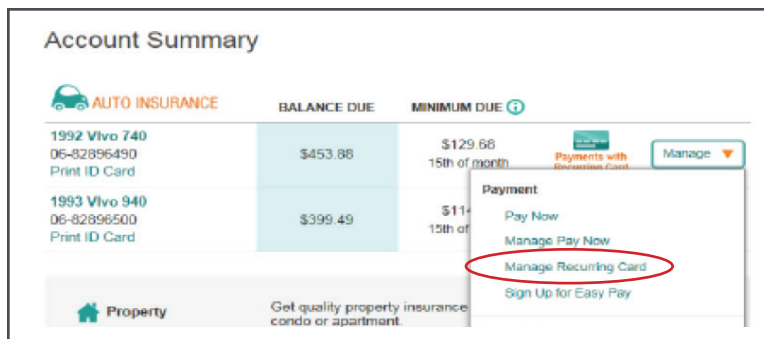


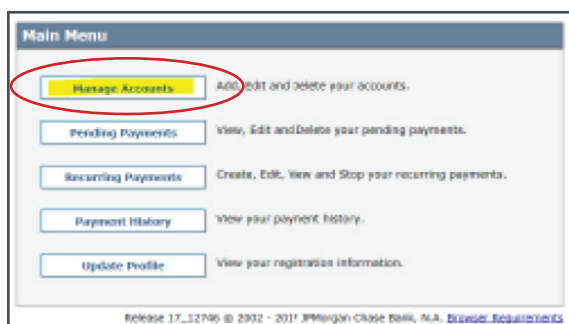
Recurring payments

How to update your card information for recurring payments.

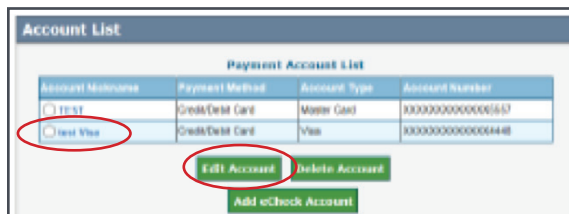
1. Go to horacemann.com/myaccount
2. Log in to your account
3. Under “Account Summary” locate the “manage” button
4. Select “Manage Recurring Card”



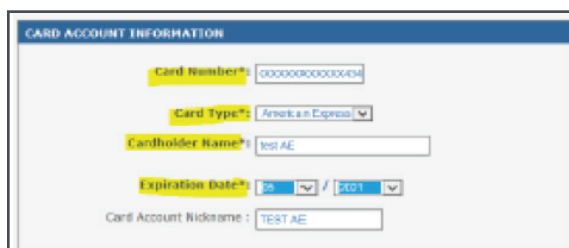
5. Select “Recurring Payments” and “Manage Accounts”
NOTE: If you choose to stop the Recurring Card payments, be advised the recurring card payment plan is removed and we cannot add it back to the policy.



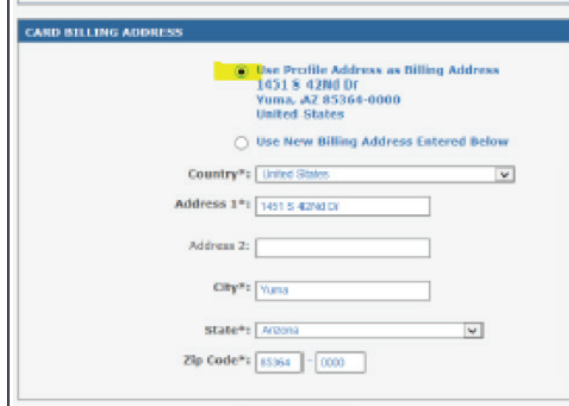
6. To edit an account you will need to select your account and select “Edit”



7. You will be prompted to enter your Card Number, Card Type, Cardholder Name, Expiration Date and Card Account Nickname.



8. If your billing address is the same as the address on your account, you can select profile address or you can enter a different address.



9. You will then be redirected to the Account List and will need to select “Recurring Payments” and then choose “Edit Payment”

10. From the “Saved Account” drop down menu, select the card that was just added/edited and select “Continue”

PAYMENT METHOD

When editing a payment, select the continue button to use the same payment method and account. To use a different payment method or account, make your changes and select continue.

Saved Account*:
Select **Card TEST AE 4343**

Country*: United States
Address 1*: 1451 S 42nd Dr
Address 2*:
City*: Yuma
State*: Arizona
Zip Code*: 85364 - 0000

New Account*:
 Credit/Debit Card
VISA MasterCard Discover American Express

Continue Cancel

11. You will be prompted to enter the 3 digit code on the back of your credit/debit card, then select “Confirm”.

12. You will be redirected to the Recurring Payment Confirmation screen. You can choose to continue to the main Menu button.

Please keep a record of your Reference Number, or [print](#) this page for your records.

A payment confirmation will be emailed to you when each instance of this recurring payment is released. Please keep confirmation emails for your records.

Reference Number: X66COSR0000992
Confirmation Date (CT): Jul-27-2017 03:52:48 PM

Your Payment Detail
Amount Due: To Be Determined
Due Date: To Be Determined

PRODUCT: 2012 Hyun Elantra 02-48671920

Your Recurring Payment Detail
Payment Amount: Always pay the entire Amount Due
Payment Frequency: On Due Date
Next Scheduled Payment Date: To Be Determined
Duration: Continue until cancelled

Your Account Detail
Card Account Nickname : TEST AE
Cardholder Name *: test AE
Credit Card or Debit Card Number: XXXXXXXXXXXXXXX4343
Credit Card or Debit Card Type: American Express Credit

Your Credit/Debit Card Billing Information

Billing Street Address 1 *: 1451 S 42nd Dr
Billing Street Address 2 :
Billing City *: Yuma
Billing State *: AZ
Billing Zip Code *: 85364-0000
Billing Country *: United States

e-mail Address *: test001@hmn.com

Please keep a record of your Reference Number, or [print](#) this page for your records.

Continue to Main Menu

