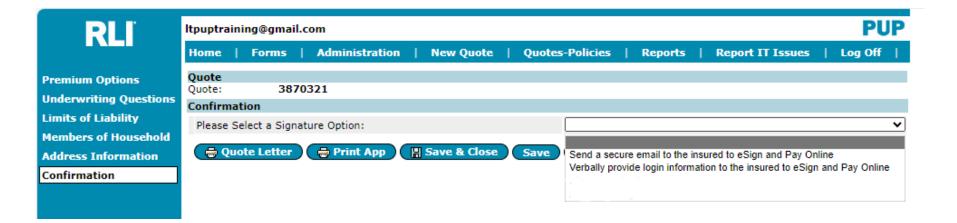
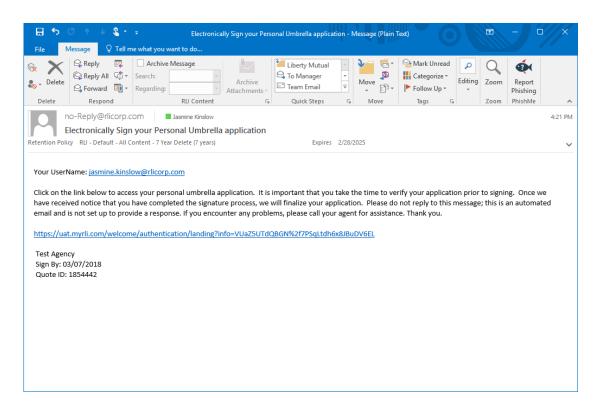


# Begin the eSign and Online Payment Process Here



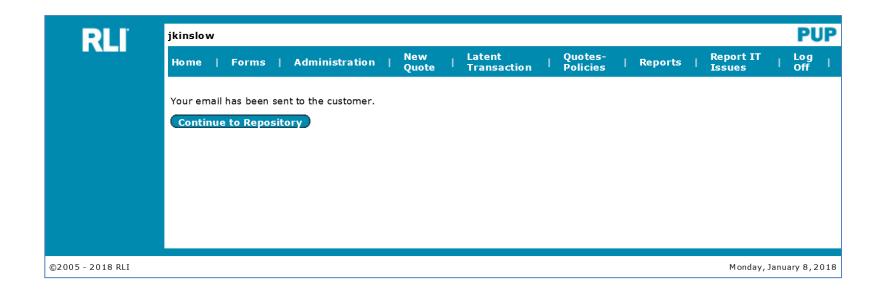
## **OPTION 1:** Send a secure email to the Insured to eSign and Pay Online

This is a copy of the e-mail your **Insured** will receive. The **Insured** has 5 days to complete the eSign and Electronic Payment. The Insured opens the email, and then clicks on the secure link to enter RLI's eSign and online payment process.



## **OPTION 1:** Send a secure email to the Insured to eSign and Pay Online

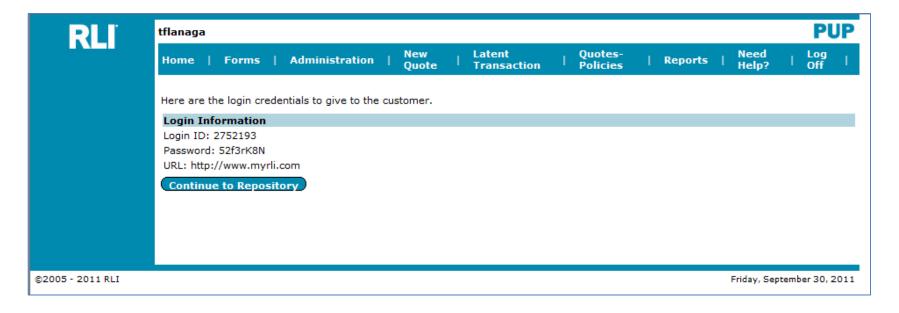
This is a copy of the PUP Access system screen you will see after the email has been sent to your customer.



# **OPTION 2: Verbally provide login information to the Insured to eSign and Pay Online**

This is the screen that will be displayed to the **Agent** if the "Verbal" option is chosen, so that the **Agent** can provide the Login ID, Password, and Website address to the Insured.

