



# Off-Marketplace Purchase

## Payment Process for Individuals

### Initial Payment by ACH

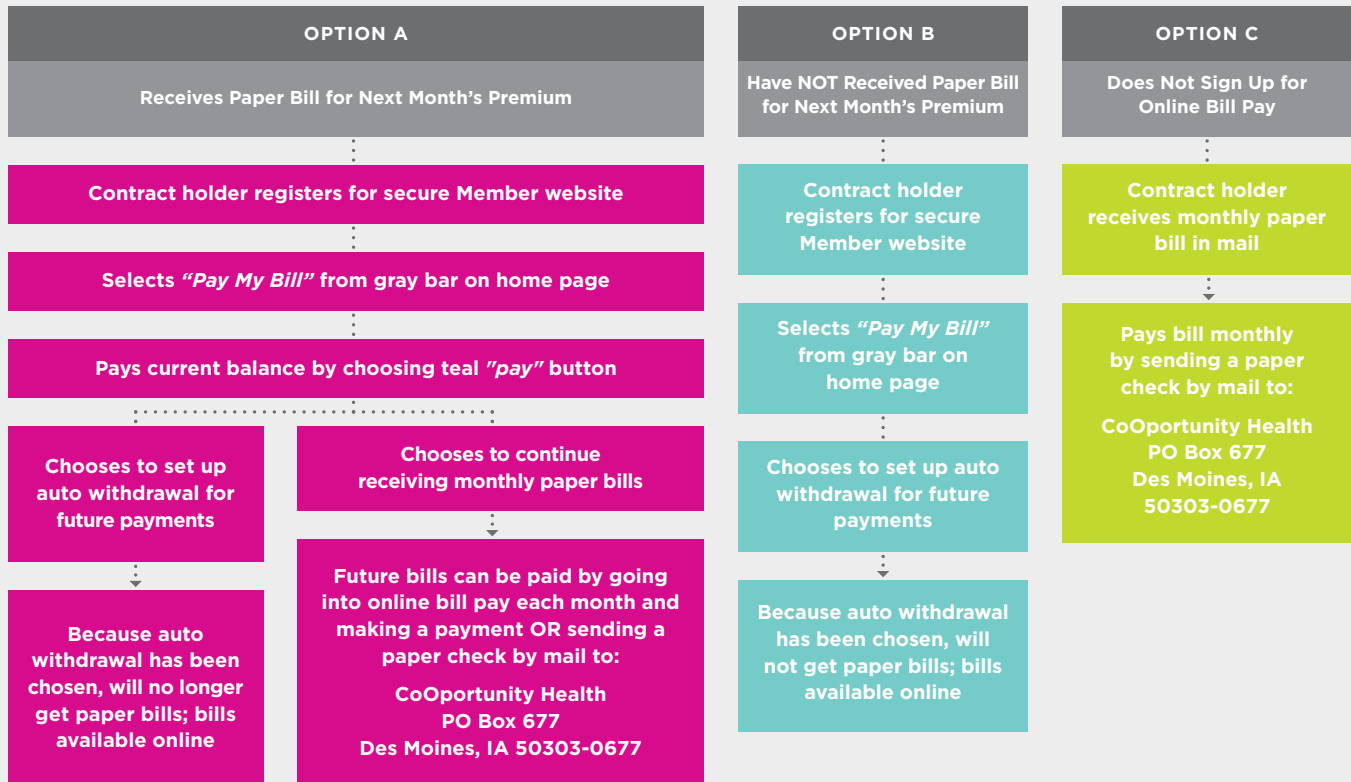
- ACH information entered on Shop, Quote & Enroll
- Application and payment submitted electronically
- Ongoing invoices and payments occur electronically
- After receiving ID card, member should register for secure Member website to change payment preferences and see monthly bill

### Initial Payment by Check

- Print completed application from Shop, Quote & Enroll
- Mail completed application and check to:  
Membership Accounting  
PO Box 297  
Minneapolis, MN 55440-0297
- Application and check must be received before effective date


Receives welcome packet in mail that includes member ID card and secure Member website registration information


## Payment Options After Initial Payment by Check



**NOTE:** Only the contract holder has access to Online Bill Pay. Other members on the policy do not have access to this online tool.



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