

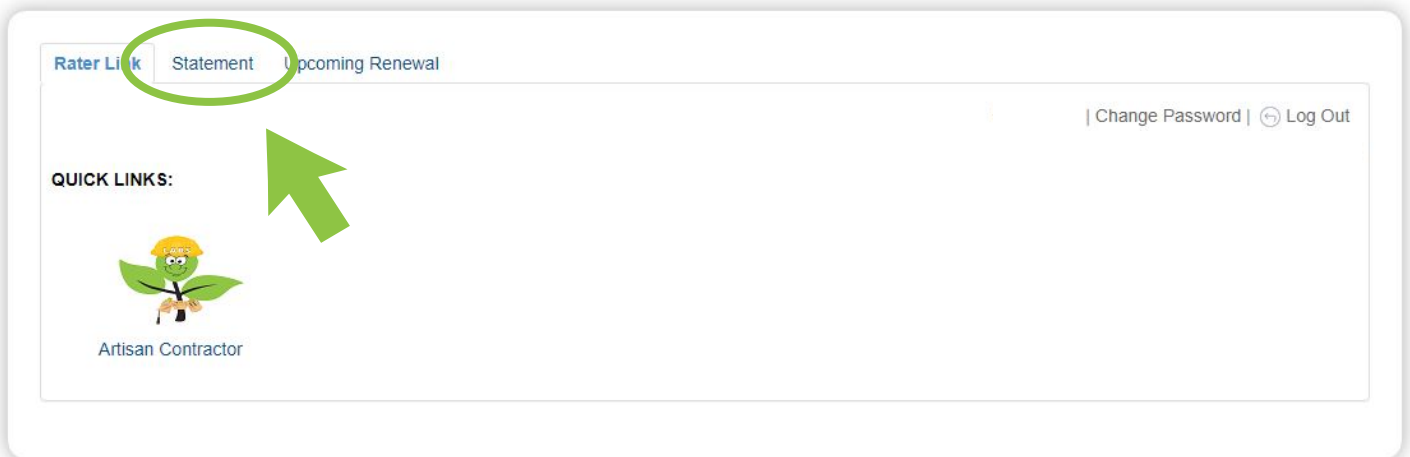
Now Available: LARS Online Payments

Our agency portal LARS is integrating with EPay Policy to provide for online payments via credit card or checking account.

