

RECURRING PAYMENTS

A Smarter Way to Manage Group Billing

Managing group billing doesn't have to be a monthly challenge. Mutual of Omaha makes it easier with AutoPay, our new recurring payment feature in Employer Access.

Why Choose AutoPay?

- ☒ Less manual work each month
- ☒ Timely, consistent payments
- ☒ Improved billing efficiency

Steps to Enable AutoPay

- 1 Log in to Employer Access.
- 2 Go to the **Billing** tab:
 - Option 1: Select your bill group and click **Enable AutoPay**.
 - Option 2: Navigate to **Payments > Manage Billing**, then click **Enable AutoPay**.
- 3 Choose the bank account you want to use and click **Submit Change**.
- 4 Review the Automatic Payment Disclosure, click **I Agree**, then **Enable**.
- 5 Enrollment complete! You'll see a **Manage AutoPay** button and your scheduled withdrawal date.

Tip: Opt in before the first of the month to start AutoPay the following month.

How to Manage AutoPay

- Disable anytime via the **Manage AutoPay** button and by clicking **Disable AutoPay**.
- Switch bank accounts by selecting the new account and clicking **Submit Change**.

Please Note: Payment changes are restricted between the 1st and 7th of each month.

AutoPay is one more way Mutual of Omaha delivers on its promise to make billing simple and efficient.

For more information, contact your dedicated service representative.

