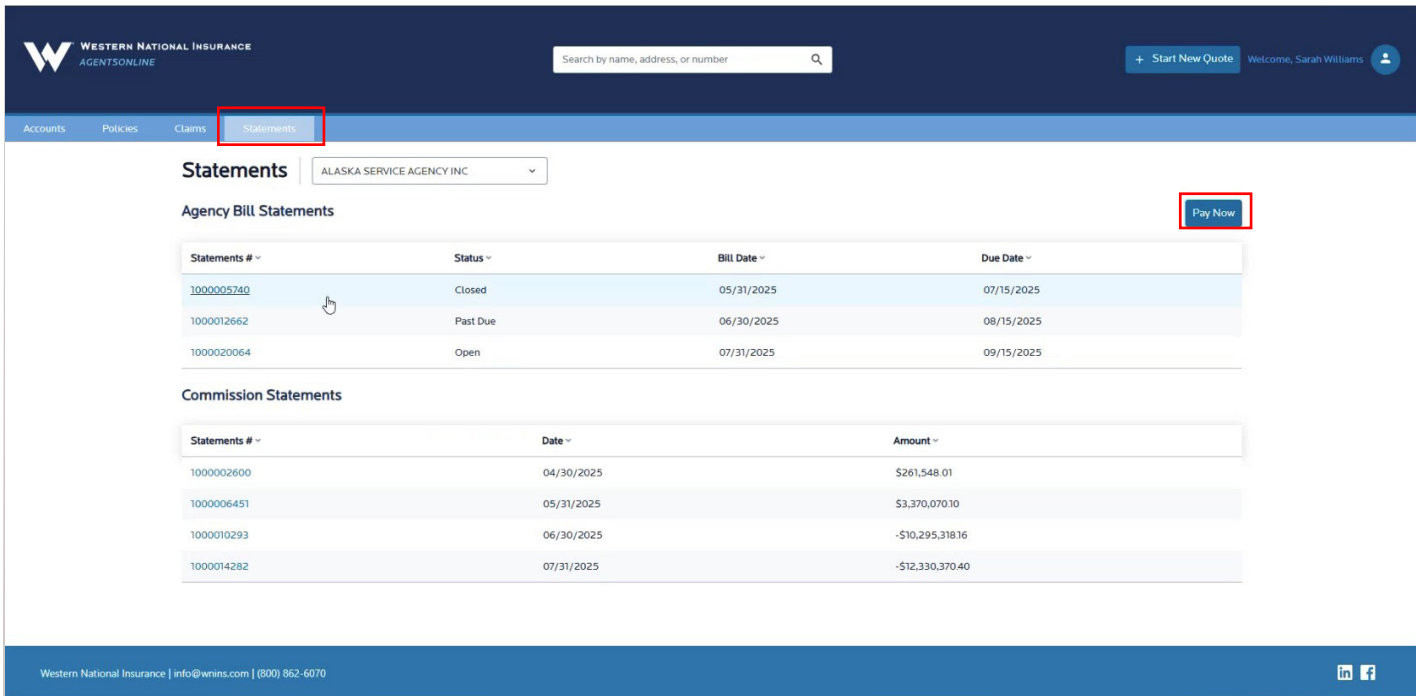


What is Online Agency Bill Payments?

As an agency, Online Agency Bill Payments is a way for you to indicate how much of your agency bill statement you intend to pay and how that payment should be applied. This can be submitted through *AgentsOnline*. Listed below are steps on how to process an Online Agency Bill payment.

1. Open Statements Tab and Pay Now

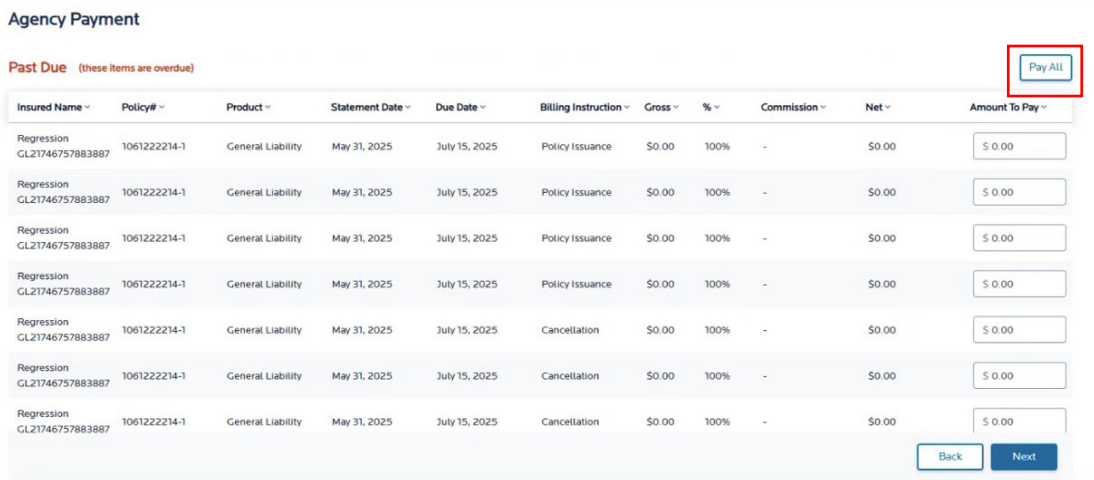
From the main portal menu, select the **Statements** tab where your agency bill statements are listed. Once reviewed, select **Pay Now** to proceed.



