

Transition Checklist

Enhanced payment option for clients enrolled in Automated Premium Payment.

Introducing the Online Payment Portal powered by Invoice Cloud-an enhanced platform for clients to more easily manage and pay premium statements anytime.

Based on information provided on the Automated Premium Payment form, you have been enrolled in the Online Payment Portal. Follow the steps on the next page to set up your account and start using the new portal.

Features & Benefits

- View open statements
- View closed statements
- View payments
- Set your payment methods
- Schedule new recurring payments
- Sign up for email reminders
- Change payment type
- And more!

Accessing the Portal

It's easy! You can access the Online Payment Portal via Single Sign On (SSO). Simply log in to the Nippon Life Benefits Employer Portal and select **Online Payment Portal** under My client links. If you are currently not registered, please see the next step.



Need to Register for the Employer Portal?

IMPORTANT: You must be registered on the Nippon Life Benefits Employer Portal in order to access the Online Payment Portal, please register by clicking [here](#). You will access the Online Payment Portal via Single Sign On (SSO) through our Employer Portal. Registration on our Employer Portal is easy – view our easy [step by step guide](#) to get started! Our administration team would be happy to assist you with any questions – please contact 800-374-1835 ext. 43780. If you are already registered, please disregard.



Updating Payment Information

If applicable, update your current debit filter/block on your bank account to authorize the following COID: 0000063576. The Originator on the transaction will read NIPPON LIFE BENE. This step is not needed if there is no debit filter/block. This will ensure your current scheduled monthly EFT (e-check) payments continue without interruption. Lastly, updating the debit/filter block may take a few days. If this step is not completed and the payment is returned, your banking institution may charge a fee.

Reminder- Since you are already signed up for Automated Premium Payment, the first monthly EFT (e-check) autopay payments through our new Online Payment Portal (powered by Invoice Cloud) will automatically occur. The date remains as the 10th of each month.



Link Access

Link access availability will be provided in our email communication regarding your transition timing. Click [here](#) to login to the employer portal and choose *Online Payment Portal* in the My Client Links section. **The first monthly ACH autopay payments will occur on 10th of your transition month.**



Notifications

Notifications will be coming from Invoice Cloud. To avoid emails being blocked, please whitelist the domain, **no-reply@invoicecloud.net**. If you use Outlook, you can view instructions on how to do this [here](#).

Email notifications will be the only way we communicate upcoming payments, issues with payments, or updates and change confirmations. Please visit the Online Payment Portal soon after the transition date provided in the email communication. If your contacts change, please contact Nippon Life Benefits at admin-info@nipponlifebenefits.com.



Additional Resources

For a variety of resources to help you navigate the Online Payment Portal, please visit:
www.nipponlifebenefits.com/onlinepayinfo.

For additional assistance, please mail your inquiry to admin-info@nipponlifebenefits.com. Please include Group Name, Account/Group Number, and your first and last name.