# Establishing Recurring Payments with the Online Payment System

## 1. Log into the Concordia Plan Services Online Payment System

To access the new system, follow the "How do I pay my bill?" link on **ConcordiaPlans.org**.

Once registered, to establish recurring payments on the new Online Payment System, you will need to enter your Username and Password to log into the system.

If you have not yet registered, you can find instructions titled "Register for the Online Payment System" available on our website.



## 2. Click on the Recurring Payments Tab

Once you have logged into the Online Payment System, select the "Recurring Payments" tab from the menu.

Learn more:
**ConcordiaPlans.org**

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**CONCORDIA PLAN SERVICES**

## 3. Establish a recurring payment

When you click on the tab, you will receive a message that you have not yet saved any recurring payments for your account.

To establish recurring payments, and prevent multiple payments from being withdrawn from your account, please follow these steps:

- pay your full balance by choosing 'Total Due Amount'
- select to have your payment made 'On Due Date'
- enter the information for the bank account you want to make the payment from
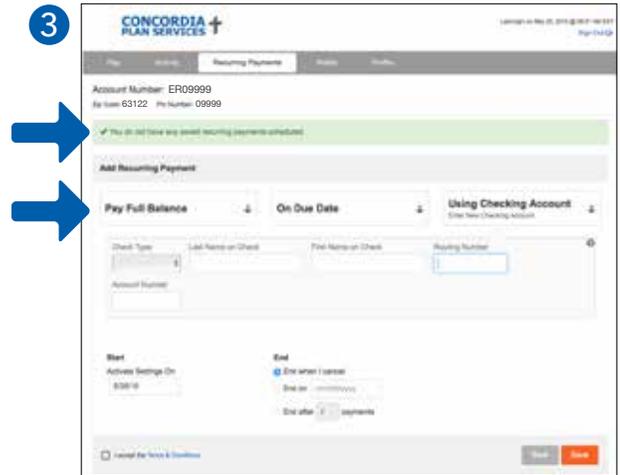


## 4. Establish the length of your recurring payment

The next day will automatically appear as the start date for your recurring payment (or you can select a different date).

"End when I cancel" will automatically appear as the ending date for your recurring payment (or you can select a different ending date).
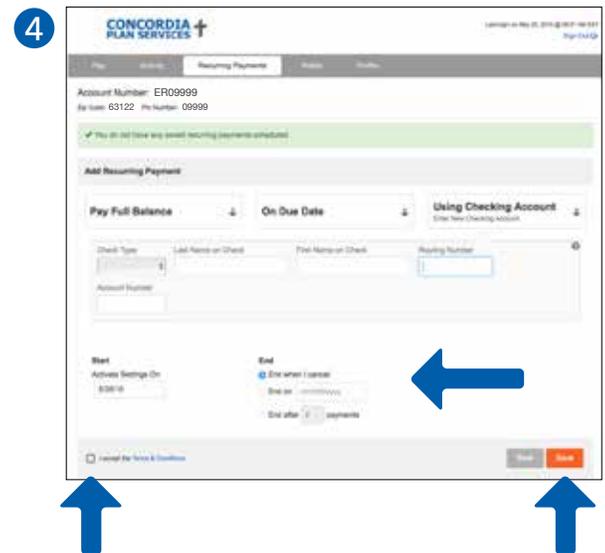


## 5. Completing your recurring payment

Take a few minutes to read the terms and conditions, and click the box indicating that you accept them. When you are finished, press the orange "Save" button.

You will receive a message that your payment was successfully saved.



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