The Insured then logs onto <a href="https://www.myrli.com">www.myrli.com</a> to continue the eSign and online payment process.



For insured's who chose the "Send a secure email to the Insured to eSign and Pay Online" option, clicking on the link in the email will take them to this landing page.

The insured will click "Continue" to proceed to the first page of the electronic signature and online payment process.



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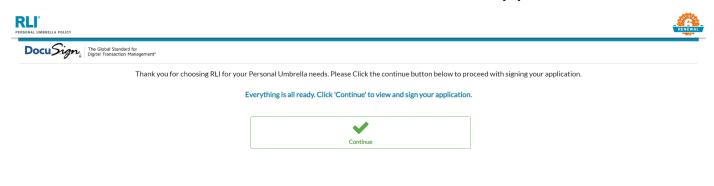


This is the first page of the electronic signature and online payment process. From here, all insured's will follow the same steps.

For insured's clicking the link in the email, this screen follows their landing page.

For insured's logging in through the www.myrli.com website, they will proceed directly to this page.

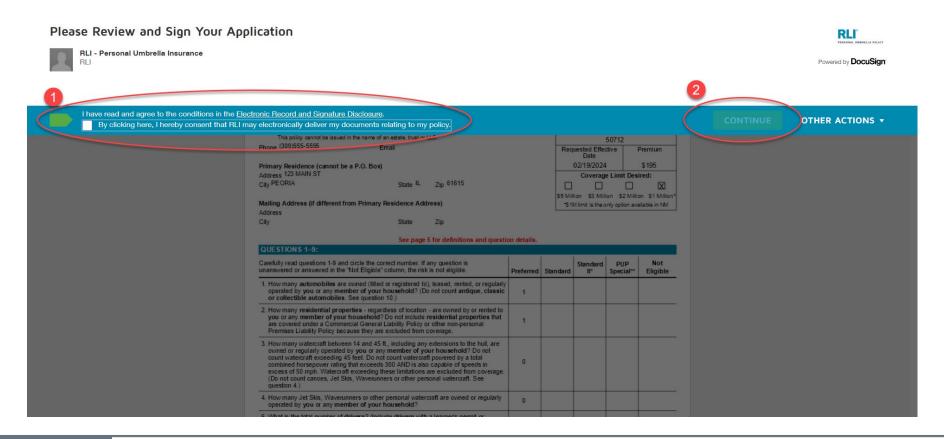
Click on the "Continue" button to load the application.





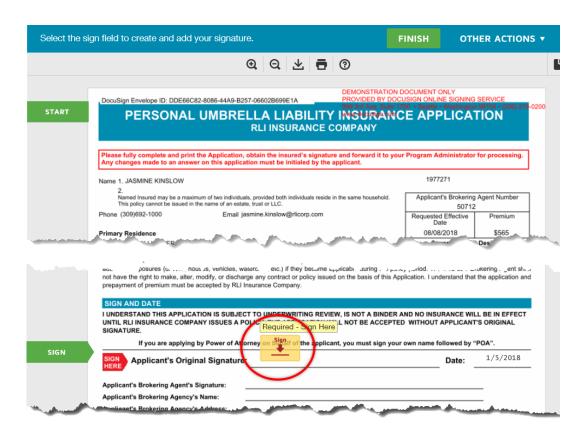


The insured will need to read the Electronic Record and Signature Disclosure and then check the box to agree to use electronic records and signatures and click continue.

