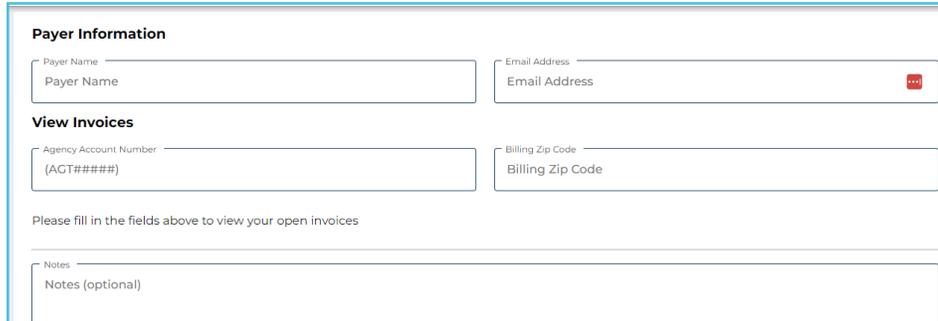


# Steps for Online Payment Processing via ePayPolicy

1. Navigate to the ePayPolicy website one of two ways: going directly via [arlingtonroe.epaypolicy.com](http://arlingtonroe.epaypolicy.com) or using the “Make A Payment” button on the Arlington/Roe website.



**Payer Information**

Payer Name  Email Address

**View Invoices**

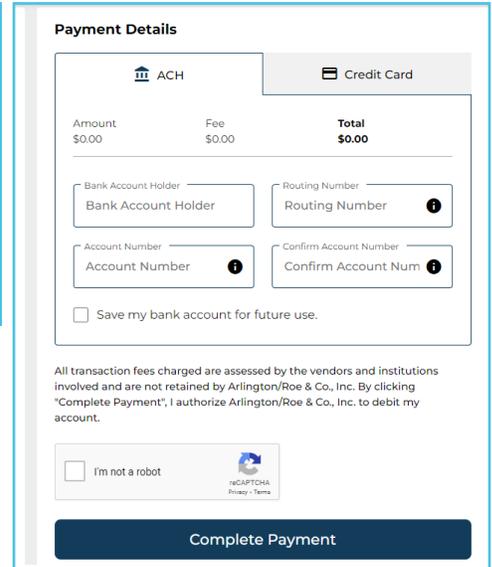
Agency Account Number  Billing Zip Code

(AGT#####) (Billing Zip Code)

Please fill in the fields above to view your open invoices

Notes

Notes (optional)



**Payment Details**

ACH  Credit Card

Amount	Fee	<b>Total</b>
\$0.00	\$0.00	<b>\$0.00</b>

Bank Account Holder  Routing Number

Account Number  Confirm Account Number

Save my bank account for future use.

All transaction fees charged are assessed by the vendors and institutions involved and are not retained by Arlington/Roe & Co., Inc. By clicking "Complete Payment", I authorize Arlington/Roe & Co., Inc. to debit my account.

I'm not a robot 

**Complete Payment**

2. You are welcome to create a login account, but it is not required. If you choose to create an account, note the account and its information are stored in ePayPolicy’s system. Arlington/Roe does not retain any of this information.

3. Fill out the first four fields with the correct information on the left, as depicted in the image above. **Please enter the following information exactly as shown; otherwise, ePay won’t be able to display all your open invoices from our system:**

- **Payer Name** - Your name or agency name.
- **Email Address** - The payment receipt will be emailed to this email address.
- **Agency Account Number** - This is the agency code you have with Arlington/Roe, formatted as AGTXXXXX. **The full agency account number must be entered.** You can find this on your invoice and/or monthly statements shown in the images below.
- **Agency Billing Zip Code** - This is the billing zip code you have on file with Arlington/Roe. You can find this on your invoice and/or monthly statements, as shown in the images below.

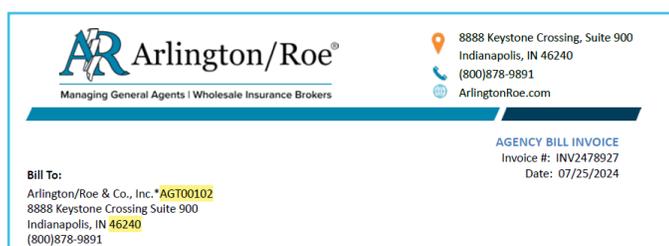
4. Once you enter the required information correctly, **ePay will display all open invoices based on your name and ZIP code.** The amount shown on the site is the net amount due from your agency to Arlington/Roe, excluding commission. Invoices displayed are for Agency Bill only. You may also see open credit invoices. Select “Pay Now” to open a box for the selected payment amount. *Note: If you are using premium financing, ePay can be used to apply the deposit.*

5. Click on “Credit Card” or “ACH” to select your payment type. **ACH is free to use.** Please note the fee for paying by credit card is charged by ePayPolicy and the financial institutions involved, not Arlington/Roe. Payment can be made by entering either your agency’s banking information or the insured’s banking information. If you are using the insured’s banking or credit card information, please override the payment amount to the gross premium so your agency will receive the policy commission.

6. Enter your credit card or ACH information in the “Payment Details” section. If needed, you can also add any notes.

7. Click the reCAPTCHA checkbox, and hit send.

**How to make a “Finance” Down Payment/Partial Payment/Full Gross Payment** – Select the “Pay Now” box to the right of the invoiced amount showing due. Override the field with the specific amount you are paying. Select a reason for the payment difference from the drop-down box. Add any relevant comments in the comment box below.

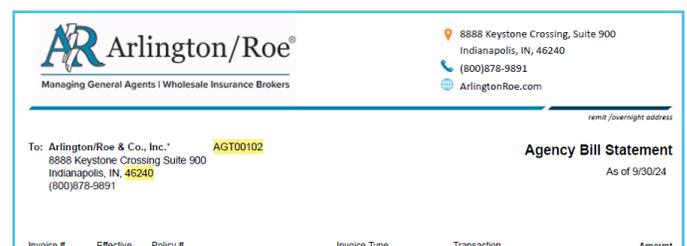


**AR Arlington/Roe®**  
Managing General Agents | Wholesale Insurance Brokers

8888 Keystone Crossing, Suite 900  
Indianapolis, IN 46240  
(800)878-9891  
ArlingtonRoe.com

**AGENCY BILL INVOICE**  
Invoice #: INV2478927  
Date: 07/25/2024

**Bill To:**  
Arlington/Roe & Co., Inc.\* AGT00102  
8888 Keystone Crossing Suite 900  
Indianapolis, IN 46240  
(800)878-9891



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To: Arlington/Roe & Co., Inc.\* AGT00102  
8888 Keystone Crossing Suite 900  
Indianapolis, IN, 46240  
(800)878-9891

**Agency Bill Statement**  
As of 9/30/24

Invoice #	Effective	Policy #	Invoice Type	Transaction	Amount
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