

ONLINE BANKING PAYMENTS GUIDE

Scotia Bank:

- Login to your account
- Select 'Pay A Bill'
- Select 'Add A Payee'
- Search for and select **Insurance Management**
- Enter Account Number (If zeros are needed to fill required number of characters ensure they are entered BEFORE your Account/Policy number) and select next
- Once policy/account details are saved, select Insurance Management from the payee listing and proceed

Commonwealth Bank:

- Login to your account
- Select 'Transfer and Payments'
- Select payment type 'Bill Payment' from the drop down list
- Select the account that you're using to make payment (Savings or Checking Account)
- Select **Insurance Management** from drop down list of BILL PAYEES
- Enter amount to be paid in BSD
- Enter your Insurance Management account or policy number (If zeros are used to fill required number of characters ensure they are entered BEFORE your Account/Policy number)

First Caribbean International Bank:

- Login to your account
- Select 'Bill Pay' tab
- Select the drop down arrow and choose **Insurance Management**
- Enter details i.e. Customer name, Customer + Control Number (6 and 8 characters respectively) which represent your policy and/or Insurance Management account number in either field (If zeros are used to fill required number of characters ensure they are entered BEFORE your Account/Policy number)
- Select 'Register Bill'
- Enter amount being paid
- Select 'Pay Bill'

Royal Bank of Canada:

- Login to your account
- Select 'Pay A Bill'
- Select 'Add A Payee'
- Search and select **Insurance Management**
- Enter your account number by using your policy number and/or Insurance Management account number (20 characters must be enter; Example: 00000000000000123456)
- Enter name on policy
- Save then select Insurance Management from the 'Pay a Bill' list and proceed