



Online Payment Instructions

Online Payment system Changes

Our Online Payment System provides a convenient and easy way for you to pay your invoice. Please contact our office at 888-927-7526 if you have questions.

Register for the Online Payment System.

1. Employers can access the system through the Concordia Plans employer portal. Individuals can visit our website, [ConcordiaPlans.org](https://www.concordiaplans.org), and click on the **Pay a Bill** link to access the online payment system. Once on the site, choose **Enroll Now** to create an account.

Note: If you wish to make a one-time payment as a Guest, choose [Click here to make a guest payment.](#)

2. Take a few moments to review the terms and conditions of the Online Program, and click **I Agree** to continue.

3. To register as a new user, enter your Account Number, ZIP code and PIN. These identifiers are located on your Concordia Plans monthly invoice. Be sure to click **I'm not a robot** to continue.

Welcome to Online Billpay

Welcome to our new online bill presentation and payment service. Please note that all customers will need to enroll for this new service, even if you were previously enrolled for online payments.

New Users - Get Started Here

Not already enrolled? No problem, enrollment takes only a few minutes. To enroll you will need your biller account number, the online enrollment code printed on your billing statement and details of the bank account you want to use for your payments.

[Enroll Now](#)

Not ready to enroll, but still want to make a payment online?

[Click here to make a guest payment.](#)

Existing Users - Login Here

If you have already enrolled for our new service please enter your login information to access the site.

Note: If you cannot remember your Login ID or Password please select the appropriate link below to start the automated Login ID or Password reset process.

Login id:

Password:

[Forgot Login](#) | [Forgot Password](#)

[Login](#)

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10. Indemnification. Each of us agrees to defend, indemnify and hold the other and its parent, officers, directors and employees, harmless from any claim or demand (including attorneys' fees) made or incurred by any third party due to or arising out of any breach of this Agreement.

11. Assignment. You may not transfer or assign any rights or obligations you have under this Agreement without CPS's prior written consent. CPS reserves the right to transfer or assign this Agreement or any right or obligation under this Agreement at any time to any successor online payment system.

12. No Warranty. CPS and its employees provide services "as is" and without any warranty or condition, express, implied or statutory. Except as expressly set forth herein, CPS and its employees specifically disclaim any implied warranties of title, merchantability, fitness for a particular purpose and non-infringement. CPS does not guarantee continuous, uninterrupted or secure use of this system, and operation of the system may be interfered with by numerous factors outside of our control. CPS will make reasonable efforts to ensure that electronic debits are processed in a timely manner, but we make no representation or warranty regarding the amount of time needed to complete processing, because the service is dependent on many factors outside of our control, such as delays in the banking system.

13. Complete Agreement. This Agreement sets forth the entire understanding between you and CPS with respect to the system provided hereunder. Terms which by their nature should survive, will survive the termination of this Agreement. If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be struck and the remaining provisions shall be enforced.

14. No Waiver. No failure by either CPS or you to act with respect to a breach by any of the parties or any third party waives the right to act with respect to subsequent or similar breaches.

[I Decline](#) [I Agree](#)

Enroll

Terms Acct Details Login ID Email Confirm

Please enter your Login ID, Password. The Security Question and Answer will be used if you forget your password.

Online Bill Pay Service - Setup Login Credentials

Login ID*: Login ID must be 6 to 12 letters and/or numbers. Use underscore to represent spaces.

Password*:

Confirm Password*:

Security Question*:

Answer*:

[Cancel](#) [Continue](#)

4. Create a log in, and create and confirm a password. You will also need to select a security question. When you are finished click **Continue**.

Password Hint: Both the security question answer and password are case sensitive. The password cannot be the same number of letters as the Login ID, and must be between 8 and 32 characters. Passwords must contain: an uppercase letter, a number and a special character from !@#\$\$%^&.,/?+*=_-_:;:()'

5. Enter and verify your email address.

Once your registration is complete, you will receive a confirmation email.

Enroll | Terms | Acct Details | Login ID | Email | Confirm

Please enter your biller account number and your authentication code which is the online enrollment code printed on your billing statement

Online Bill Pay Enrollment

Account Number*: Please enter your account number.

First 5 digits of ZIP*:

Pin Number*:

I'm not a robot

Enroll | Terms | Acct Details | Login ID | Email | Confirm

Please provide your email address to enroll for Paperless Billing, so we can notify you when new statements are ready and also send you other notifications about activity on your account.

Paperless Billing and Email Verification

Email Address*: Please enter your Email Address.

Confirm Email Address*:

Add Funding Source Account

Before you can make a payment, you must add your financial institution's information. You will find the routing and account numbers you need at the bottom of your checks.

Once you have entered everything, you will be asked to verify the information. When all the steps are completed, you will receive a confirmation email.

Enroll | Terms | Acct Details | Login ID | Email | Confirm

Please select the Funding Source which you want to add

Add Funding Source Account

Memo:

Bank Account Details

Personal Account Nickname:

Name on the Account*:

Account Type*:

Routing Number*:

Confirm Routing Number*:

Account Number*:

Confirm Account Number*:

Making a Payment

To set up a payment, select **Schedule a Payment**. You have the option to make a payment on a specific date or create a recurring payment. Recurring payments can be made on a monthly or weekly basis.

For your convenience you may choose to pay your current balance or enter another dollar amount.

Once you have clicked **Continue**, you will be asked to verify your payment details. You will need to **Confirm** that you want to continue with your payment. When you have completed the payment process, you will receive a confirmation email.

Account Summary | Payments

[View Payment Activity](#) | [Manage Funding Sources](#) | [Enroll into AutoPay](#)

Please note: All dollar amounts listed below are for the current month only. Future dollar amounts will vary. Please take this into consideration when scheduling Recurring Payments. Online Bill Pay will NOT process payments without your authorization.

Enter Information

Select Payment Type*: One Time Recurring

Funding Account Number*:

Payment Date (mm/dd/yyyy)*:

This is the earliest date your payment will post.

Amount*: Current Balance (\$4,409.75) This is Current Balance as of today Please enter Payment Amount \$

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