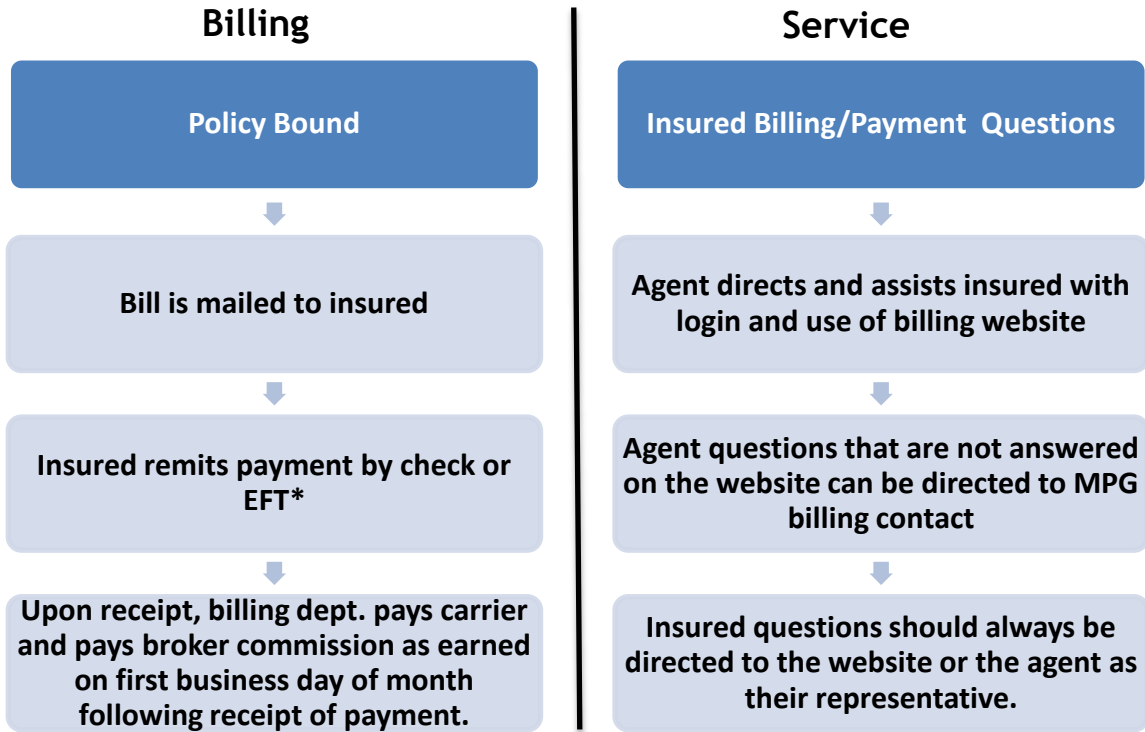
Carrier	Program	Pay Plans Available
New Hampshire Insurance Company	Yacht	40% Down + three 20% installments
		25% Down + three 9% installments + six 8% installments
North American Specialty Insurance Company	Commercial Vessels	40% Down + three 20% installments
	Marine Artisan Contractors	40% Down + three 20% installments
Lloyds - Tysers	Homeowners/Dwelling	40% Down + three 20% installments

### Payment Address:

If you receive a payment, a check must be mailed immediately to:

Maritime Program Group P.O. Box 969 Westbrook, CT 06498	Or overnighted to:	Billing Management Services Attn: William McNigh 70B Essex Rd. Westbrook, CT 06498
---	--------------------	---

- The due date is not adjustable in these cases, and must be considered if forwarding payment.
- Do not include applications or any underwriting information to this address.
- Please indicate a policy number on the check.
- Check must always be for Gross Premium
- Your commission will be sent to you on a monthly direct bill statement



\* Requires account setup with login and password

### Using the Billing Website

You and your insureds can access our billing site at: <https://www.maritimepg.com/billing>.

On this site:

Agents Can	Your Insureds Can
Set up user account(s) within your agency	Check their balance
Assist your insureds with billing questions	Access their statements
	Confirm receipt of payment
	Make a payment

**\*\*Please note\*\*** Neither Maritime Program Group nor our direct billing vendor are sufficiently staffed or equipped to handle calls from your insureds. Any insured calls that are directed to MPG or our vendor will be referred back to you as the insured

representative. For this reason please be sure that you are comfortable navigating and using the billing website.

### Logging In

- Your agency should receive a username and password via email when your first policy is booked. If you did not receive one, please let us know.
- Login here: <https://www.maritimepg.com/billing>
- When you first log in, you will be asked to answer three security questions. If you forget your password, you can click the 'Forgot Password' link to have it emailed to the address on file.
- Once logged in, you can change your username or password, add additional users for your agency, browse your agency's policies, and make payments online.
- If your client is having trouble logging in to the site for the first time, the correct procedure is to have them click the 'New User? Register Here' link, and follow the on-screen instructions. They will need to enter their:
  - Policy Number (any one of them, if more than one),
  - Effective Date (of the policy number entered),
  - Name (EXACTLY as it appears on their statement),
  - Zip Code (the one used on their statement),
  - and Email Address (where their username and password will be sent).

They will be emailed a temporary username and password. They should check their junk mail folder if they do not receive it within a few minutes.