



Online Pay Instructions:

Process payment using link: <https://pacificaginsurance.appliedpay.com/>

Step One: Select "Amount" in the "Pay By" field, enter the first name & last name that is listed in the "Print Name" box of the D&O application. The email address must also match the one that is used on the D&O application.

Account number, phone number & postal code **must be listed identical to the example below for the system to locate the Soroptimist Club account.*

▼ 1. Account Information

Select a pay by option and enter the required information below to proceed with your payment

Pay By

☐ Invoice ☒ Amount

First Name *

Last Name *

Email Address *

Business Name

Account Number * ⓘ

Phone Number *

Postal Code *

[Continue to Policy Information](#)

Step Two: Enter the amount of payment and in the description field indicate which Club the payment is being made for so that funds can be applied appropriately. The policy and invoice number fields do not need to be completed.

**\$300 for Clubs & \$500 for Regions. Please do not use abbreviations when entering the Club's name*

▼ 2. Policy Information

Amount *

Description *

Policy Number

Invoice Number

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[Continue to Payment](#)

Step 3: Select the payment method and enter appropriate information. You can choose to pay by card or to pay via ACH, using a routing and account number. Once the payment is processed our agency will be notified and we will reconcile the payment using the email address entered in step one along with the club name listed in the “description” field in step two.

▼ **3. Payment Method**

Choose your payment method

 **Credit Card**

| | |
|-----------------|----------|
| Subtotal | \$300.00 |
| Convenience Fee | 3.5% |

 **ACH - Direct Debit** 

| | |
|-----------------|----------|
| Subtotal | \$300.00 |
| Convenience Fee | \$4.00 |

[Use Payment Method on File](#)

Credit Card Number *

1234 5678 9012 3456 



Expiration Date *

MM/YY 

Security Code *

3 digits 

If a Convenience Fee is shown above, our systems platform provider, Applied Systems, Inc., will apply a Non-Refundable fee or charge to the total transaction amount payable by you to the extent you elect to make a payment using a credit or debit card or through an ACH transaction. If you do not wish to pay the convenience fee, please contact Pacific Ag Insurance Agency, Inc. for other payment method options.

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Pay \$310.50