1. Login to LARS from our website at the "Portal/LARS" tab



2. Once logged in click on the "Statement" tab



3. To match your monthly statement, select the following:

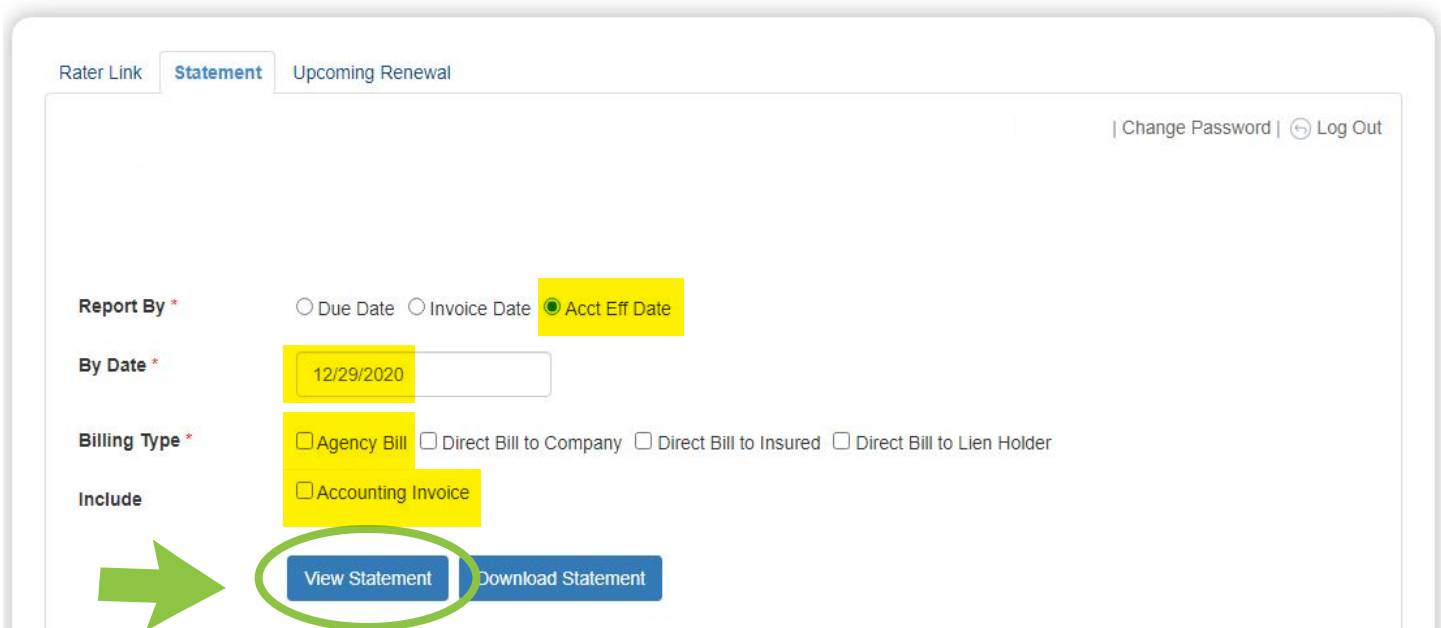
Report by: ACCT Eff Date

By Date: Last day of the month


Billing Type: Agency Bill

Include: Accounting Invoice

4. Click on "View Statement"



5. You can now select all invoices or specific ones to pay




View Statement Download Statement Payment

<input type="checkbox"/>	Policy Number	Invoice Code	Net Amt (\$)
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input type="checkbox"/>	2000106-5	INV120484	6,724.70
<input type="checkbox"/>	00105-5	INV120393	2,800.88
<input type="checkbox"/>	000104-5	INV120334	481.75
<input type="checkbox"/>	103-5	INV120263	2,212.59
<input type="checkbox"/>	2000102-5	INV120212	481.75
<input type="checkbox"/>	000101-5	INV120210	1,837.71
<input type="checkbox"/>	00100-5	INV120055	2,875.79

The "+" button will provide the invoice details.

<input type="checkbox"/>	Policy Number	Invoice Code	Net Amt (\$)
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input checked="" type="checkbox"/>		INV120484	6,724.70
	Invoice Date	Eff. Date	Insured Name
		Exp. Date	DBA
			Transaction Type
			Coverage
			Finance
			Details
			Amount(\$)
	08/25/2020	08/25/2020	Renewal
		08/25/2021	Commercial Auto
			None
			Gross Premium
			Total Fee(s)
			Total Tax
			Less: Commission
			Less: Payments Applied
			Less: Financing Applied
			AMOUNT DUE BY 09/15/2020
			6,724.70



6. After selecting the items to pay, click on the "Payment" button.

The screenshot shows a web interface with three buttons at the top: "View Statement", "Download Statement", and "Payment". The "Payment" button is circled in green, and a green arrow points to it from the right. Below the buttons is a table with the following columns: Policy Number, Invoice Code, and Net Amt (\$). Each row in the table has a plus sign and a checkmark in the first column, indicating that all items are selected for payment.

	Policy Number	Invoice Code	Net Amt (\$)
+ ✓	000106-5	INV120484	6,724.70
+ ✓	105-5	INV120393	2,800.88
+ ✓	0104-5	INV120334	481.75
+ ✓	0103-5	INV120263	2,212.59
+ ✓	0102-5	INV120212	481.75
+ ✓	0101-5	INV120210	1,837.71
+ ✓	0100-5	INV120055	2,875.79
+ ✓	00099-5	INV120008	2,255.52
+ ✓	096-5	INV120091	756.38

7. Enter in the amount to be paid for each item. Then click "Epay Payment."

The screenshot shows a "Payment Detail" window with a table. The table has three columns: Invoice, Amt (\$), and Pay Amt (\$). The "Pay Amt (\$)" column is highlighted in yellow. Each row has a text input field next to the "Pay Amt (\$)" value. The "Total Payment" row shows a total of 14539.38. Below the table, there are two buttons: "Close" and "Epay Payment". The "Epay Payment" button is circled in green, and a green arrow points to it from the right.

Invoice	Amt (\$)	Pay Amt (\$)
INV120484	6724.7	6724.7
INV120393	2800.88	2800.88
INV120334	481.75	481.75
INV120263	2212.59	2212.59
INV120212	481.75	481.75
INV120210	1837.71	1837.71
Total Payment	14539.38	14539.38

8. Enter in the payment type and account information

Rater Link **Statement** Upcoming Renewal

Epay Payment Information

Payer :

Email Address :

Amount :

Processing Fee : i

Total Amount :

Payment Type : Credit Card ACH

Account Holder :

Account Number :

Routing Number :

[Back](#) [Next](#)

D

11 **Success** x
Payment Notification Email to MGA has been sent successfully.
Payment Created successfully.


Ag

Accounting Invoice

[View Statement](#) [Download Statement](#)

You will receive a confirmation email from Epay and Gotolane.

Receipt 201520 from Lane & Associates, Inc.



 ePayPolicy Demo <support@epay3.com>
To  B. Scott Landry, CPCU

Phish Alert + Get more

slandry@gotolane.com 11/24/2020

Subtotal	\$14,539.38
Fee	\$3.00
Total	\$14,542.38

Gotolane.com Payment Receipt

 submissions
To  R. Scott Landry, CPCU:

 Reply  Reply All

Phish Alert

Hello,

Thank you for your payment.

Please allow 24 hours for the payment to appear on your bank account.

Policy Number	Insured Name	Transaction Type	Invoice	Invoice Amt.(\$)	Paid Amt.(\$)
00106-5		Renewal	INV120484	6724.7	6724.7