



CREDIT CARD PAYMENT PROCESSING

1. Go to site <https://www.insurancebillpay.com/risco/>

Select Payment Category

Please select the payment type from the menu below

Payment Type*

Continue

2. Select payment type, payment range.
3. On the Payment Details page, the Insured enters their contact information, Payment amount, Invoice/Quote Number, and Payment Details. If the Billing information is different from the Insured’s information entered above, uncheck the box at the bottom the page and continue to enter the proper Billing information.
4. Any fields with a * are required to be completed.
5. Once this page is completed, the Insured will click on ‘Continue’ at the bottom of the page and go to the “Review Information Page”, where they will verify the information they’ve entered is correct. If information needs to be corrected, the Insured will click on the ‘Back’ button (at the bottom of the page) and correct their information. If the information is all correct, they will click ‘Continue’.
6. The final step is the “Payment Receipt” where the Insured will receive a payment receipt of their transaction.

** There is a convenience fee associated with each transaction depending on the dollar amount being charged. This table shows the fees for each payment dollar range. All E-Checks are \$1.95 each, regardless of dollar amount.

CONVENIENCE FEES FUNDED BY THE CARDHOLDER

ITEM	\$0.01- \$500.00	\$500.01- \$1500.00	\$1500.01- \$2500.00	\$2500.01- \$5000.00	\$5000.01- \$10000.00	FREQUENCY
Policy Premium Payments ⁴	\$12.95	\$32.95	\$64.75	\$119.95	\$249.95	Per Transaction
Electronic Check Payments	\$1.95	\$1.95	\$1.95	\$1.95	\$1.95	Per Transaction