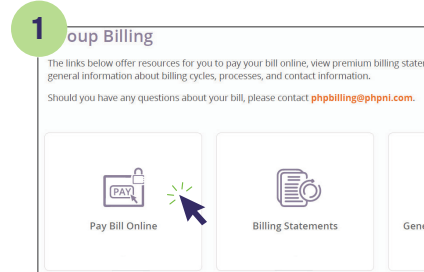


# How to: Online Bill Pay at phpni.com

## 1. Navigate to 'Pay Bill Online' Feature:

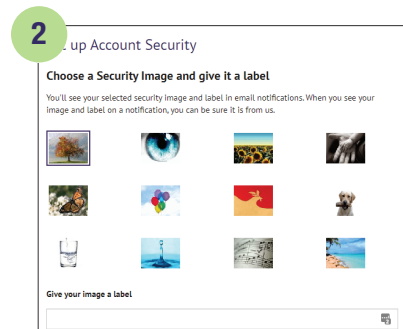
Login to your PHP Employer account at **phpni.com**. From there, navigate to **My PHP > Group Billing > Pay Bill Online**.

If you do not already have an Employer account, select '**Employer Registration**' from the '**First Time User**' box on the login screen.



## 2. Set up Account Security:

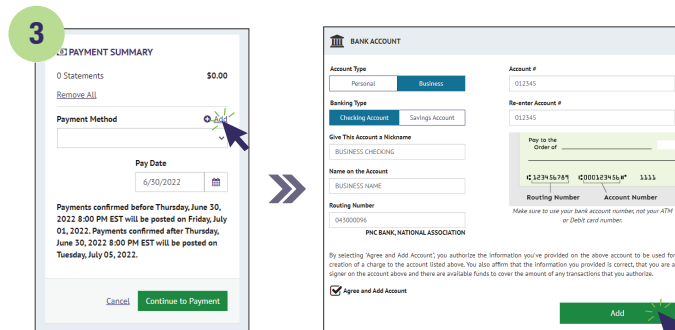
The first time you enter the bill pay feature, you will set up your account security by **selecting an image and label**. You will see these selected items on future system-generated notifications and confirmations.



## 3. Add a Payment Method:

From the '**Pay My Bills**' page you will need to add a bank account. To do this, click the '**+Add**' button found in the '**Payment Summary**' box. Reference your business checking detail to populate the screen and check the '**Agree and Add Account**' box. Click '**Add**'.

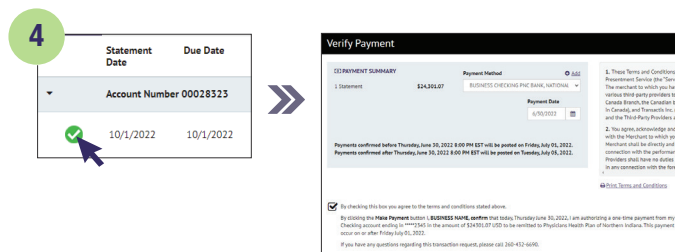
*Note: You can repeat this process to add multiple accounts to make payments.*



## 4. Pay My Bills:

Select the radio button next to the open statement. The pay date will default to the current date (you can change this to a different date in the future). Next, click '**Continue to Payment**' and confirm all details are correct (changes can still be made at this point). Check the '**Agreement**' box and press '**Make Payment**'.

*Reminder: Premiums are due on the first of each month and payments MUST be received by PHP for your account to be considered paid.*



**Once your payment has been submitted you will receive a pop-up confirmation. A copy will also be sent to the email on file within your PHP Employer account.**

If you have questions, please reach out to the Employer Services Team at **employerservices@phpni.com**.