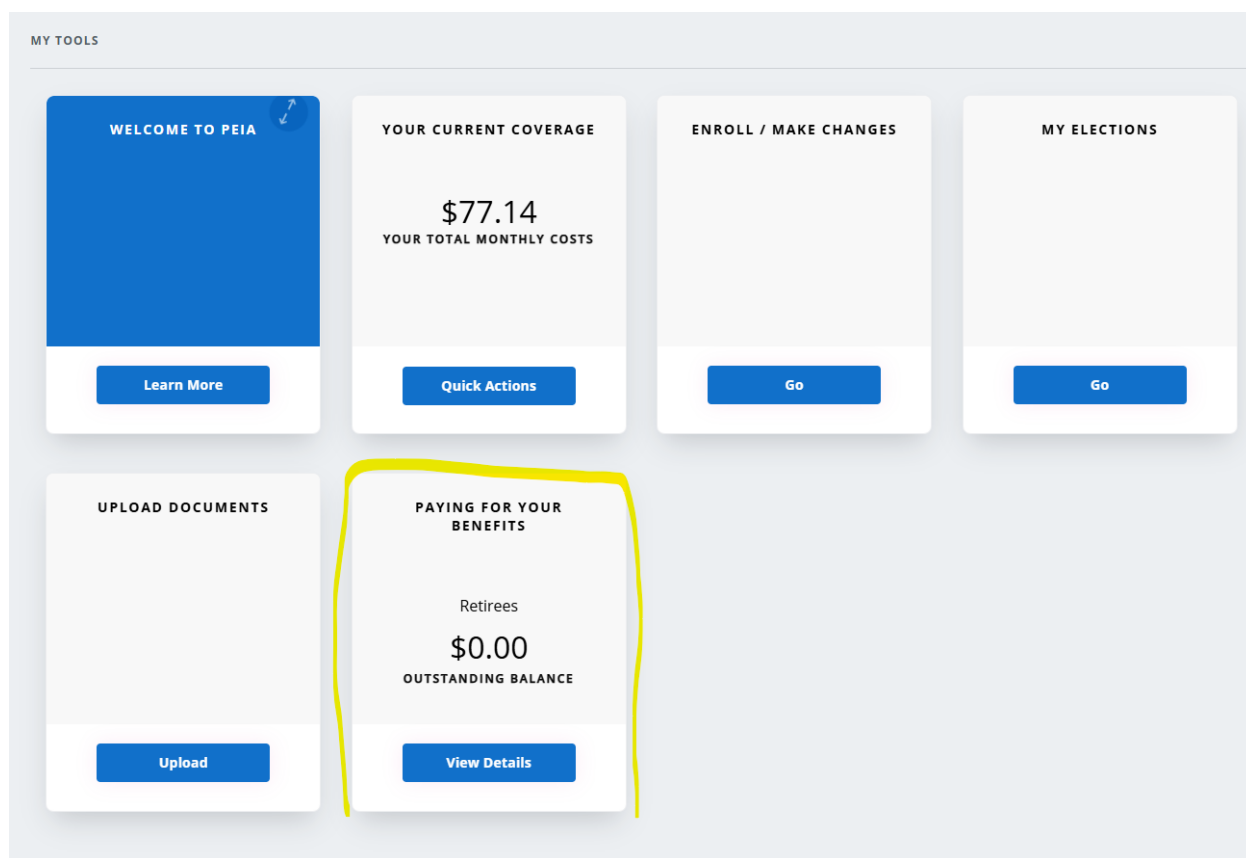


## Setting up Direct Draft on MyLife Member Portal (Automatic monthly payments)

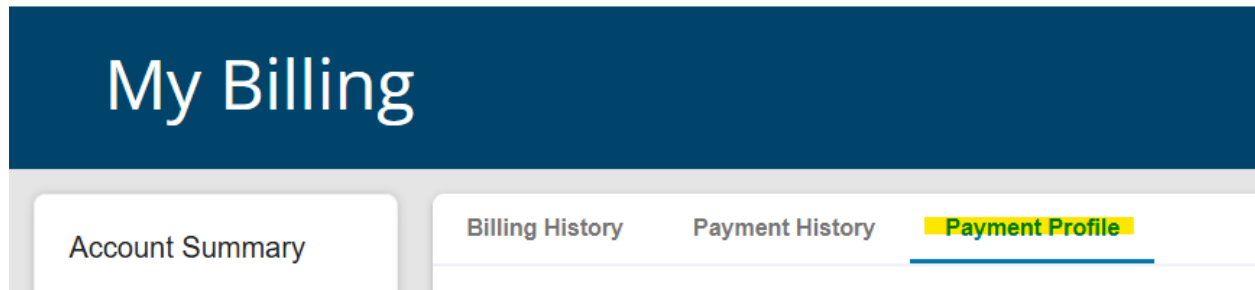
Log into your member portal account at <https://wvpeia.hroffice.com>

This is your home screen, click on the view details of “Paying for your Benefits” tab

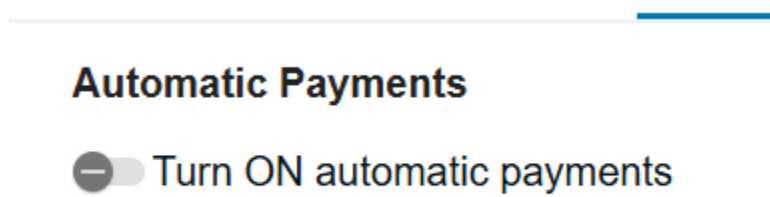


You will come to the next screen that shows your account summary,

After your review, click “Payment Profile”



Click this widget to sign up



## Automatic Payment



In order to setup automatic payments, you must provide your banking information

### Account Holder

First and last name

### Account Nickname

i.e. my checking account

### Account Number

up to 17 digits

### Routing Number

9 digits

### Account Type

- ☐ Checking Account
- ☐ Savings Account

### Deduction Date



The diagram shows a check with various fields. At the bottom, the account number and routing number are highlighted with callouts 1 and 2 respectively. The account number is 123456789 and the routing number is 00123456789. The check also includes a MICR line at the bottom: ⑆ 123456789 00123456789 0001.

You will have to choose a deduction date of the 5<sup>th</sup> or the 20<sup>th</sup>.

- At the time of the deduction, we will pull the full balance on the account to a \$0.00 balance.
- Every month after that, it will only deduct a single month's premium.

### **What does this mean when initially setting up Direct Draft?**

If you have an outstanding balance, it will deduct that full amount plus the following month's premium on the date that you have chosen.

We can use October as an example:

- If you Owe \$0.00 right now in September and set up automatic payments going forward, on 10/5 or 10/20 we will deduct a single month's premium for October.
- If you have an outstanding balance right now in September and set up automatic payments going forward, on 10/5 or 10/20 PEIA will deduct the outstanding balance plus the October premiums.

(You can choose to pay now the outstanding balance with a credit card payment in September and only have October premium deducted on the date you chose if one big payment doesn't work for you)

### **This logic is the same no matter when you sign up**

The invoicing should be generated on the 1<sup>st</sup> of each month, so when you have a deduction on the 5<sup>th</sup> or the 20<sup>th</sup>, that invoice will be paid in addition to the current amount showing as "outstanding" on the account.

If you have an overpayment at any time on your account, that will automatically reduce the amount you will pay on the next monthly deduction.

You can go into your portal and turn this on and off as you wish. Just be advised to try to do it a couple of days before the deduction date. If you have to change banks or accounts, you can also edit your payment method at any time.