The screenshot shows the Western National Insurance AgentsOnline portal. The 'Statements' tab is highlighted in the top navigation bar. Below the navigation bar, there is a search bar and a 'Start New Quote' button. The main content area displays 'Agency Bill Statements' for 'ALASKA SERVICE AGENCY INC.'. A table lists three statements with columns for Statement #, Status, Bill Date, and Due Date. The first statement (1000005740) is 'Closed' and due on 07/15/2025. The second (1000012662) is 'Past Due' and due on 08/15/2025. The third (1000020064) is 'Open' and due on 09/15/2025. A 'Pay Now' button is visible next to the table. Below the table, there is a section for 'Commission Statements' with a table listing four statements with columns for Statement #, Date, and Amount. The first commission statement (1000002600) is for 04/30/2025 with an amount of \$261,548.01. The second (1000006451) is for 05/31/2025 with an amount of \$3,370,070.10. The third (1000010293) is for 06/30/2025 with an amount of -\$10,295,318.16. The fourth (1000014282) is for 07/31/2025 with an amount of -\$12,330,370.40. The footer of the portal displays 'Western National Insurance | info@wnins.com | (800) 862-6070' and social media icons for LinkedIn and Facebook.

2. Choose How to Apply Payment

Charges will be displayed by category. Each category must be paid separately. Select **Pay All** for a category if you want to pay all charges, or specify individual charges and select **Next** to proceed.



The screenshot shows the 'Agency Payment' screen. At the top, it says 'Past Due (these items are overdue)'. A 'Pay All' button is highlighted in a red box. Below this is a table with columns: Insured Name, Policy#, Product, Statement Date, Due Date, Billing Instruction, Gross, %, Commission, Net, and Amount To Pay. The table lists seven rows of charges, all for 'Regression' and 'General Liability' products. The first six rows are for 'Policy Issuance' and the last row is for 'Cancellation'. All charges have a 'Gross' amount of \$0.00, a 'Commission' of 100%, and a 'Net' amount of \$0.00. The 'Amount To Pay' column shows \$0.00 for each row. At the bottom of the table, there are 'Back' and 'Next' buttons.

3. Review Selected Items for Payment

Confirm listed charges on the summary screen. If changes are needed, select **Delete** to clear selection(s) and restart, otherwise, if accurate select **Submit & Pay** to proceed.

Confirm Agency Payment

Below are your previously selected items to pay. To change the items, select Delete to start over or select Submit & Pay to continue.

Insured Name	Policy#	Product	Status	Statement Date	Billing Instruction	Gross	%	Commission	Net	Amount To Pay
Regression CL21751013329476	1061236036-1	General Liability	Past Due	June 30, 2025	Policy Issuance	\$1,094.00	15%	\$164.10	\$929.90	\$929.90

Total Payment Amount \$929.90

Buttons: Delete, **Submit & Pay**

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4. Select Preferred Payment Method

Choose from the available payment options or select **Add New Bank Account** if not already listed then select **Pay Now** to proceed.

Provide your payment details below.

Payments may take up to 24 hours to post.

Payment Amount: \$ 929.90

Payment Method: Add New Bank Account

Buttons: **Pay Now**

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5. Enter Payment Information

Enter all payment details and select **Continue to Review Payment** to proceed.

Please enter your bank information

Please fill out all fields below and click Continue to Review Payment to save your information. [Need help filling out this information?](#)

Asterisks (*) indicate required fields.

If you choose to pay by credit card, the payment processor will charge a convenience fee.

InvoiceCloud Privacy Policy: <https://invoicecloud.net/privacy-policy>

Bank Account Holder's Name *

Account Type *

Routing # *

Bank Account # * **Re-enter Bank Account # ***

Check Number (Optional)

Billing Address *

Country *

City * **State *** **Zip ***

Email

Continue to Review Payment | [Go back to Payment Options](#)

Payment Summary

Policy #	Amount
OTF-95e842d7-c26c-4165-9588-e69a62aed7bf	\$929.90
Subtotal	\$929.90
Service Fee*	+ \$0.00
Total	\$929.90

[*Fees Disclosure](#)

6. Complete Final Review

Review payment details and acknowledgement statements. Once confirmed, select **Process Payment**.

Payment Options | Payment Information | **Review Payment**

Review your information

If you choose to pay by credit card, the payment processor will charge a convenience fee.

InvoiceCloud Privacy Policy: <https://invoicecloud.net/privacy-policy>

Your Bank [Edit](#)

Test Agency

056008849 / XXXXXXXXXX1234

Commercial Checking

Billing Address

4700 W 78th ST

Edina, MN

55439

sarah.williams@wnins.com

Payment Summary

Policy #	Amount
OTF-95e842d7-c26c-4165-9588-e69a62aed7bf	\$929.90
Subtotal	\$929.90
Service Fee*	+ \$0.00
Total	\$929.90

☐ I agree to the [Invoice Cloud Terms and Conditions](#)

Process Payment \$929.90 >

By pressing the button above, I agree and understand that this authorization will remain in full force and effect until I notify Western National - Umailk TEST in writing to Finance@wnins.com or by calling (800) 352-2772 that I wish to revoke this authorization. I understand that Western National - Umailk TEST requires at least 2 business days prior notice in order to cancel this authorization.

[*Fees Disclosure](#)

7. Confirm Payment Status

After payment has been received, you will receive a confirmation number and your agency bill statements will refresh in AgentsOnline and show a Closed status, confirming the payment has been completed.



Payment is being processed

If you provided an email address, a receipt will be emailed to you. Please allow 1-3 business days for the payment to post to your bank account, pending your bank's approval.

Total Payment Amount \$929.90

Payment Message PAYMENT PROCESSED 827887

Payment Method Bank XXXXXXXXXX1234

[Print Receipt](#)



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 AGENTSOnline

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 Welcome, Sarah Williams

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Statements
 ALASKA SERVICE AGENCY INC

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