

To Our Valued Clients:

We are focused on doing what it takes to be there for you when you need us.

Our business continuity plans are in place and working well. And our teams are working in overdrive to support you, your business and your clients.

In light of recent concerns surrounding COVID-19 (Coronavirus), we have taken precautions to support the safety of our employees, clients and communities, and the majority of our workforce is working remote.

Please rest assured, any payment on its way to us or sent in the future will be handled swiftly. And we appreciate your understanding of any possible delays during this unprecedented situation.

## Online Bill Pay

You have online payment options for your Agency Bill business with RPS that is more convenient than mailing paper checks during this time

- Shift away from paper remittance and move toward electronic payment processing
- Easy to do just need the routing number and account number to activate the online payment process
- Instructions are all online

You have the option to pay your monthly statement or individual policies online by either e-check / ACH payment or credit card.

## How to access

We encourage Online Bill Pay for the most efficient method of payment.

**Start Online Here** 

If you are unable to pay online or choose to continue your paper process, we are dedicated to supporting you and your business. If you mail checks, please ensure that the **remittances are sent to the lockbox** and not direct to our branch offices.

To verify which branch offices offer the Online Bill Pay option, please visit <a href="https://www.rpsins.com/resources/pay-online/">https://www.rpsins.com/resources/pay-online/</a>.

Please reach out to our <u>Accounting team</u> with any questions.

Katie Rossbach, Chief Financial Officer

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Start your Online Bill Pay here: <a href="https://www.rpsins.com/resources/pay-online/">https://www.rpsins.com/resources/pay-online/</a>



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