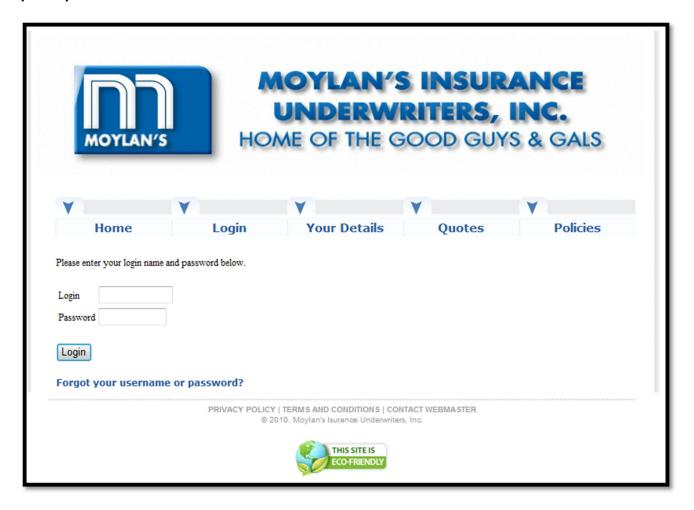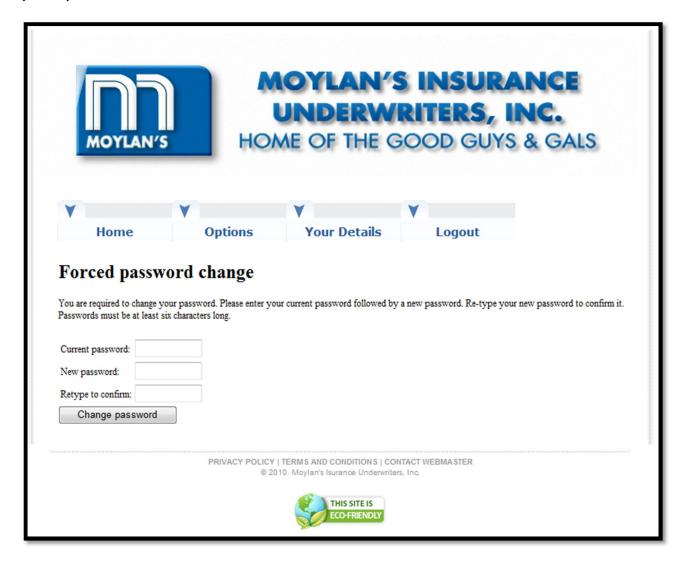1. Open a browser (Interet Explorer, Firefox, Google Chrome)
2. http://pay.moylansinsurance.com.ph/app/online.pl/policy
3. Enter your LOGIN NAME and PASSWORD **(Fig 1-1)**

(FIG 1-1)

4. Forced Password Change (initial login) **(FIG 2-1)**
    a. Type your old/current password
    b. Type a new password
    c. Retype your new password

(FIG 2-1)

5. Policies with Outstanding Amount will appear in your screen after you login. **(FIG 3-1)**

(FIG 3-1)

6.   Select the Policy number and enter the payment amount you want to post. **(FIG 4-1)**
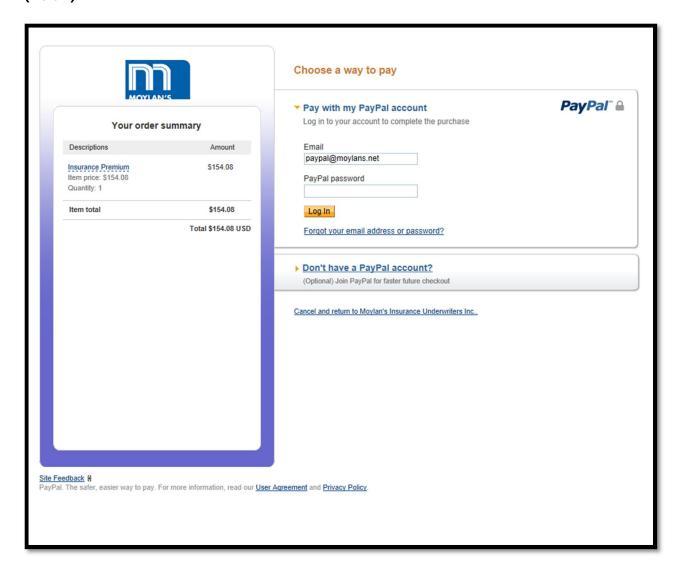
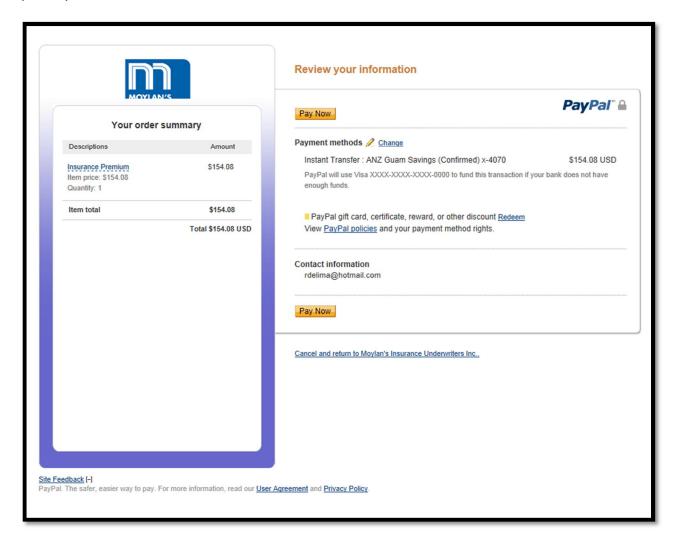**(FIG 4-1)**

