COVERED CALIFORNIA
FOR SMALL BUSINESS

MyCCSB Enrollment online portal

HOW TO MAKE A PAYMENT

Employer Guide

TO MAKE A PAYMENT

One-Time Payments

For a one-time payment, under the payments tab select one-time from the drop down.

Payment amount – Will be the amount due on the last invoice. This is not a changeable field.

Routing Number – Locate the bank routing number and input into the routing number box. The Bank Name should appear in the Bank Name box.

Account Number – Locate the account number and fill in the account number box.

Payment Details			
Customer Name	**Lilys Farm**		
Payment Amount:	$ 1120.19		
Routing Number*		Bank Name*	
Account Number*		Verify Account Number*	

Select the Terms and Conditions arbitration box and submit to make the one-time payment.

Recurring Payments

To make recurring payments, go to the payments tab and select recurring.

The following note should appear towards the top of the payments screen:

> **Note!** Employers who set up recurring payment will have their payments pulled on the 18th of each month. The next recurring payment sweep will be on the 18th of current month. If your due date occurs before the next sweep, please make sure you make a one-time payment to avoid loss of coverage.

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Payment Details

Note! Employers who set up recurring payment will have their payments pulled on the 18th of each month. The next recurring payment sweep will be on the 18th of current month. If your due date occurs before the next sweep, please make sure you make a one-time payment to avoid loss of coverage.

Customer Name   **Lilys Farm**

Routing Number*   Bank Name*

Account Number*   Verify Account Number*

Routing Number – Locate the bank routing number and input into the routing number box. The Bank Name should appear in the Bank Name box.

Account Number – Locate the account number and fill in the account number box. You will have to verify the account number in the following box.

Select the Terms and Conditions arbitration box and submit to set up your recurring monthly payments.

Monthly payments can take up to 24 hours to show on your payment's dashboard. The recurring payments will be the same amount on the company invoice, or less depending if any changes due to employee terminations occurred prior to the invoice.

> **Please Note:** *Recurring payments will never be more than the invoiced amount. Recurring payments occur on the 18th of every month, and can take 24 hours to process within the portal.*