

Register with the new Concordia Plan Services Online Payment System

To ensure a smooth payment process with our updated Online Payment System, follow these simple steps:

1. Go to the new website for our Online Payment System

To access the new system, follow the “How do I pay my bill?” link on **ConcordiaPlans.org**. Please bookmark this new website for our Online Payment System. The old system will not be available after May 8, 2016. If you try to visit the old website, you will receive an error.

2. Register online

To use the new Online Payment System, you can register and create an account or use the system as a guest.

If you create an account it will be easier and quicker to make future payments. To register for the first time, click on “Register Now.” To use the Online Payment System for a one-time payment without registering, click on “Pay as a Guest.”

If you create an account you will be asked to:

- create a user name and password
- provide contact information
- enter account information from your Concordia Plan Services invoice (see below)
- select a security question
- click the “Register” button

Once you have registered you will receive a confirmation e-mail.

If you use the system as a guest, you will only enter the account information from your Concordia Plan Services invoice.

Note: The Account number, zip code, and PIN number you will need to submit a payment are located on your Concordia Plan Services invoice.

CONCORDIA PLAN SERVICES

Please enter your username and password to login.

Sign in

Username

Password

Sign In

[Forgot your Password?](#)

[No registration yet? Register Now](#)

Pay as a Guest
No registration needed (you can pay as a guest even if you're registered)

Registration Information

Login Information

Username *

Password *

Confirm Password *

The password must be at least 6 characters and must contain at least three of the four character types (Uppercase letters, Lowercase letters, Numbers, Special Characters)

Personal Information

First Name *

Last Name *

Street Address 1 *

Street Address 2 *

City *

Country *

State *

Zip Code *

United States

AL

Email *

Primary Phone *

Secondary Phone *

Home

Phone Type

Account Information

Account Number *

Zip Code *

Pin Number *

Security Question

Challenge Question *

What is your mother's maiden name?

Answer to Challenge Question *

Confirm Answer to Challenge Question *

Back Register

If you have any questions about the Online Payment System, please call Concordia Plan Services Billing Department at 888-927-7526.

3. Make a payment

Once you have logged into the Online Payment System (or entered your account information as a guest), you will be ready to make a payment.

To make a payment, you will need to:

- confirm you want to pay the total balance due or enter a different payment amount by selecting that option from the drop down menu
- confirm the date you want to payment to occur
- select the type of account - savings or checking
- choose the type of checking account (if applicable)- business (for an employer), or personal (for individual)
- provide the account number and routing number

The last step will be to provide contact information so you can receive a payment confirmation. This can be an e-mail address or cell phone number.

Note: The information requested is slightly different when you are paying from a personal account.

CONCORDIA PLAN SERVICES

Pay

Account Number: ER09999
Zip Code: 63122 Pin Number: 09999

Enter Payment | Review & Pay | Receipt

\$9,876.54 Due on 5/1/2016
Full Balance \$ as of 4/23/2016
[View Details](#)

Pay **\$9,876.54** Minimum Due
On **4/27/2016** First Available Date
Using **Checking Account**
[Enter New Checking Account](#)

Check Type: **Business** Company Name on Check: **Trinity Lutheran** Routing Number: Account Number:

Send Confirmation To...
Email Address: Mobile Number: Mobile Carrier: **UNKNOWN**

Total: **\$9,876.54**

Note:
Thank you for scheduling a payment. Payments made by 7:00 p.m. Central Standard Time will be credited to your account on the next business day. Payments made after 7:00 p.m. Central Standard Time will be credited to your account on the following business day.

[Continue](#)

Check Type: **Personal** Last Name on Check: First Name on Check: Routing Number: Account Number:

4. Review your payment

When you have completed entering your payment information, you will have an opportunity to review the payment. Please review and accept the Terms and Conditions by clicking the accept box. Then click on the "Pay" box to make your payment.

5. Your Confirmation

You will then see a receipt screen with your confirmation code. You will also be sent an email or text message based on the information you entered on a previous screen.

CONCORDIA PLAN SERVICES

Pay

Account Number: ER09999
Zip Code: 63122 Pin Number: 09999

Enter Payment | **Review & Pay** | Receipt

\$9,876.54 Due on 5/1/2016
Full Balance \$ as of 4/26/2016
[View Details](#)

Pay **\$9,876.54** Selected Amount
On **4/28/2016** Selected Date
Using **New Checking**
Check: 0000-2137

Total: **\$9,876.54**

I accept the Terms & Conditions

[Cancel](#) [Edit](#) [Pay](#)

CONCORDIA PLAN SERVICES

Pay

Account Number: ER09999
Zip Code: 63122 Pin Number: 09999

Enter Payment | Review & Pay | **Receipt**

Payment Pending | Confirmation Code: 112718

\$9,876.54 Due on 5/1/2016
Full Balance \$ as of 4/26/2016
[View Details](#)

Pay **\$9,876.54** Selected Amount
On **4/28/2016** Selected Date
Using **New Checking**
Check: 0000-2137

Total: **\$9,876.54**

[Cancel](#) [Close](#)

Note:
Thank you for your payment. A confirmation email has been sent to the email address on file. If you have any questions, please contact Concordia Plan Services Billing Department at 888-827-7526 extension 6004.