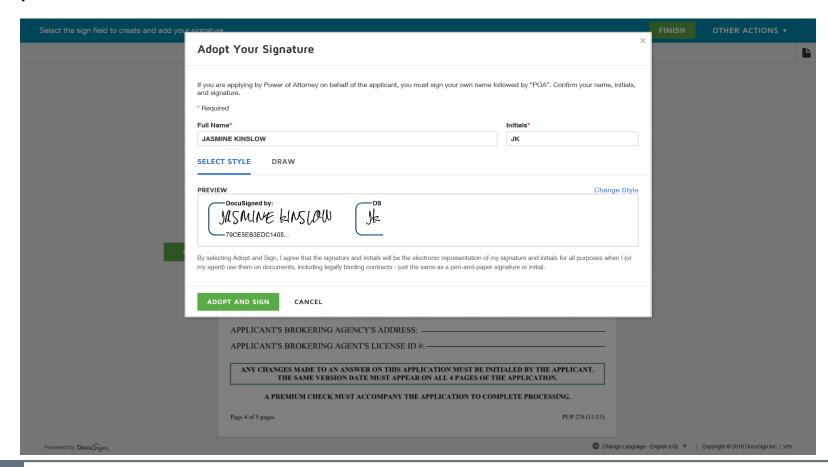




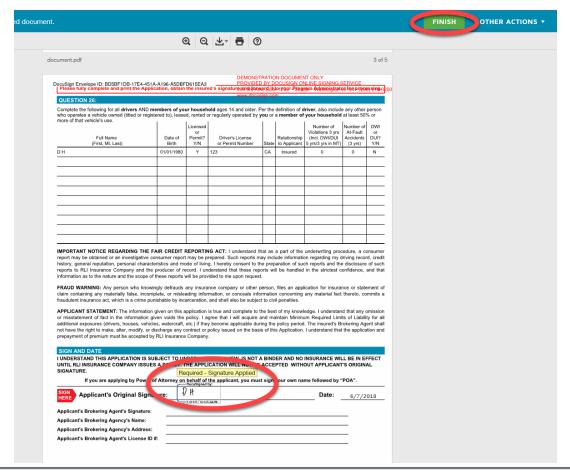
The insured will then scroll down, reviewing the application answers. Once at the signature location the insured will click on the orange "Sign" box to create their electronic signature.



The insured will type their full name and initials in the appropriate boxes and a signature will generate in the preview box. Then to continue, select "ADOPT AND SIGN".

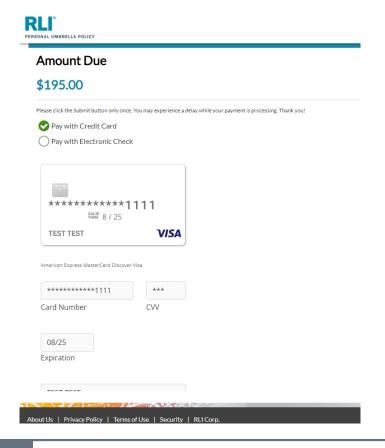


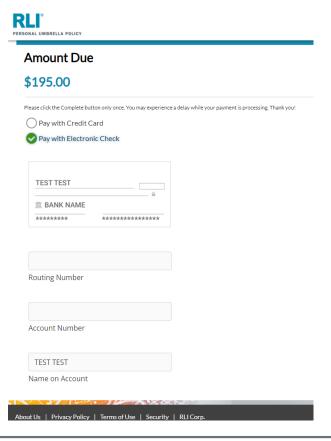
Once the insured has reviewed and electronically signed the application, the insured must select "FINISH" to complete the eSign process and begin the Online Payment process.



#### **Online Payment Options**

Here is where the Insured will determine how to pay for the policy. This can be set up as: 1) a **Credit/Debit** card payment, or 2) the funds can be withdrawn from a checking or savings account (**Electronic Check**). Select the payment method and fill in the required payment information. Then select "Submit" to complete the transaction.





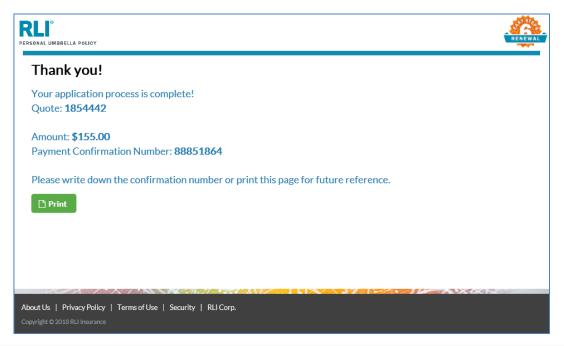
#### Transaction Status - On Screen Notice

When the payment has been submitted, the **Insured** will receive notice that the application process is complete on screen and also via email (see next slide).

#### Please note:

This payment may take at least one business day to appear in the Insured's credit card or bank account.

Payment status of the quote will change in PUP Access within 15 minutes.



#### Transaction Status – Emailed to Insured

After the payment has been submitted, the **Insured** will receive an email with the receipt of authorization.

