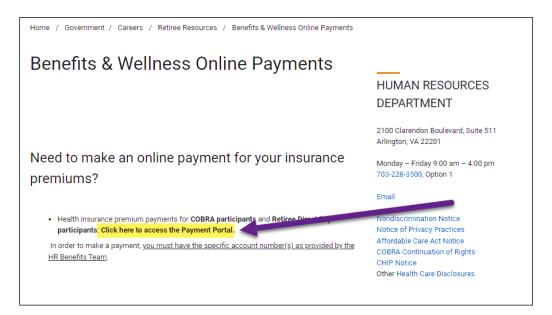


To pay your health insurance premiums online go to:

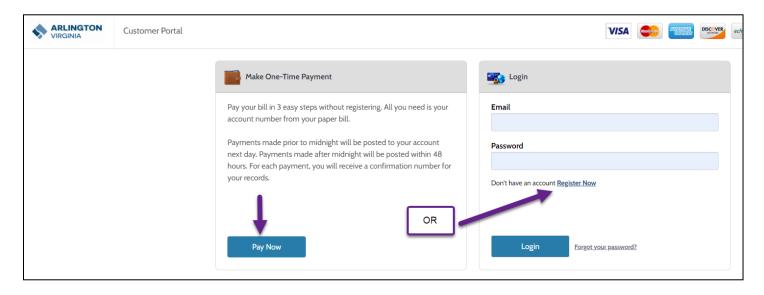
www.arlingtonva.us/HRDpayments

Click the link to access the payment portal.



Select **PAY NOW** to make a one-time payment as a guest.

OR click **REGISTER NOW** to create an account, make a payment, and setup ongoing monthly payments.



Follow the prompts on the website to continue with a one-time payment or registering as a user.

Please note: You have a specific account number for each insurance premium. If you pay directly for medical insurance and dental insurance, then you will have two different account numbers

You can pay both accounts using one login. Simply add one account, then add your second account number. Account numbers are provided by the HR Benefit Staff – COBRA administrator.

SAMPLE:

<u>Sally Jones</u>: Cigna premium account: **C12345CIG**; Delta Dental premium account: **C12345DDV** Sally can register, add both accounts, and make one payment. AND she can setup an ongoing monthly payment to cover both amounts due.

IMPORTANT:

- 1. Always enter your **Account Number(s)** in **ALL CAPS**. The account number is case sensitive and <u>must be</u> <u>entered in ALL CAPS to be recognized</u> in the payment system.
- 2. A processing fee of 2.35% will be charged for all transactions except for those via eCheck/Bank Account.

 Use the eCheck/Bank Account payment method to avoid processing fees.