7. CHOOSE A WAY TO PAY
    a. If you want to pay using your PAYPAL account, click **PAY WITH MY PAYPAL ACCOUNT**
        i. login with your paypal email address and password.   **(FIG 5-1)**
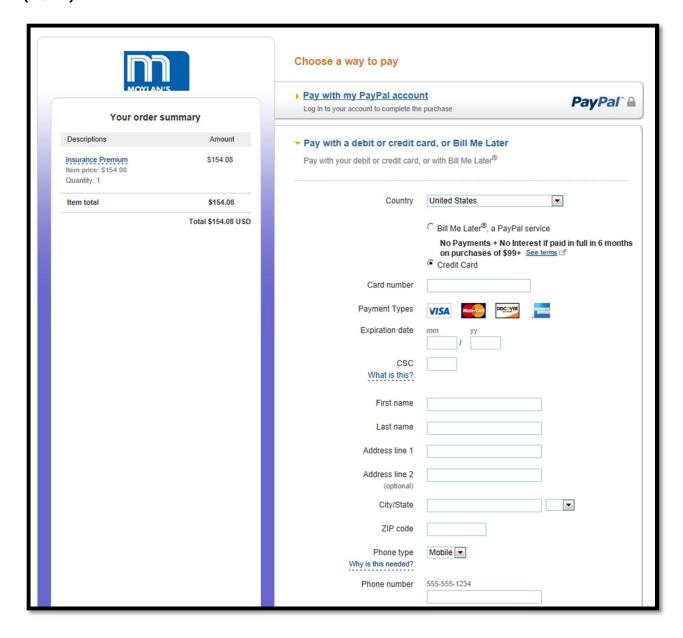
 (FIG 5-1)

8. If you have Paypal account and you logged in, you will automatically be prompted to **PAY NOW (FIG 6-1)**
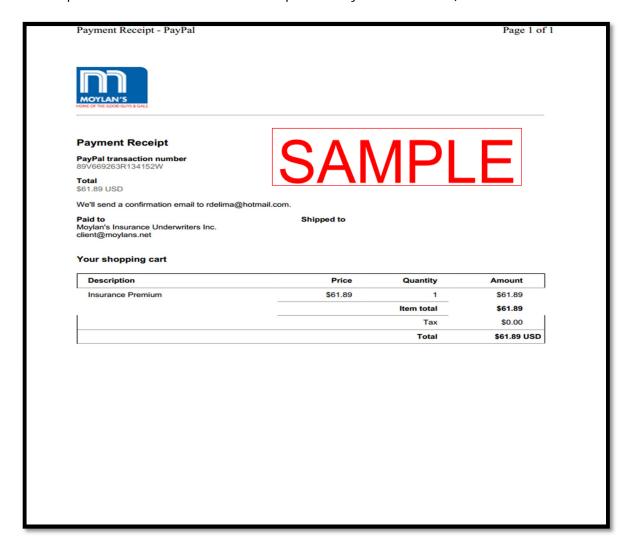
(FIG 6-1)

9. If you want to pay with a CREDIT CARD, click DON'T HAVE A PAYPAL ACCOUNT.   **(FIG 7-1)**
10. Once you enter your credit card information below, click **REVIEW AND CONTINUE**.
11. **CLICK PAY NOW**.

(FIG 7-1)

12. Once payment has been made, you will receive a Paypal Receipt with Moylan's Insurance Logo. (You can print this or save as a file. Please keep this with you for reference)

13. You may now logout of our payment online.

After the payment thru paypal has been made successfully, paypal will send a notification to Moylan's Insurance System and it will create the payment transaction in our system.